

TRINITY PRESCHOOL
FAMILY HANDBOOK AND
STATEMENT OF SERVICES



A mission of Trinity Lutheran Church and School

Christ-Centered†Academic Excellence†Family-Focused†Serving Others

Sharing Christ-Meeting Needs

2017-2018

Trinity Preschool

Address: 515 South MacArthur Blvd., Springfield, Illinois 62704
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Trinity Lutheran School

Address: 515 South MacArthur Blvd., Springfield, Illinois 62704
Telephone: 217-787-2323
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Trinity Lutheran Church

Address: 220 South 2nd Street
Telephone: 217-522-8151
Email: office@trinity-lutheran.com
Worship Services: Sunday 8:00 a.m. and 10:30 a.m.
Sunday School 9:35 a.m.
Saturday 5:30 p.m. in the Parish Center (school site)

Ownership-Trinity Preschool is a nonprofit, Christian preschool operated by Trinity Evangelical Lutheran Church, Springfield, Illinois. The Trinity Board of Christian Day School approves our policies and governs our preschool.

Affiliation-Our church, school, and preschool are affiliated with the Lutheran Church Missouri Synod.

Hours and Days of Operation

Trinity Preschool is open Monday through Friday from 6:30 a.m. to 6:00 p.m.
The program operates year-round. Children may attend for a traditional school year from August to May. Families are welcome to stay through the summer months for Summer Camp.
The half day programs meet from 8:00 a.m.-11:30 a.m. We do not offer afternoon half day programs.
We offer 2, 3, 4 and 5 day learning opportunities.

Holidays

Holidays in which Trinity Learning Center will be closed are:

New Year's Day	Columbus Day
Good Friday	Thanksgiving Day (& Friday)
Memorial Day	Christmas Eve
Independence Day	Christmas
Labor Day	New Year's Eve

If the holiday falls on a Saturday then we will be closed on the Friday before and if the holiday falls on a Sunday then we will be closed on the Monday after.

The Preschool also is closed for Preschool Preparation Days in August. Those dates change annually and parents will be given sufficient notice of the closures.

The Preschool staff will attend a teacher conference(s) during the school year. The preschool will be closed on conference dates. Dates change annually and parents will be given sufficient notice of the closures.

Holidays do not change tuition rates or charges.

Program Details

Education: Trinity Preschool offers care and education for children three, four, and five years of age. Our rooms are sized for 20 students per room.

Program Capacity: Our childcare facility can accommodate 100 full-time children.

The staff at Trinity is dedicated to the Christian nurturing, teaching, and caring for the children entrusted to our center. They are also eager to provide the best possible communication and service to our families. Staff participates in professional development workshops and continuing education classes on a regular basis. The staff is required to attend staff meetings and receive training in CPR and first aid.

Trinity Preschool is a license exempt program and is not regulated by the Illinois Department of Children and Family Services. Trinity Preschool strives to follow and exceed the guidelines required through licensing. The center's policies and procedures are reviewed by DCFS every two years and new exemption status is granted.

Admission Policy

Trinity Preschool welcomes children aged three, four and five-year olds. The child must to use the bathroom independently.

Our enrollment process begins with a meeting with the Preschool Director or Admissions Director. Families will be given a tour of our center and an application to complete. Upon the completion of the application, parents will receive a registration packet that must be completed and returned on/before the first day of attendance.

Statement of Acceptance

Trinity Preschool accepts children of any race, color, national or ethnic origin to all the rights privileges, programs, and activities generally made available to the children at the center. It does not discriminate on the basis of race, color, and religion, national and ethnic origin in the administration of its educational policies, admission policies, and learning programs.

Children with Special Needs

Children with special needs may be accepted after an evaluation is made to determine whether the preschool program can be beneficial to the child's development. The child's family will provide the center with a written program plan based on the determination of a qualified consultant. This plan will be in our files before the child's first day of attendance. The child may attend the preschool for a trial period of two weeks. Following the two weeks a meeting with the parent, teacher, and director will be scheduled. Further attendance for the child will be discussed at that time. The family must be responsible for the cost of additional services, equipment, or staff. Together, the family and the center will regularly evaluate whether the needs of the child are being satisfied.

Curriculum

Trinity Preschool uses the **One in Christ Curriculum** for "Jesus Time". We also have "**Bible Boxes**" that your child may bring home for a week to enjoy. The children attend chapel every Wednesday at 9:00 a.m. Guests are welcome to worship with us.

The Preschool utilizes a Christian-theme-based curriculum that makes learning meaningful for children by engaging them in active learning centers, large and small group activities, routines, and transitions. The curriculum also encourages reading and math readiness, pre-writing and writing skills, science, music and art and reflects the ***Illinois Early Learning Standards***. The Trinity Preschool Curriculum is available for parents to read in the Preschool office.

Discipline Policy

The Trinity Preschool staff believes strongly in positive guidance for children. We are dedicated to behavioral management that is positive and guided by the attitude that disliking an action does not challenge the love or acceptance of your child(ren). Methods of discipline used will center on communication, stressing positive behavior, verbalization, redirection, or possible removal from a negative situation.

Physical punishment will not be used. No child will be shamed, humiliated, or left unsupervised for inappropriate behavior. No child will be punished for lapses in toilet training. It is our staff's goal, whenever possible, to explain to a child why a behavior is not allowed, suggest an alternative, and assist the child to become engaged in acceptable activity.

At times when a child's behavior is threatening to himself, others, or the activity in progress, that child will be removed from the situation (time out). The process of removing a child from his/her current location interrupts the child's unacceptable behavior and actions. No child will leave a time-out without a caring discussion with a staff member.

If behavioral problems persist, and we cannot meet the needs of the child, the parents, staff members, and the director will meet to discuss helpful ways of working with the child. Progress will be monitored and reported to parents frequently. If the behavior

continues to be a challenge and endangers the well being of the child, other children, or staff the child will be asked to leave Trinity Preschool and the family will need to seek alternative care for the child.

Tuition Policy

Our program is a nonprofit organization that operates primarily on the tuition fees from each child. Therefore, it is essential that your fees be paid promptly and regularly. All fees must be paid for the days and hours your child is registered to attend. If your child is absent, the fees are still to be paid in full. Tuition will remain the same during periods that contain closings for holidays, severe weather and staff workshop days.

1. The **annual** Registration Fee of \$50.00 is due before your child(ren) will be admitted or re-admitted to the Preschool program.
2. Tuition payments may be made weekly, bi-monthly, or monthly. Weekly payments are due on the first day of the week that a child attends the center. Bi-weekly must be paid at the beginning of every other week. Monthly payments are due at the beginning on the month. Timely payment is the responsibility of the parent/guardian.

A weekly late fee of \$25 will be charged if necessary.

Students will not be admitted to class if tuition is not paid for a two week period. If payment is still not received in full, a payment plan may be worked out with the director. If no satisfactory solution is reached, the Board of Christian Day School will take action that may include student removal, and pursuit of unpaid tuition through legal action, a collection agency, etc.

3. The Preschool's hours are from 6:30 a.m. until 6:00 p.m. Children enrolled in the full day program may arrive after 6:30 a.m. and must be picked up no later than 6:00 p.m. Children in the half day program may arrive no earlier than 8:00 a.m. Half day children need to be picked up no later than 11:30 a.m.
4. Our center closes at 6:00 p.m. and every effort should be made to respect the closing time. The overtime fee begins at 6:01p.m. and a \$1/minute fee (per child) will be charged to your account immediately. This late fee must be paid within a week.
5. The tuition fee is still required if a student is absent from preschool because of vacation, illness, etc. However, we offer one week of no charge vacation time per school year. This policy applies to half day, part-time, and full-time students. The account balance must be current. The free week does **not** apply to students enrolled only for the summer months. The director must be given written notification in advance for vacation leave.

6. Please notify the director two weeks in advance of a child's withdrawal from the center; otherwise, you will be charged for the space you have reserved for your child.
7. Fees may change without prior notices, however, we will announce any changes as soon as possible.
8. There will be a \$25.00 charge for any check returned from the bank for any reason.

Program Tuition costs:

5 full days:	\$160.00 per week
4 full days:	\$130.00 per week
3 full days:	\$105.00 per week
2 full days:	\$ 80.00 per week
1 full day	\$ 50.00 per day



5 half days:	\$ 75.00 per week
4 half days:	\$ 65.00 per week
3 half days:	\$ 50.00 per week
2 half days:	\$ 40.00 per week

Community Childcare Parents/Guardians:

Please note that Community Child Care only offers to pay up to \$120/week. Parents will be responsible to pay the difference of \$40/week plus their monthly co-pay. **Since the Preschool only receives CCP tuition when a child attends the Center, a child receiving assistance must be present at school at least 75% of the month. If a child is absent more than 75% the parent will be charged regular tuition for the days missed.**

Arrival/Departure Procedures

1. Our program requires that a parent must check children in and out every day they attend. Parents and caregivers are given child-specific codes that are used for entrance into the preschool and for check-in and out purposes.
2. For your child's protection, please accompany your child into/out of the program at arrival and departure time. Be sure the teacher is aware of your child's arrival or departure.
3. If you will be later than usual to drop off your child, please call the _____ center. Lunch counts are taken at 8:30 a.m.

Please notify the office if you will be picking up late. Children get concerned when not picked up around the normal time. The staff can reassure the child that his/her parent is coming. In the event that your child is still at the center after closing and we have not heard from you, we will take the following steps:



Attempt to reach you at home or work.
Call the people listed on the child's emergency form.
Call the authorities.

4. For the safety of your child(ren) please let us know, in writing, if someone other than yourself will be picking up your child. The new escort must provide a picture ID for proof of identity. **For security reasons, please do not share your entry code with anyone.** Only in cases of emergency will phone authorization be accepted. The staff shall refuse to release a child to any person, who has not been authorized by the parent(s) to receive the child.
6. No one under 18 years of age may pick up a child without **written** permission from the child's parent.
7. At least two pick-up and three emergency contact persons with current phone numbers are to be listed on your child's file.
8. If you are going to be away from home or your place of work for the day, be sure to leave a phone number where you can be reached in case you are needed for an emergency.
9. Please call the preschool if your child will not be attending during regular attendance times. Our staff will be concerned if they are expecting your child to be here.

General Care Information

Trinity Preschool is designed to nurture the whole child's individual development in a comfortable, secure environment. Parents need to communicate frequently with the staff for information regarding the daily developments as they occur.

1. It is not unusual for a child to become teary when separating from a parent in unfamiliar situation. Remember, this is a new environment with new faces. A child is bound to feel a little uncomfortable. Adults often have similar experiences when put in a like situation. Be encouraging. Your smile, eyes and body language communicate a lot. Any type of apprehension on your part, this enhances their own feeling of uncertainty. Separation is often harder on the parents than on the child.
2. Each child needs to keep a complete extra set of clothing at the center. Please be sure each item is clearly labeled with the child's name. The items must include underwear, shirt, pants, and socks. Check the clothes periodically for correct size and appropriateness for the season.
3. Children are not to bring toys from home. We cannot be responsible for personal toys if lost or broken here. A special exception may apply to Show and Tell arranged in each room.

4. Sheets and blankets will need to be furnished for nap/rest time and be laundered weekly. Your child may bring a stuffed animal to cuddle. Be sure the stuffed animal is labeled with your child's name. It will remain on your child's cot for nap/rest time and will be sent home every week. You will be responsible for the weekly cleaning of any items brought from home. The Preschool will provide a nap bag for each child. ALL items must fit in the bag for easy storage at school.
5. We ask our students to bring school supplies. A list of supplies is given on your child's first day of school. New supplies will be asked to be brought at the beginning of the new school year in August. (Families that join the center in the summer months will not be asked to bring supplies at that time).
6. We enjoy celebrating your child's birthday. Parents may bring in treats for birthdays or holidays. Treats may also be small prizes (i.e. pencils, stickers, etc.) **Food brought for treats must arrive unopened as packaged by the bakery or manufacturer with an ingredient list intact, we cannot serve homemade treats.** **Please Note: Trinity Preschool strives to be a peanut free center. No items containing peanuts or peanut butter are allowed in the center.**
7. A child MUST be able to use the bathroom independently.

Visitors/Observers at the Center

Anyone who enters our building must first check-in at the Director's office. Visitors must verbally identify themselves and state the reason for their visit. The appropriate classroom is then notified that they have a visitor. The director or an appointed staff member will lead individuals wishing to visit the building.

Occasionally, our center may be used for observation by high school or college students to meet their class requirements or complete a research project. This may include observations of the usual routine, observations of play with specific manipulatives or equipment, and/or parent or teacher interviews. When research or observation is conducted at the center, parents will receive a description of the project. If specific children will either be identified or have specific participation, parents will be asked for permission first. No child will participate without parent authorization.

Students' pictures may be used for our school newsletter, yearbooks, web page, promotions, etc. Children's names will not be included with publications on the website or in promotional materials.

Health Care Policy

A medical report on forms prescribed by the Illinois Department of Children and Family Services will be on file for each child. The initial medical report will be dated less than six months prior to enrollment.



The medical report shall indicate that the child has received the immunizations required by the Illinois Department of Public Health. It is the parents' responsibility to inform the center of any special medical conditions, needs, or allergies for their child. You need to report in writing new immunizations and any changes in your child's medical or physical condition.

First Aid will be provided to an injured child. In case of emergency, every effort will be made to contact the parent(s) or designated adult responsible for the child. If neither can be contacted, transportation may need to be provided by the local emergency resource with a staff person accompanying the child to the hospital.

Administering Children's Medication

Many prescription and over-the-counter medications now come in two-dose (morning and evening) form. Please consult your physician or pharmacist about this possibility. If it does become necessary for our staff to administer medication, the parent must fill out the proper *Medication Administration Form* which is located near the check-in computer. A staff member will administer the dose of medication.

Both prescription and non-prescription medications will be accepted only in its original container. Medication will be clearly labeled with the child's first and last name. The container will be in such condition that the name of the medication and directions for use is clearly readable.

Any topical products, such as sunscreen or insect repellent, must be provided by the parent and approved by the parent in writing prior to use on the child.

Illness

We understand that it is common for children to have frequent colds and illnesses. Our greatest concern is for the child's well being. Parents, you are strongly encouraged to arrange back-up childcare for the days your child(ren) will be too ill to be at the center.

Please keep your child home if he/she has exhibited any of the following symptoms within the last 24 hours.

- 1. Fever of 100 degrees Fahrenheit or higher.**
- 2. Vomiting, nausea, diarrhea, or severe sore throat.**
- 3. Discharge from the body**
- 4. Any undiagnosed or contagious rash**
- 5. Severe headache**
- 6. Infected skin patches (i.e. impetigo, etc.)**
- 7. Unusual behavior**

8. **Child is cranky or less active than usual**
9. **Child feels general discomfort or just seems ill**
10. **Child cries more than usual**
11. **Loss of appetite**
12. **Red, watery eyes with recurring yellow/green discharge**
13. **Lice or nits***
14. **Onset of contagious disease (mumps, chicken pox, etc.)****

If the child develops one or more of these symptoms during childcare hours, parents will be called so the child may be picked up within the hour.

A child may return to school when:

1. **They are fever or symptom free for at least 24 hours.**
2. **They have been treated by a doctor or a doctor permits them to return to the center. The child may return with a doctor's note.**

(Trinity Preschool has the final say about when your child can return. We reserve the right to have precedent over the physician).

***Parents must send proof of treatment for head lice or nits. The child's head will be checked on the return to school.**

****A note from a doctor must accompany a child back to school for any communicable disease (i.e. Chicken pox, rash, mouth sores, etc).**

Please notify the center at once if your child(ren) will not be attending that day, and indicate the reason for your child(ren)'s absence.

Progress Reports

Twice a year (fall and spring) teachers evaluate your child's progress and reports are sent home. Parent conferences may be set up at those times for parents with any questions or concerns or just to "touch base" with the teacher. Teachers are always happy to set up additional times should you like. Trinity Preschool participates in the ***Ready to Learn Initiative*** for Illinois and Sangamon County. Our children receive "learning check-up" screenings in the fall and the spring. Parents are notified of the screening results and are given recommendations for assistance if necessary.

Parent Involvement Opportunities **Trinity Lutheran School and Preschool**

Several times throughout the year, we have activities planned for parent participation.

- Blessing Service and Classroom Visits
- Parents' Day
- Christmas Program
- Preschool Parent Teacher Conferences
- Grandparents' Day
- Spring Show
- Family Fun Events
- Student Parent Activity Nights

- Field Trips

Trinity School has a Parent Teacher League that meets monthly. Parents are welcome to attend. The PTL also schedules many family events throughout the school year. The Preschool families are welcome and encouraged to attend the fun events. Information about upcoming PTL activities will be posted on the bulletin board across from the director's office and listed in the weekly *Tiger Talk*.

Accident/Incident Reports

Should your child receive a minor scrape or bump or involved in a minor incident, an "Accident/Incident Report" will be filled out. Anytime an accident or incident occurs that is anything other than minor, you will be called immediately.

Procedure for Reporting Abuse

Trinity Lutheran Board of Christian Day School and the preschool staff shall report all suspected child abuse or neglect to the Child Abuse/Neglect Hotline as required by the Abused and Neglected Child Reporting Act. Suspicions of abuse or neglect shall be documented and maintained in a confidential record.

Outdoor Play

Children play outside every day (except in extreme weather). Our playground is an extension of our center's daily routine for the children. Be sure your child (ren) will have appropriate clothing and shoes for time outside. Due to staffing demands, children are not allowed to stay indoors while their group is outside.

Nap/Rest Time

Regulations require us to provide a nap/rest time for all children enrolled in the full day program. Children will rest/sleep on their cots every day. All children must rest quietly during the rest time.



Dress Code

*Children should be dressed in washable, easy-to-manage clothing suitable for tumbling, climbing, and crawling on the floor, as well as for messy play with art supplies.

* **Please avoid sending your child to school in flip flops, sandals, and shoes without backs.** These types of shoes are dangerous on our playground and when running around in the gym.

*We are available to assist your child with bathroom procedures. Please choose clothing that your child can push-down, pull-up, snap, and button independently.

*Please be sure your child has outdoor clothing at the center that is appropriate for the season and temperature. We will try to go outside every day (except in extreme temperatures) and we want your child to be prepared for the day.

ALL CLOTHING SHOULD BE LABELED WITH YOUR CHILD'S NAME. Other children may have similar or identical clothing. The label will help us identify the proper owner.

The staff will encourage self-dressing whenever possible. You may want to keep that in mind as you purchase clothing for your child (ren).

Field Trips

When children are enrolled in Trinity Preschool, the parents will sign a general release form for taking a walk around the school block and in the neighborhood.

When off-campus field trips are scheduled, you will be notified in advance and asked to sign a separate release form for each field trip. You will be welcome to accompany your child's group at any time. If you come as a chaperone, please make arrangements for the care of your other children. This will be a special time for you and your child from this age group.

You may be asked to drive for a field trip. The driver requirements are listed below:

1. Each driver must be at least twenty-one (21) years of age and hold a valid Illinois Driver's License.
2. Each driver must be a member of Trinity Evangelical Lutheran Church, **or** be a parent/legal guardian or family member of a student enrolled at Trinity Preschool.
3. Each driver must be insured with a reputable insurance company authorized to do business in the State of Illinois and such policy of insurance shall have a minimum limit for Public Liability of \$100,000 for each person and \$300,000 for each occurrence, together with medical payment coverage of \$5,000 for each person riding in the vehicle.
4. Each driver must have a motor vehicle that meets the safety standards with respect to the Illinois Motor Vehicle Code. This includes the need for car seats for children under 8 years old. A child weighing more than 40 pounds may be transported in the back seat of a motor vehicle while wearing only a lap belt if the back seat is not equipped with a combination lap and shoulder belt.
5. The vehicle will take only as many passengers as can be restrained by a safety belt. All the passengers must use the seat belts provided.

Food Service

Information on special diets shall be obtained in writing from the parents and/or medical providers and maintained on file at the center. It may be necessary for parents to provide meals or portions of meals, to meet the needs of their child. The parent shall be responsible for the safety and clear labeling of food brought into the center. Our staff will willingly accommodate this child to help maintain his/her health.

*Breakfast: This meal is included as part of our daily routine. “Breakfast” will be offered to our students at 8:30 a.m. **Please do not send breakfast or other food items to school with your child unless it is a special birthday or holiday treat. Thank you.**

*Lunch: Lunch is prepared in the school cafeteria and brought to the Preschool. The children eat their meals in the classrooms. Rooms will be served their meal at a time that fits into their daily routine usually around 11:30. Our meal times are designed to be an enjoyable experience for the children and staff. We will teach and encourage good manners. We will encourage but not force children to try all foods. Lunch menus are posted on the bulletin board across from the director’s office.

*Snack: Afternoon snack will follow nap/quiet time in the afternoon. Two items will be offered from the four main categories: milk products; vegetable, fruits, juices; protein; or grains and bread.

Firearms

Illinois prohibits the possession or carrying of any firearm, stun gun, or taser on or about the person in any public or private elementary or secondary school, on the person or in a vehicle on the property of any school. Therefore, no firearms or weapons of any kind are allowed on school property.

Exceptions to the Handbook Policies

We realize that sometimes there are emergencies or extreme and unusual circumstances that affect our families unexpectedly. A letter may be written to the Trinity Lutheran Board of Education to apply for an exception to our handbook policies. The Board and the Director reserve the right to make the final decision for all requests.

Confidentiality

Your child’s enrollment paperwork, progress reports, parent/teacher communications will be kept confidential and be used only for purposes related to your child’s care and safety at Trinity Preschool.

In addition to administrators, teachers and staff may have access to your child’s information as needed to provide for the child. Emergency personnel may be given access to this information in the event of an emergency.

Please note: The pastors and school officials of Trinity Lutheran Church and School are routinely given names and addresses of Preschool families to be used for invitations to church and school events.

The Trinity Preschool staff is dedicated to the mission of serving our Lord through the caring of children and their families. We thank our families for giving us the opportunity to help you in the task of providing quality education and care to the children. Please pray for us and we will remember your family in our prayers. May the Lord bless our time together.

