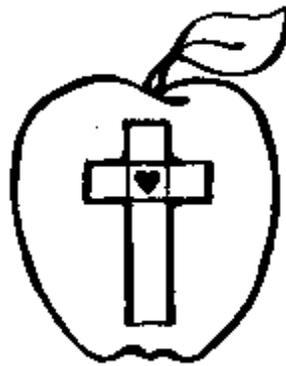


# Trinity Lutheran Preschool



## Family Handbook 2017-2018

(217) 438-6823

Trinity Lutheran Church  
1201 West Jackson Street  
Auburn, Illinois 62615  
[www.trinityauburn.org](http://www.trinityauburn.org)

Dear Parents,

Our congregation has established Trinity Lutheran Preschool as another method of bringing the knowledge of a saving and loving God to people. Our mission and intent is to provide an environment in which the Gospel of Jesus Christ is the basis for the development and education of your child during the preschool years.

Our preschool is not intended to take the place of parents. Rather, we want to work with you on nurturing your children spiritually, socially, physically and intellectually. It is our hope and prayer that you will find our staff and preschool helpful and beneficial in your role as a parent.

My primary concern as pastor is with a person's relationship with God through faith in Jesus Christ and knowledge of His Word. If you would like to know more about the Christian faith from a Lutheran perspective or if you have spiritual and faith concerns, I invite you to contact me.

Trinity Lutheran Congregation intends our preschool not only for our church family, but also for the families of the community and surrounding communities. We hope it will be a helpful resource to you and an honor to God.

Sincerely in Christ,

Pastor Martin Kaufmann  
217-503-7865 (cell phone)

## Some Facts About Us

Trinity Lutheran Preschool is a not-for-profit ministry of Trinity Lutheran Church and operates as a license exempt program registered with the Illinois Department of Children and Family Services.

Location	1201 W. Jackson Street Auburn, IL 62615
Phone	(217) 438-6823
Fax	(217) 438-9098
E-mail	tlp@mwii.net
Website	<a href="http://www.trinityauburn.org">www.trinityauburn.org</a>
Director-M/W/F Class Teacher	Teresa Todt
T/TH Class Teacher	Amy Kaufmann
Classroom Teacher	Dolly Vinlove
Classroom Aide	Tracy Schmid

### Preschool Purpose & Mission

Trinity Lutheran Preschool is an integral part of the mission and ministry of Trinity Lutheran Church. As a way of carrying out our mission, we will provide Preschool classes for three year-olds on Tuesday and Thursday mornings and Pre-Kindergarten classes for four year-olds on Monday, Wednesday and Friday morning (excluding holidays and Auburn school vacation days). Classes are held from 8:30-11:00 a.m. Trinity's Preschool is a Christ-centered, child-focused, secure and enriching educational program.

Trinity Lutheran Preschool is designed to expand and enhance the developmentally appropriate achievement and growth of each child, as well as prepare him/her for Pre-Kindergarten & Kindergarten. Trinity Lutheran Preschool assists families in building a strong Christian foundation for their children and in cultivating the love of learning about the world in which they live. This is achieved by employing staff who will bring the love of Jesus Christ and His teachings into the classroom each day, and by celebrating the inquisitiveness of the young mind. Instructional activities and experiences challenge students to develop their God-given potential, while capitalizing on individual strengths.

Instructional experiences include a balance of:

- Active and quiet experiences
- Large group, small group, and independent activities
- Free choice, learning centers, and teacher directed activities
- Indoor and outdoor play
- Fine/Gross motor skill activities
- Transition times
- Snack time
- Field trips and special classroom guests
- Bible stories, songs and prayer

### Daily Schedule (Sample)/School Calendar

The schedule is designed to provide a framework of consistency while maintaining the flexibility necessary to address the specific needs of each child.

8:15-8:30	Arrival
8:15-8:45	Seatwork/Free Time/Learning Centers
8:45-9:00	Pledge/Calendar/Music
9:00-9:15	Phonics/Numbers/Circle Time
9:15-9:45	Monday/Tuesday - Bible* Wednesday/Thursday -Show & Tell Thursday/Friday - Art/Science/Math
9:45-10:00	Snack
10:00-10:30	Learning Centers/Gym/Outside Play
10:30-10:45	Story Time
10:45-11:00	Sticker Chart, Awards, Birthday Recognition
11:00	Dismissal

\*In addition to our Monday Bible time, religious education will be integrated into the daily program through music, story time, seat work and prayer. Chapel chats with Pastor Kaufmann and others from Trinity Lutheran Church will be held monthly.

## **Inclement Weather/School Closings**

Trinity Lutheran Preschool will follow Auburn School District's schedule to dismiss early/cancel school in case of inclement weather; however, **Trinity Lutheran Preschool will not dismiss for "cold" days.** All school closing days will be noted on Channel 20 WCIS TV by 6:00 a.m. the day of the closing. In addition, closings will be posted on Trinity Lutheran Preschool Facebook Page. If more than three snow days are used, end of year calendar may be adjusted. Parent will be provided with a Trinity Lutheran Preschool Calendar for your child's school year.

### **Tuition\***

Monthly rate for the three year-old two day/week program is \$75. Monthly rate for the four year-old three day/week program is \$95. Payment is due the first school day of each month. (Parents will receive monthly statements.) Monthly rates will apply regardless of the child's attendance or the number of school days during the month. Timely payment of tuition is an important responsibility of the parent and crucial to the financial operation of Trinity Lutheran Preschool. A \$5.00 late fee per day per child will be charged if the tuition deadline is not met. After one week of delinquent tuition, your child will not be allowed in preschool classes until all tuition and late fees are paid in full. After two weeks of delinquent tuition, your child's spot in the preschool may be filled with a child from the waiting list. A \$25 fee will be charged for any check that is returned by the bank for non-sufficient funds. After the second occurrence of a returned check, all tuition payments thereafter must be paid with cash or money order.

\*Trinity Lutheran Church members receive a \$10/month discount on tuition. In addition, enrollment fee will be deducted from first month's tuition for Trinity Lutheran Church members.

\*All tuition and fees must be paid before graduation and/or of year party.

### **Sibling Discount**

There will be a \$5 per month discount for second and subsequent siblings enrolled in the same school-year, regardless of which class children are enrolled.

## Transportation

Transportation to and from preschool is available for preschool students in the Auburn community, providing two or more students per class request this service. Trinity's 15 passenger van will be used and driver will have required background check and JO2 endorsement on driver's license. Car seats will be provided.

Transportation for students out of the Auburn area will be determined by the preschool board on a case by case basis. A fee for out of town transportation will be charged.

## Registration Fee

The annual \$75 registration fee is non-refundable, reserves a place for your child in our preschool program and must be paid at the time of registration. If your child attends Trinity Lutheran Preschool, **\$50 of the \$75 registration fee will be deducted from your first month's tuition.**

\*Trinity Lutheran Church members will have entire \$75 enrollment fee deducted from first month's tuition.

## Snacks

Parents will be asked to provide a week worth of snacks for the class in a rotation with other parents. The number of times you are assigned to provide snacks will be determined by the number of children in the class. Snacks can be pre-packaged or homemade. A list of healthy snack ideas will be included with your snack schedule. Parents may provide special/homemade treats for child's birthday. Trinity Lutheran Preschool will provide juice, milk and paper supplies.

## Field Trips

In order to enhance learning field trips off the premises will be taken. A small fee may apply and if fee is charged, will be added to monthly tuition. We will use the Trinity Lutheran Church van for field trips; however parents are always welcome to join us or transport your child. Parents may also help transport other children in your child's class. Permission forms will be required.

### **Admission Policy**

Trinity Lutheran Preschool welcomes all children regardless of religious affiliation and admits children of any race, creed, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to children at the preschool. To enroll in the 3 year-old two day/week program, child must be three years old by November 1 of the current school year. To enroll in the 4 year-old three day/week program, child must be four years old by September 1 of the current school year. Child must be potty-trained (no pull-ups).

(Exception - a child who completes the 3 year-old two day/week program at Trinity Lutheran Preschool will be accepted into the 4 year-old three day/week program even though he/she does not meet the September 1 deadline.)

In order to give each child the attention he/she requires and deserves, Trinity Lutheran Preschool will limit class size to 15 students. Enrolled students, Trinity Lutheran members and Trinity's G.R.O.W. in the Son Beyond-School Program will be given a two-week advance period in which to enroll/re-enroll for the following school year. After a two-week period, enrollment will be open to the public.

Trinity Lutheran Preschool is not licensed as a special needs center. Enrollment in such cases (physical, mental, emotional or health-related) shall be based on an evaluation by the Trinity Preschool Director in consultation with and approval by the Preschool Board of Directors to determine whether our program and staff can reasonably meet the needs of the child. Our goal is the successful involvement of every child in all activities offered.

### **Drop-off & Pick-up Times**

You may drop off your child on a school day any time between 8:15 - 8:30 a.m. Child must be picked up no later than 11:15 a.m.

### **Guidance and Discipline Policy**

Trinity Lutheran Preschool believes that every child is a precious gift of God and must be treated with dignity, care and respect. Our aim is to help children gain self-control and empower them to make good, appropriate and God-pleasing decisions regarding behavior. Children will be lovingly encouraged to follow the program schedule and participate in the group activities. The teacher will keep parents informed of their child's behavior and include them in the planning process if behavior problems should arise.

Every effort is made to provide children with the type of environment that leads to the development of inner control and positive self-discipline. We do not believe in negative forms of discipline, such as corporal punishment or belittling of children. We do believe in bringing about positive behavioral changes through love, encouragement, praise, concern, and by providing a variety of activities to channel the interests of the children. It is our desire that children see the love of Christ in the teachers present.

Some behaviors are unacceptable, such as actions which injure others or self or the misuse of materials or property. If any of these behaviors occur, the teacher will discuss the inappropriate behavior with the child and talk about what is appropriate. If unaccepted behavior is repeated, the child will be directed to another activity or area. Repeated misbehavior will result in a time-out or loss of freedom. If inappropriate behavior continues and a solution cannot be found, possible dismissal will be discussed.

### **Communication between Preschool and Parent(s)**

It is our intent to work in partnership with families who have the primary and the most critical role in the nurturing of their children. Therefore, we encourage participation at Preschool. Some opportunities include:

- *Classroom visits* - We welcome and encourage parents to visit our classroom. However, because this might be your child's first school experience and extended time away from you, he/she may experience separation anxiety. Your child's teacher will lovingly help your child through this transition and it might be necessary to limit classroom visits during the first month.
- *Field trips* - Field trips are another opportunity for you to be an active participant in your child's school year at Trinity.
- *Newsletters* - Monthly newsletters will be emailed (to email address parent provides) at the end of each month. This is an important link between the school and parents and will keep you informed of classroom events, special lessons, field trips and more.

### **Physical/Immunization Record**

Prior to the first day of school, all preschool students must have on file a health physical dated within 12 months of school entry. Forms will be provided by the preschool, or we will accept a copy of child's physical with immunization record from your Doctor's office. An unvaccinated child may not attend Trinity Lutheran Preschool unless a medical or religious exemption is obtained. **Exception to above:** If this will be your child's 2<sup>nd</sup> year with us, they do not need another physical. If it is their 3<sup>rd</sup> year, another physical is required.

**Medical Exemption:** Children need not be immunized if a physician provides a written statement that immunization may be detrimental to the health of the child.

**Religious Exemption:** Children need not be immunized if the parent or legal guardian objects in writing to the immunization on religious grounds or on the basis of a strong moral or ethical conviction similar to a religious belief.

### **Illness**

Children need not be excluded from Preschool classes for a minor illness. However, please do not send your child to preschool with an illness which will prevent him/her from participating comfortably in activities. Your child should never come to preschool with a fever over 100 degrees Fahrenheit (oral), or when experiencing diarrhea or vomiting. If your child is ill, please do not allow him/her to return to preschool until fever-free and free of other symptoms for at least 24 hours. If your child arrives with or develops one or more of the above symptoms while in attendance, parents will be contacted so the child may be picked up immediately. If your child will not attend school because of illness or for any other reason, please let us know by calling the office and leaving a message (438-6823).

### **Crisis Response Plan**

Trinity Lutheran Preschool is committed to the safety and security of all the children in our care at all times. Therefore, with the assistance of the Auburn Police Department, a crisis response plan has been implemented in your preschool. It is our belief that with advanced planning and training, a crisis plan will protect your children. For your information, we will be conducting routine crisis response plan drills with your children while in our care.