

# **TRINITY LUTHERAN SCHOOL**

## **EARLY CHILDHOOD EDUCATION**

### **HANDBOOK**



#### **Our Mission**

Trinity Lutheran Early Childhood Education Programs share the love of Jesus with young children and instill in each student a love of learning and a desire to serve the Lord.



## Philosophy of Trinity Lutheran Early Childhood Programs

We believe...

- As disciples of the Lord, it is our God-given responsibility to share the Gospel message with all people.
- Children learn best about the love of Jesus when they experience it through the adults around them. By the power of the Holy Spirit working through God's Word, children learn most effectively through developmentally appropriate play. We provide a safe and nurturing learning experience focusing on the spiritual, social, emotional, cognitive, and physical development of the child as they use a variety of sense, to investigate and explore the world around them.
- Each child is a precious gift with unique God-given talents and abilities.
- The preschool ministry is an invaluable part of the church's mission of sharing the living water with a thirsty world, particularly in homes where the family is a mission field in which the students become witnesses of the Lord and His love.
- The preschool is to provide the same security, love, and care to children today as received by those who sat in the lap of Jesus, our Savior.

While parents are the primary educators of children, many families look for a Christian preschool environment in which to begin their child's formal education. Keeping John 15:5 in mind; "Christ is the vine and we are the branches. If we remain in Him, we will bear much fruit. Apart from Him we can do nothing." Trinity offers parents an opportunity to join in partnership in training the child according to the Lord's direction. Proverbs 22:6; "Train a child in the way he should go, and when he is old, he will not turn from it."

### Mission of Trinity Lutheran Early Childhood Programs

Trinity Lutheran shares the love of Jesus with young children and instills in each student a love of learning and a desire to serve the Lord.

Dear Parents,

Welcome!

We're pleased to have you as part of our Trinity Church and School family.

We have prepared this handbook so that you may know more about your school, and thus feel at home with us.

The school policies that we have incorporated in this handbook will give you an idea of how we operate Trinity Lutheran Preschool. Your support of these policies will help us all live and work together more effectively. You will find the topics in alphabetical order.

Please read this booklet with the knowledge that your child has a "home away from home" at Trinity. We are sincerely interested in your child just as we know you are. Together, we hope to do the best job possible. There is no problem that cannot be solved when we all work together.

It is our hope that this handbook will be read carefully and kept for reference in your home. Throughout the year, additional information will be provided through newsletters and memos.

Blessings,

Dr. William Luedtke  
Principal  
623-935-4690 ext. 121  
wluedtke@trinitylcs.org

### **Accreditation**

Trinity Lutheran School is accredited by National Lutheran School Accreditation and is highly commended for an outstanding preschool and childcare program.

### **Activities and Programs**

Trinity Lutheran Church and School shares the Living Water of Jesus Christ with a thirsty world. Trinity Lutheran Early Childhood Education Program reaches little ones by offering an excellent preschool and childcare program for children ages 1 year through Pre-K. This Christ-centered early childhood education experience offers a developmentally appropriate curriculum for your child in a caring Christian environment. Our strong, quality, educational program features daily Bible lessons, academics, art, music, physical education and weekly chapel worship. Guest speakers for all classes bring additional variety and learning opportunities to the children. Our staffing allows for low teacher- child ratios. Limited class sizes allow for individual nurturing of the child's spiritual, intellectual, emotional, social, and physical development. Our consistent, loving environment, along with many opportunities for parent involvement, further strengthen our school ministry.

### **Administration**

The administration of day-to-day operations at Trinity Lutheran School is the responsibility of the called principal who is to follow and implement the adopted policies. Trinity Lutheran Early Childhood Education programs are part of Trinity Lutheran School and are governed by Trinity Lutheran Church & School as part of our total education and ministry program. The administration of day-to-day operations of these early childhood programs is the responsibility of the Director who is to follow and implement the policies adopted. The Child Care Coordinator is responsible for the administration of the child care portions of this program.

### **Admission Procedures**

1. Parents must complete and return the enrollment forms for all Early Childhood Education Programs, (Emergency Information and Immunization Record Card and Financial Agreement). A copy of the student's birth certificate, current shot records, and a non-refundable registration fee must also be provided. In the event that one parent has sole legal custody for the child, legal documentation is required to be in the child's file in the school office.
2. Class sizes are limited, so early enrollment is encouraged. If classes are filled, you may be placed on a waiting list by completing the wait list form and returning it to the school, with a non-refundable waiting list fee. This fee applies to the enrollment fee when a space becomes available. You will be notified once a space becomes available for your child and have 24 hours to respond. When that occurs you will be asked to submit the balance of the enrollment fee in order to secure your child's place.

### **Attendance**

In the event of a necessary absence, the parent is asked to telephone the school prior to the beginning of the class session or usual time of arriving. 623-935-4690

### **Behavior Expectations**

As children of the Heavenly Father, our behavior will be God-pleasing. The students of Trinity are expected to:

- Put God first in everything
- Treat God and His Word with respect
- Honor those whom God has placed over them
- Respect the facilities and others
- Act safely

### **Birthday Celebrations**

Please obtain approval from your child's teacher before bringing in birthday treats. In keeping with our focus upon wellness, we have set guidelines for recognizing children's birthdays. Teachers will recognize individual birthdays in their own classrooms. If you wish to send a packaged treat for the class on your child's day, we request that you plan something conservative. Although big cakes and balloons are fun for the children, they sometimes become a problem for teachers in serving and clean up. Sometimes classroom routines are disrupted, and other children have hurt feelings when their birthdays are not celebrated in the same way. Thank you for your cooperation and understanding.

### **Biting**

If your child bites another child, you may be called to pick up your child. We have a NO TOLERANCE policy for biting. Hurtful behaviors will not be tolerated and your child may be asked to withdraw due to repeated biting.

### **Campus Security**

Our preschool gates will be locked during preschool hours. The front and back gates will be unlocked 10 minutes before and after preschool class times. After office hours the gates will be unlocked for child care.

### **Chapel Offerings**

Each week we ask the children to bring an offering to our chapel services. The offering received is used for selected school mission projects.

### **Child Care**

Child Care is available either part-time or full-time or before or after school for all children. It is a place where children can continue to learn the fundamentals of early education in a developmentally appropriate environment. Rates and registration forms are available in the office. Unscheduled child care is available at the unscheduled rate.

### **Child Custody Agreements**

The school cannot be responsible for monitoring court restrictions if there is no written record in the child's file.

We use the following accepted definitions in custody situations:

*"Legal custody"* means the right and responsibility to make major decisions concerning the child.

*"Physical placement"* means the right to have a child placed physically with a party who has the rights and responsibilities to make routine daily decisions during the time of physical placement.

*"Major decisions"* include, but are not limited to decisions regarding choice of school or religion or authorization of health care.

*"Joint legal custody,"* means both parties share legal custody and neither party's legal rights are superior except as a court may specifically order.

### **Confidential Information**

Progress reports, classroom observations, and teacher conferences are important ways parents receive information about how their child is progressing through the year. Parents are encouraged to treat this information as confidential.

### **Conflict Resolution**

We believe Matthew Chapter 18 gives us the direction for conflict resolution that we want to follow.

- First, speak to the person with whom you have a conflict.
- Second, if there is no resolution, take another individual and go back to the individual concerned.
- Third, if there is still no resolution, take the matter up with the administration. The administration may deem it necessary to refer the matter to the appropriate board.

### **Discipline Policy**

Staff members look to God's Word for guidance in discipline, and apply disciplinary measures with the needs of the individual child in mind. Consistent, reasonable rules are maintained for children. Staff members model and encourage appropriate behavior. Discipline is used to teach children acceptable behavior and inner controls. At appropriate times staff members will explain why the particular behavior is not allowed, suggest an alternative, and assist the child in becoming engaged in activities in an acceptable way. Humiliation and corporal punishment will not be used on the child. If a child's behavior results in self harm or harm to others, the staff may hold the child firmly until the child regains control or composure. Periods of time out may also be used to help the child regain control. If a student continues to harm others or to cause serious disruption to the classroom, the parents will be called to pickup the child immediately from school. The child may return the next scheduled school day. After five such "call backs"

we would ask the parent to withdraw the child until a later time. At this point, the parent may continue to pay tuition to hold the enrollment spot until the child is able to return to school, or place the child on the waiting list and the child could be reconsidered for enrollment, if and when an opening should occur. A staff member may pray with a child asking Jesus for forgiveness for inappropriate behavior and for help in improving relationships with others.

### Dogs on Campus

Trinity administration asks that you do not bring dogs on campus during school hours, whether leashed or held. Dogs' behavior can be unpredictable, therefore, to protect the children they will not be allowed on school grounds.

### Dress Code

We do not have a uniform for early childhood aged children, however, we ask that parents select clothing which will not hinder the children in their use of the bathroom facilities and comfortable play. For safety reasons, we do require that all children must wear **closed-toed shoes**.

**Elementary aged children enrolled in our Before and After School Program** must comply with the elementary dress code. See the Elementary School Handbook for more details.

### Emergency Care Procedures

Authorized school personnel will take whatever steps are necessary to obtain medical care if warranted. These steps may include, but are not limited to:

- A. Attempt to contact parent or guardian.
- B. Attempt to contact any person listed on the Emergency Information and Immunization Record Card submitted at the time of registration.
- C. If the school cannot contact parent or emergency contact the school may call 911 for necessary medical attention.
- D. Expenses will be paid through the parent's health/accident insurance policy as the primary insured.
- E. The school will not be responsible for anything that may happen as a result of false information given at time of enrollment or if the parent does not keep the school updated on changes.

In certain cases the child may remain at school, apart from the classroom, under supervision, until parent or designated caretaker can be reached.

### Emergency Phone Numbers

If there is a change in the emergency numbers where you or your caretaker can be reached, it is very important that the school office be notified. New home telephone numbers, new cell telephones, and new telephone numbers at your place of employment all fit into this category! There is nothing more disappointing for a sick child than to hear that we have no way to contact the parents.

### Empower Pack

Trinity Lutheran Early Childhood is enrolled in the new **Empower Pack program**. The program empowers children to make good choices about nutrition, physical activity, and tobacco using age-appropriate avenues. Aspects of Empower Pack can be easily incorporated into the everyday routine of child care to instill healthy life choices.

### Field Trips

No off-campus field trips are scheduled for Trinity Lutheran Early Childhood programs.

### Fire Drills

Fire drills are held at regular intervals as required by the state. It is hoped that through these drills, in case of an actual emergency, students would be able to perform without panic or undue fear. Fire Drill procedures are posted in each room on the campus.

### Fund Raisers

Fund raising efforts fall into two categories at Trinity: TEAM-PTO, or class projects.

As a Parent-Teacher Organization there are several opportunities throughout the year to participate in special events which raise funds for the TEAM, parent-teacher organization.

### Health and Medication Guidelines

The physical care and health of each child is as important to the staff as it is to you. Therefore, we ask our parents to observe the following guidelines from the Arizona Department of Health Services. Be sure all immunizations are current. Children without current immunizations or exemptions, will not be permitted to attend class.

Be aware of signs of inflammation, diarrhea, vomiting, sore throat, cough, earache, discharge from ear or nose, skin rash, persistent itching of body or scalp, open or infected sores, eye infection and/or temperature over 98.6 degrees Fahrenheit. **If any of these symptoms are present, do not send your child to school.** Your child must be **fever free for 24 hours** before returning to school. If your child has vomited in the last 24 hours **do not** send your child to school. If your child

comes to school with any of these symptoms, parents will be notified to pick up the child.

**Remember, children must be fever free for 24 hours before returning to school!**

Please notify the school immediately when your child has a communicable disease or contagious skin disease. Children will be excluded from school for the prescribed number of days for the following diseases (chicken pox, German measles, mumps, head lice, and strep throat), and will be required to have a doctor's written release to return. Prescription medications must be brought in its original container. The school will not administer medication brought to school in a container other than the pharmacy container. Before any prescription medication is administered, the parent or guardian must complete the appropriate medication consent form including all information and signatures. If your child has a special health condition, please inform the staff.

### **Immunization Requirements**

All immunizations required by the State of Arizona are also required at Trinity Lutheran School. It is the parent's responsibility to understand these requirements and make available a current record of immunizations for each child enrolled. The school will notify the parents of any delinquent or upcoming due immunizations. **If not received, it may become necessary to forbid a student from attending class until immunization requirements are met.**

### **Late Pick Up Policy**

While the school will allow a few minutes after class is over for pick up, in the event that parents or guardians arrive later than 10 minutes after a preschool class, the child will be taken to Child Care. If the child is not signed up for Child Care, the parent will be charged the unscheduled rate. If pick up from Child Care is after closing time, which is 6pm, \$1 per minute will be charged.

### **Learning Environment**

The learning environment here at Trinity will stress to your child the importance of learning and practicing forgiveness, commitment, and care for others. Our staff will model a loving learning experience for your child.

Our teachers and assistants are here at Trinity because they want to be. They consider it a privilege to share Jesus with you and your child. They realize their ministry here allows them to show you they are committed to worship and prayer and that they respect the families and other staff who they work so closely with each day. We want you to be a part of our loving family!

### **Liability Insurance**

Trinity Lutheran School carries general facility liability insurance of at least \$300,000 as required by Arizona Administrative Code R9-5-308.

### **Licensing**

Trinity Lutheran Early Childhood and Before and After School Programs are licensed by the State of Arizona, Department of Health Services, Office of Child Care Licensure, which is located at: 150 N. 18th Avenue, Suite 400, Phoenix, AZ. 85007, (602) 364-2539. Inspection reports by the Department of Health Services are available upon request to our Director. CDC#1718

### **Medical Training for Staff**

The staff of Trinity Lutheran School has been trained in CPR through the American Heart Association. The staff members are also trained in basic first aid. The staff is not prepared to do injections.

### **National Lutheran Schools Week**

Each year the Lutheran schools across the nation use the first full week of March to celebrate the Lord's blessings to Lutheran Schools. Trinity will mark the occasion with special activities. The celebration week brings many opportunities for parents and grandparents to participate with us.

### **Non-Discrimination Policy**

Trinity Lutheran School admits students of any race, color, or national or ethnic background, to the rights, privileges, programs and activities generally accorded or made available to students at the school. We do not discriminate on the basis of race, color, national or ethnic origin in the administration of educational policies, admission policies, and other school-administered programs.

### **Parent - Teacher Interaction**

When you enroll your child at Trinity Lutheran School, we become partners in Christian education. Regular communication will occur by means of telephone calls, notes and newsletters, and parent-teacher conferences. We also encourage you to communicate with the staff whenever you have a question or concern. Parent/Teacher conferences are conducted twice a year, once in the fall and again in the spring.

Parents may also support their child's growth through participation in special family events sponsored by the school and church. Their attendance is welcomed on Sunday, and at special worship services when the children have a sharing role. Parents are also invited to join their child for weekly chapel services.

### Payments

In the office we accept cash, check or money orders for payment. Our school offers an electronic, or automated, option for making tuition payments through Vanco, our third party bill payment service provider. Electronic payments allow your monthly tuition payments to be transferred electronically from your checking or savings account or your Visa, Master Card or American Express credit card directly to the school account. **If you pay through Vanco, you will be charged a convenience fee of \$5.00 per transaction.** This transaction fee is collected by Vanco. If you would like to avoid the transaction fee we encourage you to use your own bank or bill pay service or simply drop or mail your payment off to the school office.

Setting up Electronic Payments is easy. Go to the Trinity website at [school.trinitylcs.org](http://school.trinitylcs.org), and click on "Online Payments" to be redirected to Vanco. You may make a one-time payment or utilize the option of setting up recurring payments. You will need a student number which is the account number at the top of your monthly statement. If you have multiple students, you can make one payment online at the same time. When you enter the student number just enter them together - i.e. 1234/4321. We will see both account numbers on the report they send and we will pay the largest accounts billed balance due first and apply any remainder to the other account.

**Online payments can take up to five business days to process. Please allow enough time for the payment to be processed by the due date which is the 1<sup>st</sup> of the month.**

### Pesticide Application

Trinity Lutheran Church and School regularly does a pesticide application for the control of ants and other insect infestation.

Notification of the intent to apply pesticide will be posted in the office and all affected areas at least 48 hours prior to the application. This notice shall contain the date and times of the application and the fact that MSDS sheets are available in the preschool office.

### Photo Release

Trinity Lutheran School may record pictures and voices or photographs, films and tapes, and edit these recordings into movie or sound films or tapes, broadcasts (radio, television, world wide web), or otherwise, and use and license such recordings, movie and sound films and tapes or broadcast programs in any manner of media whatsoever, including unrestricted use for purposes of publicity, advertising, and sales promotion. **We may use your child's name, likeness, or voice in connection therewith unless the parent or guardian has completed the Photo Authorization - No Consent Form found on the Forms page on the school website or available in the school office.**

Parent further agrees to indemnify and save Trinity Lutheran School, its licensees, agents, successors and assigns from any and all claims and liability, damages, losses, or expenses of any sort arising from the making of such recordings and their use. Parent further acknowledges that there were no promises of any compensation for such use by Trinity Lutheran School or anyone associated with the latter and that Trinity Lutheran School exclusively owns all rights to these recordings irrespective of the form in which they are produced or used.

Parent warrants that he/she has read and understood the contents hereof, and that he/she has the right and authority to execute this release and indemnification on behalf of the child(ren) named on the enrollment forms. Parent will execute the release and indemnity at Trinity Lutheran School by signing the enrollment form.

### **Playground Use Before & After School Hours**

Playground rules apply at all times the playground is used, even when parents are in charge and teachers are not out there. Children are to use the equipment as it is designed and intended to be used. There is no jumping off of or sitting on top of the tunnel. Slides are for **sliding down feet first on bottoms**. Children are to sit when they go down the slide. **Children in grades Kindergarten and up need to stay off of the preschool equipment.** Parents are responsible to be with their children if they want to use the playground outside of school hours. To avoid accidents, during the school day the playground should not be used by anyone but students. When one of our classes is using the playground during recess, parents and siblings must stay off the equipment.

### **Potty Training**

With the expansion of our preschool, we are pleased to be able to offer some classes for children who are not potty trained. If your child enrolls in one of these classes, we ask that you send diapers and wipes and training pants when toilet training begins. We find it is easier to potty train the children if we use diapers rather than pull-ups. **Please do not send your child to school in pull-ups.** Experts suggest that parents look for signs of physical, emotional, and cognitive readiness before attempting to toilet train. Most signs begin to emerge between 18 and 24 months. (Although this may vary.)

Some signs to look for:

- Your child stays dry for at least two hours during the day
- Dry after nap (indicates that your child is able to remain dry for an extended period of time.)
- Shows interest in wearing underwear
- Has interest in the bathroom
- Has predictable bowel movements on a regular basis

- Facial expressions indicate readiness for the toilet
- May express displeasure with a wet or dirty diaper
- Staying dry overnight

When starting to show signs, we suggest that you not step from diapers into pull-ups. Continue to use diapers until your child is ready for underwear. Pull-ups have a way of confusing your child because they keep you from feeling "wet."

**However, if your child enrolls in a class where they must be fully potty trained before starting class, the following apply.**

Being toilet-trained means more than hitting the mark most of the time. Our expectation is that your child will be completely independent in the bathroom.

In order to help your child be successful, do not send him/her to school with body suits, belts, zippers, hooks, or snaps that cannot be managed independently, or "pull-ups". Pants with elastic waistbands and dresses with light stretch pants instead of tights work best. Wiping will be the student's responsibility.

Sometimes children come to school not knowing how to thoroughly wash their hands. They will be expected to do so after using the restroom, before eating, and when they first come to school each day.

If your child does have an accident in his/her pants at school, the staff will attempt to clean the child and provide clean clothing as available. The parents will then be called to pickup the child immediately from school. The child may return the next scheduled school day. If there is a second accident in a two-week period, if space allows we will move the child to a class that does not require potty training. In this class your child will be encouraged to become self sufficient in the bathroom. If space does not allow or the parent does not want the child moved to this class, the child will not be allowed to return to school until toilet training is complete. The parent may continue to pay tuition to hold the enrollment slot until the child is able to return to school, or place the child on the waiting list and the child could be reconsidered for enrollment, if and when an opening should occur.

#### **Provisions for Special Needs Child**

If a child with special needs can be accommodated within the limits of our program or with reasonable adaptation, within the limits of our facilities, and within the limits of the teacher's ability to handle the particular special need, such a child will be accepted as a student.

### **PTO-TEAM: Together Everyone Achieves More**

The Parent Teacher Organization of Trinity Lutheran School is an organization that gives parents the opportunity to participate actively in their child's education. For more information check the TEAM-PTO link on our website.

### **Referral Incentive Program**

If someone you refer to our school enrolls their child and names you as the referral, you will receive a \$100 credit for Child Care/Preschool referrals or \$200 credit for Elementary referrals, provided both you and your referral are continuously enrolled for 10 months and remain enrolled for the following school year. For more information or to schedule a tour they may call our Admission Director at 623-935-4690 ext. 126.

### **Releasing Children**

In order to provide the best care and safest environment for your child, we are asking you to observe the following procedures:

Please bring your child into the classroom and enter the time and your signature on the sign-in sheet. Next, take your child to the class area and make sure a staff member greets your child. When you arrive to pick up your child, first sign out with the correct time and your signature. After you have signed-out, you may enter the classroom area to get your child. **The state requires a complete signature, not just initials.**

Classrooms will open and morning classes will begin at 8 a.m. Pick up time is 11 a.m. for the end of the morning classes. Classrooms will open and afternoon classes will begin at 12 p.m. Pick up time for the afternoon class is 3:00 p.m. Children are often tired at the end of class and waiting for parents is difficult. Staff members also must clean and set up the room for the next session and are anxious as well to go home to their own families, so your cooperation in being prompt is greatly appreciated!

Children will only be released to parents and designated alternate people whose names appear on the emergency card. If, for some reason, someone not listed on the emergency card must pick up your child, you must call the school in advance and tell us who will pick up the child, at what time, and describe the individual to us. (The individual should also be prepared to prove who he is with a picture ID, such as a driver's license.) It is therefore absolutely essential that we have your correct telephone numbers on file so that you can be reached for verification. If we cannot verify the information or identify the person who arrives to pick up your child, we will not release your child to that person.

Please be sure that we have accurate emergency phone numbers on file for your child. If your child becomes ill, needs to be taken home or to a doctor, every effort will be made to contact the parent before the child is released to your emergency contact.

### **Reporting Of Abuse**

As mandated reporters, teachers of Trinity will report suspected child abuse. The principal and teacher together will document specific indicators and will, in good faith, report to the proper authorities.

### **School Administration**

Trinity Lutheran Preschool is part of Trinity Lutheran School and is governed by Trinity Lutheran Church & School as part of our total education and ministry program. The administration of day-to-day operations is the responsibility of the Director who is to follow and implement the policies adopted.

### **School Photos**

We have contracted with School Pics to take individual student pictures. While the purchase of these photos is strictly a parental decision, we expect each child would have his or her photo taken. Retake day is set and noted on the calendar. Class group photos may be taken in early spring along with the informal spring photos that have become very popular.

### **Scrip Program**

The Scrip Program is a fundraising opportunity for families to earn tuition credit and support Trinity Lutheran School. Please check TEAM-PTO website for more information.

### **Separation Anxiety**

Occasionally a preschool student will suffer from "separation anxiety" and cry uncontrollably. We try to comfort these children. However, when this happens on a regular basis, it can be very disturbing to other children in the class. If a child displays separation anxiety with crying which extends beyond 15 minutes the parent will be called to return to the classroom. The parent may stay with the child in the classroom, or the parent may decide to take the child home for the day. After five such "call backs" it would seem evident to us that perhaps the child may not be ready for a preschool setting, and we would ask the parent to withdraw the child until a later time. At this point, the parent may continue to pay tuition to hold the enrollment spot until the child is able to return to school, or place the child on the waiting list and the child could be reconsidered for enrollment, if and when an opening should occur.

### **Snack Policy**

Daily snack time provides an opportunity for helping children learn about health and nutrition. Parents provide light and nutritious snacks on a rotating basis in accordance with the state of Arizona regulation R-9-5-511. Snacks must be pre-packaged from the store, **not home made**. This includes special events such as classroom parties. Each month a preschool snack calendar will be sent home showing the student's name and a detailed report of the snack they are being asked to bring. Parents provide all snacks and food for the childcare program.

### **Statement of Faith**

We believe

... in the Triune God, God the Father, God the Son, and God the Holy Spirit.

... that God created this world and universe perfectly; but that man through his fall into sin, separated himself from God.

... that Jesus, true God and true Man, came into this world; that He suffered and died and rose again from the dead; and by His action, paid for man's sin.

... that the Holy Spirit, through the Word, brings us to faith in Jesus Christ as our personal Savior.

...that we are saved by grace through faith and that good works, while they do not save us, are a witness to our faith.

...that the entire Bible is the inspired Word of God; that it is without error and that God reveals His will and His plan of salvation through it.

...in the existence of hell, that it is real.

...in the existence of heaven, where God will one day gather all His believers in Christ.

...that man is saved by faith in Christ, not by belonging to a particular denomination or church here on earth.

### **Termination of Enrollment**

The program of the school is designed to be a positive experience for children. Occasionally, the program may not be appropriate for a child's continued enrollment. Termination may be a result if the program does not meet the needs of the child or the expectations of the parents, or if the child/parent manifests repeatedly disruptive or inappropriate behavior. The director, along with the

child's teacher, and parent(s) will be involved in making a decision regarding continued enrollment. Service may also be terminated due to lack of tuition payment. The school reserves the right to refuse services.

### Trinity Lutheran Church

Christian education occurs daily in your child's life through your own example. To strengthen your growth and witness we encourage you and your family to worship and attend Sunday school or Bible class each Sunday. If you have no current church home, we invite you to join us at Trinity each week for worship (7:30, 9:00, 10:15, and 11:30 a.m. or 6:00p.m.)

### Trinity School Newsletter - Tiger Tracks

Each Friday we will post the newsletter titled "The Tiger Tracks" on the school's website. Changes in schedules, news and announcements will all be found in the newsletter. Prayer requests will be printed as received and parents may request a short notice about needing a babysitter, pet adoption, or something similar. If possible, these will be included for one issue. In addition to the weekly Tiger Tracks, some teachers may establish a routine of sending home weekly classroom related information.

### Transportation

Trinity Lutheran Early Childhood Programs do not provide any transportation for students.

### Tuition Billing, Payment, And Late Fee Schedule

With the exception of a holiday schedule, tuition will be posted and **statements will be issued on the 3rd Tuesday of each month.** All statements will be e-mailed to the address(es) we have on file. It is your responsibility to maintain a current, active e-mail address. **Please update your address book to allow e-mail from [Trinity-billing@qwestoffice.net](mailto:Trinity-billing@qwestoffice.net)** This will allow these e-mails and not send them to your "spam" or "junk" folders.

If you would prefer to receive your statement by paper instead of an e-mail statement you must complete a Tuition Billing Authorization form found on the forms page at the school's website or available in the school office. Paper statements are delivered to the classrooms and dispersed by the teacher to your student. Your child should bring the statement home within two days of the billing date. I understand it is my responsibility to make sure to get it from my student. If I do not receive a statement, I should contact the school office to request one.

Accounts may only have one delivery method either e-mail or paper delivery.

*Payment is expected on or before the 1st day of the month, even if I have not received a billing statement. Any tuition payment received after the 1st business day is subject to a \$25 late fee. In the event a check is returned for non-sufficient funds, a NSF charge of \$25 will be added to your account.*

Credits are not given for absences from school. If your child is absent for an extended period of time, tuition payments must continue to hold the class space for your child. If your child is absent more than two weeks without notification from a parent, we will assume you have forfeited your class space and we will fill the class with a child from our waiting list. Please notify the office two weeks in advance prior to the withdrawal of your child. In Trinity Tiger Toddlers and Tiger Tykes you get two weeks of vacation per year that can be used at your discretion. If the program is closed for a holiday, the weekly fee would still apply so that we can pay our staff for their holidays. You would be able to use a vacation day in this instance.

#### **Unscheduled Child Care Attendance**

Students attending any Trinity child care program without advanced scheduling will be subject to the unscheduled rates. Trinity recognizes that there are unplanned or emergency situations. Charges incurred for these circumstances will be at Trinity Lutheran School's Administrative discretion.

#### **Visitation Policy**

We invite and encourage you to visit Trinity Lutheran School to become more familiar with our staff, program, and facilities. We are proud of our school and staff, and we want you to feel the same. We welcome any suggestions or questions you might have about your school. To minimize potential class surprises or disruption, we ask that you notify the Director or teacher before visiting if possible. All visitors, including parents must sign in at the school office before entering the campus during school hours.

Children not enrolled in the class cannot be left during school hours. Please speak to your child's teacher if you would like to plan a visit to the classroom.

#### **Volunteers**

At Trinity Lutheran School, we believe that to help children develop a personal relationship with Jesus, and to provide a strong educational experience, we must involve parents in actively supporting and reinforcing the school ministry. Volunteer opportunities may include helping with snacks, assisting with center time activities, or volunteering a special hobby or talent in the classroom.

### **Volunteer Guidelines**

While we have many opportunities for volunteers, we have established a few guidelines for volunteers.

Volunteers are to work under the direct supervision of the classroom teacher, and are not to be given any assignment in which the volunteer is alone with a child.

Volunteers with younger children should consult with the teacher before bringing younger children into the classroom. The time you spend with your child in their room should be special for them and we encourage you to find other care for a younger sibling.

In order that we may ensure the safety of our children and the peace of mind for their parents, we require that all potential volunteers submit to a national data base background check. Parents are asked to pay the nominal \$7.00 fee. The Volunteer Application Form is available online on the forms page or in the school office.

It is the responsibility of all volunteers to safeguard privileged information relating to church and school business and to members of the congregation, student body, and student families. Volunteers must ensure appropriate confidentiality except in cases where the law requires disclosure. Volunteers are to maintain confidentiality, and are not to discuss academic achievement or behavior of children with other parents.

### **Website**

Please visit our website for current information. Go to [school.trinitylcs.org](http://school.trinitylcs.org). At the School home page you can find links to: Tiny Tigers Preschool, which will then provide links to Teacher Pages, Calendar and Handbooks, and many more topics.

### **Withdrawal Policy**

All withdrawals must be in writing addressed to the Principal. All payments due and paid up to the date of withdrawal are totally non-cancellable and non-refundable. All tuition payments are considered due and payable unless the Principal has been informed of a withdrawal in writing prior to the next tuition due date.