

TRINITY LUTHERAN PRESCHOOL

Parent Handbook 2022-23

Website

www.trinitylutheranchurch.com/preschool

Email us at:

preschool@tlcs.church

Call us

Preschool Office: 425-771-8433

Trinity Lutheran Preschool welcomes you and your family as members of our school. We are honored you have chosen our program for your child's preschool experience. We strive to make Trinity Lutheran Preschool a positive, engaging and inviting place to grow and learn. We look forward to getting to know your child and family.



building. belonging. becoming.

Registration Forms

The following forms must be completed for the school year.

- Enrollment Form
- Enrollment Contract
- Dismissal Authorization
- Child Information
- Health History
- Release Forms
- WA State Certificate of Immunization Status -medically verified

Inclusion Policy

Children are welcomed into our program without regard to race, religion, color, gender, national or ethnic origin in the order of:

- Space availability
- Receipt of completed application
- Paid applicable fees

Registration Fee Policy

\$190 Registration fee is payable when the registration forms for enrollment are submitted. Once the child is accepted for enrollment, these fees **shall not** be refunded. Enrollment is for the full school year, September's start date through June's end date.

Financial Policy

The total annual tuition is divided into 10 equal payments for this school year.

Payments are due on the 1st of each month. Invoices will be sent via the Brightwheel app. Tuition received after the 5th of each month will incur a late fee of \$30. Tuition payments are due even if your child is absent for any reason.

If you enroll **after July 31st**, your tuition payments will start on your child's first day of class and the final tuition payment will be due June 1. Mid month class starts may be prorated.

We require one month's advance written notice if a child is to be withdrawn. If a child is withdrawn for any reason, only unused tuition fees through the last day of attendance will be refunded. Tuition refunds are returned through Brightwheel following the child's final day.

Late Tuition Policy

A late tuition fee of \$30.00 is charged if your account is unpaid after the 5th of the month. If tuition is still outstanding on the last day of the month the child will not be able to attend class until the account has been brought current. Any account outstanding for more than 1 month may be subject to collections.

Please let us know if you are going to be late paying tuition for any reason.

Non-Sufficient Funds

We charge \$30.00 for all NSF payments.

Financial Assistance Policy

Trinity Lutheran Preschool provides only partial financial assistance to students on a first come, first served needs basis if we still have available funds. Completed Financial Assistance Application forms must be returned with documentation of financial income to the preschool office. Trinity Lutheran School's Management Team is responsible for allocating this program with limited funds available annually. *Currently we do not have funds available for this program

Health

To minimize the risk of transmission of COVID-19, taking precautions as recommended from the Snohomish Health District to keep all students and staff healthy, **review this list of Covid Symptoms BEFORE ATTENDING PRESCHOOL EACH DAY**

Any child who has symptoms of illness (listed below) which may have begun since the last time the child was in attendance will not be admitted into class and should stay home and test for Covid. Email a picture of the test results to preschool@tlcs.church.

Cough
Fever/chills
Shortness of breath
Difficulty breathing
Sore throat
Muscle or body aches
Headache
Fatigue
New loss of taste or smell
Nausea
Vomiting
Diarrhea

If your child tests positive for Covid-19 your child must stay home and isolate for 5 days. Children returning from 5 days of isolation must wear a well fitted mask from days 6 to 10. Please test your child before returning and email results to preschool@tlcs.church. If your child is still symptomatic or tests positive after 5 days of isolation, they must isolate for the full 10 days (Per Snohomish Health District). If someone in your family tests positive for Covid-19, please call the school to alert us as your child will be considered a close contact.

Children who develop symptoms of illness during school will be sent home immediately.

Masks are optional for children and staff. At the beginning of the school year we will give you a form to fill out letting us know your intention of wearing a mask for your child.

We will notify all families if there has been an exposure in their child's classroom via Brightwheel and follow the requirements of the Snohomish Health District. Please **look at your Brightwheel messages each day and reply you have received the notification.**

Medication/Allergy Management

Written parental permission is required in order for a preschool staff person to administer medications which are limited to Epi-pens or asthma medications. Please complete a "Medication Treatment" form. This form is from Snohomish Health District and may be picked up in the Preschool office.

All medication must be;

- In original container
- Labeled with the child's name
- Have clear written instructions for dosage for the child's age
- Not past expiration date
- Have a current Doctor's prescription with instructions from the doctor for dosage and circumstances to be administered.
- Epi-Pens and asthma inhalers must be labeled with the child's name and left at the preschool for the school year.
- Please update any additional information to the health history form
- Discuss food allergies with teachers to clarify any outstanding questions

Emergency/School Closure Policy

If it becomes necessary to close school due these emergency situations or others not listed, **no credit or refunds will be given for the days the preschool is closed.** However, if there are exceptions to this policy, the decision will be made on a case by case basis.

School closure will be communicated with a Brightwheel message by 7:00am. Enable notifications on your phone for Brightwheel to receive important messages.

Snow or Ice

If the Edmonds School District reports any closure or any delayed start, our Preschool will be closed. There may be additional weather related circumstances in which we would need to close. We do not reschedule classes due to snow or ice.

Power Outage

During a windstorm, if we lose power for more than an hour during class time we will need to dismiss children. We will call a parent to come pick up your child. If the power outage occurs before class in the morning, the staff will report to work. A decision regarding closure will be made after one hour of power outage. We will communicate with you through Brightwheel if this happens.

Natural Disasters (like earthquakes or urban flooding)

This facility is equipped with water, food and solar blankets for a few days. This facility is a gathering site for the community in case of an area wide emergency. If this happens, the staff will stay with your child until you or someone from your family or your approved pick up arrives. (Please keep your approved pick up persons up to date on Brightwheel)

Illness

If a widespread illness occurs that would prevent us from meeting our required staff/child ratio, we may need to close the preschool. Or, closures could occur that would be required by the Snohomish Health Department.

Child Injuries

Emergency Medical Child Injury

All staff have been trained and certified in basic first aid, infant, child and adult CPR and blood borne pathogens. In case there is an injury that warrants a 911 call, we will call 911 and administer first aid until help arrives. We will contact parents. For this reason, we need emergency phone numbers where you can be reached. Preschool staff will accompany a child needing to be transported to the hospital and stay with the child until a parent arrives.

Non-Emergency Child Injury

A child injury form given to the parent or person picking up that day to sign and you will receive a copy. It will state the site of the injury, how it occurred and what first aid was given. If you need to gather more information from the teacher regarding the injury, please call and we will return your call as soon as possible. In some cases, you may receive a phone call to come to school after an injury if we have any concerns about your child's condition. Please monitor your phone and phone messages and call us back as soon as possible.

Mandated Reporters

All preschool staff are mandated reporters of suspected physical, sexual, emotional abuse, neglect, or endangerment and must notify Child Protective Services. Preschool staff receive mandated reporting training at the beginning of each school year with materials from the State of Washington entitled; Protecting the Abused and Neglected Child.

Positive Discipline

The definition of positive discipline is; "young children need teaching, guidance and love" Positive discipline has nothing to do with punishment and everything to do with teaching valuable social and life skills. The building blocks of positive discipline include; mutual respect, understanding the belief *behind* behavior, effective communication, understanding a child's world, strategies used to teach, the focus on solutions instead of punishment, encouragement, and knowing that children do better when they feel better. We encourage you to implement strategies of positive discipline at home also.

We will strive to make a joint effort with a child's parents, to help children in our Preschool respect the safety and health of every child and staff member in our school. However, if a child continues to use aggressive behavior towards themselves or others, they may be subject to termination of enrollment.

Mutual Respect Expectation

The staff of Trinity Lutheran Schools is committed to an environment of mutual respect and safety for our students, parents, and one another. We expect the same level of respect from parents and students in our programs. Trinity Lutheran Schools have a "no tolerance" policy with regards to behaviors which could create an abusive environment for students, parents, or staff. These behaviors may include threats,

obscenities, verbal abuse, bullying, stalking, or physical injury or any conduct considered abusive, hostile or offensive. Such behaviors from parents or students are grounds for exclusion from our programs.

Arrival AND Departure

Meet your teachers for drop off and pick up at our outside entrance on our walkway. Please form a line and we will call your child in one at a time.

At departure we will bring your child to the entrance from their room. If you need to talk to one of the teachers please let us know and step aside until all children have been dismissed and we will help you. We ask that most questions or concerns be sent in a Brightwheel message. We do not want to talk about your child at the door for privacy reasons.

If a person is believed to be under the influence of drugs or alcohol the Preschool Staff has the right to ask them to arrange other transportation for themselves and the child. If they do not comply, we will then call 911 to report that person and their vehicle.

If someone other than a parent or a regular guardian is picking up your child, please send a message through Brightwheel of the person's name and phone number. We will ask for Photo ID of anyone not known to the staff person at the door even if they are listed as an approved family or pick up. Please make every effort to be on time in picking up your child.

If you need to pick up your child early for any reason please let us know on Brightwheel with the time you will pick them up and we will do our best to have them ready. If it's a last minute change we ask that you call the Preschool at 425-771-8433.

Reporting Absences

If your child is sick or is not coming to class you must notify us using Brightwheel. If they are sick please let us know their symptoms. If we have not heard from you we will be calling you to find out why your child is not attending class.

Late Pickup Policy

Parents who are late in picking their child up will be charged. There is a five minute grace period with no charge. **Six minutes late and beyond will be charged \$1.00 a minute.** You will receive a late fee invoice on Brightwheel.

Parking

Please park in the parking lot. Fire laws prohibit parking next to the curb and it is unsafe as children cross there upon arrival and departure. Please do not speed in the parking lot and be ever so careful watching for children. When walking your child to and from the car please hold their hand to avoid accidents. *Do not leave any child in a car alone.* Do not leave anything of value (purses, keys, phones) in your car while dropping off or picking up your child.

Clothing

Children will need to bring raincoats with hoods and footwear that are rain proof every day to class. We encourage independence in self-help needs (i.e. putting on coats, etc.) Children should wear clothes that are easy to snap, zip, and pull up. Children need to be able to use the bathroom independently.

Backpack

Every child will need to bring a backpack each day. They should bring a snack labeled with their name, prepared by you and in a disposable container that will be thrown away at the end of snack time. If your child will be wearing a mask in class, put an extra clean mask in their backpack.

On your child's first day- Please provide a gallon size bag labeled with your child's name with a change of clothes for your child that should include; shirt, pants, underwear, socks, that will be left at school. If your child has a potty accident they will need to change themselves independently in the classroom bathroom. If this happens please bring a fresh change of clothes the next class day.

Bathroom

Children need to be independent in the bathroom. **Teachers are not allowed to provide personal assistance for children.** If a child is not able to manage a potty accident independently, we will call a parent to come change them or pick them up.

Please make sure to answer your phone while your child is in class

Chapel

Each week, the class meets for a special chapel time in the large Sanctuary with Mrs. Dudak. Each month we will have one of our Pastors lead our time together. Chapel includes Christian songs, bible stories from the Beginners Bible, prayer and conversation about God and Jesus's love for us.

For our Chapel offerings this year we will be supporting Nourishing Network, an organization that helps our local children receive meals all year long. Please see the attached flyer.

Snacks

Each child will bring their own snack from home (placed in their backpack). We will provide cups and chilled water at snack time. Please pack a small healthy snack, in a disposable clear baggie, **labeled with their name on it.**

Please place food in the baggie with **no additional packaging** to open. Since we will be limiting snack time to 10 minutes, please give only enough food your child can eat in that amount of time. If you send fruit please peel and cut it up to make it easy for your child to manage.

No peanut or nuts or products or candy, cookies, cake etc.

Birthdays

Birthdays are celebrated as close to their birthday as possible. Birthday crowns and a special gift from the teachers will be given to each birthday child. Summer birthdays are celebrated in June. **No food is accepted when celebrating birthdays,** however, if you want (not expected at all) to bring a small item

for each child in the class to celebrate your child's birthday we will send them home.

Communication

From us to you;

Newsletters –sent home on Brightwheel & available on our website Parent Page

Brightwheel messages (parent enable notifications on phone and the Brightwheel app)

Monthly Scholastic Book Orders-offers free delivery to the school or can be delivered to your home for a fee

From you to us

Send us Brightwheel message in the app

Email us at preschool@tlcs.church

Call us at 425-771-8433

Pre-K Evaluations & Conferences

Parent-Teacher Conferences for Pre-K Beginnings and Pre-K classes will be held in January-February by Zoom appointment to review your child's development. Developmental evaluations will be sent home prior to your scheduled Parent-Teacher Conference

3-4 Year old Development Evaluations

Developmental evaluations will be sent home in June. No scheduled conferences are held unless there are concerns from the teacher or parents.

Trinity Lutheran Preschool

Parent Orientation Confirmation



Student(s) Name: _____

The undersigned being the lawful parent and/or guardian of the above child(ren) hereby state that I have received the Trinity Lutheran Preschool Parent Handbook, and agree to follow all of the policies and procedures outlined in it, including (but not limited to):

(Initial) _____ Tuition Policy (page 2 of the Parent Handbook)

(Initial) _____ Snack Policy (page 7)

(Initial) _____ Health Policy (pages 3-4)

(Initial) _____ Procedures for daily arrival and dismissal (pages 6)

(Initial) _____ I understand that any child with symptoms (including cough, fever/chills, shortness of breath, difficulty breathing, sore throat, muscle or body aches, headache, fatigue, new loss of taste or smell, nausea, vomiting, diarrhea and any other symptoms of illness which may have begun since the last time the child was in attendance) will not be admitted into our building and should stay home until 5 days after symptom onset or 24 hours after symptoms resolve, whichever is longer. Must wear a mask around others days 6-10(excluding snack). If they cannot wear a mask and do not test negative after day 5, they must continue to isolate through day 10.

(Initial) _____ I understand that children who develop symptoms of illness during school will be sent home immediately.

Parent printed name _____

Parent signature

Date