



# Trinity Lutheran Preschool

## Parent Handbook 2019-2020

# WELCOME TO TRINITY LUTHERAN PRESCHOOL

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Lynnwood, WA 98036  
Email at : [preschool@trinitylutheranpreschool.com](mailto:preschool@trinitylutheranpreschool.com)  
Preschool Office: 425-771-8433

Webpage: [www.trinitylutheranchurch.com/preschool](http://www.trinitylutheranchurch.com/preschool)

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, stimulating and inviting place to grow and learn. We look forward to getting to know your child and family.

## OUR Mission

Living Faithfully  
Loving Boldly & Learning Joyfully  
While Growing in Grace



## Registration Forms

Registration forms are accepted for children 3 year olds to 5 years of age (and 2 ½ year olds based on preschool readiness skills). Class placement is determined by the age of the child on or before August 31 of the year they are enrolled. The following forms must be completed and submitted to the Director before the child can attend class

1. Registration
2. Enrollment Contract
3. Child Information
4. Lunch Bunch/Early Bird
5. Dismissal Authorization
6. Health History
7. Immunization Status
8. Release Forms
9. Security access

## Registration Policy



\$180 Registration/Security/Supply 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. **We require one month's advance written notice if a child is to be withdrawn.** If a child is withdrawn for any reason, only *unused* tuition fees through the last day of attendance will be refunded.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.

## Inclusion Policy

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

1. space availability
2. receipt of completed application
3. paid applicable fees

Children who are physically challenged, or who have special behavioral or emotional needs, shall be admitted to the extent that the program is equipped to handle their special needs.

## Financial Policy

**The total annual tuition is divided into 10 equal payments.** Payments are due on the **1<sup>st</sup> of each month.** Your invoice will be sent via your Brightwheel app. Please check it for accuracy before making your payment. **Tuition received after the 5<sup>th</sup> of each month will incur a late fee of \$30**

### **A** Tuition Payment Schedule

Enrolled **before** Aug 1, 2019

Annual tuition is divided into **10 equal payments**, starting Aug. 1 and ending May 1, 2020.

### **B** Tuition Payment Schedule

Enrolled **after** Aug 1, 2019

Annual tuition is divided into equal payments that are paid monthly starting the month of enrollment and the last payment is due June 1, 2020 .

*Enrollment starting after the 1<sup>st</sup> of a month will be prorated in the first month and you join payment schedule B.*

**Tuition payments are due even when your child is ill or on a family trip.**

## Tuition payment rates for 2019-2020

### **3 year olds**

T-TH AM \$265

Choice of Days M/T/W/Th/F

2 day \$250  
3 day \$305  
4 day \$340  
5 day \$375

### **Pre-Kindergarten - 4 year olds**

M-W-F \$320

Choice of Days M/T/W/Th/F

3 day \$320  
4 day \$365  
5 day \$415

## 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 fund. Funds are usually designated by late Spring for the following year.

## Health

We appreciate being informed of your child's absence. You may leave a brief message on the preschool phone at **425-771-8433** or a **Brightwheel message**. Please give us a quick list of symptoms your child is experiencing so we can be aware of illness that others may have been exposed to.

### **Children must be able to fully participate in all activities including outside play time.**

A child who becomes ill during class time will be separated from the other children to avoid further contact. The child will be supervised by a staff person and a parent will be notified and asked to pick up the child as soon as possible. Please have an alternative plan for the child in the event of an illness.

### *Children are to be kept home when they are sick with:*

*Fever of 100° or higher (under the arm)*

*Infectious cold or virus*

*Sore throat with fever or swollen glands*

*Eye infections*

*Coughing and sneezing*

*Vomiting within the last 24 hours*

*Diarrhea within the last 24 hours*

*Lice or Nits present in hair (head check upon return and no evidence present to return to class)*

*Undiagnosed rashes (especially with fever or itching)*

*Not feeling well – unusually tired, loss of appetite, confused or cranky*

***A child may return to school 24 hours after they are free of symptoms or with a Doctor's note stating they are no longer contagious.***

## 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 current Doctor's prescription with instructions from doctor for dosage and circumstances to be administered.
- Epi-Pens and asthma inhalers must be labeled with 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 determine if you will need to bring a snack each day for your child.

## Emergency/School Closure Policy

*If it is necessary to close school due to emergency situations, no credit or refunds will be given for the days the preschool is closed. Please enable notifications on your phone and on the Brightwheel app to receive important messages about the following;*

### **Snow or Ice**

**If the Edmonds School District reports any closure our Preschool will be closed. If Edmonds reports a delayed start, we will still be closed. We will send a Brightwheel message by 7:00am if we will be closed for each day of closure. We wait until the Edmonds School District makes their announcement before we can report our plan for the day.** Living in the convergent weather area, there can be snow or ice in one area and not in another area. There will also be an updated message on the Preschool phone at 425-771-8433 after 7:00am.

### **Power Outage**

During a wind storm, 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. In case of power outage, our phones in the entire building will be out. We will notify you using the Brightwheel message system

### **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 approved pick up list arrives. Please let us know as soon as you can if you are unable to reach the Preschool in this case.

### **Widespread Illness**

If a widespread illness occurs that would prevent us from meeting our required staff/child ratio, there might be a need to close the preschool. This notice would come to you using the Brightwheel app.

## For 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 if you receive a call 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 receives mandated reporting training each year with updated materials from the State of Washington entitled Protecting the Abused and Neglected Child.

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.

## 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, discipline that teaches, focusing on solutions instead of punishment, encouragement, and knowing that children do better when they *feel better*. We implement strategies of positive discipline in the classroom and would encourage you to do so at home. A great resource for you is Positive Discipline for Preschoolers, Raising Children Who Are Responsible, Respectful and Resourceful by Jane Nelson Cheryl Erwin and Roslyn Ann Duffy.

**We will strive to make a joint effort along 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

Before arrival time the teachers are busy preparing for the day. Children and parents are asked to line up outside the classrooms in the hall until class time. Parents must deliver their child **to** the door of the classroom and have the teacher acknowledge the child's arrival. We encourage you to bring your child on time as they miss out on valuable class time when they are late. Circle time will begin 10 minutes after class begins. **Please notify us if your child will be absent or late.**

At the end of each class, parents line up in the hallway and take turns picking up their child. If you need to pick up **early** please inform the teachers or the Preschool office and we will assist you.

## Child Pick Up Plan

Please use this form if someone other than a parent or guardian is picking up your child. We will ask for Photo ID of anyone not known to the teacher at the door. Please make every effort **to be on time in picking up your child**. Having to wait can be very upsetting for your child.

## 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 bill. This fee will be added to your account and will appear on your next monthly statement.**

## Parking

Please park nearest to the preschool door on the main level. **Fire laws prohibit parking next to the curb and it is unsafe as children (coming from the parking spaces) will 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 anything of value (purses, keys, phones, children, etc.) in your car while dropping off or picking up your child. Do not leave any child in a car alone for any length of time.**

## Clothing

We will go outside every day. 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.

## Bathroom

Children need to be independent in the bathroom. Teachers **do not** provide personal assistance for children. If a child is not able to manage an accident independently, we will call a parent to come change them. We have extra clothes if your child has a potty accident at school, but if they are particular about clothing then let your teachers know they will have a change of clothes in a backpack

**Please make sure you have your phone turned on so we can contact you.**

## Pumpkin Patch Trip

All classes will go to the Pumpkin Patch in October. Check the school calendar for when your class is scheduled. Each parent will drive their own child to the field trip and staff will be meeting you there. **There is a \$7.00 fee per child and \$5.00 for every Adult this year.** You will receive this invoice on Brightwheel **after** you attend the field trip. **Only enrolled students can attend our Field Trips (No Siblings/additional children)**

## Chapel

Each week, the class meets for a special chapel time in our Preschool Chapel space. Chapel includes Christian songs, bible stories from the Beginners Bible, prayer and conversation about God and Jesus's love for us. We encourage bringing \$1.00 per week to share as offering to support our Tanzania Education mission project. Your child can put their money in the offering bank when they arrive on their Chapel day.

## 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. **We do not allow special treats or snacks from home for birthdays.** If you would like to give a special little gift to each child to take home, please arrange this with your teacher.

## Communication

### From us to you;

- Monthly newsletters –sent home in cubbies and available on Parent Page of our website
- Monthly snack calendars will be sent home before the next month starts
- Brightwheel messages (parent enable notifications on phone and the Brightwheel app)

### From you to us

- Parent-Preschool Communication form
- Child Pick up Plan form
- Send us Brightwheel message in the app
- Email us at [preschool@trinitylutheranchurch.com](mailto:preschool@trinitylutheranchurch.com)
- Call us at 425-771-8433

## Pre-K Evaluations, Conferences and Student Journals

Pre-K parent conferences will be held during winter to review your child's development and his/her writing journals. Two full days of conferences are needed to accommodate each family. Conferences are held during the school day. No classes are held on these days.

## 3-4 Year old Development Evaluations

At the end of the school year, developmental evaluations for the 3's program will be sent home. No scheduled conferences will be held for this age group.

## Snacks

Snack Calendars will be handed out the week before the beginning of each month. When your child's name appears on the calendar that is the day your child is responsible to bring snacks to share with each child in the classroom, plus 2 extra. Please check the class count each month as new children are added throughout the year.

**Our snack goal is to promote healthy food choices.**

When choosing food items from this list please choose **low sugar** content.

**Bring snack items already cleaned, cut up  
and individually packaged**

**Bring 2 food items** from the following list on your child's snack day plus:

**Napkins  
Cups  
Spoons or forks if needed**

**If the food you bring for the snack is not on this list we cannot serve it.**

<b>Produce</b>	<b>Protein</b>	<b>Carbohydrates</b>
Baby Carrots Applesauce Bananas chunks Mixed Fruit Cups Fruit Sauce Pouches Grapes Sliced Apples Strawberries Watermelon Chunks Pineapple Chunks Small Oranges Blueberries Raspberries Banana Chips	String Cheese Cheddar Cheese Slices Cheese Cubes Cream Cheese Yogurt (low Sugar) Sunflower Seed Butter (must be labeled to be identified)	Ritz Crackers Cheese-its Gold Fish Crackers Wheat Thins Triscuit Crackers Pretzels Cheerios Popcorn Graham Crackers (plain) Mini Bagels Mini muffins Baked pita chips

**We are a peanut and tree nut free environment.**

We cannot serve nuts or nut products- including nut oils, chocolate, candy, cake or cupcakes

**Forgotten snacks will be charged: \$15.00 for the snack and \$5.00 for cups & napkins**

If your child is scheduled on a Holiday for snacks, consult with teachers for festive party food, napkins and cups. We like to make these days special.