

# TRINITY LUTHERAN PRESCHOOL

## Parent Handbook 2021

Contact us:

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

Contact us:

[preschool@trinitylutheranpreschool.com](mailto:preschool@trinitylutheranpreschool.com)

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



**building. belonging. becoming.**

## 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 before the child can attend class

1. Registration
2. 2021 New Enrollment Contract
3. Child Information
4. Dismissal Authorization
5. Health History
6. Immunization Status-Medically verified
7. Release Forms
8. Covid-19 Health Screening

## 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, January'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 **We require one month's advance written notice if a child is to be withdrawn.** If a child is withdrawn for any reason, only unused tuition fees through the last day of attendance will be refunded.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 in the order of:

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

## Financial Policy

The total annual tuition is divided into 6 equal payments for this school year.

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

## 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 any funds available for this program**

## Health

To minimize the risk of transmission of COVID-19 and to take full precautions to keep all students and staff healthy, **WE ASK YOU TO REVIEW ALL OF THE FOLLOWING QUESTIONS BEFORE ATTENDING PRESCHOOL EACH DAY YOUR CHILD IS SCHEDULED TO ATTEND CLASS.**

This list applies to your child, parents, caregivers, siblings and all household members.

At drop off and pick up, all parents/caregivers must wear a mask and practice 6 feet social distancing. We will take your child's temperature at our entrance upon arrival before we welcome them into the building. Temperatures must read 100.4 degrees or below to attend class that day.

**If you answer YES** to any of the following questions please call the school office at 425-771-8433 to report your child's absence and we will go over the Snohomish Health District requirements with you to understand when they can return to Preschool.

Does your child have any of the following symptoms within the last day?

(If it is the first day after a break or for a new child, this applies to the past 3 days)

- Fever (100.4 F) or chills
- Cough
- Shortness of breath or difficulty breathing
- Unusual fatigue
- Muscle or body aches
- Headache
- Recent loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting • Diarrhea

2. Has your child been in close contact with anyone with a confirmed case of COVID-19? yes no

3. Has your child had a positive COVID-19 test for active virus in the past 10 days? yes no

4. Within the past 14 days, has a public health or medical professional told your child to self-monitor, self-isolate, or self-quarantine because of concerns about COVID-19 infection? yes no

## 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 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. If there are any exceptions to this policy it will be made on a case by case basis.

**Closure will be communicated with a Brightwheel message by 7:00am. Please enable notifications** on your phone for Brightwheel to receive important messages. The Preschool phone (425-771-8433) will have an updated message by 7:00am if we are closed.

### **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. There may be additional weather related circumstances we would need to close.

### **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. 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 approved pick up list arrives. (Please keep your approved pick up persons up to date on Brightwheel)

### **Widespread Illness**

If a widespread illness occurs that would prevent us from meeting our required staff/child ratio, we may need to close the preschool.

## 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.

**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

Meet your teachers for drop off and pick up at our outside entrance following social distance markers on our walkway. Everyone must wear a mask in the line. Children will have temperatures read with a no-touch thermometer. Criteria for attending class will follow strict health requirements for every child and a Covid-19 Health Screening Form must be signed by a parent/guardian and be on file at school.

## Absences-Notify us on Brightwheel

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

## Parking

Please park in the parking lot. Fire laws prohibits 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.

Please provide a gallon size bag 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.

Each child is required to wear a mask in the building this year. Please put an extra clean mask in their backpack.

## Bathroom

Children need to be independent in the bathroom. Teachers **are not allowed** provide personal assistance for children. If a child is not able to manage a potty accident independently, we will call a parent to come pick them up. Please make sure you have your phone turned on so we can contact you.

## Chapel

Each week, the class meets for a special chapel time in the large Sanctuary with Mrs. Dudak. Chapel includes Christian songs, bible stories from the Beginners Bible, prayer and conversation about God and Jesus's love for us. We sponsor a mission project for the education of three brothers in Tanzania, Africa. We have been providing full tuition, school supplies, & room and board for these students. We encourage donations of \$1.00 per week. This year we will be using Brightwheel for all donations-please let the Preschool office know how much you would like to donate each week and we will send you an invoice.

## 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 bring a small healthy snack in a disposable clear baggie with their name on it. Please place food in the baggie with no additional packaging to open. We only have a short time to eat, please give only enough snacks your child can eat in 10 minutes. If you send fruit please peel and cut up it up as to make it easy for your child. As always, No peanut or nuts or products and no 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.

## Communication

From us to you;

**Monthly 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@trinitylutheranchurch.com](mailto:preschool@trinitylutheranchurch.com)  
Call us at 425-771-8433

## Pre-K Evaluations & Conferences

Parent-Teacher conferences will be held in late May or early June by Zoom appointment to review your child's development. Since these conferences will be later this year, you are encouraged to call the Preschool if you have any questions about Kindergarten.

## 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.