



# Trinity Lutheran Preschool

*“But you are a chosen people, a royal priesthood, a holy nation, a people belonging to God, that you may declare the praises of him who called you out of darkness into his wonderful light.” 1 Peter 2:9*

1403 W. Boonville-New Harmony Rd.

Evansville, IN 47725

812-867-5279

[www.trinitylutheranpreschooldarmstadt.com](http://www.trinitylutheranpreschooldarmstadt.com)

[preschool@tldarm.org](mailto:preschool@tldarm.org)

## Table of Contents

Purpose.....	4
Beliefs.....	4
Non-Discrimination Policy.....	4
Classroom Programs.....	4
Areas of Study.....	5
Entrance Requirements.....	6
Registration.....	6
Tuition.....	6
Fees.....	7
Before School Care.....	7
Financial Assistance.....	
Withdrawal.....	8
Lunch.....	8
Quiet Time.....	8
Toys from Home.....	8
Attendance.....	9
Bad Weather/Snow Days.....	9
Arrival and Departure Procedures.....	9
Traffic Flow Plan.....	10
Student Dress.....	10
Extra Clothing.....	11
Potty/Toilet Training.....	11
Diapering.....	11
Health.....	12
First Aid.....	12
Nit Free Policy.....	12
Asbestos Notification.....	12
Playground.....	13
Discipline.....	13
Parent Involvement.....	14
Classroom Visits.....	14

Classroom Snacks.....	14
Birthday Celebrations.....	14
Class Parties.....	15
Field Trips.....	15
Communications.....	15
Parent/Teacher conference.....	16
School Calendar.....	16
School Newsletter.....	16
Digital.....	16
Organizational Structure.....	16
Church Directory.....	17
School Directory.....	17

Revised 01/2021

## **TRINITY LUTHERAN PRESCHOOL**

The purpose of Trinity Lutheran Preschool is to provide a quality, Lutheran education in a Christian environment where each child can “Grow in the grace and knowledge of our Lord and Savior Jesus Christ.” 1 Peter 3:18.

### **We Believe**

Early childhood education provides a warm and loving Christ-centered environment where children can develop to their fullest potential.

Each child is a unique and special gift from God (Psalm 127:3) and learns best about God’s world through supervised experimentation and exploration.

Early childhood education is a ministry to the families of children and provides a significant path for Christian outreach into the community.

### **Non-Discrimination Policy**

Trinity Lutheran Preschool does not discriminate on the basis of gender, race, color or ethnic origin in administration of its policies.

### **Classroom Programs**

Trinity Lutheran Preschool offers a Christ-centered curriculum that seeks to promote self-direction in learning, self-confidence, and making choices. Learning centers in the classroom offer children an opportunity to experience educational materials at their own rate of interest during free choice time.

## **Areas of Study**

***Religion:*** Introduction to Bible stories, Lutheran teachings, songs, prayer, finger-plays, and a once-a-week visit to the chapel. God and His love for us are included in study throughout the day.

***Art:*** Experiences with a variety of materials that allow children to explore, discover, create and develop motor skills.

***Music:*** Participation in playing instruments, singing, rhythm activities, and creative movement.

***Literature and Language:*** Introduction to a variety of stories and books, working to improve listening skills, verbal expression, creative thinking, and the creative use of writing tools.

***Math and Reading Readiness:*** Experiences that build foundation skills for math and reading such as sequencing, phonics preparation, classifying, comparison, visual discrimination, eye tracing and sorting.

***Perceptual Motor Development:*** Activities that help children develop coordination and strength in both small and large muscles.

***Dramatic Play:*** Participation in role-playing, puppets, pantomime, and acting out a story.

***Science and Nature:*** Learning about God's world and His creation with materials that encourage children to explore, question, and discover

## **Entrance Requirements**

Jr. Preschool students should be 2 by August 1.

Preschool students should be 3 years old by August 1 and potty trained.

Pre-kindergarten students should be 4 years old by August 1 and potty trained.

## **Registration**

An annual registration fee is \$50 and is not refundable unless the child cannot be accepted by the school. Payment of the fee and completion of the registration packet, including immunization records and a copy of child's birth certificate must be submitted by the first day of school for the child to be admitted. Each student receives a free Trinity t-shirt with paid registration.

## **Tuition**

Tuition is a yearly fee that may be paid in full, biannually, or monthly payments. Full tuition must be paid in full on or before the first day of school. Biannual payments must be made on or before the first day of school and on or before January 1. Monthly tuition must be paid by the first day of each month, August through May.

Any monthly payment received after the 5<sup>th</sup> of the month is subject to a 10% late fee and the child may not be admitted to class. One-month past due, the child will not be allowed to attend school until the balance of the account is paid. A \$30 fee will be charged for returned checks.

Monthly tuition payments are due whether or not the child is present in school. There are no "make-up" days if a child misses a day or more. Tuition not received by the end of the school year will be subject to collection. No

child will be admitted for the coming school year with outstanding tuition debt.

Trinity Lutheran Preschool uses Brightwheel as its billing program. Brightwheel allows parents to view and receive invoices and payment receipts online. Tuition can be paid through Brightwheel through bank transfer or credit card. All payments through Brightwheel are subject to fees. Parents are also able to enroll in autopay to ensure timely payments.

### **Fees**

An annual snack fee of \$50 will be charged in August and is non-refundable. This fee allows the preschool to provide healthy and nutritious snacks to all classrooms for the entire year.

After September 1, a weekly holding fee will be charged if there is a current opening, but you do not wish to start until a later date. This weekly fee guarantees you the opening.

### **Before School Care**

For an additional fee, before school care is available for enrolled students. Before school care is provided from 7:00 a.m. to 8:15 a.m. Before school care is not available when school is not in session due to a scheduled holiday, an emergency cancelled school day or a two-hour delay. Before School Care availability is subject to change based on program enrollment.

Parents must give notice of which days the child will be utilizing before school care before the start of the month. Before school payments are non-refundable except in the case of inclement weather.

## **Financial Assistance**

If there is a financial hardship, contact the Director of Trinity Lutheran Preschool. Any special financial arrangements are to be made through the director and approved by the Board of Christian Education.

## **Withdrawal**

Four weeks written notice is required for the withdrawal of a child from school except in the event of serious illness or accident. Tuition must be paid if no written notice is received. Tuition will not be reimbursed if 4-week notice is not given.

## **Lunch**

Students enrolled in an extended preschool program will need to bring a cold lunch each day. Each child's lunch box should be labeled with his/her name. Lunches will be placed in the designated lunch bin in the classroom. All lunches will be stored in the school refrigerator and opened to allow airflow based on state regulations.

## **Quiet Time**

Students enrolled in an extended preschool program will have quiet time each day. Each student will need to provide a pillow and blanket to be kept at school. A stuffed animal may be brought for quiet time and kept with other quiet time materials. All quiet time materials will be sent home each Friday to be washed and returned to school the following Monday.

## **Toys from Home**

Bringing toys from home is discouraged unless specified for "show and tell". Sharing items in the classroom is expected, and a personal toy may be difficult



for a child to share. Teachers may ask parents to return toys to their car.

### **Attendance**

Parents are encouraged to maintain regular attendance for their children when health permits. School hours are from 8:30 a.m. to 5:00 p.m. If a child must be absent, parents are asked to call the school office (812-867-5279) by 8:30 a.m. to inform the school. All children must be dropped off by 9:00 a.m. Children arriving after 9:00 a.m. may not be admitted.

### **Bad Weather/Snow Days**

Trinity Lutheran School follows EVSC when inclement weather occurs that may close school. School closings will be listed on local news channels and the preschool Facebook page. In the event of an emergency closing during the school day, parents will be notified by phone if at all possible. If EVSC calls for a 2-hour delay, Trinity will cancel all preschool programs for the day,

### **Arrival and Departure Procedures**

No child will be released to a person not authorized by the parent. Only names listed on the child's emergency card will be allowed to do so. People who are unfamiliar to the staff will be asked for identification. If a parent is going to be late picking up a child, the office should be notified so that the child can be reassured someone is on the way.

Late fees will be charged for a late pick-up at a rate of \$1 per minute for the first 15-minute period and \$20 per 15-minute period thereafter. Unpaid late fees will be attached to the monthly payment.

## **Traffic Flow Plan**

Each summer, parents will receive a copy of the school's Traffic Flow Plan. Transportation to and from school for students is by car. Please follow the speed limit of 5 mph and always watch for children. Safety is of the utmost importance.

In the morning, parents can park in the rear parking lot and escort their children to the front entrance or drop them off at the door. Parents are welcome to accompany their children into the school but are asked to keep goodbyes short. Quick goodbyes leave drier eyes.

At dismissal, the parent who arrives first for the "car line" should park next to the gym on the east side. This parent will be notified by the dismissal team when it is time to move to the front entrance. Parents are also welcome to park in the rear parking lot and walk to the entrance to pick up children.

Trinity's car line procedure is in place for 8:30 a.m. drop off and 11:30 a.m. pick up only. If your child is being dropped off or picked up at another time, you will need to walk your child into the building.

**Please do not park in the fire lanes.**

## **Student Dress**

Children should wear comfortable play clothes as they will be working with paints, playdough, glue, etc. Although smocks will be worn, accidents occasionally happen. Tennis shoes or other types of athletic shoes are required for the child's safety. Cowboy boots, flip flops, roller shoes, or party shoes are not recommended.

## **Extra Clothing**

On the first day of school, each child should be provided with an extra set of clothes in the event of an accident. These clothes should include a change of pants, shirt, underwear, and socks. All items should be labeled with the child's name and placed in a Ziploc bag with the child's name on the bag. When it becomes necessary to wear sweaters, jackets, and coats, extras can be kept in each child's cubby. All outerwear also should be labeled with the child's name.

## **Potty/Toilet Training**

For health and safety reasons, all children enrolled in preschool and pre-kindergarten must be toilet trained to attend Trinity Lutheran Preschool. A child is considered toilet trained when he/she is able to know there is a need and tell an adult. A child must be able to attend to bathroom needs with minimal assistance from the teacher or an aide. If a child has more than three accidents in a month, the child may be required to stay home for a week for more practice. If the situation is not improved, it may be that the child is not ready for preschool. Some accommodations to this policy may be made for children with special needs as agreed upon by the parents and staff.

## **Diapering**

Children enrolled in the Jr. Preschool program do not have a potty-training requirement. Parents must provide all diapers, pull-ups, and wipes. Diapers and wipes will be labeled with each child's name and stored at school. Parents will be notified when the child needs more diapering materials. If diapering materials are not provided, the child may not be admitted into school until the proper supplies are provided. Parents may be called mid-day if supplies run out.

## **Health**

Your child's health is important, and he/she will be sent home if symptoms of illness appear during the school day. If parents cannot be reached, one of the emergency references will be called to pick up the child. Keep your child at home if he/she has a fever, nasal discharge, constant cough, or symptoms of a communicable disease such as abdominal pain, diarrhea, vomiting or rash. Your child may come to school if a cold is over, but a minor, clear nasal drip remains. If a child is exposed to a communicable disease, he/she may return to school when the school is notified, and the appropriate incubation period has been satisfied or a doctor's release is presented.

### ***First Aid***

Minor cuts, bruises, bumps, etc. will be treated by simple first aid, ice packs, and bandages. In the event of a more serious injury, and if parents cannot be reached, the child's physician will be called. If necessary, an ambulance or paramedics will be called. Until the arrival of the parents, ambulance, or paramedics, the school director, or person in charge, will make decisions about the care of the child. If emergency measures are taken, parents will be responsible for the payment of expenses for the child's care and transportation.

### ***Nit Free Head Lice***

Students may be excluded from school up to 48 hours for treatment and removal of head lice and nits. Before returning to the classroom, a child must be brought to the school office to be checked to be found nit free. If it is necessary to send a child home for three consecutive treatments for the same case of head lice, county authorities will be notified due to the risk to other students.

### ***Asbestos Notification***

Trinity Lutheran Preschool is regularly inspected by an EPA accredited inspector and complies with all codes

of state and federal regulations regarding exposure to fibrous materials, radon, lead in the water, etc. There is minimal asbestos in the school building which is located in the floor tile of the upstairs janitor's closet and the pipe and boiler wrap in the basement boiler room. Students do not come in contact with the asbestos and it poses no danger to them. A Management Plan of the inspector's findings is on file in the school office and is available for review.

### **Playground**

Students are expected to go outside for recess and play on the playground on the west of the school. All students will go out for recess when the temperature is above 32 degrees. The drive between the church and the school or the parking lot areas are not designated for playground use. Occasionally, students will be allowed on the dry paved area if approved by the teacher/director. Students should have the appropriate apparel for playing outdoors, and activity on the play areas should be safe. Tackling, pushing, grabbing, and pretending to fight or use weapons are not allowed.

### **Discipline**

Discipline at Trinity Lutheran is handled with loving concern. When a child seems to have a problem or appears to be out of control, a warning is given. If the problem continues, the child is removed from the immediate situation, and the teacher helps the child reach an understanding of ways to handle the situation more appropriately. Parents will be informed of any behavioral problems the child might be experiencing by an informal discussion with a staff member.

## **Parent Involvement**

Although not required, parents are encouraged to become involved with their children's preschool experiences. There are many occasions throughout the year when parents are welcome to provide a helping hand.

***Classroom Visits:*** Classroom volunteers must pass a background check to be kept on file at the school, and visits to the classroom are to be scheduled with the child's teacher. All visitors are required to wear a Visitor's Badge, available in the school office, providing children and staff quick identification and helping to ensure a safe campus. Parents are also required to stop in the school office when picking up a child early for any reason. The school reserves the right to refuse classroom visitation privileges to persons other than parents and/or legal guardians when such visitations are considered not to be in the best interests of the student, class, or teacher.

### ***Classroom Snacks***

Students receive a daily morning and afternoon snacks. Parents pay a non-refundable \$50 snack fee in August to cover snack for the entire year. Healthy snacks to be provided include, but are not limited to pretzels, fruit, vegetables, yogurt, applesauce, crackers, string cheese, granola bars, raisins, graham crackers, etc. Following state regulations, Trinity Lutheran Preschool will provide store bought snacks.

### ***Birthday Celebrations***

Birthdays are a special occasion for young children. Each child's birthday is celebrated with a special gift and singing. Parents are encouraged to bring a birthday snack, special napkins, cups and juice. A snack could be cupcakes, cookies, brownies, etc. Following state regulations, birthday treats must be store bought. The celebration will be scheduled on the child's birthday or as close as possible due to weekends and/or duplicate birthdays. It is also

helpful to check with the teacher regarding possible class allergies. If any child has a summer birthday, he/she may celebrate a 1/2 birthday at preschool. Birthday party invitations, if used, may be passed out at school if the entire class is invited. The staff of Trinity Lutheran Preschool is unable to pass out invitations if the entire class is not invited to avoid hurt feelings.

### ***Class Parties***

Four class parties are scheduled throughout the year – Fall Harvest, Christmas, Valentine’s Day, and Easter. A sign-up sheet is posted in each classroom at the beginning of the year for parent volunteers. We appreciate the help in providing for class parties, please keep all treats store bought. Class parties are scheduled for the last hour of the school day. Parents are welcome to join us; however, siblings should be left at home.

### ***Field Trips***

Trips are scheduled periodically for program enhancement. Notification and details of each trip will be sent to parents prior to the trip along with a consent form for a parent’s signature. A child without a signed parental consent form will not be allowed to go on the trip. These trips, however, are not possible without parental help. Trinity Lutheran Preschool is not able to transport any students off the premises. Each child must be transported by a parent or guardian. Due to Registered Ministry regulations, students are unable to carpool unless each have a parent present.

### **Communications**

It is important at Trinity Lutheran Preschool that parents are kept informed of children’s progress, school programs, and activities. In addition to parents’ involvement in school activities as volunteers, the following are provided.

### ***Parent/Teacher Conference***

Parent/teacher conferences are held yearly to discuss the child's progress. As the date approaches, additional information will be provided. Parents are asked to make every effort to meet with the child's teacher at the scheduled conference time. An additional conference with the child's teacher may be scheduled during the school year if deemed necessary.

### ***School Calendar***

A yearly school calendar is provided to families in the registration packet. Additional copies are available in the school office.

### ***School Newsletter:***

A school newsletter will be sent home at the beginning of each month regarding school activities and special events.

### ***Digital:***

The school website can be found at [www.trinitylutheranpreschooldarmstadt.com](http://www.trinitylutheranpreschooldarmstadt.com) and the school Facebook can be found at @tlpreschool.

## **Organizational Structure**

The Voter's Assembly of Trinity Lutheran Church is the chief and final source of authority in the governance of Trinity's programs. Authority is delegated to the Board of Christian Education (BCE) concerning the preschool. BCE is the author of policies affecting students and staff and is responsible for the operation for the school. BCE also delegates specific rights and responsibilities to the director of the preschool, and it is the director's responsibility to implement the policies as directed by BCE. Teachers and other staff may also be delegated certain rights and responsibilities by BCE.



## **Church Directory**

Trinity Lutheran Church, LCMS  
1401 West Boonville New Harmony Road  
Evansville, Indiana 47725

***Pastor:*** Rev. Stanton Temme  
812-867-5279  
email - pastor@tldarm.org

***Assistant Pastor:*** Rev. Keith Knea  
812-867-5279

***Office:*** Trisha Letterman  
812-867-5279  
email - trisha@tldarm.org

## **School Directory**

***Director:*** Breenna Smith  
812-867-5279  
email – breenna@tldarm.org

***Preschool Aide:*** Michelle Mounts  
812-867-5279

***Extended Preschool Teacher:*** Trisha Letterman  
812-867-5279

***Jr. Preschool Co-Teacher:***

***Jr. Preschool Co-Teacher:***

***Jr. Preschool Assistant Teacher:***

