

Parent Handbook

TRINITY LUTHERAN PRESCHOOL

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Email: preschooloffice@trinityburlingame.org

Website: www.Trinity-Lutheran-Preschool.org

2019-2020 Academic Year

“Behold, children are a gift of the Lord...”

Proverbs 127:3

“Train a child in the way he should go,
and when he is old he will not depart from it.”

Proverbs 22:6

Jesus said to them, “Let the **little children** come to **Me**, and do not hinder **them**, for the kingdom of God belongs to each of these. And **He** took the **children** in **His** arms, put **His** hands on **them** and blessed **them**.” Mark 10:14, 16

MISSION STATEMENT

The mission of Trinity Lutheran Preschool is to enrich the lives of children and to educate the human potential through an integrated, balanced curriculum in our “Hands Open Minds” program with the love of Jesus.

WHO WE ARE

Trinity Lutheran Preschool is a State-licensed, non-profit, innovative early childhood education program designed for children ages 2.2 to 6 years administered by Trinity Lutheran Church of Burlingame, CA.

We welcome all families irrespective of race and religion. We are dedicated to sharing the love of Jesus Christ, and committed to providing a loving and stimulating environment to nurture each child spiritually, physically, socially, emotionally, intellectually, and creatively.

OUR PHILOSOPHY

Our “Hands Open Minds” Program focuses on the belief of Dr. Montessori, a leader in Early Childhood Education emphasizing that the hand is the chief teacher of the child. The child learns concentration by fixing his/her attention on the task he/she performs with his/her hands.

The materials in a prepared environment invite the child to use his/her hands for actual learning in which the child readily absorbs information. The mind of a child can be compared to a sponge; this is the “absorbent mind”. This discovery inspires us to set a new direction in education and guides children in their process of development.

Our program integrates developmentally appropriate learning tools and hands-on activities in all areas. These areas are: practical life, sensorial, language arts, mathematics, science, geography, arts and crafts, technology, music/movement, play, and language enrichment. Through these experiences children learn what they need to know and to be successful lifelong learners. Dr. Montessori wrote: “The most important period of life is not the age of the university studies, but the first one – the period from birth to the age of six.”

Our Christian principles are embedded in the Balanced Christian Curriculum, which incorporates weekly chapel time, daily Bible stories, prayers, and songs, and interaction among children and adults. We also encourage each child to discover his/her interests and abilities, and to develop a greater sense of worth and self-esteem.

OUR GOAL

The goal of Trinity Lutheran Preschool is to assist each child in becoming well-balanced and spontaneous, and to have the ability to use his/her capabilities to the fullest. The purpose of education is an aid to life, as the child is in a constant state of metamorphosis, creating for him/herself the person he/she is to be.

The Characteristics of such a Child are:

Concentration

Love of Order

Coordination

Independence

Self-Confidence

Self-Motivation – JOY of Learning

Self-Discipline - Obedience

Ability to Choose – Freedom within Limits

Enjoyment of Repetition – Through Work

Enjoyment of Quiet Time - Peacefulness

Sense of Personal Dignity

Trinity Lutheran Preschool

DAILY SCHEDULE

8:00 – 9:00	Outdoor Free Play (Greeting)
9:00 – 9:30	Morning Snack <ul style="list-style-type: none">- Calendar, Morning Devotion and Songs- Tuesday: Bible Study at Church
9:30 - 10:30	Work time (Large, Small or Individual Lessons)
10:30 – 11:00	Circle Time – Dance, Games, Movement
11:00 – 12:00	Outdoor Free Play
12:00 – 1:00	Lunch and Get Ready for Nap <ul style="list-style-type: none">- 12:30 Music / Singing- 12:45 Reading Time
1:00 – 3:00	Nap Time / Whisper Time
3:00 – 3:30	Afternoon Snack
3:30 – 4:30	Work time (Large, Small or Individual Lessons)
4:30 – 5:00	Circle Time - Dance, Movement, Exercise
5:00 – 6:00	Outdoor Free Play (Goodbye)

ADMISSION POLICY

Admission requirements and enrollment procedures are as follows:

1. Children 2 years and 2 months to 6 years old are eligible for our program. A child must be 2 years and 2 months of age (fully potty trained) or older at the time he/she is admitted to our preschool.
2. All admission forms must be completed prior to the child's first day at Trinity Lutheran Preschool. Parents are responsible for updating the information given on the form (e.g. change of address, phone numbers or immunization update).
3. Children must have all required vaccinations. Parent or guardian must provide proof of immunization and a physician's report.
4. Enrollment is filled on a first come – first served basis according to the date of enrollment with the Director. A waiting list will be used after full enrollment.
5. All enrollments are on a one month trial basis to determine the suitability of our setting for each child.
6. Trinity Lutheran Preschool does not discriminate on the basis of sex, race, religion or creed.

Upon admission to our program, a file shall be kept on the child for emergency and for California State Licensing. Please notify us of any change of address, phone numbers, names of persons authorized to pick up the child, food allergies, and other important information.

Rights of the Licensing Agency

The State of California General Licensing Requirements, **Section 101195** states: The Department or licensing agency shall have the authority to interview children, or staff, and to inspect and audit child or facility records without prior consent. The licensee shall make provisions for private interviews with any children or any staff member and for the examination of all records relating to the operation of the facility. The Department or licensing agency shall have the authority to observe the physical condition of the children, including conditions which could indicate abuse, neglect or inappropriate placement, and to have a licensed medical professional examine the children.

FEES AND TUITION

Registration Fee	\$175.00 non-refundable fee is due at the time the child enrolls in preschool.
Re-enrollment Fee	\$75.00 annual fee is collected in Jan to update records and to guarantee placement for upcoming school year.
Deposit Fee	A full month's fee is required upon enrollment. It will be credited towards the last month's tuition upon withdrawal with 30 days written notice.
Monthly Tuition	5 Days: \$1,415 9/1/19 – 8/31/20

Full monthly tuition is due on the first day of each month. A late fee of \$35.00 will be charged if payment is made after the 5th of each month. After the 15th of each month, \$50.00 will be charged for each week the tuition is late. The student will be automatically dismissed from school on the 15th of the month if tuition is not paid. There will be a service charge of \$35.00 on any returned check.

Discount for 2nd child - A 10% discount on the tuition amount will be given for the enrollment of each additional child from a nuclear family. (1st child will be charged the full tuition.)

A 15% Members Discount on the tuition amount will be given to families of children who are active members of Trinity Lutheran Church.

Withdrawal from the Program

A 31-day written notice on the last day of the previous month is required for all children

who wish to withdraw from the program (e.g. June 30 for the month July). There is no withdrawal in the middle of the month. Failure to notify the school will cause the loss of the deposit fee.

Termination Policy

Any behavior of a child that persists and causes danger to all participants may be cause for termination. Your child's enrollment will also be terminated if parents do not pay the tuition.

Admission/Re-Enrollment Agreement Tax ID # 94-1658454

Trinity Lutheran Preschool provides an integrated, balanced Montessori preschool program with the love of Jesus for children 2.2 to 6 years old. Three and five day programs are offered from 8:00 a.m. to 6:00 p.m. Monday through Friday.

Drop Off Time: Children enrolled in our program must be dropped off by 9:00 a.m. No exception unless staff has been given notification.

Pick Up Time: Parents need to arrive by 5:55 p.m. to pick up children at the end of the day.
A Late Pick Up Fee is of \$5 per minute for picking up your child after 6:00 p.m. will be added to your next month tuition. The bill will be sent to you by the Preschool Director.

The **Enrollment Fee of \$175 / Re-enrollment Fee of \$75** per child per school year is collected to update records and to guarantee placement for upcoming school year.

A **Deposit** of one month's tuition per child is payable at the time of admission and will be credited towards the last month tuition upon withdrawal with 31 days written notice on the **last day of the previous month.**

Tuition: Child's Name: _____ **Start date:** _____

The full time 5-day program is \$1,415.00 per month (09/01/2019 – 08/31/2020).

Full monthly tuition is due on the 1st of each month. A late fee of \$35.00 will be charged if payment is made after the 5th of each month, and \$50.00 will be charged for each week after the 15th of each month. The student will be automatically dismissed from school on the 15th of the month, if tuition is not paid. There will be a service charge of \$35.00 on any returned checks.

A 10% discount on the tuition amount will be given for the enrollment of each additional child from a nuclear family (1st child will be charged the full tuition). A 15% Members Discount on the tuition amount will be given to the families of children who are active members of Trinity Lutheran Church.

Right of the licensing agency: The State of California General Licensing Requirements, Section 101195 states: The Department or licensing agency shall have the authority to interview children, or staff, and to inspect and audit child or facility records without prior consent. The licensee shall make provisions for private interviews with any children or any staff member and for the examination of all records relating to the operation of the facility. The Department or licensing agency shall have the authority to observe the physical condition of the children, including condition, which could indicate abuse, neglect or inappropriate placement and to have a licensed medial professional examine the children.

Termination of this agreement occurs when a child leaves the program and all fees have been paid. Parents may withdraw the child for any reason, however a 31-day written notice on the first day of the month is required. There is no withdrawal in the middle of the month. The school may terminate this agreement if the program does not meet the needs of the child or if the tuition payments are delinquent.

I have received, read, understand and agree to follow all preschool policies and procedures.

Parent or Guardian Signature / Date

Director's Signature / Date

HOURS OF OPERATION

Our hours of operation are Monday through Friday,
8:00 a.m. to 6:00 p.m. School will be closed for the holidays.

The following holidays will be observed:

Labor Day	Sept 2
Veteran's Day	Nov 11
Thanksgiving	Nov 28 & 29
Week of Christmas and New Year	Dec 23-31
New Year's Day	Jan 1
Martin Luther King, Jr Day	Jan 20
President's Day	Feb 17
Spring Break	Apr 6-10
Good Friday	Apr 10
Memorial Day	May 25
Summer Break	June 29-July 3
2 Parent-Teacher Conference Days	Oct 25, Apr 24
2 Teacher In-Service Days	Nov 8, Mar 6
3 Teacher Work Day	Aug 27, 28, 31

Trinity Lutheran Preschool Calendar 2019-2020

Holidays and Events

Sep 3	First Day of School
Sep 13	Back to School Night (6:00-7:00 pm - Parents only)
Sep 29	Children Sing in Church
Oct 25	Parent-Teacher Conferences
Oct 27	Children Sing in Church
Nov 8	Teacher In-Service Day
Nov 11	Veterans Day holiday
Nov 27	Thanksgiving Potluck (Noon)
Nov 28-29	Thanksgiving Break
Dec 15	Children Sing in Church
Dec 23-31	Christmas/New Year Break
Jan 1	New Year's Day
Jan 2	First Day of School
Jan 20	Martin Luther King Jr. Day
Jan 26	Children Sing in Church
Feb 17	Presidents' Day
Mar 24	Children Sing in Church
Mar 6	Teacher In-Service Day
Apr 5	Children Sing in Church
Apr 6-10	SPRING Break
Apr 10	Good Friday
Apr 12	Easter Sunday
Apr 24	Parent-Teacher Conferences
May 8	Mothers' Tea (In honor of Mothers)
May 19	Children Sing in Church
May 25	Memorial Day
Jun 19	Fathers'/Special Friend's Coffee (In honor of Fathers)
Jun 29-Jul 3	SUMMER Break
Jul 4	Independence Day
Jul 6-Aug 14	VBS/Summer Camp K-5
Jul 31	Promotion Celebration
Aug 9	Children Sing in Church (VBS Closing Celebration)
Aug 27-Aug 31	Teacher Work Days

ARRIVAL AND DEPARTURE

All parents dropping off or picking up their children are required to do so **in the parking lot and NOT on the streets**. You will enter the church property via El Camino Real or Balboa Street. In the afternoon, if you are planning to stay for a short time to use the playground, you may park your car in the parking lot beside the Parish Hall. You will be met by a teacher at the entrance gate to the school interior courtyard.

Unless the staff has been notified beforehand, children must be dropped off at the preschool by 9:00 a.m. The parent/guardian must sign the child in/out on the "Sign-in/Sign-out" sheet, which will be available when the teacher meets the child.

The preschool will call a parent to come and sign his/her child in/out if he/she has not done so when the child is in our care. Unannounced visits by the California Department of Social Services may result in fines to those families who fail to sign the daily attendance sheets. **The school will send a letter home with the assessment of \$25 fine for each missing signature.**

Departure time is prior to 6:00 p.m. Only adults listed on the AUTHORIZATION FORM will be permitted to take the child from the preschool premises. If someone other than the authorized adult is to pick up the child, it is imperative that the school be notified in writing ahead of time by the parents; we will check the person's ID.

Late Pick-up: We ask that parents arrive by 5:55 p.m. to pick up their child. This enables the staff to give you and your child the attention you deserve. **A Late Pick-up Fee of \$2 per minute for picking up your child after 6:00 p.m. will be added to your next month tuition. A letter will be send to you by the Preschool Director.**

ABSENCES AND VACATIONS

If your child is going to be absent due to illness or family leave, please notify the preschool before 9:00 a.m. that day. Tuition will not be reduced on account of absence due to illnesses or vacations.

Absence in excess of three days will require a physician's written clearance. Any unanticipated, lengthy absence due to illness must be discussed with the Director.

USE OF THE PLAYGROUND FACILITY

The playground facility is available for use after a child has been picked up and signed off from the facility, provided that the parent/adult supervises his/her child at all times to ensure the safety of all children. Return all play equipment to its proper order before leaving the premises. We have the right to revoke the use of the playground facility at any time of the school year.

ITEMS TO BRING TO SCHOOL

Change of Clothes and Shoes

Two extra sets of clothes (pair of pants, undershirt, underpants, shirt, and socks) are required to be kept at school. Please label each item of clothing with your child's name and place them in zip-lock bags. The preschool will not be responsible for lost articles.

Nap Time Needs

Parents need to provide their child a tote bag and inside it, a small pillow, a small blanket, and a cot sheet, which will be kept at school during the school week. Pillowcases, blankets, and cot sheets should be taken home to wash every Friday. Please label your child's articles.

Show and Tell

Children participate in Show and Tell every Friday. Each child is encouraged to bring something to share. We would like to emphasize objects from nature, or objects reflecting what they are studying in class if possible. Anything your child is really interested in sharing is welcome, too.

Show and Tell is used in our program as a tool to develop the child's language and communication skills, group participation, and personal expression. We would appreciate parental cooperation in reminding the child to bring Show and Tell.

Toys from home are **not allowed** at school except on Show and Tell days. The school will not be responsible for lost items. Guns, knives, and sharp objects are not allowed on school premises.

Sunscreen

We encourage you to please apply waterproof sunscreen on your child that will last for a full day. This should be sufficient to keep him/her protected from the sun. If your child is fair-skinned, or if you feel it necessary for him/her to have a second application, please leave a "**Stick**" sunscreen marked with your child's name and a signed release form with the teacher.

DRESS CODE AND HYGIENE

Children need to be bathed, neatly groomed, and wear clean clothes to school. It is recommended that children be dressed in appropriate and comfortable clothing.

- Socks are required with shoes and sneakers. Sandals and flip-flops are discouraged for safety reasons.
- A pair of soft, indoor slippers is required for inside the classroom.
- Children need to have a warm jacket or coat for winter, and a sunhat or cap for the winter season. Dress your child appropriately based on the weather.

BIRTHDAYS

Birthdays are very special to young children. Each child's birthday will be celebrated individually. We have a special birthday ceremony to honor your child. Your child holds a globe and walks around the sun once for every year of his/her life. Please send pictures (from newborn to present) to represent each year and we will make a timeline of your child's life.

You can also bring a healthy, nutritious treat for the children. **No elaborate celebration please.** Low sugar treats are preferred.

For example:

- mini cupcakes (minimal frosting)
- fruit popsicles
- banana bread
- Fresh fruit salad

Parents who wish to bring in party favors or goodie bags may do so, provided they bring enough for all children in the school. Please do not put any candy, chips, or gum in goodie bags. The giving of gifts to the birthday child is discouraged. Birthday celebrations are optional.

Please do not place invitation cards in the cubbies unless there is one for every child. Please check with the director first.

LUNCH AND SNACK TIMES

We serve a mid-morning and mid-afternoon snack. Cost of the snacks and lunch is included in the tuition. Our snacks include a fruit and a carbohydrate. For example, an apple wedge with a piece of French toast. Our lunches meet all the state requirements for portion sizes and daily nutrition standards. Our lunches include a nutritious main dish with vegetables, and milk/water.

PROMOTION

There is a Promotion Celebration every year for children leaving our preschool for Kindergarten. All children from the preschool will participate in the program.

ILLNESSES

Health regulations require the parents to notify the preschool immediately of any contagious or serious illness in the family. If your child has been exposed to any communicable disease at school, we will notify you.

The following are categorized by State regulations as highly contagious and must be reported:

Amebiasis	Salmonella
Campylobacter	Scabies
Chickenpox (Varicella)	Scarlet Fever
Conjunctivitis (Pink Eye)	Shigella
Diarrhea/Vomiting	Shingles
E. Coli	Strep Throat
Fifth Disease	-----
Giardiasis	Hepatitis A
Hand Foot and Mouth (Enterovirus)	H. Influenzae Type B (Hib)
Herpes Simplex	Influenza
Impetigo	Measles (Rubeola)
Lice (Head Lice)	Meningitis, Neisseria
Methicillin Resistant Staphylococcus Aureus (MRSA)	Meningitis (Bacterial, Viral)
Mononucleosis	Meningococcal Disease
Pinworm	Mumps
Respiratory Syncytial Virus Infection (RSV)	Pertussis (Whooping Cough)
Ringworm	Rubella (German Measles)
Roseola Infantum	Typhoid Fever/Paratyphoid Fever Outbreak

For the health and well-being of all, we ask that you keep your child home if he/she is ill or running a temperature. **If a child is ill upon arrival at the preschool, the staff reserves the right to refuse a child's admission into the program for that day.**

A child must have fully recovered from illness **without fever for 24 hours without the aid of medication** before he/she may return to school. If a child has been sent home with fever, he/she may not return the following day and must be fever-free for a minimum of 24 hours before he/she can return. In other words, your child must be kept home for a whole day after the fever has broken. The same rule applies to children who have vomited.

If a child becomes sick while in attendance, the parent(s) will be notified. It is the Licensing requirement that arrangements be made to have the child picked up within one hour of notification. If after 30 minutes we are unable to reach you, we will call your emergency contact. Beyond two hours, the preschool may send the child to the hospital for care.

MEDICATION

Our preschool policy does not allow our teachers to give any over-the-counter medications to the child. As such, we encourage parent(s) to give their child his/her medication before coming to school. If medication requires dosages throughout the day, please make arrangements for someone to come in and administer it to your child.

We will administer prescription medication with the physician's clear directions. The medication must be in its original package and an "**Authorization to Administer Medication Form**" must be completely filled out and signed by both parents and the child's physician.

In the event of a medical emergency or accident, we shall contact the parents and the doctor of the child. If it is impossible to reach either party, and emergency treatment should be required, the child will be taken to Mills-Peninsula Medical Center. Your authorization for the preschool to contact your family physician and to take whatever medical necessary procedures is a part of this agreement.

SCHOOL-PARENT COMMUNICATION

A monthly newsletter is available at the beginning of the month to update parents about school events. Also, please check your child's cubby every day for letters or notices. Parents will be notified of all activities and information pertinent to the children and the school. If your child has been absent, please check with the school for any notices you may have missed. Parents are welcome to visit the classroom. Please report your visit to the Preschool Director prior to visiting the classroom.

PARENT-TEACHER CONFERENCE

Attendance at parent-teacher conferences is required during the Fall and Spring. Schedule sheets will be posted on the class bulletin board for parents to sign up for a time, a twenty-minute conference. School will be closed on that day. The meeting gives parents and teachers an opportunity to discuss the child's adjustment to school and his/her social, physical, emotional, and cognitive development. Additional conferences can be made any time throughout the year. Please feel free to contact the director at 650-580-2349 at any time if you have questions or concerns.

DISCIPLINE POLICY

“... the Lord disciplines those He loves...” Proverbs 3:12

Discipline is a process of guiding and training that begins with love. Corporal punishment and food deprivation will not be used. In case of severe discipline issues, parents will be asked to work with the Director to develop a solution.

At Trinity Lutheran Preschool we respect each child and his or her level of development, individual personality, and family and cultural differences. We create a positive, prepared environment with kind and experienced teachers, creative lessons, fun activities, plenty of hands-on materials, as well as boundaries so as to foster positive behavior. We believe the purpose of discipline is to teach acceptable Christian behaviors. Our program has a set daily routine and provides clear guidelines to help children know what is expected of them. Limits that relate to safety and protection of self, others, and the environment are clear and are enforced consistently in a positive manner. Children are given time to respond and rise to expectations.

Teachers may also use a variety of strategies depending on the child and situation. These strategies include gaining a child’s attention, staying in close proximity to the child, reminding the child of appropriate behavior, giving praise for acceptable behavior, redirecting behavior, and “thinking time.”

The technique includes:

1. Allowing the child to calm down and think about what happened while the child is placed close to the teacher.
2. Talking to the child and asking him/her to tell what happened.
3. Asking the child what he/she could do differently. Guide the child in naming the expected behavior if he/she could tell.
4. Letting the child know he/she can return to the activity when he/she can behave appropriately.

If negative behavior still continues and the above steps are not working, the teacher will call for a parent conference to discuss the child’s situation and seek further solutions. If the child is causing disruption to the safety of other children with physical and/or defiant behavior, we will call the parent to pick up the child from our program for the day.

EMERGENCY PICK UP – DISASTER PLAN

In the event of a disaster, please be assured that your child will be supervised and cared for until a parent or an authorized adult comes to pick him/her up. If we need to vacate the facilities, a staff person will remain behind or a notice will be posted informing you of the location of your child.

Should the communication system be down and you are unable to reach the center, your child will remain in the care of a staff person. If we have evacuated, a notice will be posted to that effect. It is our intent, however, to remain at the center until all children have been picked up by their parent or authorized adult.

To assess damage to the facilities and to allow young children to be with their own family immediately following a major disaster to regain feelings of security, the center will be closed at least one day following a disaster.

You can assume that unless contacted, the center will be closed and will open again following that first day of closure. Further closures will be announced over the radio or by telephone to each family.

To prepare for a natural disaster, the preschool has purchased a 3 days emergency survival kit for each child in our care.

Each kit includes:

- 9 – 4oz boxes of water
- 3 days food rations
- 1 solar blanket
- 5 pieces of first aid

FIRE/EARTHQUAKE DRILLS

Fire and earthquake drills are held once every other month for the safety of the children.

TRINITY LUTHERAN PRESCHOOL

1245 El Camino Real, corner 1505 Sherman Avenue, Burlingame CA 94010

Email: www.preschooloffice@trinityburlingame.org

Tel #: (650) 580-2349

I have received a copy of the Trinity Lutheran handbook that clearly states the basic services offered, refund and termination conditions and admission policy. Monthly tuition for the 2019-2020 school year is \$1,415 for the full day program. I understand these conditions and intend to comply with this agreement.

Upon condition that the staff promises to exercise due care, I hereby release TRINITY LUTHERAN PRESCHOOL, TRINITY LUTHERAN CHURCH, their employees, agents and representatives, from any claim or demand by me on any parents/guardians of child stated below for any personal injury or accident, medical claims, or other expense that may occur to said child, or that parent/guardians may incur by reasons of his/her participation in the preschool activities.

Child's Name: _____

Parent's Signature: _____ Date: _____

Director's Signature: _____ Date: _____