

Trinity-St. John Lutheran School

PreKindergarten Handbook



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Trinity-St. John Lutheran School

PreKindergarten Handbook

Since 1982, Trinity-St. John Lutheran School (T-SJ) has offered a PreKindergarten program for children, allowing them to grow spiritually, emotionally, socially, physically, and intellectually in a Christian setting. Within a safe, healthy, happy, secure, caring, and loving atmosphere, each child will be allowed the freedom to explore his or her environment. Hands on experiences will make learning fun. Whether in a group or as an individual, the children will gain confidence and capability. The T-SJ PreKindergarten will integrate home, school, and church emphasizing the power of the Holy Spirit and His role in guiding the children as children of God.

Providing for Spiritual Growth:

Daily Jesus Time: Every day, children will participate in Bible readings and worship through song and prayer. Let us know of specific prayer concerns for your family (new baby, lost pet, death, illness, etc.) so we can pray for them as a class.

Chapel: On Wednesday afternoons at 2:20, the school gathers for a chapel service. PreKindergarteners (PreK 3's and PreK 4's) who come only in the morning are welcome to come back to school to participate. These services provide an excellent opportunity for the development of the art of worship. An offering is taken during each chapel service and given to a mission project that is designated by the faculty of T-SJ. Baptism birthdays are celebrated in Chapel.

Church and Sunday School Attendance: Children who are members at Trinity or St. John's churches are encouraged to attend Sunday school and church with their families.

Families who are seeking church membership or Baptism for their child are welcome to speak to the pastors.

Providing for Emotional Growth:

Establishing a Nurturing Environment: Learning how to behave in a school setting can be overwhelming. While we have many procedures and routines for doing things, we can show our love for God by following these three rules:

- Be Kind to the Teachers (all adults in the learning process)
- Be Kind to our Friends (all children in school)
- Be Kind to our Treasures (personal and school property)

Being kind includes listening to others, speaking nicely, sharing, doing your best, and taking care of items you use. Positive reinforcement and consistency will help the children follow these rules. Unfortunately, due to our sinful nature, rules are sometimes broken. When this happens the following steps are taken to regain the proper behavior:

- Re-explanation of which behavior is expected
- Warning and explanation of possible consequences
- Removal from activity to think about correct behavior
- Note sent home
- Visit to the Principal's office

You will be called if your child hurts someone intentionally. You will also be called if your child has been hurt, either accidentally or intentionally. Recurring incidents will be recorded in a discipline log. Please contact the teacher if your child is fearful or not enjoying his PreKindergarten experience.

Treasures from Home: Unless it is a special day, toys are not to be brought to school. This will eliminate damage to the toy and minimize classroom distractions.

Providing for Social Growth:

Making Friends: Times throughout the day are planned for children to interact with each other. Free play time in the classroom and on the playground gives students the opportunity to learn how to make friends. Many activities will involve your child taking responsibility for himself and helping others.

Class Parties: We will celebrate with several parties throughout the year: Fall/Harvest, Thanksgiving, Christmas, Valentines, Easter, and Last Day of School. Parents may sign up to bring snacks and are welcome to assist with these events.

Family Projects: Every month, a project for families to complete together will be sent home. Directions will be given and parents may see a completed example. Finished projects will be displayed in the hallway by the classroom.

Field Trips: A few trips will be scheduled, combining both PreK 3 and PreK 4 classes. When traveling by car, each child requires his own car seat. We will require parental assistance to drive on most field trips. Field trip drivers must provide T-SJ with a copy of driver's license and insurance card to keep on file.

Providing for Physical Growth:

Safe Shoes: Running, jumping, dancing, and skipping are important parts of the PreKindergarten program. Please make sure your child wears athletic shoes that will keep him safe on the wood-chipped playground and slick classroom floor.

Just in Case Clothing: Please make sure your child can easily manage his clothing, especially when using the bathroom. Because accidents will happen, an extra change of clothing should be kept in a gallon ziplock bag in your child's backpack. Include shirt, pants, socks, and underwear. Please replace when wet or soiled.

Cold Weather: With the colder temperatures, it is very important that everyone is dressed warmly (hats, mittens, boots) as we will continue to go outside to play and get fresh air. When temperatures, including wind chill, are between 25 and 32 degrees, we may go outside for a shortened recess at the teacher's and principal's discretion. Pre-Kindergarten students will stay inside when the temperature falls below 25. If your child needs to stay inside due to illness or other health reasons, please send a note to their teacher, so arrangements can be made.

Snacks: Each child will take turns bringing snacks. A calendar will be sent home that will state who is bringing snacks each week. In the event of a child's birthday, the teacher will schedule that child to be the snack person as close as possible to the child's birthday. Parents will be advised if there is a child in the class with milk, peanut and other allergies Please keep this in mind when choosing your snacks. The school will provide milk for snack time.

Hot Lunch: Children in the full day program may purchase the school lunch. The cost is \$2.80 per day. Please purchase tickets for 10 or 20 lunches in advance (\$28.00 or \$56.00) in the school office. Tickets not used will be fully refunded at the end of the year.

Rest Time: A rest time is scheduled for the afternoon. Please send a beach towel and small pillow with cloth pillowcase to use when the children sleep on our mats. Towels and pillows will be kept in a plastic bag at school and sent home twice a month to be laundered.

Providing for Intellectual Growth:

Multi-sensory Learning: The PreKindergarten program includes activities for creative and cognitive growth. Lessons will be explored using several senses, as we learn in many ways. Songs, puppets, and books will be sent home to reinforce learning. Learning to ask questions and connecting what we already know is an important part of learning.

Library: After our school library opens for the year, we will visit it once a week. Children may check out one library book each week. Books are due back at the time of the next library visit. No other materials may be checked out until return of the previously borrowed materials. Any lost materials will be replaced at your cost.

Music: Each week, the children will participate in music class. The class will be part of the larger school choir “Warrior Praise.” Children will be asked to participate in singing during church services at Trinity, Nashville, or St. John’s, New Minden, and at school sponsored musicals/concerts. A schedule of singing dates will be distributed at the beginning of the school year.

Weekly Calendar: Notes for the week will be sent home in the form of a weekly calendar, listing what we are currently studying. Every month we will focus on a different Color, Shape, and Country. Each week will feature a new Letter, Number, Bible Verse, Nursery Rhyme and Mystery Food.

Please take these opportunities to share your child’s excitement for our classroom experiences.

Enrollment:

To enroll a child at T-SJ, he/she must be three or four years of age by September 1st. Each child is required to present a health form. All immunizations must be up to date. A copy of his/her birth certificate must be provided. These papers must be turned in before the child's first day of school. Each child should be toilet trained before entering PreKindergarten. The school does reserve the right that a child may be released from the program, after consultation with the parents and/or when the welfare of the child or class deems it advisable.

Trinity-St. John admits students of any race, color, national and ethnic origin to all rights, privileges, programs, and activities. Trinity-St. John also welcomes children of all faiths. T-SJ may not be equipped or staffed to meet the needs of all children, and we recognize that other schools may be better equipped to serve some children with special needs and challenges.

PreKindergarten classes begin the same day as pupil attendance for grades K-8. Special events and closings for holidays will follow T-SJ's school schedule. Our school closings for inclement weather coincide with Nashville Public School District #49.

Drop Off/Pick Up Procedures:

Classroom doors will open no earlier than 7:45 AM. Students should arrive at school no later than 8:00 AM. The class for 3 year-olds will meet Tuesday and Thursday mornings from 8:00 until 11:15AM. For 4 year-olds, classes will meet on Mondays, Wednesdays, and Fridays from 8:00 until 11:15 AM for half day class and 8:00 until 2:55 for full day class.

Please be prompt in bringing and picking up your child. Overtime fees will be assessed for early arrivals or late pickups: \$5.00 for every 15 minutes early or late. You will be notified if you are in danger of violating this requirement.

Transportation is not provided by the school. Parents are asked to drop off children using the **Gym** School/Church Office door. You may accompany your child into the building during drop off. The teacher will escort students from the building for pick up. Pick up is along West Walnut Street.

If there is any chance that your child may be picked up by someone other than parents, a written authorization from the parent must be provided each time. If the child will be picked up by someone new, a photo ID must be presented at the time of pickup.

Attendance/Sickness:

Daily attendance is expected. However, if your child shows signs of illness such as vomiting, diarrhea, rash, fever, sore throat, or red eyes, he should stay home. If your child becomes sick at school, or if he does not appear healthy, parents will be notified to take him home.

He may return when he has been symptom free for 24 hours.

TSJ has a No Nit Policy. Students who have scabies, head lice, and other contagious conditions will not be allowed to attend school until the condition is cured completely. If the condition is discovered at school, the parent will be called and the child sent home.

If your child will be absent due to sickness, please call the school office by 8:15 a.m. at 327-8561. If you know in advance that your child will be absent, contact the teacher or school office.

Tuition: Since the Pre-Kindergarten program is self-supporting, it is necessary for tuition to be charged. Tuition is \$850.00/year (half-day) \$1,700.00/year (full-day) for 4 year-old Trinity or St. John's church members, \$950.00/year (half-day) \$1,900.00/year (full-day) for 4-year-old nonmembers.

It is \$600.00/year for 3 year-old members of Trinity or St. John's, and \$700.00/year for non members. Tuition may be paid in full at the beginning of the year, twice a year by semester, or monthly. Monthly payment is due the first week of each month. Checks should be made payable to Trinity-St. John Lutheran PreKindergarten. Enclose tuition in the provided envelopes and return to your child's teacher. After the 15th of each month, a \$5.00 late fee will be assessed. For any payments delinquent after the first of the next month, your child will not be permitted to attend Pre-Kindergarten until payments are received. No refunds will be made for mid-month withdrawals, illness, or vacations.

Teacher/Parent Communication:

Communication between home and school promotes the success of a young child. Be sure to check your child's school bag for important notes. If there are problems, emergencies, or you want to talk to your child's teacher, please contact the school office. If you would like to set up an appointment to talk with your child's teacher, please see her before class. **The teacher is not able to take cell phone calls or respond to texts during the school day.** If you have any questions, please do not hesitate to contact the school office at 327-8561.

Please sign and return to the teacher before the first day of school. Thank you.

I have read and understand the information provided to me in this TSJ Pre-Kindergarten Handbook. I fully intend to follow the agreements within this book.

Parent/Guardian Signature

Date

Teacher Signature

Date

Pre-Kindergarten Child's Name