

Partners in Christ † Instructing for Life † Equipping for Eternity

# Trinity St. John

LUTHERAN SCHOOL

## PreKindergarten Handbook 2024-2025



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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. A Bible storybook will be sent home for you to use at home. We will also use it at school on the first day of the school week, so make sure it is in your child's backpack on that day. A prayer card will be clipped to your child's folder. Please use it to 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. Contact one of our pastors if you wish for a telephone call or visit by them.

**Chapel:** On Wednesday afternoons at 2:30, 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 services.

Even if you are unable to attend chapel with us, you are invited to support the mission projects chosen for each month. Information and offering envelopes will be sent home. We will pray for these special ministries in our daily classroom devotions.

**Church and Sunday School Attendance:** Children are encouraged to attend Sunday school and church with their families to reinforce the lessons they are learning at home.

Families who are seeking membership at Trinity or St. John's Lutheran Church or Baptism for their child are welcome to speak to the pastors.

## **Providing for Emotional Growth:**

**Home Visits:** Home visits by the teacher will be made to each home of new students. This gives the students and their parents an opportunity to establish a trusting relationship with the teacher. The visits last about half an hour and are scheduled before school begins.

**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 our 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

A daily behavior log will be taped in your child's folder. Please leave it there until it is completed. It will be kept in your child's file and returned to you at the end of the year. Please sign to acknowledge you have read the daily notes.

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:** Toys, jewelry, and watches are not to be brought to school. This will minimize classroom distractions and prevent special items from being lost or broken. Treasures will be put into your child's backpack for safekeeping.

## **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: Little Bitty Pool Party, Fall/Harvest, Thanksgiving, Christmas, Valentines, and Easter parties. Parents may sign up to bring snacks. We greatly appreciate parents or grandparents who volunteer to come on party days to help out.

**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.

## 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. No crocs please.**

**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 sent to school in a gallon ziplock bag. Include a shirt, pants, socks, and underwear. Please replace clothing as necessary and as the seasons change.

**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, nuts or other allergies. Please keep this in mind when choosing your snacks. The school will provide one serving of milk per day for snack time.

**Hot Lunch:** Children in the full day program may purchase the school lunch. While milk for snack time is included in the cost of the PreK program, hot lunch is not. The cost is \$3.00 per day. Please pay for lunches in the school office. Students are welcome to bring their own healthy lunch from home. Milk may be purchased for \$.35 per day.

**Rest Time:** A rest time is scheduled for the afternoon. **Please send a beach towel and small pillow (about 12 x18 inches ) with a cloth pillowcase to use when the children sleep on our mats.** Towels and pillows will be kept in a plastic bag at school. The bedding will be laundered after 6-8 days of use.

## **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. Asking questions and connecting what we already know is an important part of learning.

**Library:** Students may take home books from our classroom library. Children may check out one library book each week. Books are due back at the time of our next library day noted by the card in the book pocket. No other materials may be checked out until the return of the previously borrowed materials. Any lost materials will be replaced at your cost.

**Music:** All PreK classes will learn songs so they will be able to participate in our school choir. Each week, the children may 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, 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, and Shape. Each week may feature a new Letter, Number, Bible Verse.

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 1<sup>st</sup>. To secure a spot in the program the application, profile sheet and registration fee (\$50 per family) should be turned in to T-SJ. Each child is required to present a health form, proof that all immunizations are up to date and a copy of his/her birth certificate before the first day of school. Children should be toilet trained before entering PreKindergarten. The school reserves the right to release a student from the program if necessary 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. We recognize that other schools may be better equipped to serve children with special needs and challenges.

PreKindergarten classes begin the first day of school as pupil attendance for grades K-8. Special events and school closings for holidays will follow T-SJ's school schedule. Our school closings for inclement weather coincide with Nashville Public School District #49. Parents will be notified by telephone through Blackboard Connect if school is closed.

**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. 3-year-olds enrolled in the all-day program will meet from 8:00 until 3:05, Tuesdays and Thursdays.

The class for 4-year-olds meets on Mondays, Wednesdays, and Fridays from 8:00 until 11:15 AM for half-day class and 8:00 until 3:05 for full-day class. 4 year olds who are enrolled for the five-day program will have class from 8:00 until 3:05 Monday through Friday.

A PreK afternoon program for students 3 ½ and 4 year olds meets four days a week, usually Monday through Thursday. In the event of a Monday holiday, the class will meet on Friday instead. The day will begin at 12:00 and last until 3:05. Children will eat lunch at home before school begins.

Please be prompt in bringing and picking up your child. Overtime fees may 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. Students will wait for caregivers to take them by the hand to ensure a complete, safe transfer. Public school bus service may be available for full-day students with arrangements made in advance.

If 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.**

T-SJ 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. PreK tuition is the same for member and non-member families.

PreK 3-year-old (Half Day) Tuesday/Thursday	\$85/month
PreK 3-year-old (Full Day) Tuesday/Thursday *as space allows	\$170/month
3 Day PreK 4-year-old (Half Day) Monday/Wednesday/Friday	\$115/month
3 Day PreK 4-year-old (Full Day) Monday/Wednesday/Friday	\$230/month
5 Day PreK 4-year-old (Full Day) Monday-Friday	\$385/month
4 Day PreK 3 ½ -4 year old (Afternoon) Monday-Thursday	\$160/month

Tuition may be paid in full at the beginning of the year, twice a year by semester, or monthly. Monthly payments are due the first week of each month. If you choose to pay by check, make it payable to Trinity-St. John Lutheran School and give it directly to the school secretary. Electronic monthly tuition payments are available through the Joyful Response Tuition Payment Program. After the 15<sup>th</sup> 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 and daily projects. 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 keep the school office and teacher up to date with changes in your telephone number and email address. Telephone calls from the school will be made through Blackboard Connect to inform you of important event changes.

## *The Communicator*

T-SJ publishes a weekly newsletter entitled *The Communicator* to inform parents of the lunch menu for the upcoming week, volunteer opportunities, calendar of events, and various announcements regarding our school and community. This is the main form of communication between school and home regarding daily life at Trinity- St. John. It is extremely important that this be read. Anyone wishing to submit an article or prayer request for possible publication needs to submit it to the office by 9:00 a.m. Thursday morning. Each week's Communicator can be found on the school website: <http://www.tsjlutheran.org>. A pdf version will be emailed to you through Sycamore and a paper copy is available upon request through the school office.

Our school information is available through our website at <http://www.tsjlutheran.org> and through Sycamore. Sycamore is our student management program and includes information such as calendar, lunch menu, attendance, parent teacher conference schedules, tuition and lunch account balances, etc.

At the beginning of the school year, new families will receive an email from Sycamore in order to set up access to their account. The school office administrator can help families with their username and password.

Parent/Teacher Conferences will be scheduled for the fall and late winter to discuss your child's progress. Appointments will be scheduled through the Sycamore website or by contacting the teacher.

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.

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Parent/Guardian Signature

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Date

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Teacher Signature

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Date

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Pre-Kindergarten Child's Name