

MISSION STATEMENT

Providing a Christ-centered education for Pre-School age children

PHILOSOPHY

Holy Trinity Lutheran Pre-School is a ministry of Holy Trinity Lutheran Church. Sharing the message of the love and forgiveness of Jesus is the most important part of our program. Our program includes age-appropriate, developmentally sound activities to foster the spiritual, social, emotional intellectual and physical development of children. This is accomplished through the use of learning centers, Bible stories, devotions, field trips, indoor and outdoor large motor skills.

CHRISTIAN TEACHING

Our Christian teaching is based on the Bible as God's Word and the Good News that Jesus Christ is the Son of God who died for our sins and rose again to give us the hope of eternal life. Jesus loves little children and invites them to come to Him. Children are not exempt from this important part of the curriculum. Daily prayers are said at the start of school, before snack and after the Bible story. Christian songs are sung throughout the week.

STAFF

Director: Carol Luke (To reach the Director please call 815-672-6240)

If you are calling before 7:30 please use 815-672-2393 to leave a message

Teachers: Sharon Benner and Tonya Carter

Classroom aides: Cathy Koval, Michelle Muntz, Kathleen Magana

CHURCH SERVICES

Holy Trinity Lutheran Pre-School welcomes the parents and their children to attend regular Sunday services. Our worship hours are:

September – May

Sunday 9:00 a.m. Worship services

Sunday school 10:15 a.m. – for Pre-School through Adult classes

Saturday 5:00 p.m. Worship services



NON-DISCRIMINATION POLICY

Holy Trinity Lutheran Pre-School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate based on race, color, nationality, physically challenged or ethnic origin in the administration of its educational policies, admission policies, athletic and other school administered programs.

Holy Trinity Lutheran Pre-School is owned and operated by Holy Trinity Lutheran Church and are licensed by the State of Illinois Department of Children and Family Services.

The Pre-school strives to provide the highest quality program and services as a leader in Early Christian Childhood Education.

CHILD ABUSE AND NEGLECT REPORTING

All staff members are “mandated reporters” of suspected child abuse / neglect and are subject to the state law regarding Abused and Neglected Child Reporting.

ELIGIBILITY

Children may enter Holy Trinity Lutheran Pre-School after their 3rd birthday, based on availability. All children must be potty trained upon entrance. A certified birth certificate must be provided along with a current physical. A registration fee of \$25.00 for the school year is required and is non-refundable. New enrollments will be accepted through April 1st, anyone calling after April 1st will be registered for the next school year.



SCHOOL CALENDAR

When possible our Pre-School will follow the Streator Public School District #44 calendar regarding school holidays. Our calendar will be handed out at Parent Orientation. Please keep this pamphlet and the school calendar readily available for quick reference. We may have school on a day when the school system dose not or they may have school when we do not.



CURRICULUM

The curriculum is designed to meet the individual growth and developmental needs of each child. Activities provided are concept development, communication, art, music, literature, printing, large and small muscle coordination, self-help and socialization. Our themes are rotated on a two year basis however, our curriculum is built to meet the needs of children that may attend for three years.

TUITION

Tuition is figured as an annual fee. You may choose to pay one of four ways: full payment, half-year, quarterly or monthly. Full and half-year payments must be paid in August, with the second half payment due in December. Quarterly payments will be due in August, November and February. **Monthly payments will be due each month beginning August through April. Please refer to your tuition sheet given to you in your original Parent packet that you needed to fill out and return.**

Regardless of your child's regular attendance the full monthly tuition is required to ensure continued enrollment. No refunds are given for any reason (i.e. illness, snow day, vacation etc...)

If tuition is not received by the 10th of the month a \$15.00 LATE FEE will be charged. Making payment on time is important to allow the school to operate

within its budget. If payment is not received before another month's tuition is due, your child may not be allowed to attend school until total delinquent tuition is received. **Any checks returned for insufficient funds will be required a \$25.00 service fee when applicable.**

Currently, members of Holy Trinity Lutheran Church who are active and supporting members are eligible for a reduction in tuition. Please speak with the Director for further information.

CLASSES

Our morning classes begin at **8:30 a.m.** and dismiss at **11:00 a.m.** A staff member will greet the children at the door at **8:15-8:30 a.m.** for the morning classes.

Our afternoon classes begin at **12:30 p.m.** and dismiss at **3:00 p.m.** A staff member will greet the children at the door at **12:15-12:30 p.m.** for the afternoon classes.

FOR THE SAFETY OF YOUR CHILD DO NOT DROP HIM OR HER OFF WITHOUT A STAFF MEMBER PRESENT AT THE DOOR.

If you are going to be late for any reason, please call and let your child's teacher know or leave her a message at the church office. **If you must call before 7:30 please use the church line (815-672-2393) to leave a message.**

If your child isn't able to attend for any reason, please contact the church office and leave a message for your child's teacher.

DROP OFF

A parent or designated person (**at least 18 years of age**) must come to the steps to sign-in your child between **8:15-8:30** for the morning class and between **12:15-12:30** for the afternoon class. If you are late you will need to ring the bell and a staff member will assist you.

PICKUP

A parent or designated person (at least 18 years of age) needs to come into the school and sign-out his/her child at **11:00 a.m.** for the morning classes and at

3:00 p.m. for the afternoon classes. Please pick up your child promptly, as the staff needs to prepare for the next class.

A \$10.00 late fee will be charged if a child is picked up more than 10 minutes late. Should a parent know they will be late due to unexpected problems, please contact the pre-school immediately. If no call has been received and the parents are more than 10 minutes late the staff will try to contact individuals from the phone numbers that have been supplied to the pre-school. The child will remain at the pre-school until such time as the parent arrives at the pre-school or until the appropriate outside authorities have been contacted. After 30 minutes outside authorities **must be** contacted. After their arrival the child will be placed in their care and **DCFS must be contacted.**

Attendance of your child(ren) is important to the education of your child(ren), should you need to make appointments for your child(ren), please try to do so on days your child(ren) doesn't attend school. If this is unavoidable, please inform your teacher as soon as possible in the form of a written note with all the necessary information.

If a child is to leave with an adult who has not been previously designated by the parents as someone authorized to pick up the child, written notification is required in advance and should be given to the teacher. The designated person will be required to provide a driver's license (with photo), a photo identification card issued by the Illinois Secretary of State or other photo identification to establish their identity before the child is released to them. **NO child will be released to anyone without the permission of a parent or legal guardian.**

For security reasons the Southeast door is locked. In the event you need to pick up your child early, please ring the doorbell at the Southeast door and a staff member will assist you.

Visiting your child's classroom is encouraged, **please call your child's teacher to set up a time and date.**

GUIDANCE AND DISCIPLINE POLICY

Acceptable behavior is encouraged by giving positive verbal rewards. This reinforces a child's good feeling about his/her behavior and serves as an example to the other children to act in such a way as to receive this praise. Asking a child to stop and think about his/her unpleasant behavior enables that child to work at self-control. Our staff will provide limits and consequences that

are clear and understandable to the child and will be consistently enforced. Consequences will be developmentally appropriate and logically related to the child's act.

For a child not cooperating in a group listening situation, staff will verbally inform the child of their inappropriate behavior and restate our rule regarding that behavior. If the child persists in their inappropriate behavior a period of time-out will be enforced. This time-out is not a punishment, but a time where the child can calm himself/herself and get ready to rejoin the group. The child will return to the group when he/she can express that desire and acknowledge the appropriate behavior. The time out shall not exceed one minute per year of age.

Parents will be informed of inappropriate behavior. If behavior problems persist a conference will be scheduled to discuss strategies to help the behavior. The staff at Holy Trinity Lutheran Pre-school will work with the parents and child to ensure all possibilities are addressed before discontinuing child's enrollment.

Criteria of discontinuing a child's enrollment are:

- ❑ Inability to adjust to school routine.
- ❑ Inability to follow rules enforced by the school.
- ❑ Behavior that negatively effects the well-being of other children at the pre-school.



BAD WEATHER

When bad weather develops, please turn on our local WSPL radio station (1250 AM) for school closings. We will announce our school closing as soon as possible. We may decide to have school even when the area schools may not so check the radio or its web site for closings. If the weather turns bad during the hours your child is in school and you want to pick him/her up earlier, please feel free to do so. Please ring the door bell and a staff member will assist you.

HEAD LICE

Head checks are done periodically at school. Parents are asked to do the same each time they shampoo their child's hair. If we find a nit or louse in a

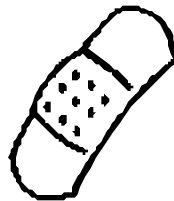
child's hair, parents will be notified to pick up their child immediately. The child will be allowed to return only after being rechecked by a staff member and are found nit free. A parent must be present when the child is rechecked. If the child still has lice, a doctor's release will then be needed in order to return to school.



SICK CHILD

No child who arrives noticeably ill, with a rash or a fever shall be admitted to school. Should a child become ill during school, he/she will be removed from the classroom environment and remain under adult supervision until a parent or authorized person arrives to take him/her child home.

In the event a child contracts a communicable disease and exposes other children, notice of such exposure will be posted, and parents will be notified. It is very important to call the school if your child has a communicable illness so proper steps can be taken to insure the notifications and protection of others.



MEDICAL EMERGENCY

In case of any medical emergency during school the staff will administer first aid. The parent or authorized adult will be notified as quickly as possible. If medical attention is required, a staff member will call the local ambulance service, which will transport the child to the local hospital.



MEDICATION

It is the policy of Holy Trinity Lutheran Pre-School that the administration of medications to children during regular school hours should be discouraged

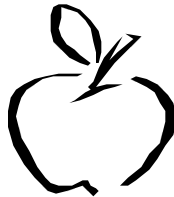
unless absolutely necessary for the health and well being of the child. If it is necessary the Director of the Pre-School should be notified prior to your child attending class. Should the Director and the Board of Christian Education agree to administer any medications the following rules will be observed.

1. Only prescription medicine may be administered at school. The medicine must be sent to school in the original container with directions, dosage, doctor's name, etc. clearly marked on the label.
2. Parents must submit a written request for the administration of short-term medication. The Director and the Board of Christian Education must approve any long-term medication.
3. Parents must inform the school of any changes in their child's health or medication.
4. The school under no circumstances will administer medication of a general nature, such as aspirin.
5. The school retains the discretion to reject request for administration of medication.



PARENT INVOLVEMENT

The Pre-School relies a great deal on parent involvement when planning activities, such as field trips and special events. We are asking that one parent from each household donate time to help out the preschool. Please sign up for three activities that you may be interested in and we will check to see if you are available. If you are able to transport children for a field trip you will be able to sign up for this as they are planned. Other activities may arise throughout the year that we will need assistance for. In this case we will send a note home to ask for volunteers for that particular task.



SNACKS

A snack schedule will be sent home with the children who will be bringing snack that month. Therefore, you will not receive a schedule if your child does not have to bring snack that month. A snack bag will be sent home the school

day before your child's turn for snack. Daily snacks must arrive unopened as packaged by the bakery or manufacture, or they will not be accepted.

PESTICIDE APPLICATION

Once a month, after school hours, and in direct supervision of a staff member, Holy Trinity will be treated for pest control by a licensed pest control operator. At no time will children be in the building if chemical application is necessary. If Chemical application should be necessary, parents will be notified at least two days and no more than 30 days before this application will take place. Currently, an Integrated Pest Management program will be adopted. This means that a variety of non-chemical methods as well as pesticides, when needed, will be used to reduce pest infestations to acceptable levels as to minimize the children's exposure to pesticides.

Board of Christian Education

The Board of Christian Education oversees the operation of the Pre-School. The Board meets the second Tuesday of each month at 7:00pm.

Questions

If you have any questions after reviewing this handbook, please call us or stop in to talk to the Director.

Please visit us at www.holytrinitystreator.org or on our Facebook page