

**TRINITY  
LUTHERAN  
PRESCHOOL  
2016-2017**



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## **Welcome**

Trinity Lutheran Preschool (TLP) welcomes you and your child to our school. Your child will benefit by developing social skills through play, art, stories, songs, and games. Your child will have the opportunity to develop the following skills: independence, self-help, sharing, listening, and following directions. The teachers are committed to offering your family the highest quality preschool education in a secure, nurturing, and stimulating environment. The Trinity Lutheran Preschool handbook has been designed as an informative communication tool to be certain that your child has the best early childhood education experience possible. Please take time to read the handbook to help fully understand our program. If you have any questions, do not hesitate to contact the preschool director. **Please keep the handbook available for reference throughout the year.**

The Trinity Lutheran Preschool Director/Teacher is Melissa Palmquist and the Assistant Teacher is Summer du Randt. Melissa and her husband Adam live west of Madison with their four children. Melissa graduated from Dakota State University with a degree in Elementary Education and an Early Childhood Specialization. This will be her twelfth year at Trinity Lutheran Preschool. Summer and her husband Louie live in Madison with their four children. Summer graduated from Northern State University with a degree in Elementary Education and a Minor in Early Childhood. This will be her second year at TLP.

## **Tuition**

In an effort to streamline our tuition process, TLP is pleased to offer the opportunity for you to pay your tuition in one of three ways: Monthly (9 payments), Semester (fall and spring), or Annual Payment. Tuition is due the first school day of the month. If we do not receive your tuition by the 4th of the month, a \$25 late fee will be added. Please submit tuition to the Teacher/Director. Make checks payable to Trinity Lutheran Preschool or TLP. Tuition is due for snow days and days we are not in session such as all holidays and breaks. Adjustments have been made to the annual tuition rate for the days the preschool is not in session. **The TLPS tax ID number is 46-0238041.**

Annual tuition for the MWF class is \$900 and the T/TH class is \$720.

The \$25.00 registration fee pays for your child's supplies such as glue, paper, scissors, crayons, etc., for the year. The only items you will need to purchase for school are a **LARGE BACKPACK** and a *durable* **TWO POCKET FOLDER**.

## **Scholarships**

Trinity Lutheran Preschool offers partial tuition scholarships to assist families with tuition costs. Please ask the Teacher/Director for a scholarship application. You may download a scholarship form at [www.tlcmadison.com](http://www.tlcmadison.com), they will also be available at the open house. Scholarships are available as funds permit and all scholarship decisions are made by the Preschool Board.

## **Vacation**

No deductions can be made because of absenteeism or vacations; tuition is needed in order to reserve your child's place in preschool. Please notify the Teacher/Director when your child will be absent.

## **Withdrawal from Preschool**

A two-week notice in writing of withdrawal is required if your child will be exiting Trinity Lutheran Preschool. You will be responsible for the tuition for those two weeks.

## **Illness/Immunizations**

Colds, flu, and other contagious diseases seem to occur frequently and pass easily among preschool children. To help protect your child's health and to minimize the possibility of spreading an illness at school, please keep your children home if symptoms of sickness are present.

Trinity Lutheran Preschool follows the South Dakota Department of Health School Guidelines for sickness. The guidelines include, but not limited to: green or yellow nasal discharge, complaints of ear pain, productive cough, severe sore throat, fever, diarrhea, vomiting, head lice, and eyes that are pink, burning or itching.

**Your child MUST be fever free for 24 hours before returning to school.** If there are any lingering signs of illness, i.e. glassy/watery eyes, listless, and/or drowsiness, etc., please keep your child home an additional day. This will help to ensure that the illness has actually passed and that your child will be well enough to resume school activities.

If your child has been diagnosed with ANY illness and they were contagious while at preschool please let us know IMMEDIATELY so the Teacher/Director can take the proper precautions.

If you have any questions on your child's symptoms please refer to the guidelines at [www.doh.sd.gov](http://www.doh.sd.gov).

If your child WILL NOT be in school, please notify a teacher. We want to be sure that all children are safe. If you do not notify a teacher we will be calling to verify your child's absence.

Your child will NOT be permitted to attend school until we have a copy of your immunizations or a religious/medical consent form signed by a physician stating your child has not received their immunizations.

## **Snow Days and Holidays**

Please listen to [KJAM radio](#) for all weather related announcements. If parents provide current telephone numbers Trinity Lutheran Preschool will also be utilizing an automated voice recording for weather related announcements. Of course, parents make the final decision to send their child to school or not, even when school is in session. If school is in session for either AM or PM class it is considered a full school day. Snow days will be made up at the discretion of the preschool board.

Trinity Lutheran Preschool will be closed when the Church office is closed. Please refer to the school calendar for those dates.

## **Dress Code**

Please dress your child in comfortable clothing that allows for easy bathroom use and clothes that are appropriate for active play. Take into consideration your child will use glue, paint, and markers on a regular basis. Shoes should be comfortable and suitable for running, jumping, and climbing. Your child WILL NOT need snow pants for school. Our busy schedule does not allow for outside activities during the winter months. However, we ask that for arrival and dismissal your child wear snow boots during the winter months and take them off in the hallway and change into slippers or non-tie shoes before entering the classroom. We certainly appreciate if the gear your child wears can be put on independently. Remember, what we do for your child, we must do for 15 other children. **Be sure to put your child's name on all personal items.**

## **Snack Time**

Your child will have an opportunity to bring snack to preschool. A monthly snack calendar will be sent home in your child's backpack. If your child's name is not on one month, it will be on the next month's calendar. Your child's turn for snack will come around every four to eight weeks. A re-usable grocery bag will be sent home in your child's backpack the day before he/she is scheduled to bring snack. Please return the bag with the snack on your child's scheduled day.

The snack should include the following: food, cups, napkins, and optional drink for sixteen students. **For sanitary reasons we ask that treats be brought in individual Ziploc baggies.** We have a refrigerator to use for snacks. For the optional drink please bring a one-half gallon jug of juice or milk, please do not send individual juice boxes or pouches.

PLEASE SEND SNACKS THAT ARE HEALTHY WITH MINIMUM SUGAR ADDED. Some ideas for snacks include fruit, crackers, meat and cheese, trail mix, popcorn, yogurt, granola bars, etc. Please DO NOT send cupcakes they are too messy. Please DO NOT send fruit snacks. Snacks will be served at the discretion of the teacher.

If your child has any food restrictions or allergies, please indicate so on the biography form. We will have a supply of snacks available for your child if something is served that will cause an allergic reaction.

## **Birthday Treats and Invitations**

When sending birthday treats, please send pre-packaged items for each student (16) in class and we will send them home with the children at the end of the day. If you are planning a birthday party for your child and would like to distribute invitations at school please invite all the students. If the entire class is not invited, please do not send the invitations to school.

## **Book Orders**

Book orders will be sent home periodically. Trinity Lutheran Preschool uses the Scholastic Book Club to place orders. Orders may be placed online or through preschool. Online information will be sent home with each order form. If you wish to send your order to school, please do so by the date indicated on the order form with checks written to SCHOLASTIC. Scholastic Book Club is a very inexpensive way to purchase quality books. It earns the preschool bonus points to use to continue to build our school library and/or purchase gifts for the children. All book orders will be shipped to the school approximately two weeks after the order is due. We will distribute the orders as soon as we receive them.

## **Fundraising**

The preschool usually holds two fundraisers per year during the months of October and March. The money is used to fund the Trinity Lutheran Preschool Scholarship Program and fulfill our equipment list. In the past we have used the funds for the purchase or repair of office equipment and playground equipment. We are always looking for new fundraising ideas; let us know your suggestions.

If you are a Thrivent member, you have the option of directing your choice dollars toward the preschool program and we would greatly appreciate your support.

## **Toilet Training Policy**

All children attending Trinity Lutheran Preschool must be toilet trained upon entering. If a child is not completely toilet trained, it is best to postpone preschool until the child is consistently able to use the toilet. The minimum expectation is that your child be able to pull down their pants, wipe their bottom and pull up their pants again. To minimize messes in the bathroom, boys will be encouraged to sit down to use the toilet. If a child has a wetting accident the child will be allowed to remain in class; clean clothing will be provided and parents will be notified. An *occasional* accident is understandable and will be tolerated. If a child soils his/her clothing the parent will be contacted and expected to immediately attend to their child and change his/her clothing or remove him/her from school.

If a toileting accidents continue to occur on a consistent basis, the ability to attend Trinity Lutheran Preschool will be evaluated by the Director/Teacher with input from the Preschool Board and the parent(s).

## **Website / Parent Information / Automated Voice Recordings**

As the school year progresses and your child adjusts to his/her new class; we will provide continuing information regarding our preschool program. We will keep you informed of field trips, holidays, curriculum, and other information using our printed monthly newsletter. For added information and pictures we encourage you to join our private preschool website at **[www.tlpmadison.shutterfly.com](http://www.tlpmadison.shutterfly.com)**. A sign-in is necessary and the Teacher/Director will confirm new members in order to access this site. Posted on our website will be; pictures, newsletters, show and tell, monthly tuition reminders, and other email reminders.

Trinity Lutheran Preschool will also use an **automated voice recording** to notify parents of school cancellations or other important information, as long as you have provided a current phone number. Please list the number(s) to be used on the biography sheet.

## **Parent-Teacher Conferences**

Trinity Lutheran Preschool conducts ongoing assessments throughout the school year. Students will be assessed both formally and informally using a variety of methods. We will hold two parent-teacher conferences during the school year. During this time, we discuss your child's progress and his/her adjustment to the program. Parent(s) are encouraged to share their observations from home with the teacher as well. Conferences may also be held upon request from the parent(s) or preschool board. Please refer to the school calendar for dates and try to make every attempt to keep your scheduled day and time. Re-scheduled conferences will not be guaranteed. There will not be spring conferences for the MWF classes unless requested by the teacher or parent.

## **Evacuation Plan**

In the event of an emergency requiring evacuation of the preschool, the teachers will immediately escort the children across the street to the United Methodist Church. Their facility is able to house the children in one of several rooms and if possible, classroom activities will resume.

The children will remain with the teachers at the United Methodist Church until the regular dismissal time unless conditions are such that an early dismissal is in the best interest of the children. You may pick up your child at *any time* if you desire to do so.

Listen to KJAM radio for details on the evacuation and instructions regarding the pick-up of your child. We will also use an automated voice recording for emergencies if a current phone number is provided. If the United Methodist Church would also require evacuation or is not available, the preschool teachers will procure another suitable location. The teachers will contact the parents as soon as possible with more information. KJAM radio will be notified as soon as possible with the alternate locations, so tune to KJAM radio for more details.

### **Pick-Up/Drop off Procedure**

Children must be accompanied into the classroom and welcomed by a teacher. Please enter through the front door of the church and use the preschool hallway door to enter the preschool classroom. The hallway door will remain locked during school hours to ensure the safety of your child. The pick-up procedure will be almost the same. Enter through the hallway door, the same as drop-off but exit through the classroom's north door. Drop-off and pick-up time is an important communication time between parents and teachers, please refrain from cell phone use during this time. **The preschool room will open at 8:50 a.m. for the morning session and 12:20 p.m. for the afternoon session. The morning session will conclude at 11:30 a.m. and 3:00 p.m. for the afternoon session.** There will be a \$5 late fee if your child is not picked up within 5 minutes of the scheduled dismissal time. If you have concerns with this policy, please contact a board member.

If your child will be using the East Dakota Transit bus service to provide transportation to and from school, please call them at 256-5810 to make arrangements. Please notify us if your child will be using the bus service on a regular basis. Upon arrival at the church, bus drivers are required to walk the children to the preschool room. At dismissal time, the teachers walk bus riders to the bus and ensure they board safely. Please notify us in advance, on the days that your child will **NOT** be using the bus service. If we have not heard from you, we assume your child will be riding the bus as usual. Please also note this information on the child's biography.

### **Emergency Procedures**

In the event of an emergency it is absolutely necessary for the school to be able to contact the parent(s) of a child or someone who is familiar to the child. **It is vital that telephone numbers, addresses and e-mail addresses be kept up-to-date. Please notify the school in writing of any changes in phone numbers, addresses or e-mail addresses.** Emergency contact numbers will be required on enrollment papers. You will be notified if your child has a head injury, and asked to come to school to evaluate your child.

### **Chain of Communication concerning Trinity Lutheran Preschool**

If parents or concerned individuals wish to voice or discuss opportunities, grievances or concerns; the following communication chain is encouraged:

1. Teacher/Director
2. Trinity Preschool Board of Directors (refer to page 6 for contact information)
3. Parish Education Board
4. Pastor(s)
5. Church Council

The Parish Education board will strive to keep open communication between the Parish Education board members and the Trinity Lutheran Preschool teachers and board members. Therefore, if situations arise in which individuals are coming to the Parish Education board to discuss the preschool, parish board members will encourage the chain of communication noted above.

## **Preschool Board/Contact Information**

The Trinity Lutheran Preschool is guided by a Board made up of volunteers that are committed to ensuring the operation of a high quality preschool program for your child. Please feel free to contact any of our board members with any questions or concerns.

Teacher/Director: Melissa Palmquist	480-4817 or e-mail: <a href="mailto:preschool@tlcmadison.com">preschool@tlcmadison.com</a>
Chairperson: Christy Leighton	270-0516
Treasurer: Ashley Johnke	270-3862
Secretary: Jill Feige	480-0941
Fundraiser: Renae Prostrollo	270-0651
Scholarships: Dana Neu	941-0584
Board of Education Representative: Julie Jones	270-9715
Teaching Assistant: Summer du Randt	222-8101
Trinity Lutheran Church Office	256-2771

## **School Pictures**

School pictures will be taken in September. We will take individual and class photos. Information will be sent home the first or second week of class.

## **Curriculum**

Children at Trinity Lutheran Preschool learn to explore through art projects, stories, songs, group games and activities. During the time your child is in our care, he/she will be encouraged to try new activities, practice sharing, solve problems, participate in small and large group activities and express himself/herself creatively. Children will have the opportunity to develop their independence, self-help, sharing and social skills.

Circle Time is a time during which all children come together to participate in daily calendar, story time, show and tell time, singing and learning about letters, colors, numbers, etc... During this time the children will sit in a pretzel, practice raising their hands and listening while others speak, which helps prepare them for kindergarten.

Center Play is a time for structured play activities. The children use this time to make friends, cooperate, share with others and visit with the teachers. The structured activities include the sensory table, manipulative (puzzles, lacing, sorting, etc.) building (blocks, Legos), dramatic play (kitchen, babies, dress-up, workbench, cars and trucks) and an assortment of other toys and books.

Table time is an important part of the preschool curriculum. During this time the children are expected to participate in the daily class art project. During this time the children will focus on their cutting, coloring, painting, listening, and following direction skills. The preschool teachers focus on the creative art process, not the end product.

Snack time is a time for children to practice table manners, proper hand washing and socializing with classmates and teachers. If your child has any food restrictions or allergies, please indicate so on the biography form. We will strongly encourage the children to try a taste of whatever is brought for snack that day. Another snack will not be served in replacement if your child does not like the snack brought to school that day.

Large Motor Development is provided each class time. Outside play consists of playing on the playground, balls, jump ropes, hula hoops, trikes and sidewalk chalk. Inside play has a variety of indoor activities such as bean bags, group games, and creative movement.

Field Trips are occasionally taken. Field trips are an extension of the preschooler's opportunity to develop their social skills and learning. Parents are invited to attend them with us. Specific information will be sent home prior to each trip.



**Show and Tell** Show and tell time will be the first class day of each week. Please encourage your child to bring something that would be of interest to others. Show and tell is a time for them to develop their speaking and language skills. Each month will have a different theme, please send only one item per show and tell session.

*September* – anything that would be of interest to others

*October* – outdoor/nature.....bugs, leaves etc.

*November* – things to be thankful for

*December* – what is your favorite Christmas decoration

*January* – what did you give or receive for Christmas

*February* – your favorite stuffed animal

*March* – your favorite book

*April* – signs of spring

*May* – what do you like to do outside

\*\*These are meant to be suggestions, please use them as a guideline. Encourage your children to be creative and try not to let them bring the same item every week.

### **Monday/Wednesday/Friday Curriculum**

We will work on numbers 1-20, writing our name, learning our phone number, address, how to skip, tie shoes, rhyming, zipping their coat, some foreign language (French and Spanish), letter recognition and much, much more.

Letter of the Week – Each week we will introduce a new letter. We will work on letter recognition (uppercase and lowercase), beginning sounds, how to write each letter correctly, etc. Some ways that you can get involved are to work on the same letter at home, possibly bring a snack that week that begins with that letter if it is your turn or bring a show and tell that week that begins with the letter of the week. Following is a schedule:

Week of September 12: Letter Xx

September 26: Letter Aa

October 10: Letter Tt

October 24: Letter Ii

November 7: Letter Rr

November 21: No letter this week

December 5: Letter Ww

January 2: Letter Dd

January 16: Letter Bb

January 30: Letter Ll

February 13: Letter Oo

February 27: Letter Yy

March 13: Letter Ss

March 27: Letter Uu

Week of September 19: Letter Gg

October 3: Letter Zz

October 17: Letter Cc

October 31: Letter Qq

November 14: Letter Kk

November 28: Letter Ff

December 12: Letter Jj

January 9: Letter Nn

January 23: Letter Hh

February 6: Letter Vv

February 20: Letter Pp

March 6: Letter Mm

March 20: Letter Ee

Student of the Week - From January to May, each family will be assigned a day for Student of the Week. During this time, family and friends are invited to school to share a little bit about themselves. You can also share pictures and we ask that you bring your child's favorite book to read to the class. This time is the last 20-25 minutes of class time. More information and a schedule will be sent home at a later date.

## **Tuesday/Thursday Class Curriculum**

We will work on numbers 1-10, colors, shapes, name recognition and spelling. We will STRONGLY encourage independence – being able to hang up their own coat, check their folder, put on their own coat. We will teach them how to hold a scissors correctly and cut on the line, hopping on one and two feet and much, much more.

One of the first things we will work on is color recognition. We ask that your child wear something associated with the color we are currently learning. Please do not purchase items specifically for this purpose. If your child doesn't have anything with that color – you can simply put on a sticker, tie a ribbon in her hair, make a necklace, etc. The whole outfit does not have to be that color, but somewhere they can show it would be nice.

RED – September 6 & 8

GREEN – September 20 & 22

YELLOW – October 4 & 6

ORANGE – October 18 & 20

PINK – November 1 & 3

GRAY - November 15 & 17

BROWN – September 13 & 15

PURPLE – September 27 & 29

BLUE – October 11 & 13

BLACK – October 25 & 27

WHITE – November 8 & 10