



Trinity Lutheran Church

1602 E. 1100 S, Eden, ID 83325

208.825.5277 ~ trinityeden@gmail.com

Mark Schulze ~ Pastor

Worship - 9:00 ~ Fellowship 10:15 ~ Sunday School 10:30

Parent Handbook 2018-19

Sowing Seeds for a Lifetime of Growth

Welcome!

We are happy to serve you and your family as the preschool for your child. Our purpose is to help you carry out God's clear command to *"Bring them [your children] up in the training and instruction of the Lord"* (Ephesians 6:4).

Our goal is to partner with you in this important responsibility by strengthening and supporting your efforts as parents, grandparents, and loved ones. The Preschool program at our Early Education Center is designed to reinforce, strengthen and extend the Christian training of your child and prepare him/her for academic success later in life.

Our Philosophy

Trinity Early Education Center offers your family a great place to learn about our world through academic instruction and child-focused exploration and play.

Our Goals are that the children love our school, love to grow in learning, and are guided to succeed as they grow.

Admissions

- Current enrollment form must be turned in and a non-refundable enrollment fee paid.
- Every child entering Idaho public or private schools for the first time must show proof that the child has been immunized according to Idaho Health Laws.
- It is our desire to welcome all children and their families. However, families with special-needs children (e.g. learning disabilities, autism, diabetes, etc.) are asked to meet with the director prior to admission. Enrollment decisions will be made on a case-by-case basis.
- The school reserves the right to deny enrollment to students who require a special program beyond the capacity of the school to provide, to students with discipline problems or to parents who owe money from a previous school year. Students may be dropped from the enrollment if they chronically disturb the education of other students or show detrimental behavior.
- Trinity Lutheran Early Education center admits students of any race, color, gender and national/ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school.

Schedule and Tuition

Trinity Lutheran Early Education Center offers two sessions per day:

Tuesday - Friday

8:00am - 11:30am and 12:00pm - 3:30pm

Children can enroll for either session or both sessions.

Tuition varies depending on the number of sessions enrolled.

1-2 Sessions per week - \$14/ Session*

3-6 Sessions per week - \$13/ Session*

7-8 Sessions per week - \$12/ Session*

*a session is ONE 1/2 Day

- If you prepay a full year's tuition, we will be pleased to give you a 5% discount.
- **Tuition for August and the \$50 non-refundable registration fee must be received before your child can attend class!**
- Checks are payable to Trinity Lutheran Early Education Center and may be sent by mail or turned in at Trinity. Please include your child's name on the memo line of the check.
- There are no deductions or refunds for absenteeism.

Snacks and Lunches

Parents are asked to provide snacks for the class at least once a month. Parents are also responsible for providing lunch for children enrolled in both sessions. The EEC does not prepare, warm or serve meals. There is a refrigerator for lunches.

Supplies

The EEC will provide most supplies needed for its operation. However, we request that the parents provide the following supplies for their child(ren):

- 8 ct Pkg of large crayons
- Scissors
- 3 large glue sticks
- 8-pk Crayola water colors
- 2 lg pencils
- 1 box facial tissue
- School Supplies box
- backpack/ bookbag
- Old shirt for painting

Scholarships

Our hope is that finances will not prevent your child from becoming part of our preschool family. Trinity EEC offers some scholarship assistance if needed. If you would like to apply for a scholarship, please let us know on your submitted registration form. Scholarships will not be considered until your child is enrolled at Trinity EEC.

Registration

A child must be 3 years old on or before September 1st of the current school year to be eligible for enrollment. The following items must be completed and the paperwork turned in before a child begins attending Trinity EEC:

- Signed registration form
- Handbook/ policy agreement
- birth certificate
- immunization records
- payment of registration fee
- Tuition for August
- emergency transportation permission

Chapel

Weekly, the children will have chapel at both our morning and afternoon sessions. At Chapel, the children will hear God's Word, sing and pray. Parents are welcomed and encouraged to attend with their children. Chapels are led by our Pastor.

Chapel Times

Each Wednesday and Thursday at 9:30 am. Visitors are WELCOME!

Arriving and Leaving School

Please plan to accompany your child into the ECC through the South facing door to the church next to the gym. Try to arrive on time but not more than 15 minutes prior to the start of the day. Each day, children will need to be signed in and out when arriving and leaving school. A sign in/out sheet is located near the entrance to the ECC.

Transportation

Parents are responsible for transportation for their child. Car pooling is encouraged. At the start of the school year, a directory of names, addresses and phone numbers is published to assist in arranging carpools for your child. For your child's safety, he/she will only be released to a parent or individuals designated as "Authorized to Pick-Up" or if arrangements have been made prior to pick-up time in writing with the director. Please notify our director of any changes to your regular routine.

Attendance

While attendance is never perfect, parents are requested to notify our director if their child must remain home due to illness or other causes. **Please do not** send your child to school if you suspect a cold, flu, or if they are experiencing a fever.

Clothing

Please have your child dressed to fully participate in all of the activities of each school day. Closed toed shoes are advised. To help children step towards independence, please dress them in clothing which they can manage by themselves in the restroom and when preparing to go outside. Please Label all coats, sweaters, and hats with your child's initials.

Girls should have tights or shorts on under their dresses.

Please plan for the cold and wind with appropriate hats, ear coverings, and gloves as the weather changes during the winter.

Soft-soled shoes are required for play in the gym.

Each child should also have a change of clothes kept in the child's cubby.

Health and Safety

Your child's health is a matter of major importance to all of us. The medical information portion of the registration form must be filled out. Your child must have the standard immunizations required by the State of Idaho.

Please be sure your child has enough rest and a nutritious breakfast before coming to school. This will make his/her day more pleasant and productive. If your child has run a fever or vomited within the last 24 hours he/she may not come to school. If a fever or other illness develops at school, we will call a parent to pick up the child. Please contact the school director so that teachers and other parents can stay informed.

The more regular your child's attendance the more smoothly he/she will make the adjustment to school. Regular attendance will also contribute to your child's school success. If your child is sick please call the director. We miss children who are absent and would like to remember them in our prayers.

In case of illness or accidental injury, we will make an immediate attempt to contact a parent. If we cannot reach you, we will call one of your emergency contacts. If necessary we will also call an ambulance or the paramedics. Until the arrival of a parent or emergency medical personnel, the director and/or teacher will be in charge and make all decisions about the care of the child. It is for your child's benefit that phone numbers, emergency numbers and other pertinent information stay updated with the office.

Administration of Medicine

All medication will be administered by the teacher. Medications must be in the original container and will be stored in a locked drawer or, if refrigerated, in the kitchen out of the reach of children.

Parents must sign a "Permission to Administer Medication" form and have it on file with the Director

The Director will check to make sure meds are in original containers with the child's name clearly indicated along with dosage instructions.

Sleep Policy

All children who stay all day or attend afternoon sessions will be allowed to rest.

Sleep mats will be provided. Students must provide their own blankets which will be stored in their own separate cubbies.

Discipline

Discipline

The root of the word “discipline” derives from the verb disciple, which means to teach or lead.

The discipline program at Trinity Early Education Center has three objectives:

1. to stop inappropriate behavior
2. to teach appropriate behavior
3. to assign responsibility

The ultimate goal of our program is to help each child learn to control his/her own actions and to interact and respect other children and the teachers. Positive redirection is used to help children in solving problems. If a child’s actions are unsafe for self or others a developmentally appropriate time-out will be used. This allows the child an opportunity to calm down and to regain control of his/her emotions and reflect on actions. The teacher will speak with the child, discuss the unsafe action, offer alternative suggestions, and speak words of forgiveness. The child will then be welcomed back to the group. If inappropriate behavior persists, it will be discussed with the child’s parents. Corporal punishment is never used.

Birthdays

The birthday of each child of God is cause for celebration. On the school day closest to his/her birthday each child is welcomed to bring a snack for the whole class, check the class calendar provided by the teacher. Children with summer birthdays will also have the opportunity to celebrate with their friends. Suggestions for birthday snacks include: pudding cups, ice-cream or juice bars, cookies, etc.

Field Trip Policy

Periodic field trips are planned for the students. Parents will receive written notification in advance of the field trip with the destination, date and time. Staff transporting students will need to have a copy of their driver’s license and proof of insurance on file in the office. All children must use proper safety restraints while in vehicles. The classroom teacher is ultimately in authority and responsible for the safety and well-being of the students.

Inclement Weather

Trinity Early Education center will follow the Valley School closure policy. If Valley School is closed for the day, Trinity will also be closed. If Valley has a two-hour delay, a.m. preschool is closed for the day but p.m. preschool will meet. If Valley school has early release due to hazardous weather conditions, please pick up your child as soon as possible.

Emergency Procedures

Evacuation Routes

In the event of an earthquake or fire, children will be escorted out of the building. The primary route is out of the South doors next to the preschool room, around the gym and out to the far corner of the playground.

The secondary route for preschool is to exit through the kitchen and to assemble in the gravel parking area between the parsonage and church.

In the event that parents or authorized caregivers cannot be contacted, staff members will remain until authorized help can assist. Parents will be contacted as soon as possible.

If children need to be transported, they will be transported by our bus or by staff vehicles to Valley School. If we are unable to use the facilities for an extended time, classes will be held at Valley Christian Center.

Children will shelter in place unless the need arises to move to a safer location

Volunteers

Volunteers will not have unsupervised access to children at any time, including during emergencies. Volunteers do not need to be enrolled in the Central Background Registry.

Progress Reports

Parents are valued partners in the education of their children. Parents may visit with the teacher at anytime about their child.

Parent-teacher conferences will be held during the year in October and March.

Trinity Lutheran Church and Early Education Center Staff

Director/ Teaching: Susan Vineyard

Teacher's Aide: Miriam Orozco

Pastor: Mark Schulze

Secretary: Heather Moreno

Administrative Assistant: Dan Krieger

School Board Director: Steven Huettig