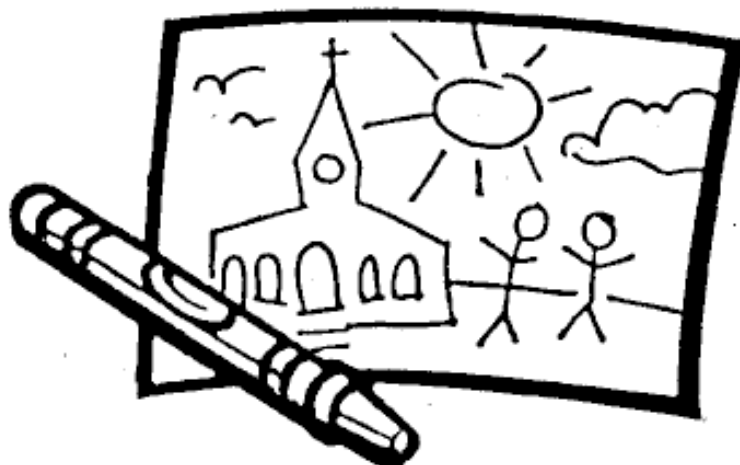


# Trinity Lutheran Preschool Handbook 2011 - 2012



406 South Lakeview  
Sturgis, MI 49091  
651-4245

[www.trinitylutheransturgis.com](http://www.trinitylutheransturgis.com)  
email: [school@trinitysturgis.com](mailto:school@trinitysturgis.com)

Dear Parents,

The Bible says in Proverbs 22:6 "Train a child in the way he should go, and even when he's old he will not leave it." We at Trinity believe you cannot begin too early to train children - train not only in the spiritual, but also in the physical, social, emotional, mental, and aesthetic. We believe early childhood training is essential in today's society.

Therefore, we ask for your personal, parental help as your child moves through preschool. Working together, we can supply the necessary resources to accomplish our goals within the framework of guiding your child into a personal relationship with Jesus Christ, our Lord and Savior.

We cordially invite you to "get involved" and to keep in touch with our preschool. We also wish you and your child a happy and productive preschool experience. And finally, we hope that your preschool time is just the beginning of your child's educational journey here with Trinity, culminating with graduation from eighth grade.

Sincerely,

The Trinity Lutheran School Board

## **PHILOSOPHY**

Trinity Lutheran Preschool will teach and promote developmentally appropriate activities and structure through a Christ-centered learning environment. We will encourage each child to reach their own potential and help them grow and learn as their own individual. The school will promote the Gospel of Jesus Christ in all of its teachings and practices in accordance with the Bible.

## **GOALS**

1. Trinity Lutheran Preschool will provide opportunities and activities to help each child have a healthy self-concept that includes self-acceptance and recognition of their talents and limitations.
2. Trinity Lutheran Preschool will strive to create an atmosphere that promotes positive social growth, individuality, and respect for self and others as God's special people.
3. Trinity Lutheran Preschool will provide experiences and activities that will fulfill each child's basic individual needs (emotional, social, intellectual, physical, and spiritual).
4. Trinity Lutheran Preschool will provide guidance as the child becomes less self-centered and starts taking part in group activities.
5. Trinity Lutheran Preschool will provide interests and experiences that broaden the child's aptitude for future academic programs.



## **LICENSING AND ACCREDITATION**

Trinity Lutheran Preschool is licensed by the Michigan Department of Social Services. Our license is on display in the classroom. Trinity Lutheran School is fully accredited by National Lutheran Schools Accreditation and Michigan Non-Public Schools Accreditation Association.

## **REGISTRATION**

Registration will begin at 7:30 a.m. on the second Monday in March and will be divided into three enrollment periods:

Week 1: This week is limited to members of Trinity Lutheran Church and children of Trinity staff.

Week 2: This week is for re-enrolling current families and members of other LCMS congregations.

Week 3: Enrollment opens to the general public.

Registration is on a first come, first serve basis within each period. Registration forms will not be accepted through the mail. A family member should submit each registration form. Trinity Lutheran Preschool admits students of any race, color, national, and ethnic origin in all rights, privileges, programs, and activities generally accorded or made available to the students of our school.



# PROGRAM

Trinity Lutheran Preschool provides a program of daily activities and relationships that offers opportunities for the developmental growth of each child in the following areas:

- Spiritual development
- Physical development, including large and small muscles
- Social development
- Emotional development, including positive self-concept
- Intellectual development, including communication skills.

Trinity Lutheran Preschool permits parents to visit the program for the purpose of observing their children during daily activities. It is best not to do this during the first month of class as your child needs time to adjust to this new experience.

## CLASSES AND SIZE

Trinity Lutheran Preschool offers a class for three year olds, four year olds, and young five year olds. Classes are usually limited to 12 students per class.

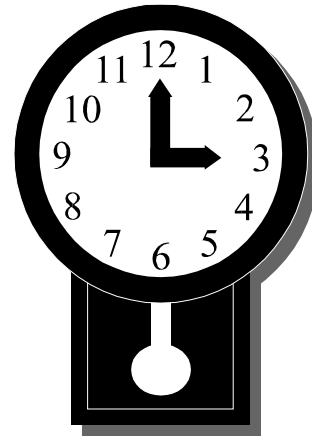
## CLASS SCHEDULES

Classes meet on the following days and times:

Three-year-old class: Tuesday and Thursday  
8:00 a.m. - 10:30 a.m.  
8:30 a.m. - 11:00 a.m.  
12:00 p.m. – 2:30 p.m.

Four-year-old class: Mon., Wed., and Fri.  
8:00 a.m. - 10:30 a.m.  
8:30 a.m. - 11:00 a.m.  
12:00 p.m. – 2:30 p.m.

Jumpstart class Monday - Friday  
11:30 a.m. – 2:30 p.m.



## **TUITION**

A \$25 registration and materials fee must accompany each enrollment form. This fee will hold your child's spot in the class and is non-refundable.

Tuition rates for each class are:

- 2 days per week - \$57 per month for a period of 9 months  
(\$513 per year)
- 3 days per week - \$85 per month for a period of 9 months  
(\$765 per year)
- 5 days per week - \$147 per month for a period of 9 months  
(\$1323 per year)

The first month's tuition is due by the first day of school. After that, billing statements will be sent home with the students. Feel free to call the school office if you have any billing questions.

If a tuition payment is overdue by more than one month, that child may be asked to stop attending until payment is made current.

All financial affairs are operated and controlled by Trinity Lutheran Church. The school board annually reviews the tuition fees.

## **WITHDRAWAL**

Any child may be withdrawn by parent request. Tuition must be paid up to the withdrawal date. If a child has special needs which the teacher feels cannot be met by our program, that child may be asked to leave.

## **BIRTHDATE**

Your child must be three years (for the three year old program) or four years (for the four year old program) by September 1. The Jumpstart class is generally for children who have completed at least one year of preschool already but aren't yet ready for kindergarten. It is recommended that children who have not had one year of preschool enroll in the 4-year-old program. They can then possibly move into the Jumpstart program based on the teacher's recommendation.

## ARRIVAL AND PICK UP

Children should generally not be brought to school more than **ten minutes** before the schools starting time. They also should be picked up within **five minutes** after the end of class. The teacher has supplies, phone calls, meetings, and other things to attend to before and after these times. Children feel insecure when all other children have been picked up. We understand that emergencies arise, however, so please call or send a note for exceptions.

The staff will not release a child to anyone except the parents of the child and the persons indicated on the child's information card. If there is some change in who will be picking up your child, a verbal notification or a written note must be sent to school alerting the staff. A description of the vehicle used will be helpful to the staff also.

**For the safety of the children, it is required that the child be walked to and from the classroom door. Please watch for children and adults at all times when arriving and departing.**

## SCHOOL CLOSING

In times of inclement weather, we will follow the Sturgis Public Schools. If they close or delay, we will also. Please listen to WMSH radio (99.3 FM) or WWMT channel 3 for school closing information. We will also establish an emergency phone chain to notify you of a closing or delay.



When school is on a two-hour delay, the 8:30 a.m. classes will follow a modified schedule. Class will start at 9:50 a.m. and dismiss at 11:30 p.m. The 8:00 a.m. class will be cancelled if there is a two-hour delay.

## DISCIPLINE

Trinity Lutheran Preschool staff shall use positive methods of discipline that encourage self-control, self-direction, and self-esteem. The teachers shall use Christian love, kindness, but firmness in disciplining students. The rules of classroom behavior will be clear and the children are expected to follow them. The teacher may request a conference with the parents if the behavior of a child is consistently interfering with the learning process or the safety of the child or the class. Dismissal is considered a last resort if no other reasonable solution can be found.

## EQUIPMENT

Trinity Lutheran Preschool provides an adequate and varied supply of play equipment, materials, and furniture that are:

- appropriate to the developmental needs and interests of children
- appropriate to the number of children
- safe, clean, and in good repair
- easily accessible to the children

Equipment and materials shall provide for:

- large and small muscle activity
- sensory development and exploration
- social interaction and dramatic play
- creative experiences through art, music, and literature.

## FIELD TRIPS

Over the course of the school year, the class will take a variety of field trips, approximately one per month.

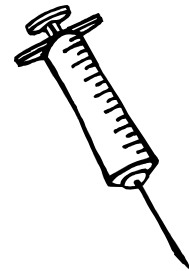
Written permission is required before a child may leave the school grounds. **Each family is responsible for providing transportation enabling their child to attend field trips. Each child must be accompanied by a parent or another adult unless otherwise stated.** Class directories will be provided to assist you in making transportation arrangements. **The preschool will not be responsible for transportation arrangements.** We usually will meet at the site of the field trip.

## TOILET TRAINING

All children must be completely toilet trained in order to attend preschool (pull-ups are not allowed). Children must also be able to wipe, button, buckle, snap, etc. themselves.

## IMMUNIZATIONS

A completed health appraisal report form and a record of immunization signed by a licensed physician must be on file not later than the child's first day of school attendance.



The state of Michigan requires the following immunizations:

- 4 doses of the DPT vaccine
- 3 doses of the polio vaccine
- 1 dose of the haemophilus influenza type B vaccine at or after 12 months of age, or the complete series of haemophilus influenza type B vaccine.
- 3 doses of the hepatitis B vaccine, with the second dose administered one month after the first and the third dose administered six months after the first dose.
- 1 dose of the varicella (chicken pox) vaccine

## ABSENCES AND ILLNESSES

Parents **need** to call the school when a child is absent. Contagious diseases such as **chicken pox**, **pink eye**, and **strep throat** must be reported so that the school can make other parents aware of an illness that is going around.

A child should be kept home when an elevated temperature appears and when the child complains about not feeling well. If your child is not feeling well at home, he/she will also be miserable at school! Please call the school if you have any doubts as to sending your child to school or not.

Children should be fever-free for 24 hours before returning to school.

## **EMERGENCY MEDICAL CARE**

At the time of initial attendance, Trinity Lutheran Preschool shall obtain written permission, signed by the parent, to seek emergency medical care. The school will make every effort to contact the parents in the event of an emergency.

## **FIRE , TORNADO, AND LOCKDOWN DRILLS**

In cooperation with the Sturgis Fire and Police Departments, Trinity Lutheran Preschool teaches fire prevention and carries on a series of fire drills. When the fire alarm is sounded, classrooms are vacated immediately.



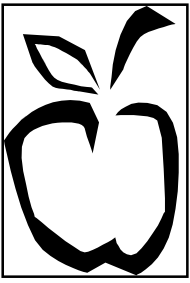
At the beginning of and throughout the school year, practice drills are held in which the emphasis is on procedure and time. A separate sheet containing instructions and procedures for fire, tornado, and lockdown warnings is issued to each teacher before the school year begins. This sheet is posted in the classroom.

## **SCHOOL CALENDAR**

School begins the Tuesday following Labor Day and ends the Friday before Memorial Day. Trinity follows the Sturgis Public School's calendar as much as possible. A tentative school calendar will be given out at the beginning of the school year.

## SNACKS

Parents will supply a nutritious snack on a rotation basis. Monthly snack calendars will be sent home. We encourage healthy eating habits and ask parents to consider items such as vegetables, fruit slices, raisins, crackers, cheese, and dried fruit. Birthdays will be recognized and special birthday treats (cake, cupcakes, cookies, etc.) may be sent at the appropriate time. Milk is always available for snack time.



## CHILD'S ATTIRE

Children should come dressed in comfortable, modest, washable play clothes. Please label all articles of clothing, including boots and mittens. If a child wears boots to school, **a pair of shoes to change into** should be brought to school.

## PARENT TEACHER CONFERENCES

Parent-teacher conferences will be scheduled later in the school year to discuss the progress of your child. If you feel it necessary to meet before that time, please contact your child's teacher to set up an appointment.



It is best that you not bring your child to the conference so we can focus our attention on the conference. We encourage open communication between school and home so that we can all work together to make this the best possible experience for your child.

## **PREPARING FOR PRESCHOOL**

There are many things parents can do to help prepare their child for the preschool experience. The following is a list of suggestions:

1. Spend time reading and talking with your child each day.
2. Answer their questions.
3. Encourage self-reliance.
4. Encourage your child to dress him/herself.
5. Help them recognize and hang up their own clothing.
6. Have a positive attitude about school, learning, and teachers.  
Your child is likely to reflect your attitude in this area.
7. Allow your child to make things with their hands and explore the things around them.
8. Show a genuine interest in the things they do.
9. Keep regular eating and sleeping habits and have a good breakfast or lunch before coming to preschool.
10. Teach good toilet habits (washing/drying hands) so they will be able to attend to their own needs.
11. Teach proper use of tissue.
12. Help them express their feelings verbally instead of physically when they are angry or frustrated.
13. If they have an interest in printing their own name, teach them the small manuscript, not all capitals.
14. See to it that your child has pleasant relationships with children and adults other than those in their own family.
15. Encourage sharing and taking turns with others.

## THE FIRST DAY

On the first day of school parents should allow a few extra minutes to come into the classroom with the child to explore his/her new environment and help him/her feel comfortable. This applies especially to children who have not seen the preschool before. If your child seems uneasy please follow the cues of the teacher on what to say and when to leave. Usually when a child becomes involved in an activity the anxiety of being left will be lessened.

Many children quickly adapt to the preschool setting and are eager to come again. However, it is perfectly normal for a child to feel uneasy and to even cry for several days or weeks before he/she feels comfortable.

Talk to them about what is happening. Reassure them you will be back, and tell them when. Simply say, "I'm leaving now and I will be back to get you after school. See you then." Once you've decided to leave, do not hesitate even if they begin to cry. **Most children stop crying within seconds after you are out of sight.**

Just go home, relax, and enjoy the quiet, as you won't be able to get a word in when you pick your child up and he/she begins to tell you about his/her first day at preschool! Please take time to listen.



*Trinity Lutheran Church  
406 South Lakeview  
Sturgis, Michigan  
651-6511*

*Rev. Michael Klafehn  
Administrative Pastor*

*Rev. Calvin Kolzow  
Pastor*

*Our Mission:*

*To lead all people to Jesus (outreach)  
and membership in his family (fellowship),  
develop them to Christ-like maturity (discipleship)  
and equip them for their ministry in the church (ministry) and life  
mission in the world (mission)  
in order to magnify God's holy name (worship/music).*

**Worship Services:**

**Saturday at 5:30 p.m.**

**Sunday at 8:00 a.m., 10:30 a.m., and 10:45 a.m.**

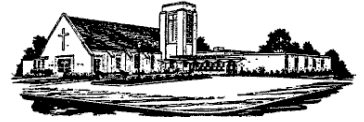
**Sunday School &**

**Adult Bible Classes:**

**Sunday at 9:15 a.m.**

# *Trinity Lutheran School*

406 South Lakeview  
Sturgis, MI 651-4245  
www.trinitylutheransturgis.com



## **A COMPLETE ELEMENTARY PROGRAM PRESCHOOL THROUGH EIGHTH GRADE**

### **TRINITY OFFERS:**

- † Complete, traditional, Christ-centered curriculum
  - † Fully accredited and state licensed programs
  - † State certified, experienced, and caring faculty
  - † Christian morals and values
  - † Academic excellence
  - † Solid foundation for high school and beyond

### **TRINITY'S CURRICULUM INCLUDES:**

- † Daily devotions/weekly Chapel service
- † Religion classes
- † Phonics-based reading instruction
- † Traditional mathematics
- † Pre-algebra and algebra for gr. 7&8
- † Computer lab
- † Choir (grades 5-8)
- † Handbell Choir (Grades 5-8)
- † Outdoor Education (Grades 5-6)
- † Interscholastic Athletics

### † **KINDERGARTEN**

Monday through Friday  
7:50 a.m. – 10:50 a.m.

### † **GRADES ONE THROUGH EIGHT**

Monday through Friday  
7:50 a.m. – 2:35 p.m.

**BUS SERVICE** is available for students in grades 1-8 who live in the boundaries of the Sturgis Public Schools