

**Trinity Lutheran School  
Early Childhood Handbook  
2021-22**



**“Let the little children come to me,” He said.**

**Matthew 19:14**

**Trinity Lutheran School**

800 Augustine Street

Kaukauna, WI 54130

(920) 766-2029

[www.TrinityKaukauna.com](http://www.TrinityKaukauna.com)



Welcome to Trinity Lutheran School! We are excited to be serving your family by partnering with you in the education of your child. This handbook is provided for you as a quick reference to important Early Childhood topics, as well as, answers to commonly asked questions about our program.\* You may also find our school's website helpful when seeking information. Please don't hesitate to contact the school office or your child's teacher via phone or email if you need any further assistance.

**Trinity Lutheran School Contact Information**

School Office

766-2029; [school@trinitykaukauna.com](mailto:school@trinitykaukauna.com)

Church Office

766-3929; [secretary@trinitykaukauna.com](mailto:secretary@trinitykaukauna.com)

Church & School Website

[www.trinitykaukauna.com](http://www.trinitykaukauna.com)

**Board of Christian Education**

The Board meets monthly and serves as the governing body for the school and other educational activities of the congregation.

**Worship Service Times**

Sundays at 9 a.m.

\*This Handbook is subject to change without notice by decision of Trinity's governing body.

**Table of Contents**

Our Mission	p. 5
Philosophy	p. 5
Statement of Beliefs	p. 6
Associations	p. 6
Objectives	p. 7
Goals	p. 7
3K/4K Curriculum	p. 8
Admission Policy	p. 8
Accidents and First Aid	p. 9
Arrival	p. 9
Attendance	p. 9
Birthdays	p. 9
Busing	p. 9
Caregiver/Teacher Communication	p. 9
Classroom Guidelines and Discipline	p. 10
Conflict Resolution	p. 10
Classroom Volunteers and Visits	p. 11
Chapel	p. 11
Clothing Guidelines	p. 11
Child Abuse and Neglect	p. 11
Departure	p. 11
Dismissal	p. 12
Eligibility	p. 12
Emergency Procedures	p. 12
End of School Day	p. 13
Field Trips/Walks	p. 13
Hiring Policy	p. 13
Illness/Contagious Diseases	p. 13
Lost and Found	p. 13
Late School Pickup	p. 14
Medication Policy	p. 14
Non-Discrimination Policy	p. 15
Peanut/Tree Nut Free School Policy	p. 15
Personal Items/Things from Home	p. 15
Photographs	p. 15
Snack/Lunch	p. 15
Scrip	p. 16
School Closings	p. 16
Seeking Additional Resources	p. 16

Toilet Training	p. 16
Telephone	p. 16
Technology Use Policy	p. 16
Wrap Around Care	p. 17
Closing Statement	p. 17

## **Our Mission**

Trinity Lutheran School exists to reach out to and assist families in the Christian education of their children's mind, body, and spirit using the Word of God as the foundation in all areas of education.

## **Philosophy**

We have a common interest and concern--your child. Bringing up your child "*In the training and instruction of the Lord*" (Ephesians 6:4) is primarily your responsibility. But we, as a Christian church, also share in that responsibility because Jesus says in his Great Commission to the Church, "*Go and make disciples of every nation...teaching them to obey everything I have commanded you.*" (Matthew 28:20)

Our children are growing up in a society that is becoming ever more materialistic, selfish, and worst of all, Christ-less. The ever-changing wisdom, standards, and ideals of this sinful world make it urgent to educate our children with God's unchanging Truth.

We believe that a Lutheran School provides the best means for a Christian education. That is why our congregation has established the Early Childhood Program at Trinity Lutheran School. Our school exists to assist you in the Christian nurturing of your children. We work to meet the spiritual, emotional, social, intellectual, and physical needs of each child in a developmentally appropriate way.

We teach God's Word daily so that your child may grow continually in the wisdom and knowledge of God. With the constant influence of God's Word, we aim not only to build up your child in the true Christian faith, but also to motivate your child to grow up and function as a useful and worthwhile citizen of this country.

Your child's education is extremely important—for this life and especially for the eternity to come. We pray that you may be convinced of the great value of the distinctly Christian education provided in our Lutheran School. Together we join in feeding the blood-bought lambs of Jesus' flock, your children.

God expects parents to give their children a Christian training to prepare them for a Christian life on earth and for eternal life in heaven. As a school, we are to assist parents in this Christian training in the manner God expects of all of his representatives.

God tells parents:

*Fathers, do not exasperate your children; instead, bring them up in the training and instruction of the Lord.* (Ephesians 6:4)

*Let the little children come to me, and do not hinder them, for the kingdom of God belongs to such as these. (Mark 10:14)*

*These commandments that I give you today are to be upon your hearts. Impress them on your children. Talk about them when you sit at home and when you walk along the road, when you lie down and when you get up. (Deuteronomy 6:6, 7)*

*See that you do not look down on one of these little ones. Your Father in heaven is not willing that any of these little ones should be lost. (Matthew 18:10, 14)*

God tells children:

*Come, my children, listen to me; I will teach you the fear of the Lord. (Psalm 34:11)*

God tells the church:

*Feed my lambs. (John 21:15)*

*Go and make disciples of all nations...teaching them to obey everything I have commanded you. (Matthew 28:19-20)*

### **Statement of Belief**

Trinity Lutheran School is founded on these eternal truths as revealed in God's inerrant Word, the Holy Scriptures:

- There is only one true God: Father, Son, and Holy Spirit.
- The Triune God created the universe and all that it contains.
- God created the first humans in His own image--holy, perfect, and without sin. God gave them a free will. They chose to sin. Their fall into sin corrupted the entire human race, making all humans subject to damnation in hell.
- Our gracious God has worked out man's salvation. He promised and sent His only Son Jesus to die for us. Man has been redeemed by Christ and is justified.
- The Holy Spirit works personal faith in man's heart through the Means of Grace: the Gospel in Word and Sacrament (Baptism and the Lord's Supper). We embrace infant baptism as an important application of the truth of God's Word.
- The redeemed child of God desires to lead a sanctified life out of thankful love for God. He strives after those things pleasing to God. His love for God prompts him to show love for his fellow man. He desires to bring the good news of salvation to all.

### **Associations**

Our church and school are members of the Wisconsin Evangelical Lutheran Synod (WELS) and ascribe to all of its doctrines and teachings.

We are also part of FVL Schools, an association of schools in the Fox Valley Lutheran High School Federation. FVL Schools offers a Lutheran Christian education to students from preschool through high school (PreK-12).

Our school is a member of the Wisconsin Lutheran State Teachers Conference and the Northern Wisconsin District Teachers Conference. Both are made up of synodical teachers and hold conventions once a year, the first in October, and the second in February.

We also hold membership in the Wisconsin Conference of Religious and Independent Schools (WCRIS).

### **Objectives**

In teaching the children entrusted to our care, our school has the following aims:

- We teach that God is the creator and preserver of all things.
- We give children a Christ-centered education. We want them to know and believe in Jesus, their Savior, who came into this sinful world to suffer and die for their sins. Through the teaching of the Law they will see their sin and their desperate need for a Savior from sin, but through the Gospel they are led to rejoice in the hope of eternal life.
- We guide children in Christian living out of love for their Savior including the stewardship of time, talents, and treasures.
- We teach all secular subjects in the light of God's Word. Subjects such as language arts, science, math, music, art, and social studies are taught in a way which always keeps in mind the all-directing influence of God in the world.
- We teach children that all people are God's creation, purchased by the blood of Christ. Thus, they should be led to respect the rights and welfare of others at home, in the classroom, on the playground, or wherever they may be.
- We train children to be citizens who will recognize God as the source of all governments, use their talents to God's glory by participating in government, and find it a joy and necessity to obey the laws of their land and participate in the affairs of their community.
- We give aid to the Christian home by helping to train children in the virtues of Christian obedience and an active church life, and to assist the parents in meeting the challenge of guiding their children in a God-pleasing way.

### **Goals**

In keeping with the mission of our school, we assist parents in their God-given responsibility to instruct their children by using carefully planned activities to stimulate, guide, and encourage each child to develop at his or her own rate.

**Spiritually** each child will ...

- Know that the Bible is God's Word.
- Know that he or she is a sinner and Jesus is his or her Savior and best friend.
- Know that his or her abilities are gifts from God and are to be used to serve God.
- Recognize that he or she is valued and important to our Lord and to others.

**Emotionally** each child will ...

- Demonstrate appropriate expressions of his or her own feelings and responses to the feelings of others.
- Assume responsibility for self-care and care of personal possessions and the possessions of others.
- Adjust to being separated from parents or caretakers.

**Socially** each child will ...

- Develop social skills and practice common courtesies.
- Work and play cooperatively with children his or her own age.
- Participate in group discussions, songs, finger-plays, and games.
- Improve listening and speaking skills.

**Intellectually** each child will ...

- Develop independence in working with a variety of materials.
- Develop math skills: counting, size, classifying, shapes, sets, colors.
- Develop reading skills: top to bottom, left to right, sequencing, word and letter recognition.

**Physically** each child will ...

- Develop fine and gross motor skills.
- Participate in organized and free play experiences, both inside and outdoors.

### **3K/4K Curriculum**

Trinity's 3K & 4K preschool programs are based on the belief that children learn through play. Active play experiences are provided to nurture the development of the whole child. This includes activities that develop fine and large motor skills, social-emotional development, intellectual learning, language skills, and most importantly, the knowledge of spiritual truths. The day's activities are centered in God's Word.

Our preschool programs use the research-based High/Scope curriculum, which lays out key developmental indicators (KDIs) or knowledge and skills preschool children should know and be able to do. Each day includes developmentally appropriate large and small group activities that encourage young children to explore, plan and consider consequences, and learn by doing. Our teachers play an active role in supporting children's learning through play. A consistent routine and environment help children to feel comfortable and secure.

### **Admission Policy**

Trinity Lutheran School's purpose is primarily the Christian training of the children. The congregation realizes its responsibility to make disciples of all nations; therefore, we are committed to serving as a mission arm of the congregation.

All students are expected to participate in all activities during the normal school day and will receive the same religious instruction. Parents of non-WELS families will have the opportunity and be encouraged to take an adult Bible information class with the Pastor, so that they will know what their children are being taught in school.

To apply for admission, families need to complete an application and return it to school with a nonrefundable deposit of \$75 to hold their child's spot in the chosen program. Each enrolled family will receive a packet of registration forms. These forms include the school supply list,



immunization records, milk sign-up, photo release form, tuition agreement, and more, and need to be returned to school by August 1.

### **Accidents and First Aid**

Teachers are certified in both First Aid and CPR. First Aid supplies are available in several locations at school; only the teachers may administer First Aid. Parents will be notified of any accident that occurs at school, by phone, in person, or via a note in the child's take home folder.

### **Arrival**

Early Childhood families are to use the main door by the school office. For security reasons, these doors are kept locked at all times. Families will be given a door code that they can use from 7:30 to 8:00 a.m. The code will be active only during the drop off time and students who are tardy will need to ring the doorbell to enter school.

Because of our abundance of activities, it is important for children to arrive promptly. Children who are dropped off should be brought to the classroom by the parent or caregiver. Your child will have a few "check-in" jobs to do when he or she arrives; it is important that he or she learns to do these things independently. If tears or shyness should develop, it is best if caregivers follow through on a consistent drop off routine and leave as soon as possible rather than lingering.

### **Attendance**

Please notify the teacher when your child will be absent. If your child will be gone for an extended period of time (family vacation, etc.), please let your child's teacher know ahead of time so she can send necessary information home before your child's absence.

### **Birthdays**

Each child's birthday is celebrated at school. For those with summer birthdays, check with your teacher. Your child is welcome to bring a special snack to share on the day closest to his/her birthday or half-birthday. Sweeter treats are fine for these special days; cookies, brownies, Rice Krispie treats, fruit snacks, or ice cream cups are some ideas of easy-to-manage treats. Please send items that are individually wrapped.

Also, please be sensitive to all the children in your child's class when planning birthday celebrations outside of school. Encourage your child not to discuss party plans at school. If you wish to hand out party invitations at school, consider inviting the whole class and asking the teacher to drop the invitations in backpacks. Follow up with a phone call from home rather than discussing the party at school.

### **Busing**

The Kaukauna Area School District will determine if busing will be available for 4K students each year. More information will be provided in the summer months directly from the busing company.

### **Caregiver/Teacher Communication**

We encourage open lines of communication with our parents and caregivers. Please feel free to contact your child's teacher before or after class times at school. If you should call during class hours, and we are unable to answer the phone; your child's teacher will return your call as soon as possible.

**Home visits** in the summer by your child's teacher. Also, all parents and children will be invited to Back to School Night before the new school year begins.

**Teachers** will communicate via newsletters and other forms of written and digital communication on a daily, weekly, or monthly basis.

**Parent/Teacher Conferences** will be scheduled twice a year with written progress reports. Caregivers are encouraged to contact the teacher at any time during the year.

### **Classroom Guidelines and Discipline**

Children are expected to abide with the following guidelines:

1. Be kind to others
2. Use your words and inside voice
3. Listen while others talk
4. Keep hands to self
5. Walk in the room and halls

If a conflict arises, especially during non-teacher directed parts of the day, the following steps may be used by the teacher in the classroom:

1. Approach the situation calmly, stopping any harmful actions
2. Acknowledge the children's feelings
3. Gather information
4. Restate the problem
5. Ask for ideas for solutions and choose one together
6. Give follow-up support

As needed, children will be disciplined with Christian love, support, and forgiveness. Teachers use positive and gentle disciplining methods to redirect children and help them learn to respect God, their teachers, caregivers, and friends. If the child continues to disturb the class, a supervised "time-out" from the class's activities may be used. In extreme cases, the child's parents will be contacted. Teachers will not use any severe punishment, humiliate or frighten a child, or deny food, rest, or toileting to manipulate behavior.

If you have any concerns regarding discipline, please discuss them privately with your child's teacher first.

### **Conflict Resolution**

If concerns or conflicts arise during the school year, they should first be discussed with your child's teacher in a private setting. If the problem is not resolved, the EC Director will get involved. If conflicts or concerns continue after these discussions, the pastor(s) will be included

in the next discussion. As a last resort, the Board of Education will become involved to hear and react to any remaining concerns or conflicts.

### **Classroom Volunteers and Visits**

If you are interested in volunteering, please ask your child's teacher for more information and a list of possible volunteer opportunities. A background check will be necessary for anyone who volunteers for school events or in the classroom.

### **Chapel**

All children will attend a brief chapel service on Wednesday or Thursday mornings at 8:15 a.m. Chapel services will be held in the church sanctuary located across the street. Services will be led by the pastor(s) at Trinity Lutheran Church and will connect to the Bible stories being learned in the classroom each week. Parents and caregivers are welcome to attend these chapel services.

### **Clothing Guidelines**

Children should wear comfortable clothes that allow for free movement. They will be participating in a variety of activities, some of which could be messy. Children should be able to button, zip, etc. their clothes independently. Girls who wear dresses should wear a pair of shorts under the dress.

Your child should wear tennis shoes to keep his or her feet free from injury while on the playground, wood chips, and all other areas of the school grounds. Children are not to wear open back shoes such as flip-flops or clogs.

Clothing, jewelry, or washable tattoos with offensive messages (advertising beer, musical groups, suggestive implications, etc.) are forbidden. Caregivers should carefully check the words and pictures to determine if in any way they might detract from the glory of God.

An **extra set of clothes** must be kept at school in case of accidents. This includes pants, a shirt, socks, and underwear. Please label these items with your child's first and last name and bring them to the **first** day of school. Children grow as the year progresses and clothes that fit in September may not fit in May. If extra clothing goes home after an accident or spill, please send a new set of clothing.

### **Child Abuse and Neglect**

The staff of Trinity Lutheran School must report any injuries that could be consistent with child abuse or neglect to protective services. When incidents occur, the individual teacher shall use discretion in making the call. The law allows the individual to consult with a supervisor, but not if it would mean a delay. Trinity staff will comply with all laws pertaining to potential abuse situations.

### **Departure**

At the end of the school day (11:15 a.m or 2:30 p.m.), the teacher will dismiss children from the classroom. Caregivers should wait in the out front in their cars until they see their child's class

outdoors. Adults should wait until their child is dismissed from the teacher and walk back to their cars.

Caregivers picking up from Wrap Around Care should ring the doorbell to enter the building. They will be directed how to pick up their child from the classroom.

Please make every effort to be prompt. Children will only be allowed to leave with those people listed as “authorized pick-ups” in their school file. Please notify the teacher if someone other than a parent or caregiver will be picking up your child.

### **Dismissal**

Trinity Lutheran may dismiss children from our program who have any physical or emotional problems the school cannot adequately meet. Such decisions will be made in consultation with the child’s family and the Board of Christian Education. If a child is dismissed, the Board of Christian Education will work with the family to make a decision about refunding tuition as necessary. Children may also be dismissed if school fees and record requirements are not met or program policies are not followed.

### **Eligibility**

In order to be eligible for participation in our early childhood programs, children must be toilet trained.

Children who are 3 years old by September 1<sup>st</sup> may enroll in our 3K program. Children who are 4 years old by September 1<sup>st</sup> may enroll in our 4K program. Children must have a physical examination and meet all immunization requirements.

Class sizes are limited to promote an appropriate level of teacher-student interaction. The maximum amount of students per class is 20.

Tuition assistance funds are available to help those families with a need for help in meeting the tuition payments. Assistance must be applied for. It is the desire of Trinity Lutheran School that no one be turned away from the Christian education we offer because of the cost. These forms are available for pick up in the office. A new application form is required each year and should include the newest W-2 and Tax form.

All education fees and tuition should be paid in full at registration. A 5% discount is offered for full payment by the payment day, which is August 1. Trinity offers two additional payment options if payment in full is not an option – monthly or quarterly ACH payments.

### **Emergency Procedures**

The students and staff will practice fire drills once a month. Classes exit the building using the nearest exit and assemble at the northeast corner of the parking area in front of school; teachers take attendance to verify that all children made it out safely. Exit procedures for leaving the building are posted in each classroom. Everyone stays outside until the all-clear is given to reenter the building.

Tornado drills will occur in early fall and spring. In the case of a tornado, children and staff will assemble in the Activity Center locker rooms. They should sit with their backs against the wall, put their heads down, and cover their heads with their hands. Everyone stays in a protected area until the all-clear is given.

Students and staff also discuss and practice procedures for other emergency situations, like that of an intruder in the building. The teachers have attended classroom training with the local police department to learn procedures for practicing the ALICE program in our school building; in case of an intruder, students and staff will first look to exit the building safely and assemble at the church across the street. When that is not an option, they will use lockdown procedures to lock and block doors and quietly hide until emergency personnel can respond. As a last resort, staff is told to fight back; these procedures are recommended and used by many federal and local law enforcement agencies.

### **End of the School Day**

If families socialize at the end of the school day, please go to the big grassy area at the end of the school building. Students should stay off the stone walls in front of school. We want to keep them safe and teach them how to respect our school property.

### **Field Trips/Walks**

Field trips and/or walks may be planned as part of the curriculum to add to your child's learning experiences. Information about such field trips will be sent home in advance, and you will be required to sign a permission form acknowledging the date, time, and mode of transportation.

### **Hiring Policy**

Trinity Lutheran Church is committed to hiring and employing without regard to race, color, natural origin, gender, ancestry, age or non-job related disability. Individuals needing disability-related accommodations for interviews should request them in advance.

### **Illness/Contagious Diseases**

If your child becomes ill at school, you will be called immediately. In case of an emergency, we will call the hospital and then the caregivers. Children recovering from an illness must be symptom-free (fever, rash, vomiting, etc.) for 24 HOURS before returning to school.

By order of the Health Department no child who has a contagious disease will be readmitted to the classroom without a written release from the City Health Department or a doctor. Contagious diseases are chicken pox, measles, mumps, scarlet fever, strep throat, etc. Children who have head lice must be shampooed and have the nits (eggs) removed before they can be readmitted to school. A note from a health care professional must be provided at the time of readmission.

If necessary, a notice of possible exposure to a contagious disease will be given to all families.

### **Lost and Found**

Please keep track of and label the items your child brings to school. If you haven't seen some of your child's items for a while, please check with your child's teacher. A lost and found bin is located in the school office. Items left at the end of the year, will be donated.

### **Late School Pickup**

If a child is not picked up from school promptly, there will be a five minute grace period after which that child will be left in the care of our Wrap Around Care provider until a parent or authorized pickup person can be contacted and comes to pick-up the child.

Children who are in care one hour or less will be charged \$3.75 for this time; children in care longer than one hour will pay the hourly cost of extended child care plus the cost of lunch if provided.

### **Medication Policy**

The policy requirements outlined below apply to **all medications** to be administered at school or during school-related activities. The purpose of the policy is to help ensure the well-being of children through administering medications safely and within the limits of the law. **Please note that a separate medication form must be provided for each student requiring medication at school.**

1. All medication (including over-the-counter medications) must be provided to the school in the original, correctly labeled container. Local pharmacies will provide you with duplicate, properly labeled prescription bottles upon request. All medication containers must be labeled with the student's name, the name of the medication, the dosage to be given, the time and dates it should be administered, and the provider's name (for prescriptions).
2. A Parent/Guardian Medication Consent Form, available from the school office, must be signed by the parent/guardian before any medication (prescription or over-the-counter) may be administered at school. A new form must be provided for each school year and for each change in medication.
3. Any changes in medication (for example, the dosage, the time, etc.) must be requested in writing. If the medication is a prescription, a new order must be completed and signed by the provider. In addition, the medication must be provided to the school in a container which has been properly labeled by the pharmacist so that the information on the label is consistent with the new order for medication.

Please avoid scheduling medication to be taken at school whenever possible. When this is not possible, we are happy to help by administering it at school, as long as the policy requirements have been met.

Asthma inhalers and epi-pens have separate requirements. The appropriate forms and guidelines are available in the school office. These, too, must be documented for the safety of your children.

Medications left at school at the end of the school year will be disposed of. Medication permission forms can be found in the school office.

### **Non-Discrimination Policy**

Trinity Lutheran 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 on the basis of race, color, national, or ethnic origin in administration of its educational policies, admissions policies, and other school programs.

### **Peanut/Tree Nut Free School Policy**

Trinity Lutheran School has a no nut policy for all classrooms. Children are to bring items for snacks that do not contain nuts. This is to keep all children safe in our care.

### **Personal Items/Things from Home**

There may be special times when children are asked to bring something to school to show to the class. At all other times, items from home **should not** be brought to school. Please do not allow your child to bring gum, toys, weapons, candy, food, money, jewelry, phones, pets, or inappropriate items to school at any time.

### **Photographs**

At times, we may want to use photos taken in the classrooms during school in school newsletters, in a school brochure, on the school website, and/or with an article in the newspaper. Prior to the start of the school year, you will receive a photo/video-release form, requesting your permission to use photos/videos of your child in this way. Photos/videos of your child will only be shared if you give consent via the form.

### **Snack/Lunch**

Each child brings his or her own morning snack to school each day in a lunch bag or backpack labeled with his or her name. Parents are to provide snacks that are nutritious and promote healthy living. All allergies will be posted in the classrooms and lunch area for staff members serving food. Parents should provide snacks that require no heating or refrigeration.

Milk can be purchased with a one-time fee for the school year. Children with a milk allergy may receive water or bring a drink from home.

Hot lunch is available for full-day students. Lunch is provided through Chartwells, Kaukauna Area School District's hot lunch provider. Prices will be finalized in July. Lunch consists of an entrée, fruit, veggie, and occasionally, dessert. A monthly menu will be available in advance for parents to choose which days they will purchase hot lunch. It is the parent's responsibility to return the calendar and bring cold lunch as needed. There is no extra lunch if children forget lunch or lunch not signed up for in advance. Parents will have the option of purchasing hot lunch or sending a lunch from home for their child each day. For children in Wrap Around Care, an

afternoon snack will be included at no cost. Parents are encouraged to donate to the Wrap Around Care snacks. Breakfast is not served.

### **Scrip**

Trinity does have an active Scrip program. Parents are encouraged to use Scrip for their regular purchases at many businesses. Scrip cards are gift cards you purchase and a percentage of every dollar spent on Scrip can be applied to the family's tuition, to other church or school needs.

### **School Closings**

It may become necessary to close school because of bad weather, public health reasons, or some other emergency. We will follow the same school closings as the Kaukauna School District for snow days. Please check your email for up-to-date announcements. Wrap Around Care will also be closed on these days; the half day program will not meet if there is a two-hour delay. The full day classes will meet at 10 a.m.

### **Seeking Additional Resources**

Trinity Lutheran School is staffed by licensed teachers and aides. Some children may require additional services that Trinity is unable to provide due to limited staffing and resources. These services may include, but are not limited to, speech therapy, behavioral therapy, occupational therapy, and therapy due to trauma.

Your child's teacher may request your child to seek additional screenings or testing done by a professional outside of Trinity Lutheran School, such as a doctor or therapist. This recommendation comes from a place of concern for the child and is intended to help teachers to best serve your child so that your child's needs are attended to appropriately. Caregivers have 45 days from the date of the teacher's request to seek additional services and should honestly share with the director and teacher any appointments or plans that are put in place. Failure to seek additional resources may result in dismissal from the program.

### **Toilet Training**

Since Trinity's Early Childhood programs are not staffed or equipped to handle diaper-changing, all students must be toilet-trained. While we understand bathroom accidents do happen, repeated accidents (occurring twice or more in one week) may result in the need for you to keep your child home until they are accident free.

### **Telephone**

If parents want to contact teachers by phone, they are encouraged to call between 7:00 a.m. and 7:30 a.m., or after 2:30 p.m. The secretary will take calls and relay needed messages during the morning. Note: The phone will normally not be answered before 7 am. All messages will be listened and responded to as staff is available.

### **Technology Use Policy**



At times, children will use technology (computers, SMART Board, etc.) in the classroom. These times will always be supervised by a teacher and structured in a developmentally appropriate way. Phones, tablets, or electronics from home should stay at home or remain off in a child's backpack during school.

### **Wrap Around Care**

Trinity offers Wrap Around Care (WAC) from 2:30 to 5:30 each day. Families wishing to sign up for Wrap Around Care should sign up before school begins in August. Monthly schedules will be given to families each month and should be returned to the office. Any changes should be told to the school office 24 hours in advance. Families pay for the Wrap Around Care service as they use it. Billing statements will be emailed each Monday. Put payments in the blue box outside the office labeled for Wrap Around Care payments. If paying in cash, please place money in an envelope labeled with your name and payment amount.

Children not picked up on time will result in the following fees: A child who is picked up after 5:30 will be charged \$10 for the first 10 minutes and an additional \$20 for every 10 minute increment thereafter.

If school is canceled due to hazardous weather or an emergency, wrap around care will also be canceled for the day. Please have a back-up care provider/plan in place for such days.

Questions, comments, and concerns should be directed first to the Wrap Around Teacher. If the question or concern cannot be resolved, the issue should be directed to the early childhood director, then a member of the Board of Christian Education – in that order. Please respect this Biblical approach to handling such issues in an orderly manner.

### **Closing Statement**

Once again, let us reiterate that the primary purpose of our school is to teach our children the Word of God and how it applies to their daily lives. We are excited to get to know and work with your family this year as we do all we can to meet the physical, social, emotional, intellectual, and spiritual needs of your child. Please let us know if you have any questions about the information laid out in this handbook as we are here to help you in any way we can. May God encourage us in this important work and bless the time we have together!