

Trinity Lutheran Early Childhood Program

2024-2025 Handbook

**JESUS LOVES
ME THIS I KNOW,
FOR THE BIBLE TELLS ME SO.**



*"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*



TRINITY LUTHERAN

CHURCH & SCHOOL - BRILLION, WI

Faith Grows Here

Trinity Lutheran Early Childhood Staff

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Welcome to Trinity Lutheran Early Childhood Program

Our Mission

The Trinity Lutheran Early Childhood Program (ECP) is an educational arm of Trinity Lutheran Church and exists to serve the Brillion community by assisting parents/caregivers in their God-given responsibility to bring up their children in the "training and instruction of the Lord," Ephesians 6:4. This command is followed in our ECP as well as in our K-8 program.

To carry out that mission Trinity ECP will:

- Share the Gospel of Jesus, our Savior, with young children and their families
- Teach young children to speak and act in a God-pleasing manner out of love for Jesus
- Inspire young children to share the Gospel with others
- Provide a safe, caring, educational, and creative environment for young children to grow and learn about themselves, others and the world God created
- Nurture young children's spiritual, social-emotional, cognitive and physical growth through a developmentally appropriate, Christ-centered curriculum.

Our Philosophy and Bible Foundation

The children will be in a Christian environment that provides opportunities to explore, participate and experience success. The activities will be developmentally appropriate and structured so that the children have ample opportunity to interact socially in groups and through individual play.

Trinity Lutheran is founded on these eternal truths as revealed in God's errorless Word, the Holy Gospel:

1. There is only one true God: Father, Son, and Holy Spirit.
2. God created all things and created man as the crown of that creation.
3. Man's fall into sin has corrupted the entire human race, creating the need for a savior.
4. God in His grace and mercy sent His very own Son, Jesus Christ to suffer and die, to pay for the sins of all people.
5. All who by the work of the Holy Spirit believe that Jesus is their Savior receive forgiveness of sins, eternal life and salvation.
6. Christians will strive to show their love to God by using their gifts and talents to help spread the Word of God. They will help fellow Christians and human beings in every possible way.

Our Goals

Although parents have been given the primary responsibility for the training of their children, the church is to assist parents in their God-given directive to train their children in the knowledge and instruction of the Lord. Therefore, in bright, cheerful surroundings, under the direction of a state-certified, Christian teacher, your child will be encouraged to grow spiritually, physically, socially, emotionally, and cognitively.

1. Spiritual Growth includes:
 - a. Recognizing sin and the Lord's forgiveness.
 - b. Knowing that our Lord loves and protects us.
 - c. Believing and trusting in Jesus as our Savior.
 - d. Knowing God the Father as our Loving Protector.
 - e. Believing in Heaven.
 - f. Learning that Christ's love should motivate living as the Lord expects.
 - g. Learning to show Christ's love through prayer and daily living.
 - h. Realize that the good news of Jesus is a message to be shared.
2. Cognitive Growth includes:
 - a. Increased attention span.
 - b. Learning simple organizational skills.
 - c. Beginning deductive thinking.
 - d. Learning communication skills.
 - e. Developing problem-solving skills.
 - f. Learning mathematical skills.
 - g. Begin to learn letter recognition and writing.
3. Social Growth includes:
 - a. Learning independence.
 - b. Accepting compromise.
 - c. Learning to share.
 - d. Assuming responsibility for care of self and possessions.
 - e. Taking turns.
 - f. Recognizing how one's behavior affects others.
 - g. Showing respect for others.
 - h. Developing an awareness regarding the proper behavior of Christian children.
4. Physical Growth includes:
 - a. Developing large and small muscle coordination.
 - b. Caring for one's own personal needs: eating, dressing and hygiene.
5. Emotional Growth includes:
 - a. Learning appropriate ways to express feelings.
 - b. Learning appropriate ways to respond to others' feelings.

We attempt to help the children grow in the above areas by using the following activities:

- | | |
|-------------------------------------|--------------------------------------|
| -Word of God lessons | -Listening activities |
| -Reading readiness | -Writing readiness |
| -Music | -Art |
| -Physical Education | -Math/counting activities |
| -Field trips | -Creative dramatics and finger-plays |
| -Science experiments & observations | |

Programs and Schedules

Trinity Early Childhood Program: Includes a 3 Year old Kindergarten, 4 Year Old Kindergarten, Extended School Day Program, a Before and After Care Program for children ages 5 – 12 as well as a Summer Child Care Program.

Trinity 3K: *(Must be 3 by September 1 and independent in the bathroom)* Extends the child's warm world of home and leads them into discovery of the world beyond home. Activities will vary but include: listening to God's Word, Story Time, singing, art, gross and fine motor skills, as well as social and language development. The program will assist in building a strong relationship between home and school, and will establish groundwork for the child's formal learning. 3K will be offered Monday through Thursday mornings, from 7:55AM – 11:05AM. Children are allowed in the classroom starting at 7:30AM. 3K will follow Trinity's school calendar.

Trinity 4K: *(Must be 4 by September 1 and independent in the bathroom)* This program is an expansion of our 3K program in which we offer a wide variety of religious and academic experiences that are rooted in sound WELS doctrine and are planned with different learning styles and child development in mind. Children will be exposed to a wide variety of experiences during the day including but not limited to: Bible stories, activities and projects, academic centers, large academic group time, play time, music, and fine and gross motor activities.

Upon completion of the 4K program, each child will proceed to 5 Year Old Kindergarten (5K), if recommended by the 4K teacher. Formal and Informal testing during the spring will be the determining factor of proceeding into Kindergarten (5K). 4K will be offered Monday through Thursday mornings, from 7:55AM – 11:05AM. Children are allowed in the classroom starting at 7:30AM. 4K will follow Trinity's school calendar.

Trinity Extended Day Program for 3K/4K: This program is available to Trinity students who are enrolled in the 3K/4K programs. Extended Learning will expand on learning that takes place during the 3K/4K morning sessions. Lunch, rest time, devotion, afternoon activity, snack, and peer play are included. Program follows the Trinity school calendar-please refer to information in the handbook about early dismissal days.

Trinity 5th Day Enrichment Program for 3K/4K: *(Must be 3 by September 1 and independent in the bathroom)* This program is a continuation of our 3K/4K programs in which we expand and build upon what the children have already been exposed to during the 4 Day Program (Monday-Thursday). This program will expose the children to a wide variety of experiences during the day including but not limited to: chapel, activities and projects, playtime, music, occasional field trips, special storytime with Mrs. Lombard, and snack with Pastor--all of which are separate from the 4 Day Program and some new experiences in Discovery Zone which is exclusive to our Enrichment Day Program! During the Discovery Zone, children will be exposed to unique activities such as science experiments and cooking.

The Enrichment Program is an additional day to our current 3K/4K program. This program is a 5-day-a-week program, Monday through Friday mornings, from 7:55 AM – 11:05 AM.

Kindergarten Preparation Days(4K Families):*New for 2024-2025 School Year*

We are excited to offer this extension of our 5th day enrichment program. In order to help all 4K students get a taste of a 5 day school week and in an effort to help build a surplus of 4K instructional hours we are offering three Fridays in which ***all*** 4K students are strongly encouraged to attend our 5th Day Enrichment session. The 2024-2025 dates are:

Friday February 21, 2025

Friday March 14, 2025

Friday April 11, 2025

4 day 4K families please be sure to mark your calendars for these exciting opportunities.

Trinity Summer Program: *(Must be 3 by June 1 and independent in the bathroom)* This program provides families with a year-round childcare opportunity. Our summer program has 2 age groups, Cubs (3K, 4K & K) and Tigers (Grades 1 and up). Activities will vary but include: daily devotions, weekly themed activities, games, projects, experiments, special guest visitors and field trips. Summer Care will be offered Monday through Friday from 6:30AM – 5:30PM.

Trinity ECP Schedule

6:00 – 7:30 Opening, breakfast (done serving at 7:10), Peer Play

4-Year-Old Kindergarten (4K) Schedule (M-TH):

7:30-8:10 - Wake Up Work

8:10-8:25 – Calendar

8:25-8:45- Christ Light

8:45-9:30- 4K Academic Centers

9:30-9:45- Snack

9:45-10:00- Music

10:00-10:30- Group Time (10:00 – 10:10 Library on Mondays)

10:35-11:00- Outdoor Exploration/Free Play

11:00-11:05 Dismissal

3-Year-Old Kindergarten Schedule (M-TH):

7:30-8:10 Wake up work

8:10-8:25 Calendar

8:25-8:40 Christ Light

8:40-8:50 Story Time

8:50-9:30 Large Group Time

9:30-9:55 Snack and Quiet Reading Time

9:55-10:05 Music Time

10:05-10:30 Free Play

10:30-10:55 Outdoor Exploration/Gross Motor Madness

10:55-11:05 Pack up and Dismissal

Trinity 5th Day Enrichment Program Schedule (Friday enrichment):

6:00 – 7:55 Opening, breakfast, Peer Play

8:10-8:30 – Classroom Chapel

8:25-8:40 – Calendar

8:40-9:30- Discovery Zone Learning!

9:30-9:45- Snack with Pastor

9:45-10:00- Music/Storytime with Mrs. Lombard

10:00-10:30 – Free Play

10:30 – 11:00 – Gross Motor Madness!

11:00-11:05 – Dismissal

Trinity Extended Learning Schedule:

11:05 – 11:35 Lunch
11:45 – 1:35 Quiet Rest/Nap Time
1:40-2:10 Devotion and Theme/Concepts
2:10-2:30 Peer play
2:30 - 2:40 Early Childhood snack
2:30-3:00 Puzzles, games, and/or stories
3:00-3:15 Snack for After Care Children (Kindergarten and older)
3:15-3:55 Outdoors (gym in inclement weather)
4:00-5:30 Peer Play/Free Choice Time

Trinity Summer Care Schedule**Cubs (3K, 4K, Kindergarten)**

6:30-8:00 Breakfast/Peer Play
8:15-8:30 Morning Devotion
8:30-8:45 Calendar/Weather
8:45-9:00 Music & Movement
9:00-9:30 Outside Game and Activities
9:30-9:50 Snack
9:50-10:30 Story & Theme activity
10:30-10:55 Outside free time
11:00-11:30 Lunch
11:40-1:30 Rest Time
1:30-1:40 Afternoon Devotion
1:40-2:00 Peer Play
2:00-2:30 Theme
2:30-3:00 Snack
3:00-3:45 Outside free time
4:15-5:30 Peer Play

Tuesdays 9:50-11:30 Field Trip Lunch at 11:30 (occasional)

Wednesdays 1:45 -3:15 Water Day

Thursdays 9:50-11:30 Field Trip-Park and Lunch

Tigers (Grades 1 and up)

6:30-8:00 Breakfast/Peer Play
8:15-8:30 Morning Devotion
8:30-9:30 Fun w/ Arts and Crafts
9:30-9:50 Snack/Literacy Time
10:00-10:55 Outside Games and Activities
11:00-11:30 Lunch
11:30-11:40 Afternoon Devotion
11:40-12:10 Outside Free Time
12:10-1:15 Experiment/Craft/Theme Time
1:15 -2:00 Tech Time
2:00 - 2:30 Free Choice Activities
2:30-3:00 Snack
3:00-3:45 Outside free time
4:15-5:30 Peer Play

Tuesdays 9:50-11:30 Field Trip Lunch at 11:30 (occasional)

Wednesdays 1:45-3:15 Water day
Thursdays 9:50-11:30 Field Trip-Park and Lunch

Trinity Early Childhood Program Hours of Operation

Extended School Day: Monday – Friday, 6AM-5:30PM and does include Before and After Care for ages 5-12. See the Trinity School handbook for more details and *please note that all 3 & 4 year olds enrolled in our extended school day program will also be enrolled in our 3K/4K and/or Enrichment Programs.*

3K & 4K: Monday – Thursday 7:55AM-11:05AM, 3K and 4K does not meet when Trinity Lutheran School is not in session.

Trinity 5th Day Enrichment Program for 3K/4K: Monday – Friday 7:55AM-11:05AM, currently a 3K and 4K combined session. The Enrichment Program does not meet when Trinity Lutheran School is not in session.

Before and After Care: Is available Monday – Friday for children ages 5 – 12 years.

Summer Care Program: Summer Care runs Monday - Friday, 6:30AM - 5:30PM, the months of June, July and August.

Dates Closed: *The ECP will be closed on the following dates (payment rates will be prorated for these dates):*

Labor Day (Sept. 2)	October 24 & 25 (WSLTC)
Thanksgiving (Nov. 27-29)	Dec 20 (Closing at 11:30)
Christmas Break (Dec. 23-Jan. 1)	Feb 13-14 (NWDTC)
Spring Break (March 24-28)	
Good Friday (close at 3:00 PM)	Easter Monday (April 21)
Memorial Friday (close at 11:30)	May 26-May 30 (School to Summer transition)
Independence Day	Week before Back to School Night (School year transition)

Inclement Weather: School closings due to inclement weather are announced on the following local radio and television stations:

WBAY-TV Channel 2	WKFX 104.9 FM
WFRV-TV Channel 5	PACKER 99.5 FM
WLUK-TV Channel 11	WNAM 1280 AM
WIXX 101.1 FM	WHBY 1150 AM
WGEE 1360 AM	WMBE 1530 AM
WCUB 980AM	

****When Brillion Public closes due to weather conditions, the entire early childhood program will be closed. This includes Before/After Care, 3K and 4K, and the Extended School Day program. In the event of a 2 hr delay, 3K & 4K will be canceled for the morning. In the event of a 2hr delay the ECP will open at 8am to offer Before Care (Grades K-6) and the Extended School Day program (3K, 4K). ****

Early Release Days: The Trinity ECP will offer care on the following early release dates:

1:30 Dismissal Dates

Sept. 18	Feb. 19
Oct. 16	Mar. 19
Nov. 20	Apr. 16
Dec. 18	May 14
Jan. 15	

Trinity Early Childhood Program Curriculum

3K/4K Curriculum: Our curriculum is spiritually and academically based and follows the Wisconsin Model Early Childhood Education standards. Our curriculum is comprised of the following main components:

3K/4K Religion: Our religious curriculum is the Christ Light series specifically designed for 3K & 4K children. The lessons will be sent home at the beginning of the year so that the parents can reinforce the Bible lesson at home. The Bible lesson/lessons of the week will be reinforced with flannel boards, props, dramatic play and other appropriate materials to help the children learn and understand the story.

Thematic Units: Throughout the school year we will study different themes. These themes will be integrated into centers, large group time, music, stories, and playtime.

Centers (4K only): Your child's play is their work. During their school day, your children will be utilizing the use of developmentally appropriate center activities to learn social skills, math skills, language skills, refine gross and fine motor skills and gain a better understanding of the world around them. Throughout the course of a 4K week your child will visit four different centers to work on the above-mentioned skills in a fun and engaging way.

Core Academic Centers

ABC

Math

Fine Motor

Language

3K/4K Music/Gross Motor Madness (P.E.)

Music and physical activity are an integral part of how young children learn and understand new concepts. Your child will be exposed to music and music activities on a daily basis. Your child will have a structured physical education class geared to help them focus on specific skills each week. Gross Motor Madness will be 1 day a week for children enrolled in the 4 Day Program of 3K/4K and will be 2 days a week for children enrolled in the Enrichment Program. The other days of the week, a recess period will be during this timeframe.

3K/4K Discovery Zone: The Discovery Zone is exclusive to our Enrichment Day Program! During Discovery Zone, the children will be exposed to unique projects and activities such as science experiments and cooking. The projects and activities that the children participate in during Discovery Zone, while being unique to this day, will build upon the theme for the week covered in the 4 Day Program.

Early Childhood Program Policies

Non-Discriminatory Admissions Policy: As the Bible teaches, "God does not show favoritism" (Acts 10:34). Therefore, Trinity Lutheran School and Early Childhood Program 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 and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs. Our school is under the control of Trinity's Board of Lutheran Schools.

Independent in the Bathroom (Definition of Toilet-Trained): A child is considered independent in the bathroom when he or she can do all of these steps unassisted in the bathroom by themselves:

- * know when he/she needs to go to the bathroom
- * get to the bathroom on his/her own
- * pull down their underwear and pants
- * get on the toilet by themselves
- * wipe themselves, including when they go #2
- * put the toilet paper in the toilet
- * flush the toilet
- * pull up their underwear and pants
- * turn on the water, get soap, wash their hands, turn off the water
- * get a paper towel, dry their hands
- * throw paper towel away

Early Childhood Enrollment: Our 3K, 4K and Enrichment sessions, as well as Extended Day Program are open to all children of the community who are at least three years of age by September 1 of the current year and who are independent in the bathroom (see above description). Enrollment is limited to 10 for 3K (20 with a second teacher) and limited to 12 for 4K (20 with a second teacher). These ratios are in compliance with DCF 251.05(4). Trinity Lutheran School and Early Childhood Program realizes the Lord's directive to "Go and make disciples of all nations..." Therefore our school and program are committed to serving as a mission arm of the congregation. Considering that commitment, we gladly accept students whose parents are not members of Trinity Lutheran Church. Families, who are non-members of Trinity Lutheran Church or another WELS congregation, will be asked to meet with our Principal, Pastor and Early Childhood Director prior to enrollment in our 3K, 4K and Enrichment programs. Children and parents who are not members will be subject to all policies and objectives of Trinity Lutheran School and Early Childhood Program.

Withdrawal Policy: If a family chooses to withdraw their child from the Early Childhood Program (including 3K, 4K and Enrichment sessions) due to moving or other personal reasons, any balance owed to Trinity Lutheran School will be prorated, and a refund given if applicable.

If the Board of Lutheran Schools, through its faculty and staff, decides that children and/or their parents are a hindrance to the religious and/or academic education of the entire classroom, that student will be asked to leave our school. The decision of the Board of Lutheran Schools is final. Tuition fees will be prorated and a refund given, if applicable.

Early Dismissal/ Extended School Day/After Care Policy: School and extended school day parents will be contacted in advance of any early release dates. Families will be asked to communicate their needs for extended day care in advance. Should a family sign up for extended care and have their needs change, they must contact the early childhood director to cancel as

soon as possible. Should a family sign up for extended care and fail to notify the early childhood director about a change in their care needs, within a 48-hour window of the date, Trinity reserves the right to charge a half-day fee of \$16/child.

Church Participation: Church attendance, as well as Sunday school attendance, is strongly encouraged. We welcome and encourage *all* of our Early Childhood families to come and join us in worship. Any non-member families who have children enrolled in the 3K/4K/Enrichment programs will have an opportunity to meet with the Principal, Early Childhood Director, and one of Trinity's pastors during the initial registration process.

Dress Code:

DRESS CODE POLICY

The Lord has not prescribed a specific style or mode of dress for His people to wear. He has, however, given us a general principle to follow. The Christian realizes that His life is not his own. It has been bought by Jesus Christ at a very dear price - His death. Christ has made the Christian's body a dwelling place for the Holy Spirit. Therefore, it follows that the Christian will honor God with his body (1 Corinthians 6:19-20). This honoring includes the Christian's appearance and dress. Students are reminded that their attire must be neat, clean, and God-pleasing always.

As a Christian Day School, our student body should reflect the will of our Lord by what we wear as well as how we conduct ourselves in our school and our community. Please remember that dress can influence conduct. Our dress code is designed to have our students represent themselves as fine young Christians to each other and to all who cross their paths in their mission field. Our Lord has also given parents the responsibility to bring up their children in the nurture and instruction of the Lord (Ephesians 6:4). Our dress code is not only the responsibility of our students but also our parents.

Bottoms (Dress Pants, Capris, Shorts, Skirts, Skorts, Dresses, Jeans, Khakis, Wind Pants, Sweatpants)

Must be at the waist and appropriately fastened with belts when needed. Must always cover any undergarments, when standing or seated. Must be of appropriate length:

- Length must be to at least mid-thigh.
- No longer than ankle length and not drag on the floor.

Bottoms should not contain any large print wording on the backside.

Any large holes or tears must be below mid-thigh. Tears above the mid-thigh are not permitted.

Tops

Modest sleeveless tops are allowed as long as no undergarments (including cami straps) are showing or no unnecessary exposure is present.

Must be long enough to avoid skin showing between bottoms and tops when seated or standing.

Must appropriately cover the chest.

No logos or slogans advertising or promoting items inappropriate for the Christian setting (Beer, Cigarettes, Demonic Likeness, Offensive Sayings or Language).

See-through fabric without opaque fabric lining is not allowed.

Shoes

Sandals, Flip Flops, Crocs, or slip-on shoes are allowed at parents' discretion. For safety reasons, items with a full strap around the back are recommended.

A pair of clean shoes for inside are required (these could be the same as athletic shoes required for gym.)

Athletic shoes are required for gym activities. Athletic shoes (worn at any time) must be tied.

Heelys (shoes that roll) are not allowed at school.

Children should not be barefoot at any time and should not have stocking feet unless changing shoes.

When choosing shoes for children, safety should be the primary focus.

Hair/Hats

Hair is to be neat, clean, and free of extremes in style or unnatural coloring. (Specific requests for specific causes or events can be discussed with school staff in advance).

Hats (including hoods) are to be removed once inside the building and should not be worn during the school day.

Bandanas or sweatbands should not be worn during the school day.

These items may be allowed during school fun or specific activities days

Jewelry/Body Stickers or Piercings

Boys should not wear earrings to school or school functions.

Girls should not have piercings other than ears.

Students should not have designs or other markings, permanent or temporary, on their skin.

Jackets/Outer Wear

Outdoor jackets and coats are not to be worn in the classroom during the school day. If the teacher feels wearing a coat or jacket is necessary, it will be permissible only in that classroom, on that occasion. On cold days, it would be appropriate to send a sweater or sweatshirt with students.

Make Up/Perfume-Cologne

The use of excessive facial makeup is not allowed.

Perfume, Cologne, and Body Spray is discouraged in order to be sensitive to the working atmosphere of others. Hair spray, perfume, or cologne should not be brought to school.

School Related Church Functions (Christmas, Confirmation, Graduation, Other)

School related church functions provide our children with an opportunity to honor their Savior in front of our church family, the broader community, and guests and visitors from far-reaching locations. All children and parents are expected to exercise good judgment for appropriate dress for these events. Specifically, strapless or spaghetti strap dresses are not allowed unless covered with a shrug or sweater.

Enforcement

God provides guidance to our staff and faculty in Proverbs 22:6 where He says, "Train up a child in the way he should go". Guided by these principles, our faculty and staff will be asked to recognize instances where the appearance of our students falls outside of the guidelines set forth.

If a student is found to violate the dress code, the student will be given a violation slip which must be signed by a parent or guardian and returned the next school day. The receipt of three slips by a student will result in a detention (or age-appropriate discipline for younger students). Repetitive instances are subject to review and will be addressed on a case-by-case basis via the principal and/or Board of Lutheran Schools. Parents are required to sign an agreement to the dress code before the beginning of the school year.

Early Childhood/Before and After Care Arrival: During the school year, the ECP opens at 6AM, and during the summer the ECP opens at 6:30AM. Parents are to bring their children into the hallway in order to help their child(ren) to get situated before entering into the classrooms. For the safety of all children arriving and/or currently in before care, children must be accompanied into the building by an approved adult, named in the child's file. Trinity cannot assume responsibility until children have been accompanied into the hallway by the adult who brought them to school. Trinity assumes responsibility at the time indicated on the sign-in/sign-out form.

Please be aware that students are allowed in for class no earlier than 7:30 a.m. If any students (3K-8 grade) arrive before 7:30AM, they are to be utilizing childcare. Any questions regarding this, please speak with the Early Childhood Director.

If your child is not riding the bus, you are asked to bring your child to the classroom hallway and pick him/her up by the classroom coat hooks. In order to avoid problems with recess times, please use only the front doors of the school when bringing or picking up your child.

Upon arrival, children will be expected to hang up their coats and backpacks at an assigned coat hook outside the classroom door, change into their inside shoes and bring their daily materials into the classroom.

3K/4K/Enrichment Dismissal: Each day will conclude with a prayer and any necessary reminders for the next day. The children will then be dismissed from the classroom to put all materials in their backpacks. Children who utilize the Extended School Day program will transition into the Extended School Day room. Children who attend 3K, 4K and Enrichment Day only will change their shoes and then be dismissed to go home.

Unfortunately in today's world, care needs to be taken in the release of a child. The teachers will assume that a parent/legal guardian or someone named on the child's information file will pick up the child. The child ***will not*** be released to anyone else unless the teachers are notified in person or by a signed and dated note, FastDirect message or email.

Hand washing and Self-Care: Children will wash their hands upon entering the classroom, prior to each meal or snack and as needed during the day. The appropriate sanitary methods will be modeled and taught. Children will also be encouraged to use toilet facilities and redress/fasten their own clothing as appropriate.

Health and Immunizations: All immunizations must be up-to-date before attending. Your child's health is a matter of importance to all of us. If your child has allergies or health problems, please make the staff aware of this. When your child is ill and cannot attend school, please notify the school office.

By law, teachers cannot dispense medication of any kind to their students which includes cough drops. (Inhalers and epipens are exceptions.) If your child needs medication during the school day, please check in with the school office where medication can be stored and dispensed. For more information on dispensing medication at school, please request a copy of our full policy statement from the school office.

Illness: Children are to be kept at home if exhibiting any of the following: flu, fever (100.4 and up), rash, diarrhea, vomiting, sore throat, excessive coughing, and sneezing or nasal drainage.

Children will be observed for any signs of illness throughout the day. Children who are ill or not comfortable participating in daily class activities will be taken to the office and a parent will be called.

Emergencies: If a child is injured or should become ill at school, he/she will be cared for temporarily by a teacher/school secretary and the parent/guardian indicated on the Emergency Care Form will be notified. If you have special instructions for a particular emergency, please have these instructions written out so they can be placed in the school files. Please inform us of any emergency information changes.

Shoe Changing: Each student will be required to keep a pair of clean (**Velcro only**) non-marking soled shoes at school to wear in the gym. ***Shoes must be labeled clearly with your child's name.*** No tie-shoes please.

Bathroom Breaks: The children may use the restroom in the classroom as necessary during the school day. However, there are specific times when bathroom breaks will not be available for use. These times would be during morning carpet time, Jesus time, and while the teacher is giving directions. These expectations will be clearly explained to the students from the very beginning of the year. Exceptions will be made in emergency situations.

Childcare Meals and Snacks: During the school year, breakfast (as needed), hot lunch and afternoon snacks will be provided. Please notify the School and Early Childhood Staff of any food allergies or intolerances that your child may have. ***In order to maintain guidelines established by the Department of Public Instruction (DPI), any food allergies or intolerances need to be documented by your child's doctor and paperwork needs to be kept on file in the school office.*** The cost for meals and afternoon snacks are included in the weekly care payment. A monthly lunch menu will be sent home before the month begins.

3K, 4K & Enrichment Snack Time: Each day the children will be expected to bring their own snack from home (*this is for the 3K, 4K & Enrichment hours only*). Snacks should be nutritious in value. Please note that **candy in any form is not an acceptable snack**. Any candy will be sent back home and the teacher will give the child an appropriate snack. We will pray as a class before eating.

Extended Care Rest Time: All children, except those of school age (5K and higher), will rest quietly between 11:40 and 1:30 p.m. State licensing regulations state "a child under 5 years of age in care for more than 4 hours shall have a nap or rest period." (HFS 46) Children ages 5 and above, who are not sleeping after 30 minutes, can look at picture books on their mat. *Each child should bring his/her own rest blanket, which will be sent home to be laundered on a weekly basis.*

Toys from Home: Please refrain from bringing toys from home. The only toys permitted into the classrooms are the toys which belong to Trinity. We make this request for the safety of your family as well as the safety of our students and staff.

Biting: Biting, though unfortunate, can be a normal part of a child's development. It is not usually a deliberate or purposely malicious act. If a biting does occur, we will inform the parents of the children involved; as well as the Early Childhood Director and Principal. The incident will be recorded on an incident report. The intensity of the bite will be communicated and documented. If biting becomes a repeated behavior, a meeting will be made between the Early Childhood Director, Principal and the family to discuss future action.

Field Trip Procedures: A tentative field trip schedule will be sent home during the first few weeks of school. This schedule will span the school year as much as possible. The dates on this schedule are not definite and are subject to change. The teachers will notify parents/caregivers about a month in advance of field trips, unless there are special circumstances that would make this impossible.

Chaperone forms will be sent home for you to read, sign and return before each field trip. Field trip costs will be deducted from each family's All-Purpose Account. Field trip costs include any charge for the programming attended as well as bussing costs for students and chaperones. Student transportation for all field trips (including summer care) will be by bus or walking. For safety and liability concerns, all students will depart and return with the Trinity group. Please note, field trips

are educational experiences for students enrolled in Trinity's EC program. Siblings who are not in the classes attending the field trip are not able to attend.

Early Childhood Required Reading: Reading to your child at home is of the utmost importance in establishing reading skills and readiness. This will also act as a bridge between your child's early childhood education and the beginning of your child's 5K education. This will help both you and your child to be prepared for the new reading experiences in 5K. A **required** reading log will be sent home the first week of each month for parents to keep track of the books read. Please send the reading log back at the end of each month, completed and signed.

Sharing Time: If there are times during the year that your child takes a trip, or discovers something interesting and he/she wishes to share, please speak with the Classroom Teachers or Childcare Teacher a day beforehand so that he/she may make time during the busy day!

Clothing (Also see Dress Code): Please be sure to dress your child in durable washable play clothes. Some activities, such as painting, can get rather messy. Your child will be expected to handle his/her own bathroom needs and should therefore wear clothing he/she can manage himself/herself; including shoes that they can manage on his/her own.

Please label all of your child's belongings and outerwear to avoid confusion. The children will be going outside year-round. Please be sure your child is appropriately dressed for the weather. If the outside temperature is in question it will be decided during the faculty morning meeting whether or not outside recess would be wise. As a general rule, the children are kept inside if the outside temperature is 0 or below with wind chill and 90 or above with heat index. We also ask that parents send along an extra name-labeled set of seasonally appropriate clothing (shirts, pants, undergarments and socks) to remain in the child's backpack in case of accidents.

Behavior and Management Plans

Early Childhood Behavioral Plan: Classroom routines and discipline procedures will be administered in a caring Christ-centered way. The goal is to provide an environment in which children feel comfortable and secure. Through effective classroom management the children will know what is expected of them and what they can expect. Through effective discipline procedures the children will learn to take responsibility for their actions and that their actions affect others.

The children will be led in a discussion about what kind of behavior is acceptable at Trinity and why. A class list of rules will be generated from this discussion and will be posted in the room. The teachers will add any necessary rules to keep the children safe. When a classroom rule or procedure is broken the following general outline of action shall take place:

1. Verbal warning from teachers
2. Second and final verbal warning from teachers
3. Natural consequence

Removing child from situation

Taking materials away that the child is using inappropriately

Age appropriate time out in the "safe space"

Any other action that the teacher deems necessary and age appropriate

The child will apologize to any people that their actions hurt physically or emotionally.

The child will then be shown forgiveness by the teacher and reminded of the forgiveness we receive from Jesus.

The above steps will take place when the child breaks a rule or procedure that does not jeopardize the safety of them or others in the classroom. If the child does something that could potentially harm them or another person a natural consequence will immediately be administered. An explanation will accompany the consequence so that the child understands why they received the consequence.

The above discipline procedure will be represented visually for the children in the form of a Bucket Filler Chart. Each child will have his/her own clothespin that will move up or down the chart daily depending on the choices the child makes. The following terminology will be used in conjunction with the bucket filler chart: good choices (being bucket filler) and bad choices (being a bucket dipper). These concepts will be thoroughly and repeatedly explained throughout the year via ongoing lessons, stories, crafts, discussion, etc. The terminology is repeatedly used in class in order that the children become familiar with it.

The following color code applies to the Bucket Filler Behavior Chart:

Green: Ready to Learn

-Each child will begin the day on green. Each day will be a fresh start.

The following indicate Bucket Filler choices:

Pink: Fill it up

Blue: Doing my best

Purple: I'm a Bucket Filler.

The following indicate Bucket Dipper choices:

Yellow: Make better choices

Orange: Don't be a Dipper

Red: Parent Contact

The teacher may at their discretion modify the Bucket Dipper visual chart to reflect fewer steps up or down. This would be done to meet the needs of the class and will be communicated to the families in the classroom.

A child can move up or down the chart during the day based on the choices they make. If a child makes a "Bucket Filler" choice they will put their name in the class bucket. At the end of the week the teacher will draw a name out of the class bucket to be the "Bucket Filler of the Week."

If the behavior continually disrupts the classroom routine or endangers the safety of the class, the Early Childhood Director shall be brought in. The Principal will be notified of all incidents that result in the teacher/Early Childhood Director talking to the parents.

Early Childhood Classroom Management: The first component of classroom management is a visual schedule of the day's events. This schedule will contain a pictorial/written representation of each of the day's events. The schedule will be thoroughly explained so that the children can place appropriate meaning with the pictures. The schedule will be reviewed on a daily basis with special attention being paid to any special events or necessary changes in routine.

In the event that a child has trouble with transitions and schedule changes, a copy of the daily schedule will be placed at their seat to allow for additional reinforcement of the day's activities.

The classroom environment will consist of several clearly explained routines that are important to the overall function of the school day. These routines include but are not limited to, arrival/dismissal procedures, changing of shoes, transitions, bathroom breaks, hallway behavior, and snack. There are also emergency procedures for fires and severe weather that will be practiced by the students.

Parental Involvement

Parent Programs: Parents are welcome to join in the activities of the school and the church. Bible and information classes, church services and Sunday school are available to **anyone** who desires them. Your involvement in these activities will not only keep you informed, but will also show your child how important their growing faith and complete well-being are to you.

Parent/Teacher Communication: We consider parent/teacher communication to be very important. The Classroom Newsletter will contain any classroom information regarding your child's education and will also contain any reminders pertaining to the ECP and Trinity Lutheran School/Church.

We are eager to have excellent communication between parents and staff and encourage parents to express comments, concerns, important events and/or changes in your child's world directly to the child's teacher and/or the Director. You may contact the ECP staff via phone or email. All emails and phone calls will be returned in a timely manner. Any time the teachers have concerns or problems, you will be notified that day so you are immediately aware of it.

Early Childhood Visits: Parents are welcome in our classrooms; however, we do ask that these visits be a planned and scheduled time. Please speak with the classroom teachers to arrange a time to come in, so that the children may be prepared for the exciting visit.

Early Childhood Conferences and Assessments: Keeping open communication between parents and teachers is necessary. Two opportunities during the year will be provided for formal conferences. Conferences may be in-person or virtual. Sign-ups for available time-slots will be provided. Progress reports will be sent home on a trimester basis; 3 times a year - November, February and May.

3K/4K Financial Information

3K/4K/Enrichment Program Registration: A \$15.00 fee for registration is required to reserve a place in these sessions. This registration fee covers a reserved place in these sessions only and does not reserve a place for your child in Childcare (see below for further details).

3K/ 4K Tuition: \$925/year or approximately \$100/month (September – May)

Enrichment Program Tuition: \$1130/year or approximately \$125/month (September – May)

3K/ 4K/Enrichment Tuition Payments: Payments for tuition are given to the Office Manager. Payment for the month of school is due on the 15th of the previous month (unless the 15th is a weekend, then the next school day). Families will have the option of three tuition payment plans for students enrolled in 3K (not including extended care) through 8th grade. Families may pay in full, by semester or monthly. Please see full Tuition Payment policy for further details. You may monitor your family's financials online by accessing your FastDirect account:

fastdir.com/trinitybrillion/

If you wish to pay online, payments can be made directly online in Fast Direct. Families can view balances and schedule payments (one-time or recurring) under the FINANCE tab. All families are encouraged to set up recurring payments online; however, cash or check payments can also be made in the office. You are encouraged to monitor your balance on Fast Direct weekly. Please contact the office if you have any questions.

It is Trinity's sincere intent that no child will be denied a Christian education because of financial hardship. Please contact the Board chairman, one of the pastors, or the principal if you are in need of assistance.

Extended Day Program Options/ Financial Information

Extended Day Program: A \$15.00 fee for registration is required to reserve a place in the Trinity Extended Day Program for your child. This fee applies only to families who are not currently enrolled in the program or have not used extended day services in the previous school year.

Full-time: Includes breakfast, hot lunch, afternoon snacks as well as 3K, 4K and Enrichment Program tuition and extended day *hours up to 50 hours a week* (12-15 of these hours are the classroom hours). The remaining hours can be used for care at the parents' discretion (up to 10 hrs a day). Cost: \$183.00

Part-time: Includes breakfast, hot lunch, afternoon snacks as well as 3K, 4K and Enrichment Program tuition and extended day *hours up to 34 hours a week* (12-15 of these hours are the classroom hours). The remaining 19-22 hours can be used for care at the parents' discretion (up to 10 hrs a day). Cost: \$151.

Half-time: Includes breakfast, hot lunch, afternoon snacks as well as 3K, 4K and Enrichment Program tuition and extended day *hours up to 25 hours a week* (12-15 of these hours are the classroom hours). The remaining 10-13 hours can be used for care at the parents' discretion (up to 10 hrs a day). Cost: \$113

Before and After Care (BAC): operates during the school year for children ages 5yrs – 12yrs (Kindergarten and older). Children enrolled in BAC are charged an hourly rate of \$4.50/hr. An afterschool snack is provided for children in the BAC.

Early Childhood Payments (3K/4K, BAC & Extended Day Program): Billing statements will be sent home weekly via FastDirect. **Payments are due the Friday of the current week.** If payment is not received by this time, parents will be contacted by phone to remind them that the payment is due. If payment is not received by the following Friday (a week past due date), a \$5.00 late fee will be charged. If payment is not rendered the child will not be allowed to attend class/extended day care. The child may return after the payment and late fee have been received. You may monitor your family's financials online by accessing your FastDirect account: fastdir.com/trinitybrillion/

If you wish to pay online, payments can be made directly online in Fast Direct. Please contact the office if you have any questions.

Summer Childcare Financial Information

Full-Time Summer Childcare: Includes breakfast, morning & afternoon snacks as well as care

hours up to 50 hours a week, no more than 10 hours a day. Cost: \$178.00

Part-time Summer Childcare: Includes breakfast, morning & afternoon snacks as well as care *hours up to 34 hours a week, no more than 10 hours a day. Cost: \$147.00*

Half-time Summer Childcare: Includes breakfast, morning & afternoon snacks as well as care *hours up to 25 hours a week, no more than 10 hours a day. Cost: \$110.00*

Summer Multi-Child Discount: A multi-child discount is offered to any summer care families who enroll multiple children in our Summer Care program. The first child is the regular cost, the second child is 10% off and any further children will be 5% off. This discount is only available for our summer care program.

Summer Childcare Vacation Days: Qualifying families will be granted vacation days that correlate with the childcare program utilized for the majority of the summer. Vacation days are awarded per family to use any time during the summer childcare months. In order for families to utilize vacation days, children must be absent from childcare. Vacation days are defined as days in which the family chooses to have their children absent from childcare without incurring charges (i.e. family vacations). *Qualifying families are defined as families that have utilized the Early Childhood program for a consistent 12 months or are an annual returning Summer Care family that enrolls from the second full week of June through the program's end date.* These days must be used before the start of the new school year. Beginning June 1, 2024, the calendar resets and families who qualify will receive another set of vacation days. If families would like to use vacation days, the Director and Financial Assistant must be notified in advance. Days cannot be carried over from one year to another. If you have any questions or concerns about this, please speak with the Director.