



A ministry of
Trinity Lutheran Church and Schools
805 526-5975
www.trinitylutheranpreschoolsimi.com

Parent Handbook

WELCOME!

You and your family are very important to us. We believe that you are your child's first and most important teacher. We would like to join with you in a partnership to help your child develop a life-long love of learning.

The mission of Trinity Lutheran Preschool is to nurture children with the same loving spirit that Jesus demonstrated. The basis of all our learning experiences is that Jesus is our Lord and our friend. In preschool, we praise Him and we speak to Him in prayer.

We are committed to providing a high quality, comprehensive early childhood education program that supports the optimal development of the whole child. We provide a safe and nurturing environment that promotes the spiritual, physical, social, emotional and cognitive development of young children while responding to the needs of families.

PRESCHOOL COUNCIL

Our Preschool Council is made up of four members of Trinity Lutheran Church and the Preschool Director (an ex officio member).

The council's mission is to support and implement the mission of Trinity Lutheran Church and Schools which is that we are a 21st Century outpost where people are supported, equipped, and launched into personal ministry. We do this by Reaching Up in Christ, Reaching In with Christ, and Reaching Out through Christ. The people of Trinity Lutheran live this out by expressing a personal discipleship with this UP – IN – OUT attitude and approach. As Christ reaches down to us we are and have:

UP – A personal relationship with God. Engaged in worship, Bible study and prayer.
IN – Connected to other believers in Biblical Community. Engaged in small groups, acts of service and caring.

OUT – An expression of how each person is participating in the advancement of the Mission of God. Engaged in witnessing, supporting mission.

Parents are welcome to bring supportive suggestions, questions or concerns to the Preschool Director, the Assistant Director or any Council Member. Names of current Council members can be obtained from the Preschool Office or the Church Office. The Council will carry out the mission of the preschool by providing governance, structure, fiduciary and strategic support for the Director with peace and efficiency.

OUR STAFF

Our teachers are all experienced early childhood educators who are degreed, certified and/or have the equivalent ECE units. The teachers and aides have a passion for nurturing and teaching young children. Most of our aides have a minimum of 12 ECE units. Our staff participates in continuing education, regional workshops and conferences which may affect when the school is open and what teacher will be in your child's classroom (for a day or two). Every staff member is certified in CPR and First Aid.

INSURANCE/LICENSING

TLPS carries liability insurance in compliance with California Department of Social Services licensing requirements. Our center is subject to inspection by Community Care Licensing and the County Fire Department. Our license is posted in the Director's Office. A copy of our most recent inspection report is available upon request.

State of California
Department of Social Services
Community Care Licensing Division
6500 Hollister Avenue, Suite 200, MS29-10
Goleta, CA 92868

CAMPUS SAFETY

For everyone's health and safety please be mindful of entrance and exit arrows and signs when driving onto the campus. It is dangerous to go against the posted directions. Enter using the south driveway and exit using the north driveway. Please proceed through the parking lot slowly and carefully because it is a busy place.

Good Shepherd Lutheran School(GSLs) begins at 8:20 am and ends at 3:00 pm so there will be extra traffic near those times. GSLs parents can form a line in the parking lot to pick up their children but are aware that there may be preschoolers being picked up as well. If you park, you may want to do that in the spots closer to Reservoir or Alamo Streets.

When parking to bring in or to pick up your child(ren), please do not leave your vehicle unlocked and do not leave children or valuables in your vehicle. We have had thefts happen in the parking lot even during busy pick up and drop off times.

We have a security gate at our main preschool entrance with a code that will be changed at the beginning of each school year and possibly other times as needed. All our other gates entering the preschool area are locked as well.

We ask that you do not share the code with your children for their own safety. Children in the past have given the code to people attempting to get into the preschool area even if they do not know them. Luckily it has been other children's family members so nothing bad has happened but we like to be safe.

OUR HOURS

We are open from 7:00 a.m. to 6:00 p.m. Monday through Friday. Full-day is a child attending prior to 8:30 a.m. and staying past 12:00 noon. Half-day is attending 8:30 a.m. to 12:00 noon.

EXTENDED CARE HOURS

Extended care hours for half day children only are from 7:00 a.m. to 8:30 a.m. and 12:00 p.m. to 6:00 p.m. An extended care fee of \$5.00/hour for children who are potty trained, and \$6.00/hour for children who are not potty trained will be billed for children left in our care for extended care. These hours will be billed by the hour not by part of an hour.

Unless you have made prior arrangements with the Director, only full-day children may be dropped off prior to 8:20 a.m. or left later than 12:05 p.m. If you leave your child in our care prior to 8:20 a.m. and/or after 12:10 p.m. you will be billed the extended care fee. Lunch for children staying for extended or full-day begins at noon in the PreK rooms and at 11:45 am in the Littles and Bumblebee rooms.

LATE DROP-OFFS

The focus of our day is the learning that takes place during the morning program. There is a regular routine: Opening Circle, Centers, Art, Music, Snack, Recess, etc. When children arrive late they may miss all or some of these experiences. This is difficult for the child and the teachers. Also, your child is not getting the enriching experiences that we plan so carefully for and for which you are paying.

Consequently, it is our policy that if you need to bring your child to preschool after 9:00 a.m. please make special arrangements with your child's teacher and/or the Director/Assistant Director in advance. If you are arriving late, please enter quietly to minimize the disruption to the class.

LATE PICK –UPS

Children enrolled in our full-time program must be picked up by 6:00 p.m. Late charges for pick-ups after 6:04 p.m. are \$10.00 for each five minutes (or fraction of) starting at 6:05 p.m.

SIGN-IN AND SIGN-OUT

Every child left in our care must be signed in and out daily on the sheet provided for their classroom. The sign in/out sheets are inside each classroom next to the file folders provided for each child's parents. Your child's drop off/pick up time should be accurately noted in the appropriate place, as well as the full, **legible signature** of the person bringing and picking up. This is required of all Early Childhood Centers by our regulating agency, The Department of Social Services, State of California.

If your child stays for extended care, either before 8:30 a.m. or after 12:00 p.m., this should be noted on the signing sheets as well by making an X or check mark in the far right column. If you do not sign out and have stayed for extended care you may be charged for the full day.

If you receive a scholarship or state assistance, you may be required to sign additional forms daily. These will be placed under the regular sign in sheets.

Half day students are dismissed at 12:00 noon. Full day students have until 6:00 pm to be picked up. Children will be released only to persons authorized to pick them up as noted by the parent(s) in writing. If someone not on the authorized list is to pick up your child, you must send written authorization to the preschool. If a staff member is not familiar with a person who is picking up your child, the person will be asked to show a photo I.D.

In the event of parental separation or divorce, resulting in joint custody rights,

parents need to agree on authorized alternate pick-up persons. In the absence of such agreement, or a copy of your court directives kept in our files, our staff will release children only to custodial parents.

CALENDAR

Each family will receive an annual school calendar at the beginning of the new school year. The calendar is planned after considering the Simi Valley Unified School District, the Good Shepherd Lutheran School and Trinity Lutheran Church calendars. Newsletters, emails and reminder notices will help keep you updated and informed.

It is important to check your child's classroom door, parent board, classroom file folder, and individual cubby every day for further information regarding what is happening in your child's classroom and at the school.

We try to plan our calendar as closely and accurately as possible. However, there are issues that arise during the school year, which will necessitate changing a date after the calendar is published. We will give as much advance notice as possible when such a change occurs. Although this doesn't happen frequently, sometimes it is unavoidable.

COMMUNICATION

Our main means of communication to our parents is through email; so please keep us current on the best email for us to use. Usually once a month the Director will send out a mass email giving information regarding upcoming events as well as any changes to our calendar or policies. You will also receive a monthly newsletter from your child's teachers. Our website is updated regularly with events.

Starting September of 2017, we will have a phone app available through the Apple and Google play stores. Search for TLCS and look for our new Trinity Lutheran Church and Schools logo.



This TLCS app will allow you to report an absence, view our up to date preschool calendar, will allow you to purchase items (with a processing fee), submit a sunscreen usage form, view the latest newsletters, receive reminders and contact the school or teachers through email. We will be making modifications as we begin using the app on a regular basis.

If you have any questions, problems, or concerns please contact your child's teacher or ultimately the Director or the Assistant Director.

If you feel you have a misunderstanding with your child's teacher or any of our staff, please try to discuss it with that person first. Sometimes people perceive things differently. If you feel you have been unable to resolve the issue, then please bring it to the attention of the Director.

We ask that discussions with your child's teacher take place after school and not during school time when the teacher's attention needs to be focused on the children. You may need to set up an appointment time to sit down and talk or you

may also request a phone call from the teacher at some later time.

The Director is only a phone call or email away and is also always happy to set up a conference at your convenience.

We have an Open Door Policy; meaning parents are welcome to drop in and visit at anytime during our school day.

If your child will not be in attendance on a school day, please call to report the absence.

FUNDRAISERS

We do a few fundraisers during the year. These fundraisers are used to maintain our high quality equipment, program and supplies. We appreciate your enthusiastic support and participation. If each family participates during at least one fundraiser a year, it would be a great boost to the preschool's ability to maintain itself well and thus benefits each child and family.

PHOTOGRAPHY

Children will be photographed periodically for classroom, Trinity Lutheran Church and Trinity Lutheran Preschool use. It may be used for in-class projects; to show the fun we have here or to promote the preschool. You will be asked to sign a release to use them outside the preschool.

REGISTRATION/ENROLLMENT PROCESS

- Registration fees and first month's tuition must be paid in advance of attendance.
- Once the registration fee is paid the child will receive a Trinity Lutheran Preschool shirt.
- Immunizations must be current. You may bring a copy of your child's original Immunization Card prior to attendance.
- Complete each form provided in the enrollment packet completely then submit to the preschool office prior to the first day of attendance. If possible, we would like for you to provide the school with three emergency contacts, in addition to the enrolling parents/guardians contact information.
- The Department of Social Services does grant a 30 day extension if needed to get the Physician's Report completed. This extension requires the report be in our files within 30 days of the original enrollment date.
- We will not 'hold' a spot for a student not attending within a month of registration. Once the fee has been given the expectation is that the child will start attending as soon as possible. We know some families may need to give a notice to their previous provider.

Once registered please ensure the following:

- Your child's State of California Emergency Information includes current and accurate phone numbers, addresses and release authorization information.
- We have an up-to-date copy of your child's immunization record at all times, including new immunizations your child may receive after initial enrollment.
- Your child has an "earthquake kit" on their first day of preschool, as required by the California Department of Social Services – Title 22. If you do not

provide one, the school will provide one for you for a fee.

WAITING LIST

Once our classes are filled, applications are dated and placed on our waiting list. Should an opening occur, it will be filled from the waiting list with priority given to the following:

- TLCS employees
- GSLS employees
- Siblings of currently enrolled students at TLPS
- Compatibility of age grouping

PAYMENT TYPES

Tuition and fee payments will be deducted directly from each family's checking account or billed to your Master Card or Visa (with a processing fee). For families who have a compelling reason to pay with cash or check each month, you may ask that we make an exception. Such requests will be reviewed by the Director. Tuition payments paid after the 5th of the month (without prior approval of the Director) will require enrollment in the automatic payment program.

Check or cash payments may be turned into the Preschool Office but should be accompanied by a note explaining the payment. Cash payments may be given to the Director, the Assistant Director, or a teacher (if the Director and Assistant Director are not available). The person receiving your payment will issue a receipt immediately to you. If we forget don't be shy about reminding us!

All tuition and fees are non-refundable.

For your records our Tax I.D. Number is 95-2625177.

TUITION

From September to May, our tuition is divided evenly over the nine-month period. This takes into consideration the total number of days we are open for the school year. June, July and August tuition is charged on a weekly basis but can be paid at the beginning of each month.

Tuition is due on the first of each month. If paid after the 5th of the month a late fee of \$30.00 will be charged. All tuition fees are non-refundable.

All payments returned due to insufficient funds will be charged a \$25.00 handling fee. If registration or tuition checks are returned a second time a cashier's check, money order or cash will be required for future payments.

We do not allow days that your child is absent to be "banked" nor do we allow days to be switched according to convenience. Example: If you register for Tuesday and Thursday and your child is absent Tuesday you may not attend Wednesday instead.

If you wish to bring your child to school on a day that is not your normal school day you must first clear that with the Director. The Director will determine if we have space and there will be a fee for adding a morning, afternoon or full day.

There are no credits or refunds for holidays, school closures, absences, or vacations.

We require two weeks' notice prior to withdrawing a child from our school before the end of May. Failure to give notice will require an additional payment of one month's tuition. Notice may be submitted in written form, dated and signed by the child's parent/guardian or by email from one of the parent's email address.

Please note that tuition is due in advance of services rendered.

Parents who pay by check that are six weeks overdue with a tuition payment, or who have a check returned more than once, will be required to make their tuition payments through an automatic checking account withdrawal from your bank, or by automatic credit card payments.

FINANCIAL ASSISTANCE

If you feel your family has a valid financial issue and would like to apply for Financial Assistance, please contact the Director. You will be asked to fill out a form and possibly provide documentation. The request will be presented to the Preschool Council for approval. Financial assistance is only given through the regular school year and will need to be applied for each year.

EARLY WITHDRAWALS

Habitual late payment of tuition or fees and/or accounts that are one month behind may require early withdrawal. If you have extenuating financial circumstances, please bring that to the attention of the Director immediately.

The Preschool Director may require early withdrawal at any time during the school year if it should become necessary because of failure to comply with school policies, or if it is determined to be in the best interest of our staff, your child or other children attending the program. A child that needs extra staff to be a one-on-one with them, or if the parent does not fulfill financial obligations, may also require withdrawal from our school.

Rude and abusive behavior by a parent toward any of our preschool staff will not be tolerated.

HEALTH

Your child's health is very important to us. Make sure all health and safety forms are filled out and returned to the Director promptly. Please keep your child home from school if she/he:

- Has or had a fever during the previous 24 hours of 101.4 degrees or more unless due to teething.
- Has symptoms of a communicable disease, including rash, pinworms, lice or other infection or infestation.
- Has a heavy and/or discolored nasal discharge.
- Has had diarrhea in the last 24 hours
- Vomited in the last 24 hours.
- Has an open sore that is oozing and /or painful and itching (a doctor's note must accompany return to school and the site must be covered).
- Has red, itchy and/or mattering of one or both eyes
- Is irritable – continuously crying, or requires more attention than we can provide without compromising the health and safety of the other children in our care.
- Has a disruptive, constant and persistent cough.

A child's temperature must be below 101.4 degrees for 24 hours without the use of fever reduction drugs before they can return to school. When medication has been prescribed for an ill child, the child must have completed 24 hours of doctor-prescribed medication prior to returning to school. TLPS may request a doctor's written authorization for return to group care.

In case of an emergency, the parent will be called immediately. If the parent cannot be reached, we will contact someone on your emergency pick-up form and your child's physician as noted on your emergency form as well.

Please notify the office when your child will be kept home. Notify the office immediately if it has been determined that your child has

a communicable disease or has been exposed to one.

Ultimately the school's Director or Assistant Director may determine if a child should not be in school due to poor health. If the determination is made that a child is not well enough to attend, the parent will be expected to remove the child from our care until such time as symptoms are gone and our staff confirms the child's readiness to return to school. We may ask a parent not to bring a child who is sent home ill back to school for a minimum of 24 hours.

MEDICATIONS

If your child needs to take medication at school, you must complete a "Medication Form" for each new medication we dispense to your child.

We cannot dispense over-the-counter medication in a different dosage than printed on the package unless we have a note from your doctor, on an official prescription form, in our files. Please see your child's teacher or our administrative staff if such a need arises. Prescriptions must have their pharmacy label with dispensing instructions attached to the medication. This includes sunscreen which has a separate release form.

Our staff has been trained in basic First Aid and CPR with additional training for an AED (Automated external defibrillators), inhalers and Epipens. The majority of the medicine and care of the children using medication at school will be done by the Director or Assistant Director with one or more of the classroom teachers being trained as well depending on the amount of time the child is at school. The staff will use proper safety precautions when administering medicine or other services related to a medical condition.

If a child has these or any other Incidental Medical Services that we feel we are able to accommodate then a Medical Management Plan will need to be completed and updated

annually. The Medical Management Plan will be individualized for each child and will include the following information: parental permission; written instructions from the physician; how training will be provided to the staff if necessary; what supplies will be provided and how often it will be maintained or resupplied as well as storage requirements; a log for recording the medication/service provided; a plan for a disaster situation; times the child will be at our school that we need to provide trained staff to be working; and how hazardous materials will be disposed.

Some of the Incidental Medical Services that we may consider are: blood glucose monitoring; inhaled medication; Epipen; Glucagon; g-tube (gastrostomy tube) feeding or giving medicine; Ileostomy bag; insulin injections or Diastat for epilepsy.

INJURIES/ACCIDENTS

TLPS staff is trained in CPR and First Aid care. Our staff makes every reasonable effort to ensure the safety of your child. Unfortunately, minor accidents may occur. As your partner in the care of your child, we recognize your need to be made aware of your child's injuries or illnesses that occur at school. In order to keep you posted, the office staff will provide you with an "Ouch" report of any such occurrence.

In case of serious accidental injury, we will make every effort to contact you for instructions. If we cannot reach you, we will call the person you have designated on your enrollment forms or the Emergency form to make medical emergency decisions about your child. Your signed medical release will also assist us in getting prompt medical attention. A TLPS staff person will stay with your child if transported to a medical facility until your arrival.

POTTY TRAINING

At this time, we have four classrooms in our school. They are as follows:

- Our Littles class: accepts children not yet potty trained, and may include children who are up to 30 months and not yet using the toilet independently. The staff in this classroom works with the children to become potty trained. We consider a child potty trained when they have been accident free at preschool for a minimum of two weeks in succession.
- Bumblebee class: This classroom is for children who can independently toilet themselves for the time they are at school. Pull-Ups may be used during a half-day class or nap-time.
- Pre-K classes; these classes are for children who independently toilet themselves. Pull-Ups may be used during nap-time.

Parents whose children are still using diapers or pull-ups must maintain an ample supply of diapers/pull-ups and wipes for your child.

Most young children have a potty accident on occasion. This is normal and not a serious issue. Chronic (as in daily or several times a week) "accidents" that go on for more than a few weeks may require us to meet with parents to decide how best to work with the child at that time.

DISCIPLINE

Conflict provides a wonderful opportunity to help children develop problem-solving skills, such as brainstorming, negotiation, and compromise. Children are encouraged to solve problems with their peers that may arise daily.

Our teachers are skilled in helping children to use appropriate words and to make appropriate choices. Teachers will oversee and intervene when necessary. Occasionally, a child may be redirected to another area of the classroom or playground to help her/him make a better choice. Sometimes the removal from the group for a short time can bring about a successful outcome.

Repeated behavior problems will be reported to parents and may require a conference with the Director.

VIOLENCE AWARENESS/PREVENTION

TLPS recognizes a responsibility for providing and nurturing a nonviolent environment. Children learn to accept or reject violent behavior at an early age. We take seriously the responsibility of modeling and teaching appropriate behavior. We include the use of obscene and abusive language as violent behavior. Physical aggression in early childhood is a developmentally expected behavior but is not an “acceptable” behavior. Our staff is trained to use both redirection and conflict resolution.

- War toys and items with character logos that promote violent conflict resolution are prohibited at TLPS.
- Threats of “killing” or “hurting” another person are never accepted, nor is the use of obscene or abusive language, and will result in the following actions:
 1. Child is informed of the inappropriate behavior and why it is inappropriate.
 2. Parents are informed and asked to partner with the school in reducing inappropriate behavior.
 3. If a child continues to threaten others, and /or use obscene or indecent language, a conference with the teacher, and/or director along with the parents to develop a strategy/action plan for resolution.
 4. If these behaviors continue the Director may determine that removal from TLPS is necessary. This does not require any specific notification time.

BITING POLICY

Biting is developmentally appropriate behavior observed in young children as they learn to cope with their feelings and environment. Biting occurs for a variety of reasons and is most common in children 9 months to 30 months. Generally, children over the age of three have developed more appropriate ways to communicate.

Experts in the field of child development tell us that biting occurs primarily as a result of a child's inability to communicate. Children may become frustrated by a new experience, such as another child taking away their toy, or suddenly being around many other children, and may bite as a response.

While biting during the toddler years is developmentally appropriate, it is upsetting to parents and caregivers when it occurs. The goal of our policy is to eliminate the child's undesirable behavior and to ensure the health and safety of everyone in our program by adhering to the following guidelines:

- Children who bite will be tracked in the classroom for frequency and cause then parents will be notified and given the opportunity to confer with the teacher.
 - If a bite breaks the skin, the parent of the biter will be called and may be asked to remove their child for the remainder of the day to break the cycle of biting.
 - A parent conference will be scheduled if chronic biting is determined (when a child bites multiple times a day and/or consecutive days in a short period of time). The purpose of the meeting will be to work on strategies in the classroom and at home to prevent biting.
- If chronic biting does not improve, these options will be presented to the parents:
 1. The parent can either spend the next few days in their child's classroom shadowing their child or the child will be temporarily removed from TLPS.
 2. If the biting continues and the child doesn't seem to care about the consequences of hurting others, then the parents will be asked to seek professional help and/or consider the possibility that the child needs a childcare setting with fewer children and more one-to-one adult attention.

CLOTHING

Please dress your child in comfortable clothing that is free of complicated fastenings and easy for a small child to pull up or down in a hurry as some bathroom visits are made “just in the nick of time”.

This is preschool, we are happy and messy!

This is not the time or the place to wear expensive, fancy clothing. If you don't feel comfortable about paint and/or dirt stains (or a myriad of other possibilities) then that outfit is not good for preschool wear.

Clothes should be washable. We wear paint shirts but accidents still can and do happen. Our goal is for children to enjoy themselves without concern about their clothing.

We will always do our best to prevent stains. However, we cannot accept financial responsibility for stained or damaged clothing.

Shoes should be sturdy and safe for running and climbing. Do not send your child to school in open toe shoes, flip-flops or slippers including “cros”. Closed toed shoes are much safer and socks are recommended.

Please leave all jewelry at home. It presents a safety hazard. Stud earrings are permitted.

Please provide a sweater or jacket for cool mornings or chilly days. A lightweight wrap that stays in your child's cubby is a good idea. **Please remember to label** with permanent marker or other secured method all articles of clothing your child brings to school with his/her name.

Please bring an extra set of clothing, underwear, socks and shoes to be kept in a zip-lock bag in your child's cubby. Some children may need two or more complete changes especially if your child is potty-training. It is important to make sure that spare clothing is seasonably correct and in their current size. Extra shoes would be

helpful too if possible for children who are still having ‘accidents’.

When a child has an accident at school that requires a change of clothing please make sure to send a fresh change of clothes on the next day that your child comes to preschool. We ask you to bring back laundered “borrowed” clothes that belong to the school promptly.

NAP-TIME

Nap-time is from 1 p.m. to 3 p.m. daily. Everyone “rests” even if they don't sleep. We ask our families to purchase cot sheets and bedding bags from us. The cot sheets fit our cots correctly and the bags allow us to store them easier. Please make sure to always return your child's bedding after taking it home to launder. Borrowed bedding becomes the parent's responsibility to launder as soon as possible.

If your child has nap-time wetting accidents, we may ask that you provide “pull-ups” for nap-time. If that is the case, please bring one month's supply of pull-ups for your child's napping cubby at the beginning of each month.

If we have a need, we may offer an ‘awake’ time for the prekindergarten students towards the end of the school year. This would be for children in the pre k classes who do not need a two-hour nap. The children would still need to rest for an hour. Parents will be given the option to participate or not.

TOYS

We provide many wonderful educational activities for our students. Please **do not allow** your child to bring personal toys from home. If they do bring one, we will place it in a basket which will be in the preschool office for you to collect when you pick up your child. Thank you for helping us keep your child's toys safe.

SNACK

Our morning snack is provided by parents. There will be a list posted in your child's classroom next to the sign in sheet. Please bring the food items when requested. If you would like, you may choose to do the 'Snack Buy Out' option. The "Snack Buy Out" allows you to pay the school an additional amount each month in lieu of purchasing snacks for the classroom use. We ask that you conscientiously participate in bringing in designated snack items so that all families share in this responsibility, not just a few. We provide and offer milk or water.

The school provides afternoon snacks which will include milk or water.

BREAKFAST

We know that what we put in our bodies affects not only daily well-being but our emotional and lifetime good health. The food we start our day with affects our mood and ability to cope. Starting at 7:00 am until 7:45 am breakfast will be offered. At 7:45 we will start cleaning up and will offer food until 8:00 if needed. There will be a regular breakfast menu but children can choose cereal any day. Children arriving later than 8:00 a.m. will be offered food again at our morning snack time. Food carried in for breakfast missed at home between 8:00-8:30 am will be allowed to eat on the playground prior to playing. We want every child to have the advantage of a healthy food start to their preschool day.

PACKING LUNCHES

We ask that you send a nutritious lunch for your child but also one they will eat. Please keep fast food items, 'junk' food and sweets to a minimum. Lunches should include a protein, a carbohydrate and fruit or vegetable. We will provide milk or water. We would prefer you offer juices after school but not with their lunches.

We encourage children to eat the lunch you provide to give them energy for our busy day. Therefore, it is in your child's best interest to send nutritious food and not more than they will be able to eat. Food not eaten will be sent home. Please be aware of which healthy preferences your child has. We will never force a child to eat. We will also allow your child to eat any item you pack in their lunch.

We do not have room to refrigerate all the lunches so please use "blue ice" for cooling.

A catered Hot Lunch Program is now available to you for a nominal fee. Lunches are ordered and paid by the month or by 9:00 am each day.

SPIRITUAL CURRICULUM

THE IMPORTANCE OF PLAY

A great deal of formative learning and discovery for young children is through playing. Play is the fundamental vehicle through which children learn and construct their own understanding about the world around them. Our program reflects the philosophy that the preschool years are fun and that meaningful learning occurs in a safe environment where children are actively engaged.

OUR CURRICULUM

We offer an integrated thematic curriculum. Our teachers plan a variety of learning theme units to implement throughout the school year. The seasons, celebrations, children's interests and timely topics will be integrated into the themes that are presented and extensively explored. Also integrated into our daily activities are art, literature, language, math, music, movement, science, sensory exploration, and cooking.

As children enjoy these various activities they are also learning to: feel competent; develop vocabulary and language skills; listen and recall; enjoy quality literature; develop eye-hand coordination; sing and dance; work independently; work cooperatively; make choices; follow directions.

In our pre-k classes, there is more of an emphasis on cognitive skills: phonics; number and letter recognition; writing practice; literacy skill; fine art; music. This emphasis increases as the school year progresses. We use the Handwriting without Tears curriculum which develops language, writing and math skills through fun developmental activities and songs.

Each Wednesday morning, we will go to the Trinity Lutheran Church sanctuary. Each week different members of Trinity Lutheran Church, Trinity Lutheran Preschool, and Good Shepherd Lutheran School ministry staff will be leading the Chapel Time. During the 30 minutes we are in chapel, we sing songs, hear a message, present an offering and pray. It is a wonderful experience that we are able to worship together.

In our classrooms, we use the One in Christ Religious Curriculum published by Concordia Publishing House. Each week the children are presented with a different lesson from the Bible which shows God's love and care for us.

BOOK CLUBS

Approximately every 4 to 6 weeks we send home a note with your child with Scholastic Book Club order forms. One of the most valuable educational experiences you can give your child is reading to them at least 20 minutes each day. These clubs offer the opportunity to build a wonderful library for your child with quality literature at very inexpensive prices. We enthusiastically encourage you to take advantage of this opportunity.

BIRTHDAYS

Please check with your child's teacher about scheduling a time and day to celebrate your child's birthday with his/her preschool class. We like to keep classroom birthday celebrations simple. If you are having a party outside of the preschool and the whole class is not invited, please mail the invitations so feelings aren't hurt.

FIELD TRIPS

TLPS does not take children off-campus on field trips without a parent or parent representative transporting the children due to the child restraint seat requirements. Children will occasionally take a walking field trip around the preschool or church grounds.

When we have a field trip we would require a parent or adult to accompany each child. We typically have a Pumpkin Patch field trip and a summer field trip but there may be others offered. There may be limited day care during the scheduled field trips for families who are unable to arrange an adult to accompany their child. If you are not able to attend with your child you may designate another responsible adult to go in your place. That person cannot be preschool personnel.

SINGING IN CHURCH

We sing for Trinity's Praise Worship Service a few Sundays during the school year. Please check your Preschool Event Calendar for the scheduled singing dates. This is a wonderful experience for your child, the people who come to worship on that Sunday and for you, the parents and families of the children. Praising God in song is always a privilege and it gives us the opportunity to make Trinity's church body aware of our presence as an important ministry of Trinity. After the children sing they go to Sunday school (nursery care is provided for toddlers as well) so that parents may stay and enjoy the worship. Our teachers also attend these events so your children will feel comfortable.

If you are without a church home, we invite you to worship with us at:

Trinity Lutheran Church and Schools
2949 Alamo Street
Simi Valley
(805) 526-2429
www.trinitylutheranchurchsimi.com

Worship Services:

Sunday

9:00 a.m. Contemporary Praise Worship (Child Care provided)

9:30 a.m. Sunday School

10:30 a.m. Traditional Lutheran Worship

Monday

7:00 p.m. Jam N Java

Staff:

Robert L. Barker III, Pastor
Sarah Britton, Director of Christian Education
Julianne Germain, Secretary
Trinity Lutheran Church

Christina Kun, Director
Jacie Ewing, Assistant Director
Trinity Lutheran Preschool
805 526-5975

www.trinitylutheranpreschoolsimi.com

Catherine Barker, Principal
Good Shepherd Lutheran School
805 526-2482

www.gsls-simi.com