

PRESCHOOL HANDBOOK



TRINITY LUTHERAN PRESCHOOL



Fostering **DISCOVERY**, **CREATIVITY**, and **SELF-DISCIPLINE**
through **PLAY**, the **ARTS**, and **ACADEMIC BASICS**

A Faith-based Education Program of TRINITY EVANGELICAL LUTHERAN CHURCH

130 S. Walnut Street, Wernersville, PA 19565

Phone: 610-678-1791

www.trinitywernersville.org

TABLE OF CONTENTS

- PRESCHOOL INFORMATION 3**
 - I. Administration 3
 - II. Staff 3
 - III. Purpose 3
- ATTENDANCE 3**
 - I. School Calendar..... 3
 - II. Hours of Operation 3
 - III. Full-day Pre-K Thursdays..... 4
 - IV. Illness..... 4
 - V. Inclement Weather 4
- DRESS 4**
- POTTY TRAINING 4**
- REGISTRATION/TUITION..... 5**
 - I. Registration 5
 - II. Tuition 5
 - III. Withdrawal 5
- CONTACT US 5**

PRESCHOOL INFORMATION

I. Administration

Trinity Lutheran Preschool is directed by the Preschool Board of Trinity Evangelical Lutheran Church, Wernersville, and is a ministry of the Congregation.

II. Staff

Teachers are required to have bachelor degrees in elementary education. Aides are selected based on any training they may have received in early childhood education and experience with such children. The personal warmth and Christian love expressed by staff members is also a criterion in hiring.

III. Purpose

The purpose of Trinity Lutheran Preschool is to assist a child in his/her total growth: spiritually, physically, mentally, emotionally and socially. The setting is one that is equipped for learning. The child is given opportunity for creative expression and growth in confidence and self-worth through play and work, through investigating and sharing. Each child grows at his/her own pace under guidance that combines a balance of freedom and controls.

Christian attitudes and concepts undergird the entire program. There is also a measure of carefully planned Christian teaching at the level of the child's understanding. The school is open to all, regardless of race, color, national origin, or religion.

ATTENDANCE

I. School Calendar

The Conrad Weiser Area School District calendar is generally followed for holidays.

Preschool orientation week will begin the Tuesday following Labor Day. Your child's first day will be communicated in an August mailing. The Preschool academic year closes the last Friday in May.

II. Hours of Operation

The school operates from 9:45 am to 12:15 pm every day. It is requested that the children be brought no earlier than 9:35 am and be picked up no later than 12:25 pm. Please send a note along with your child if you do not intend to pick him/her up personally after school. Include in the note who will pick up the child. On Enrichment Days, the hours are 9:45 am to 3:15 pm and children should be picked up no later than 3:25 pm.

III. Full-day Pre-K Thursdays

In addition to the morning academic and socialization program 9:45 am to 12:15 pm, children eat a packed lunch from home and stay until 3:15 pm. The afternoon provides a variety of early childhood enrichment activities in Science, Arts, or Literature at a combination of resting, medium, and high energy levels.

Activities are teacher-directed and supervised as well as based on PA Learning Standards for Early Childhood. Children should be dropped off at 9:45 am and picked up at 3:15 pm.

IV. Illness

A child should stay home from school if they have a fever, viral sneezing and coughing, or other communicable disease.

Please inform the teacher of any medical problems or allergies your child may have, including any medicine needed during school hours. If your child has a communicable disease, please notify the teacher.

V. Inclement Weather

If Conrad Weiser School District is closed—Trinity Preschool is closed.

If Conrad Weiser has a 2-hour delay—Trinity Preschool is open at the usual time. *IF* timely removal of the ice or snow can not be provided and school can not open, you will be called before 8:30 a.m.

DRESS

We recommend that children be attired in washable clothing suitable for activity. We can always help with a tough snap or stuck zipper, but for the most part children should be able to handle their own clothing when using the bathroom. The staff cannot be responsible for paint on clothing, even though the children wear smocks. Please mark all clothing which may be removed. The staff cannot be responsible for returning unmarked outerwear, sweaters, mittens, etc. A complete set of clothing should be brought to school on the first day of class. This clothing should be kept at school in case of an accident.

POTTY TRAINING

All children must be potty trained by the beginning of the session in the fall.

REGISTRATION/TUITION

I. Registration

The application fee is \$35, with a \$10 discount if paid by April 30 (fee \$25). The fee is non-refundable unless your child is not accepted or is asked to withdraw.

II. Tuition

Tuition is broken down into **9 monthly** payments:

- **2-day** class **\$110** per month
- **3-day** class **\$145** per month
- **4-day** class **\$180** per month

Full-day Pre-K, add **\$60 per month**.

The first month tuition (September) is due with the **registration fee** and **registration paperwork** at the time a student is registered for the upcoming academic year. Subsequent payments are due the first of the month beginning with October (e.g. October tuition will be due October 1st, November tuition will be due November 1st).

If receipt of payment goes beyond 45 days past the due date, we will no longer consider your child a student. While we do not wish to discontinue caring for children, we do need to receive payment in order to be able to provide this service.

Students beginning these sessions at times other than the first of the month will be billed according to the number of days attending.

If you have questions at any time about payments, contact **Betty Lou Franzen, 610-678-1791**, blou-clue@comcast.net.

Checks should be made payable to **TRINITY LUTHERAN CHURCH** (please include the **student's name on the memo line**) and may be dropped in the tuition box at Preschool or mailed to the church, **130 S. Walnut Street, Wernersville, PA 19565**.

The preschool's Federal Tax Identification Number is 23-2004655/000.

III. Withdrawal

If your child must be withdrawn from the school, such notice should be given in writing. Normally, one full tuition payment is expected beyond a withdrawal date. Such payment can be waived if the school has a waiting list of applicants, if the parent withdrawing a child can find a replacement for the child, or if the Preschool Board deems special circumstances. The school does reserve the right to ask withdrawal for any child who cannot adjust to the group situation.

CONTACT US

The number for the phone in the Preschool Classroom is **610-678-1791**. When school is not in session you can leave a message at that number.