



# First Trinity

## Lutheran Preschool

# Family Handbook 2021-22

1570 Niagara Falls Boulevard  
Tonawanda, NY 14150  
(716) 835-2220

## **WELCOME!**

You are a part of our Preschool family. We look forward to working with you and your child in the coming school year.

Please read these policies and procedures carefully. If you have any questions, contact your child's teacher or the Director.

## **School Philosophy**

First Trinity Preschool is a part of the mission of First Trinity Lutheran Church where children and families are touched with the love and grace of God through Jesus Christ and their faith is nurtured. We view each child as a precious creation of God; therefore we practice educationally sound and developmentally appropriate practices, which foster spiritual, social, emotional, physical and academic growth. We serve our church and surrounding community by offering safe, affordable child care.

## **First Trinity Lutheran Church Mission Statement**

Transforming our world, one life at a time,  
through the power of God's living Word.

# Requirements

Children enrolling must be two, three, or four years old by December 1 to enter their respective classrooms. MWF 4s students must be four by February 28.

**It is expected that children in the 3- and 4-year-old programs are toilet trained.** While we recognize and respect the developmental differences of all children, the 3- and 4-year-old classrooms are not equipped with the facilities or staff to change soiled clothes. Therefore, if children soil themselves during class time, their parents or caregivers are contacted to come in and change their clothing. Occasional wet accidents are changed by the teacher. If accidents become frequent, a meeting is set up to discuss a plan of action. Concerns or special circumstances may be brought to the director for consideration.

## 2-Year-Old Classroom Potty Training Policy

We know that potty training is a big milestone in the life of a child. Because accidents can occur frequently while the child is in the training process, we ask that you send your child to school in diapers/pullups until they have been successfully, accident-free for six weeks and are willing to use the bathroom. If, after becoming “fully” potty-trained (six-weeks accident free), they regress to frequent accidents, we ask that they return to diapers/pullups for the short time they are in school. Diapers can be changed quickly and usually prevent the need to change the rest of their clothes, which allows both teachers more time supervising and engaging with the whole class. Most importantly, continuous communication with the teacher is essential to successfully maneuver through this important developmental stage.

## Areas of Study

Instruction includes group and individual activities such as Bible stories, readiness skills, art projects, finger plays, games, songs, and thematic study units. Listed below are some of the things we work on during the school year. Children are guided as far as their skills and interests permit.

- Academics appropriate for their age and abilities
- Becoming familiar with Bible stories to understand the love of God through Jesus
- Cutting, pasting, coloring, painting
- Following directions
- Listening
- Participation in songs, finger plays and rhythms
- Politeness
- Resolving conflict in safe and appropriate ways
- Respecting others
- Safety habits
- Self-control
- Sharing
- Taking part in discussions
- Taking responsibility (housekeeping, clean-up time)
- Participating in a group environment
- Becoming familiar with a school routine

## Birthdays

Students' birthdays are celebrated at school as close to their birthdays as possible.

Students with summer birthdays will celebrate their "half birthday" at teacher instructions.

## Child Abuse Concerns

All preschool faculty are mandated reporters and must contact authorities if child abuse is suspected. All information will be documented.

## Class Roster

A class roster is provided to each family in the class with parent permission. Information includes: child's name, parent's names, address, phone number and birth date.

## Closings

First Trinity Preschool will follow Ken-Ton School closings procedures unless otherwise advised. If First Trinity Preschool is closed due to inclement weather, listen for **Ken-Ton School closing** announced on the following:

- Radio - WBEN 930 AM
- Television - WGRZ channel 2, WIVB channel 4, WKBW channel 7

Days off due to weather are not made up in the schedule.

*To see extended closing protocol due to COVID-19 download document at [firsttrinitypreschool.com/covid](http://firsttrinitypreschool.com/covid)*

## Clothing

Fostering independence is important. Clothing should be manageable for your child to handle on his/her own.

- Play clothes.
- Sneakers or soft-soled shoes.
- No belts.
- Pants without buttons.
- In case of an accident, an extra pair of clothes (top, pants, underwear, socks and shoes) should be labeled and remain in the backpack each day.

## **Communicable Diseases / Transferable Infections**

If a child shows any signs of illness or suspicion of a communicable disease, an authorized adult (parent, legal guardian or emergency list contact) is called to pick up the child as soon as possible. Meanwhile, the child is isolated from the rest of the class with supervision.

*Follow all COVID-19 protocol - download document at [firsttrinitypreschool.com/covid](http://firsttrinitypreschool.com/covid)*

Please inform the Director if your child has a communicable disease so that the school population can be notified of possible exposure. Your privacy is respected.

**No medications are administered at the preschool.** If a child is taking medication that must be given during preschool hours, we request that the child is kept at home until the medication is completed.

Exceptions to this policy would be subject to the Director's approval.

## **Communication/Consultation**

Most communication will take place through *Classtag* or emails. Written teacher feedback on students is provided bi-annually. Parent/teacher conferences are held in February for 3 & 4-year-old classes.

Any payment, notes or permission forms sent to school should be put in an **envelope** with your child's name and contents clearly marked on it.

Parents are always encouraged to communicate any pertinent information or problems to the teacher or Director either verbally or in writing. Parents are encouraged to call or arrange a conference with the teacher to discuss any problems or needs of their child.

**Please do not discuss your child in his or her presence.**

## **Confidentiality**

All faculty respect the privacy of the children and their families at First Trinity Preschool. Information is kept in strict confidence except when required by law.

## Discipline Policy

Clear, consistent, and fair limits to classroom behavior are used.

- Correct behavior is taught and modeled.
- Positive reinforcement and attention is given when child is on task.
- Encouragement and role modeling is given to settle disputes calmly, safely and appropriately.
- Redirection to other activities is used to help manage behavior.
- Separation from the group is used if necessary – one minute away for each year of age.
- Chronic or extreme discipline concerns are documented, shared with the Director, and Parent is notified. A plan is then developed between School and Parents to help facilitate success.

**Corporal punishment is not used at First Trinity Preschool**

## Drop-Off / Pick-Up Procedure

Everyone entering the building must wear a mask. To help maintain physical distancing student(s) and their parent/guardian may have to wait to enter the building, either in their car or outside until the foyer is clear. If possible, only one person from each family should enter the building with the student for drop-off and pick-up. Please adhere to physical distancing throughout this process.

Classroom doors will be open so a swift good-bye is helpful to allow the other children to arrive promptly. Also, when picking up your child please be mindful of space and do not linger outside the classroom door. Markers may be put on the floor in hallways and in some areas of the classroom to promote physical distancing.

**For arrival**, always maintaining at least 3 feet distancing you will:

- complete an electronic health screening by 8:30 a.m. for the current school day
- enter the building through your designated door
- get temperatures checked
- proceed to classroom(s)
- drop items off in cubby and child at classroom door
- immediately leave through designated door

**For dismissal**, always maintaining at least 3 feet distancing you will:

- enter the building through your designated door
- proceed to classroom (s)
- collect items from cubby (i.e. put items in backpack, if needed)
- get your child ready to leave once they are dismissed by the classroom staff
- exit the building

For families with children in more than one classroom, please choose one of the doors assigned for your children's classes; a suggestion would be to use the door for the classroom assigned to the child you will be dropping off first.

Arrival time is between 9:00 and 9:10 for all classrooms.

Families of 2's will use door #6

Families of MWF 3's will use door #7

Families of TTh 3's will use door #5

Families of MWF 4's will use door #5

Families of M-F 4's will use door #6

If you arrive after school drop off time (after 9:10) will either need to come to door #5 and call the Director (835-2220 x120) or go to the main church office (door #1) and ask the office staff to call me down to let you in. You will then follow the regular procedure for dropping your child(ren) off.

## **Emergency Procedure / Disaster Evacuation Plan**

Should conditions occur within the building that may be hazardous to the student; an authorized adult is notified for immediate pick up.

Depending on the circumstances, the children may be moved outside to:

- Glenhurst Rd. parking lot
- Niagara Falls Blvd parking lot
- Bert's Bikes

## Field Trips

Due to COVID-19, all field trips are cancelled for this year.

## Fundraising

Parents have the opportunity to participate in some fundraising events throughout the year to help provide or replace equipment for our classrooms and playground. Events include collecting Dash's receipts.

## Halloween Policy

We do not participate in Halloween at school for the following reasons:

- Children are sometimes frightened by these activities.
- Walking in costumes can be hazardous, especially on the stairs.
- Some families keep their children home because they don't celebrate Halloween.

This is no judgment on families who celebrate Halloween at home.

## Health Records & Requirements

New York State requires a physical and record of immunizations each year which **must** be submitted by the child's first day of school. Child's physical must be no older than one year. *NYS no longer accepts religious exemptions for immunizations.*

## Injury

If a child is injured or a medical emergency arises, an authorized adult is notified promptly. If necessary, the child may be supervised in another room until picked up. If needed, the Director or Teacher will call the child's doctor or 911.

## Insurance

First Trinity Lutheran Church carries accident insurance and liability coverage for each child enrolled in the Preschool.

## June Jamboree Program

This enrichment program is available to children who have completed our three or four-year-old program. Only sixteen spots are available. It is offered for three weeks after Memorial Day on Wednesdays and Fridays. A new enrollment form and tuition are required. More information is available in the spring.

## Names

Please label all items with child's name: coats, boots, hats, extra clothes, school bag, etc. Each child needs to bring a carry bag or backpack with them daily.

## **Notice of Non-Discrimination Policy As To Students**

First Trinity Preschool admits students of any race, color, or national or 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, or national or ethnic origin in administration of its educational policies, admission policies, and other school-administered programs.

### **Registration**

There is a \$75 registration fee per family per year. The registration fee must accompany the application, and is not refundable if parents decide not to send their child.

### **Safety Policy**

In order to ensure the safety of students, no child is left alone or unsupervised at any time. In compliance with the New York State Department of Social Services, we hold fire drills at varying times during the year.

Staff/child ratio:

- Four-year-old class 1:8
- Three-year-old class 1:7
- Two-year-old class 1:4

### **School Year Schedule**

All Classes 9:00 – 11:30 a.m.

Classes begin in September and conclude in May. Vacation days are on our yearly calendars.

### **Snacks**

Due to COVID-19, snacks will be at the teacher's discretion.

### **Tuition**

First Trinity Preschool is a tuition based program. Tuition payments may be made (in the church office) in full, by semester, or in six installments with cash or check. We are unable to process credit card payments. The parent is responsible for insufficient check fees.

There is a supply fee due on first day.

If a child leaves the program before the end of the school year, tuition payments for withdrawals are handled on an individual basis.

