



First Trinity

Lutheran Preschool

Family Handbook 2022-23

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.

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.

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.

The Illness & Covid protocol can be found at *firsttrinitypreschool.com* on the current student's page.

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 cash or check 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

All doors in the church and preschool building are numbered on the top right hand corner. Official preschool entrances are doors numbered 1, 5, 6 and 7.

See map on last page of handbook.

To arrive at the correct classroom entrance:

- Two-year-olds must enter through door 6.
- Three-year-olds may use doors 1, 5 or 7.
- Four-year-olds may use doors 1, 6 or 7.

Arrival time is between 8:55 and 9:10 for all classrooms; classroom doors will not be opened until 9:00.

When dropping your child off, please be certain at least one of the teachers is aware of your child's presence before leaving.

Preschool Security Doors will be locked at 9:10 each morning. We expect all families to arrive by this time. If you arrive after 9:10 you will either need to come to door #6 and call the Director (835-2220 x120) or go to the main church office (door #1) and ask the office staff to call the Director down to let you in.

Dismissal is at 11:30; church and preschool doors will be unlocked between 11:25 and 11:40.

When your child is picked up by someone other than the parent or guardian, a "designated driver" form (available outside each classroom) must be completed by the parent or guardian. You may attach a photo of the "designated driver" to the form. If an unauthorized person attempts to pick up a child, the parent is immediately contacted for notification and verification.

The student is not released to anyone we believe unsafe. Another authorized "pick-up" person is then contacted and asked to pick up the child. Criteria for this action include but are not limited to: excessive alcohol smell, slurred speech, stumbling walk, or physically/verbally abusive behavior toward the child and/or staff. The proper authorities are notified by the Director if deemed appropriate.

If tardiness becomes chronic at 11:30 pick-up, we reserve the right to charge you for the extra time your child is in our care.

Early Dismissal: Threatening weather or other emergencies could cause us to notify an authorized adult of early dismissal.

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

An authorized adult is responsible to drive and stay with the child during all field trips. Every child must turn in a completed Field Trip Form and payment, if applicable, prior to the day of the trip.

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, Election Day bake sale and utilizing AmazonSmile when making purchases through Amazon.

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.

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 \$100 non-refundable registration fee per family per year. To register for the preschool, an application is filled out through brightwheel, the link can be found on the preschool website under enrollment. After the application is filled out an invoice is sent for the registration fee. Once the registration fee is paid, your child will be fully enrolled in the preschool.

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 calendar.

Snacks

All snacks are to be tree nut and peanut free and should not be from a facility that processes nuts. Parents take turns providing healthy snacks throughout the year. Nutritious foods such as fresh fruits or vegetables, cheese and crackers, graham crackers, pretzels, etc. are recommended. We encourage parents to choose a snack that creatively follows the class curriculum. (i.e., snack that begins with the letter of the week or matches the color or shape of the

week). A monthly calendar is given designating when parents are responsible to bring in a snack for the class.

Tuition

First Trinity Preschool is a tuition based program. Tuition payments may be made by direct withdrawal from a bank account via brightwheel, or by cash or check given to the Director or the church office. Tuition payment options are to pay in full in September, pay by semester in September and January or pay in six monthly installments. 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.

Volunteers

Volunteer opportunities are:

- Assemble Scholastic Book Order Flyers
- Substitute Volunteer
- Election Day Bake Sale
- Teacher Appreciation



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PRESCHOOL

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Room 1
2
3
4
5

Preschool Office
2 year old classroom
3 year old classroom
4 year old classroom
Church Office

