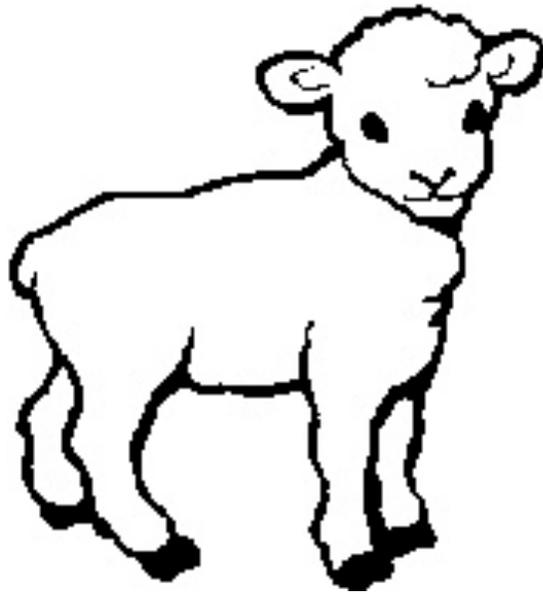


TRINITY CHRISTIAN
NURSERY SCHOOL'S
Parent Handbook

2018-2019



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Parent Handbook

1. History of Trinity Christian Nursery School:

In 1967, several parents of the congregation expressed the desire for a Christian Nursery School. A committee under the direction of Mr. Charles Dull, then Director of Christian Education, was formed to study the feasibility of such a school. Trinity Lutheran Church agreed to sponsor the program, acting on the recommendation of the committee, and in September of 1968, Trinity Christian Nursery School was opened.

The staff includes: the director/teacher, additional teachers, and a program assistant, per enrollment. All teachers and assistants meet educational requirements for early childhood and are experienced in this field. The State of Illinois' Department of Children and Family Services license this school. The local fire inspector and Board of Health inspect the rooms and facilities annually.

2. Church-School Relationship:

Trinity Christian Nursery School is a non-profit self-supporting organization sponsored by Trinity Lutheran Church, through the authority of the Board of Education. The Board of Christian Education approves a Board of Directors to govern the Nursery School. The Board of Directors of Trinity Christian Nursery School shall be active members of Trinity Lutheran Church and at least one member should have a child enrolled at TCNS. All Board members are volunteers and receive no compensation for their services. A listing of the current Board Members is attached to the back of this handbook.

3. Purpose:

The purpose of this preschool is to aid parents in early child training and to provide the child with certain learning experiences that supplement the ones learned in the home. Our curriculum focuses on Kindergarten readiness, social emotional development and Christian Education. A Christian home has the first responsibility and gives the child his/her first Christian instruction and training. The church preschool can also support and strengthen the parents in their responsibilities and efforts in bringing the child up in discipline and instruction in the Lord.

4. Religious Education:

The religious education offered by Trinity Christian Nursery School is based on a broad Christian understanding that is applicable to any Christian congregation including Lutherans, Orthodox, Roman Catholics and mainline Protestant congregations. This instruction centers on basic concepts as contained in the Apostle's Creed. First, God created the world. This is taught by exploration of nature and the realization that nature is a gift of God. Second, Jesus is the Savior. This is taught by learning about the life and death of Jesus and other familiar Bible stories. Third, the Holy Spirit calls, gathers, enlightens and sanctifies us through the power of God's Word. This is accomplished by regular chapel worship, spiritual songs and Bible stories.

5. Common Questions and Answers:

WHAT DO CHILDREN LEARN IN PRESCHOOL?

Young children learn wherever they are. But if their learning is to benefit them to the utmost, they need space, equipment and materials to test their growing powers. Children also need acceptance and understanding of their abilities. These can be found in a good preschool. In our school they will learn the security of a general daily routine and to respect and follow this routine.

Within this routine they have freedom. The freedom to be themselves, to dramatize, to build, to concentrate, to joke, to mimic, to create, to love, to pray, to laugh, to feel a joy in living. They learn to develop the ability to approach others, build friendships, work out conflicts and socialize in its many aspects. Language and listening skills are developed through the use of books, music, songs and finger plays. They begin to know themselves better as children of God who can listen, respect, build, create, love and bring joy to their home from their own private experience. They learn about and build a concept of God, the loving Father, and the love and forgiveness shown us through Christ: thereby reflecting his love to others. They learn some of God's words, and respect for the Bible.

HOW WILL PRESCHOOL PREPARE MY CHILD FOR KINDERGARTEN?

Children who have had rich and satisfying experiences in preschool go on to kindergarten liking school and looking forward to the new situation. At Trinity we have a program for two-year-olds (Early Learners), three-year-olds (preschool), and for four-year-olds (Pre-kindergarten). Students have a chance to attend all our programs through the years, while some join us for the first time in our Pre-K class. In our Early Learner and Preschool programs, our main focus is on socialization and allowing generous time for free play and interaction. Guided activities will include large-motor activities, small-motor activities, daily worship, songs, finger plays and exposure to shapes, colors, letters, and numbers. In our Pre-kindergarten program, we focus on Kindergarten readiness. Some free play time will be included and the children will build on the skills learned the previous year to emphasize self-help skills (coats, boots, backpack, snacks, toilet, etc.), writing one's name and recognition of shapes, colors letters and numbers (1-20).

HOW DOES THE PRESCHOOL BENEFIT THE FAMILY?

The teacher contributes her specialized training and her wide experience with many children. The parents contribute their intimate knowledge of their own child and their background. The parent, taking the child to and from preschool, sees the school practices and carries some of them over into the child's life. Listening to parents' anecdotes of the child, the ways "that work" with the child at home and those that do not, the teacher gains additional insight. Home and school will work together to establish an effective education for each young child.

6. Programs Offered:

Our Early Learner and Preschool programs offer 2(T,Th), 3(M,W,F) or 5 mornings a week. Our Pre-K offers a 3(M,W,F) or 5 day program. The number of days selected will determine a student's monthly or yearly tuition payments. The Early Learners program meets 9-11:30AM. Our Preschool & Pre-Kindergarten classes meet from 9-12noon each day.

Trinity Christian Nursery School reserves the right to cancel any session due to insufficient enrollment.

Orientation week is held the week before the official start of school. Regularly scheduled classes begin the week of Labor Day and end before Memorial Day. We follow the District 45 school **calendar**, including holidays, teacher institute days, and emergency weather cancelations. To make up emergency days, we may follow an alternative schedule.

7. Enrollment and Discharge Policies:

Trinity Christian Nursery School 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.

Trinity Christian Nursery School enrolls children who are two, three, or four years of age by September 1st of the school year. All children entering in the Preschool or Pre-Kindergarten classes must be toilet trained before the beginning of school. A TB test and lead test is required prior of the beginning of the school year, or a note from your physician stating that the test is not necessary at this time. Immunization records must also be complete and brought up to date. All students entering school must have a Chicken Pox vaccination. The medical form must contain your physician's signature in two places and the parent's signature. In addition, both parents must sign and return a copy of the Guidance & Discipline Policy and the Late Pick-Up Policy. These are requirements of the State of Illinois Department of Children and Family Services. DCFS also requires each parent to read its Summary of Licensing Standards for Day Care Centers, sign the Verification of Receipt on the inside back cover and return it to the school. DCFS requires an **original** birth certificate be in our possession, as well.

8. School Policies:

- A. **Transportation:** Our preschool does not provide transportation. Carpools may be organized by families and are encouraged. Additionally, parents must transport their children to/from any field trips.
- B. **Entrance:** Students may enter the nursery school through the door by School Street. Parents will sign the drop off and pick up log for their child. Additionally, the glass door will be unlocked by the main parking lot, if parents would like to escort their child in and out of the building. Families are asked not to park on School Street in front of the school doors. As a Kindergarten readiness step, Pre-kindergarten students are signed in at the entry door and encouraged to enter the classroom independently to hang up their own coat/backpack, wash hands, and practice writing their name.

- C. **Times:** There are three sessions available for the Early Learner and Preschool classes; 2 Days, 3 Days or 5 Days. Early Learners begin at 9:00AM and end at 11:30AM. The Preschool and Pre-Kindergarten sessions begin at 9:00AM and end at 12 noon. 3 Days or 5 Days are available for the Pre-Kindergarten class. Parents should be prompt both in bringing and picking up their child. Teachers use the time immediately before and after class for preparation and clean-up.
- D. **Dismissal:** No child will be released to any person other than the parent, legal guardian, or previously designated person, unless the child brings written permission from their parent or legal guardian. Those people must show a valid driver's license or identification to the teacher before the child may be released. All children must be signed out daily on the release log.

A late pick up fee of \$5.00 for the first five minutes and \$1 for each additional minute will be charged. This fee will be added to your account to be paid with your next tuition payment. Emergency contacts will be called fifteen minutes after class ends. The teachers will stay with your child at all times. We must be able to speak to someone and know they are in route to pick up the child within 1 hour of the first emergency contact call. If that time passes and we still have not had any contact with anyone, the Villa Park Police Department will be contacted, per DCFS standards. If you find you are running late, or encounter an emergency situation, please call or text the school at 630-833-1080 as soon as possible to inform the teachers and to reassure your child. Your child will be allowed to play in the classroom while waiting.

- E. **First Day of School:** To most children the first day of school is a big step and to some a difficult one. In order to make the transition from home to school easier, we have optional Home Visits, by parent request, for new students (these are twenty minute scheduled visits to your home by one of the teachers), and Meet the Teacher for all students to visit the classroom and teachers prior to the first day of school. Please call to schedule a Home Visit, if you are interested. We have found from experience that it is easier for all concerned if the parent leaves the child with the teachers on the first full day of school.
- F. **Cubbies:** Individual cubbies are provided for each child. Outer clothing as well as personal belongings may be kept in the child's cubby. Newsletters, projects, paintings, etc. will be distributed in each child's cubby to take home at the end of the day. All children must bring a bag or backpack in which to put his belongings. Please consider a full sized backpack. Larger projects do not fit in the cute little ones. All items must be labeled with the child's name.

Only materials approved by the TCNS Director and the Board of Directors will be permitted to be distributed in the cubbies and the distribution will only be done by the Nursery School staff. If a parent has some materials which they believe would be relevant to the children, they are encouraged to submit it to the Director of TCNS for approval and distribution. Such items could be included but not be limited to upcoming children's events, warnings or recalls on child products, etc...

- G. **Schedule:** The daily schedule should provide two things: First, it should provide a framework in which the children can predict occurrences and feel some sense of security. Secondly, it should provide flexibility in order to meet the changing needs of the individual child. Please keep in mind the following schedules are, de approximate.

Pre-Kindergarten

9:00-9:45	Free Choice
9:45-10:00	Worship Time (Including Chapel or Faith Circle)
10:00-10:25	Large-Motor Play (Indoors in gym or outdoors when weather and time permits)
10:25-10:35	Washroom
10:35-10:55	Snack Time
10:55-11:20	Circle Time (Story Time, Calendar, Music, Finger Plays, and Letter of the Week)
11:20-11:50	Centers Time (Children move from station to station. Stations include Art, Math, Writing, and Literacy)
11:50-12:00	Prepare for Dismissal

Preschool

9:00-9:45	Free Choice
9:45-10:00	Worship Time (Including Chapel or Faith Circle)
10:00-10:10	Washroom
10:10-10:30	Snack Time
10:30-10:50	Group Time
10:50-11:25	Centers Time
11:25-11:50	Large-Motor Play
11:50-12:00	Prepare for Dismissal

Early Learner

9:00-9:45	Free Choice
9:45-10:00	Worship Time
10:00-10:30	Washroom & Snack Time
10:30-10:45	Circle Time
10:45-11:00	Art/Math Center Time
11:00-11:20	Large-Motor Play
11:20-11:30	Prepare for Dismissal

- A. **Apparel:** We request all children be dressed casually in **comfortable play clothes**. **Some of our activities can be quite messy and it is difficult for the child who has to worry about their good clothes.** Smocks are provided but don't always protect clothing completely. Please make sure your child has comfortable shoes (preferably gym shoes) to wear during class. Dress shoes and sandals are not suitable for large motor activities and can be dangerous. We ask that your child wears boots to school on days when it is messy outside and changes into clean gym shoes before entering the classroom.
- I. **Snack time:** Regularly the children will be served 100% fruit juice and nutritious snacks mid-morning. Per DCFS requirements, TCNS will provide all snacks.
- J. **Birthdays:** Birthday treats may **NOT** be brought to class. Parents are welcome to bring in a special book for the class or gift bags to be sent home with the other children. ****Due to common allergies & food intolerances, please do not bring in any snacks.****
- K. **Discipline:** A great deal of time is taken in the beginning of the year by the teachers to teach the child limits they will work within at school. Teachers discuss these rules with the children:
1. Children walk
 2. Children use quiet voices
 3. Children share toys
 4. Children keep hands & feet to themselves
 5. Children treat friends and adults with respect
 6. Children sit quietly with the group at circle time
 7. Children help clean-up
- Children who don't obey the classroom rules will be reminded. When deemed necessary, a redirection may be needed to transition into a new activity. If no improvement in behavior is noticed, the child may be required to sit quietly away from the rest of the children (in classroom) for a short period of time. Behavior will be discussed with the individual's parent & a behavior strategy may be set in place. Teacher and parent shall work out a plan to promote positive behavior & will try to come up with a solution. A child's enrollment in the nursery school may be terminated if unacceptable behaviors persist.
- Trinity Christian Nursery School reserves the right to discharge any student if:
- The staff and board of directors agree that a specific child is disruptive to the total educational environment.
 - If a parent demonstrates unwillingness to comply with the outlined fee collection methods and enrollment policies.
- L. **School Cancellations:** **TCNS follows District 45 in school cancelations** due to weather conditions. Should school be canceled for any reason, you will receive an e-mail notifying you of a cancellation before 8:30 a.m. of the day school is canceled. If two or more emergency days are used, we will extend our school year to make our last day of school Friday May 24, 2019.
- M. **Outdoor Play:** Teachers will attempt to have the children outdoors as many days as possible. The guidelines for outside play are: if it is raining or too wet to be safe, or the

temperature is below 30 degrees, we will not go outside. Children will be allowed gym time in the case of inclement weather. **Be sure your child is dressed suitably for the weather.** Please identify your child's outer clothing by marking their name in each item.

- N. Personal Belongings:** We prefer that security objects such as blankets, Sippy cups and stuffed animals not be brought to school. If you feel your child still needs a security object at school, please talk to one of the teachers and they will work with you to help your child eventually come to school without a security object. **All other toys should be left at home.**
- O. Attendance:** Please **call or text the school** to inform the teachers **when and why your child will not be in attendance.** If your child has an identifiable contagious illness or condition such as Strep, Chicken Pox, Lice, etc. the teachers must be informed and are required by the Health Department to pass out information about the condition to the rest of the parents whose children may have come in contact. **Children must be fever free without medication for 24 hours before returning to school.** Children taking medications specifically to reduce fever should not be sent to class as fever reducers may merely mask the symptom of a possibly contagious infection.
- P. Social Media:** We encourage you to share the positive activities that your child is experiencing in our program. However, please remember to be respectful & aware that families may not care for their child to be posted on social media (ie: Facebook or Snapchat, Instagram). Please be sure that you are speaking with the teachers, director, or board members if there is a problem with your individual child. Please refrain from addressing problems on social media.

9. Parent-Teacher Relations:

The teachers are always eager to talk to you about your child. Feel free to talk to them briefly before or after school. If more formal discussion is desired, please make an appointment with your child's teacher.

In addition to unscheduled discussions, we offer Home Visits and have Meet the Teacher. At least one parent per child is asked to attend a Parent Coffee/ Parent Orientation held in September in order to go over the policies listed in this handbook and to answer any questions. Parent-Teacher Conferences are held in the spring for all children in our Pre-Kindergarten sessions. (Individual conferences will be held for children in the Early Learner sessions or Preschool sessions on request.) All conferences will include a developmental report on your child and the teacher's assessment of your child's readiness for Kindergarten. Other events may be scheduled throughout the year. To close out the year we have an all school picnic near your child's final day of school.

Each month a newsletter will be sent home with your child, advising you of special dates, projects and various activities. In addition, each teacher maintains a parent bulletin board in their classroom, or in the lobby area of the school.

10. Field Trips:

Usually, field trips will be free or have a minimal fee. Some of these field trips may require parent chaperones. No transportation will be provided. Parents will be responsible for any drop off or pick-ups required. Most of the time we will be taking walking field trips to sites in the area (library, floral shop, etc.). In order to insure the safety of the students and to maintain

our DCFS required ratios, parents may not bring siblings or other children on field trips. The director will try to involve all parents who wish to participate at least once throughout the year. Parents will be required to sign individual permission slips for specific field trips. Should you not wish your child to participate in a particular field trip, you may keep him at home on the day of the field trip. However, please notify teachers of your intention. We will also be arranging special activities and special guests visiting our classroom in lieu of field trips.

11. Research Policy:

Trinity Christian Nursery School will not involve any child enrolled in their program to be part of any research project without written consent from parent or guardian.

12. Insurance:

Students attending Trinity Christian Nursery School are covered under Trinity Lutheran Church's multi-peril insurance policy.

13. Emergency Plans:

- A.** If the child has a minor accident at school that produces a physical mark (ie: small lump, bruise, or cut) that obviously does not require stitches, the staff will comfort the child, such as washing the wound and applying a Band-Aid and will send home an incident report. The staff may not apply any medicinal material to the injury.
- B.** If the child has an accident at school that produces an injury that calls for professional medical care (but not immediate emergency care), the parent, guardian or parentally designated emergency person will be called and told to take the child to their physician. For such injuries the staff will provide such first aid as possible until the person is contacted regarding taking the child to the physician. Examples of such injuries include: cuts that require stitches, uncontrollable nose bleeds, large lumps or bruises or possible fractures. The staff is instructed not to take chances in such matters. They will follow this procedure should there be the slightest chance that professional medical care will be called for. If the staff is unable to reach the parent, guardian or parentally designated emergency person after every reasonable attempt is made and the injury requires immediate professional medical care, the staff is instructed to treat it as an emergency situation and follow section 13.c.
- C.** In obvious emergency situations such as broken bones, unconsciousness, extreme fever, large or deep cuts and head injuries followed by vomiting and/or dizziness, the Villa Park Fire Department will be called for emergency service. Immediately after emergency service is called, the staff will call the parent, guardian or parentally designated emergency person, so they can meet the child at the hospital. Standard procedure for the emergency service is to take the child to Elmhurst Memorial Hospital.

14. Personal Information Policy:

Trinity Christian Nursery School is required by law to retain application and medical records for 5 years. These forms with personal information regarding a child and/or family will be retained by the Nursery School for 5 years at which time they can be released to the parent(s), per their written request. The written request can be made any time within the 5 year period. If no request is received within the 5 years, the staff will properly dispose of these forms.

All information pertaining to a child and/or family will be kept confidential and limited to staff and Illinois State Department of Children and Family Services representatives unless the parent(s) have granted permission specifying to whom information can be released and how long the permission is valid.

15. Fees, Fundraisers, and Tuition:

The \$60.00 registration fee is collected annually prior to enrollment and is not refundable, not transferable and not applicable to tuition. The annual tuition is broken down into nine monthly payments for your convenience. These nine monthly payments roughly correspond to the nine months of the school year.

Tuition Rates:

Pre-K/Five mornings: \$245.00 per month
Pre-K/Three mornings: \$180.00 per month
(3 hours/day)

Pre-School/Five mornings: \$245.00 per month
Pre-School/Three mornings: \$180.00 per month
Pre-School/Two mornings: \$160.00 per month
(3 hours/day)

Early Learners/Five mornings: \$200.00 per month
Early Learners/Three mornings: \$170.00 per month
Early Learners/Two mornings: \$150.00 per month
(2 ½ hours/day)

Tuition Payments are due as follows:

July 15:	Security Deposit (May Tuition)
Aug 15:	Payment #1 (September tuition)
Sept 15:	Payment #2 (October tuition)
Oct 15:	Payment #3 (November tuition)
Nov 15:	Payment #4 (December tuition)
Dec 15:	Payment #5 (January tuition)
Jan 15:	Payment #6 (February tuition)
Feb 15:	Payment #7 (March tuition)
Mar 15:	Payment #8 (April tuition)

Checks are payable to: Trinity Christian Nursery School and are to be sent to Bookkeeper. If the tuition payment is not received by its due date a **\$15.00 late fee** will be assessed. **If the tuition is not paid in full 15 days after the due date, the child is subject to immediate withdrawal.** Any tuition check returned to us by the bank will be assessed a \$15.00 handling fee. After the second time a check is returned to us by the bank during the school year, all future payments must be by cash, money order, or cashier's check.

NO child will begin classes without the security deposit & payment #1 paid in full.

By contacting our Bookkeeper, a family may have monthly tuition set up to be withdrawn from an individual's bank account, debit, or credit card at no additional cost.

Notification of withdrawal of your child from TCNS before the end of the school year must be made to the teachers and bookkeeper at the earliest possible date. **The security deposit is non-refundable.** Any prepaid tuition over and above one month will be refunded. The Board of Directors must approve these refunds.

Trinity Christian Board of Directors 2018-2019

Interim Chairperson

Kasey Petrowsky
tcnschair@gmail.com

Bookkeeper

Gloria Marchewka
tcnsbookkeeper@yahoo.com

Registrar

Kristy Scholtes

Secretary

Amanda Peacock

**Liaison to Trinity Board
of Christian Ed.**

Deb Thompson

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630-833-1080 (call or text)