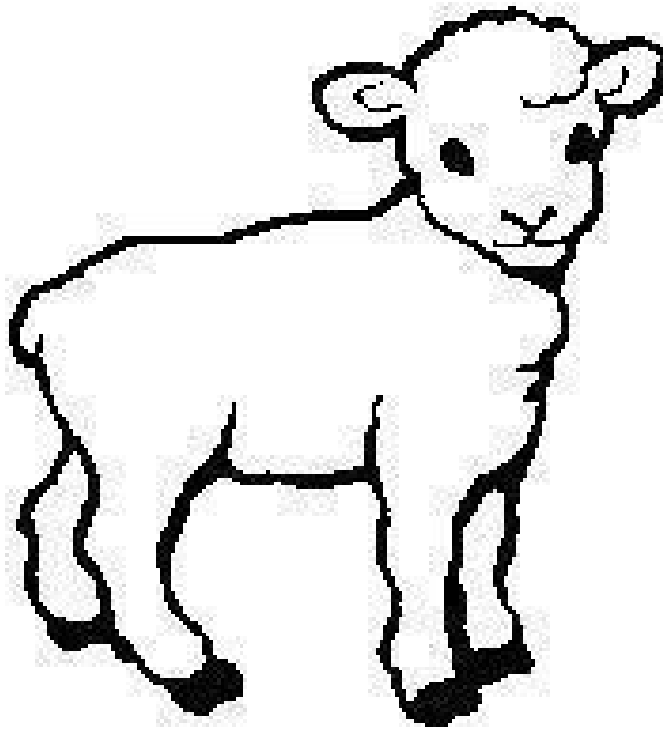


TRINITY CHRISTIAN NURSERY SCHOOL

Parent Handbook

2023-2024



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Table of Contents

	<u>Page</u>
1. History of Trinity Christian Nursery School	2
2. Church-School Relationship	2
3. Purpose	2
4. Religious Education	2
5. Common Questions and Answers	3
6. Programs Offered	4
7. Enrollment Policies	4
8. School Policies	
A. Transportation	5
B. Times	5
C. Drop off & Pick up procedures	5
D. Dismissal	5,6
E. First Day of School	6
F. Cubbies	6
G. Schedule	6,7
H. Apparel	7
I. Snack Time	7
J. Birthdays	7,8
K. Discipline and disenrollment	8
L. School Cancellations	8
M. Outdoor Play	9
N. Personal Belongings	9
O. Attendance	9
P. Social Media	9
Q. Concerns or Complaints	10
9. Parent-Teacher Relations	10
10. Field Trips	10
11. Research Policy	10
12. Insurance	10
13. Emergency Plans	11
14. Radon/ Lead Testing/ Pest Control	11
15. Personal Information Policy	11
16. Fees and Tuition	12,13
17. Expulsion Prevention Procedures	13,14

Welcome to Trinity Christian Nursery School. Our handbook has been revised to represent the current COVID-19 situation. As this is still a fluid situation, changes may be made throughout the school year. Any changes will be communicated via email and backpack mail. A separate, more detailed COVID-19 Action Plan and Procedures handout may be made available before the start of school if needed.

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 licenses this school. The local fire inspector and state licensing representative inspect the preschool and facilities annually.

2. Church-School Relationship:

Trinity Christian Nursery School is a non-profit self-supporting organization sponsored by Trinity Lutheran Church, through partnership with the Board of Christian 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 include active members of Trinity Lutheran Church and at least one member should have a child enrolled at TCNS. Additionally, the board will strive to include at least one community member from outside the church. 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 and to provide the child with 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. The church preschool can support and strengthen the parents in their 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 through exploration of nature and the realization that nature is a gift of God. There is also a focus on respect and love for ourselves and others, as God created us. 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 daily classroom faith time, 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 fingerplays. 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 to 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 enjoying 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 social interaction. 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 years 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). TCNS follows the Illinois Early Learning Guidelines and Standards, using these to plan appropriate learning experiences to prepare children for kindergarten and beyond.

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:

Early Learners- 3 day program (M/W/F). Preschool and Pre-Kindergarten- 3(M/W/F) or 5 mornings a week. The number of days selected will determine a student's monthly or yearly tuition payments. Our Preschool & Pre-Kindergarten classes meet from 9-12 noon. The Early Learners meet from 9-11:30.

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

Orientations (Meet the Teacher) are held the week before the official start of school. Regularly scheduled classes begin the week of Labor Day and end before Memorial Day. We attempt to follow the District 45 school calendar in regards to holidays, teacher institute days, and emergency weather cancellations. This year's calendar differs slightly to allow TCNS to be closed Easter Monday. To make up emergency days, we *may* adjust the last day of school. We will **not** use scheduled holidays to make up emergency days.

7. Enrollment 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 current year. Children entering the Preschool or Pre-Kindergarten classes must be toilet trained before the beginning of school.

A medical form indicating an exam dated no later than 6 months prior to beginning at TCNS, and renewed every 2 years, must be on file before the first day of school. **The form must contain your physician's signature, a completed parent's section, and the parent's signature.** A TB test and lead test is required prior to the beginning of the school year, or it must be noted on the medical form that the physician does not deem the tests necessary at this time. Immunization records must also be complete and brought up to date, including the chickenpox vaccine. ***If your child is not FULLY vaccinated, please notify the director to obtain an exemption form to be completed and signed by both the parents and the child's physician. This form must be turned in before the first day of school.**

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 a copy of an **original** birth certificate be in our possession, as well.

As required by the Illinois Health Department and DCFS, a vision and hearing screening is offered at school each spring for all children ages 3 and up. Only children with documentation of being under the care of an eye doctor will be excused from the test. The cost of the screening will be covered by the registration fee paid at enrollment. **Vision and hearing screenings have been halted by the state due to COVID, but may resume during the school year.**

8. School Policies:

- A. Transportation:** Our preschool does not provide transportation. Carpools may be organized by families. Parents must transport their children to/from any field trips.
- B. Times:** The Early Learner class meets 3 day a week. 3 day or 5 day options are available for the Preschool and Pre-Kindergarten classes. The Preschool and Pre-Kindergarten sessions begin at 9:00AM and end at 12 noon. Early Learners meet from 9-11:30am. 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.

C. Drop off & pick up procedures:

All Pre-K and Preschool drop offs will occur at the preschool door on School Street. The door will open at 8:55. There will be a TCNS teacher at the door to assist with the daily check-in process. Your child will then be sent upstairs and guided to their classroom where the teacher will assist them with their belongings, washing hands, and getting started with their morning.

Early Learners will be dropped off at the inside door of the preschool. Early Learner families will park in the lot at the back of the church and proceed through the building to the preschool door. The door will open at 8:55. A teacher will meet you at the door and will guide your child to their classroom where the teacher will assist them in getting settled.

We ask for your help in being prompt when you drop off your child. The door will be locked at 9:10AM. In order to start the morning and meet all staffing needs, any drop off after that time must be pre-approved by the director.

- D. Dismissal:** The **Pre-Kindergarten** class will be dismissed at the School Street door. A teacher will open the door at noon and will remain at the door to assist in the dismissal. The **Preschool** class will be dismissed at the playground if weather permits, or on the white bench near the parking lot. **Early Learners** will be dismissed at the playground if weather permits, or at the wood church doors off the parking lot. The class will remain inside, and sign out will happen at the door. Parents will not enter the building to sign out.

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. All children must be placed in an appropriate car seat in the rear seat of the vehicle.

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. We must be able to speak to someone and know they are en route to pick up the child within 1 hour of the first emergency contact call. If that time passes and we still have not made 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. **Texting is preferred as the director is often in the classroom and unable to answer the phone.** The teachers will stay

with your child at all times. Your child will be allowed to play in the classroom while waiting.

It is important to pick up your child promptly at 11:30 (Early Learners) or 12pm (Preschool and Pre-K). The staff conducts intensive cleaning that is essential to the safety of the program and is not able to be completed with children on the premises.

- E. First Day of School:** To most children the first day of school is a big step and to some, a difficult one. We will hold Meet the Teacher days the week before classes begin, which is helpful in calming the new school nerves. The format of these days will be determined to meet the current COVID-19 situation and will be communicated in late August. If you have concerns about your child's transition to school, please reach out to the director to discuss a transition plan. 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/coat hooks 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 their belongings. Please consider a full-sized, washable backpack. Larger projects do not fit in the smaller backpacks. All items must be labeled with the child's name. **NO TOYS FROM HOME** will be allowed in the classroom.

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 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 include, but are not limited to, upcoming children's events, warnings or recalls on child products, etc... Businesses and products are in no way endorsed by TCNS but are shared if they are thought to be of interest to our families.

- 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 class as well as the individual child. Please keep in mind, the following schedules are approximate and may change as needed as determined by the teachers and director.

Pre-Kindergarten

9:00-9:45	Free Choice
9:45-10:00	Worship Time/ Christian education
10:00-10:25	Large-Motor Play (Indoors in gym or outdoors when weather and permits)
10:25-10:35	Washroom
10:35-10:55	Snack Time
10:55-11:20	Circle Time (Story Time, Music, Finger Plays, calendar, weather, and Letter of the Week)
11:20-11:50	Small Groups Groups will work on 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/Christian education
10:00-10:10	Washroom
10:10-10:30	Snack Time
10:30-10:50	Group Time
10:50-11:25	Centers Time (children choose from teacher prepared centers to focus on specific skills and learning concepts)
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
11:00-11:25	Large-Motor Play
11:25-11:30	Prepare for Dismissal

- H. 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 brings gym shoes to change into at school.
- I. Snack time:** Daily, the children will be served 100% fruit juice, water, and a mid-morning snack. Snack schedules are posted on parent boards, however are subject to change. 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.** Teachers will not pass out birthday invitations unless every child in the class is invited. We cannot provide email addresses or phone numbers of classmates.

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 and model these rules with the children:

1. Children walk
2. Children use appropriate inside voices
3. Children share toys
4. Children keep hands & feet to themselves
5. Children treat friends and adults with respect
6. Children sit appropriately at group at circle time
7. Children help clean-up

Children who don't follow the classroom rules will be reminded. When deemed necessary, a child may be redirected and transitioned into a new activity. If there is still no improvement in behavior, the child may be directed to spend time in the classroom's calm down area, away from the rest of the children, for a short period of time or until the child feels he/she has calmed enough to rejoin the class. If at any time a child is unable to be calmed, behaviors become unmanageable or are considered a danger to themselves or others, parents may be called to pick up the child. Behavior will be discussed with the individual's parent and a behavior strategy may be set in place. Teachers and parents shall work out a plan to promote positive behavior and will try to come up with a solution. A child's enrollment in the nursery school may be terminated if unacceptable behaviors persist.

TCNS will make every effort to work with children and families to address difficult behaviors and maintain a child's enrollment in the center per DCFS guidelines. A copy of the TCNS Expulsion Prevention Procedures can be found on pages 13-14 of this handbook.

Disenrollment: Removal from the program is determined by the Trinity Christian Nursery School board. Reasons for disenrollment may include but are not limited to:

- The staff and board of directors agree that a specific child is disruptive to the total educational environment or would benefit from different care.
- Unacceptable behavior by parents or guardians including acts or threats of physical violence, disrespectful or inappropriate communications with staff, volunteers, other parents or children, or unwillingness to follow through with behavioral plans or suggested evaluations as determined by TCNS.
- If a parent demonstrates unwillingness to comply with the outlined fee collection methods and enrollment policies.
- Failure to comply with COVID-19 policies outlined in this Handbook or Covid Action Plan

L. School Cancellations: TCNS follows District 45 in school cancellations due to weather conditions. Should school be canceled for any reason, you will receive an email and ClassTag message notifying you of a cancellation before 8:30 a.m. of the day school is canceled. If three or more emergency days are used, we will extend our school year to make our last day of school Friday May 26,2023.

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:** Items from home such as security items, blankets, sippy cups, and stuffed animals **may 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 come to school without a security object. **All toys should be left at home.**

On hot days, children may bring a water bottle (labeled with their name.) Water bottles must only contain water- no juice or soda. Water bottles are sent home daily and the responsibility of the family to clean and refill.

- O. Attendance: All absences must be reported to the director.** Please **call, text, or email the school** to inform the director **when and why** your child will not be in attendance. **Do not message the teacher on ClassTag for absences.** If your child has an identifiable contagious illness or condition such as COVID-19 symptoms, Strep, Chicken Pox, Lice, etc. the director must be informed and is 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 free from diarrhea, vomiting, and fever (without medication) for 24 hours before returning to school. Children taking medications specifically to reduce fever **cannot** be sent to class as fever reducers may merely mask the symptom of a possibly contagious infection. A child sent to school with the use of fever reducers to mask symptoms may be subject to disenrollment.

TCNS will defer to the health department regarding exclusion from school for possible exposure or confirmed cases of COVID-19. Tuition will not be adjusted if a child is directed to be excluded from school. This will include if entire classrooms are required to close for short periods. If a family has a confirmed COVID case, exposure to COVID-19, or travels to a COVID hot spot, it may require the child to be excluded from school. These policies are subject to change based on Health Department guidance.

At TCNS we take health and safety seriously. Individual choices can affect other children, families, and staff at the center. Keep your child home if they show any signs of illness. It is better to play it safe for the benefit of everyone.

- P. Social Media:** We encourage you to share the positive activities that your child is experiencing in our program. However, please be aware and respectful that some families may not care for their child's picture to be posted on social media (i.e.: Facebook or Snapchat, Instagram). Please speak with the teachers, director, or board members if there is a problem with your individual child. Please refrain from addressing problems on social media.

Teachers are discouraged from becoming "friends" with families on social media until after the family has graduated from TCNS.

- Q. Concerns or Complaints:** Most issues can be resolved with proper communication at the classroom or school level. Any question, request, or concern a parent/guardian may have, should first be addressed with the child's teacher. If a matter cannot be resolved by the teacher, it should be brought to the Preschool Director. If a concern is not satisfactorily resolved at the school level, the TCNS Board chair may be contacted.

Details on the proper procedures for communicating concerns are outlined in the "Trinity Christian Nursery School Raising Concerns and Complaints" pamphlet contained in the registration packet provided to each family.

9. Parent-Teacher Relations:

The teachers are always eager to talk to you about your child. Feel free to talk to them briefly after school or reach out through ClassTag. If more formal discussion is desired, please make an appointment with your child's teacher. In addition to unscheduled discussions, we offer Meet the Teacher days at the beginning of each year. Parent-Teacher Conferences are held in the spring for all children in our Pre-Kindergarten class. All pre-K conferences will include a developmental report on your child and the teacher's assessment of your child's readiness for Kindergarten. If you would like a conference at any other time, please reach out to the teachers. Conferences may be done on Zoom if in person meetings are not possible. Individual conferences will be held for children in the Preschool and Early Learner classes upon request. Other family events may be scheduled throughout the year such as curriculum night, holiday program, and fundraisers.

Each month a calendar will be sent home with your child to keep you informed about important dates at TCNS. The teachers and director will regularly use ClassTag to communicate goings on in the classroom and school. Snack schedules, calendars, and other parent information will be posted in classrooms as required by DCFS.

10. Field Trips:

TCNS may plan an off-site field trip during the school year. There is no transportation provided for the trip and parents are responsible for the drop off and pick up at the site. There is sometimes a small fee associated with the trip. Chaperones may be needed for field trips. In order to maintain required ratios and provide appropriate supervision to the TCNS children, siblings are not permitted on 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 may arrange for special activities and guests to visit our nursery school in lieu of field trips.

11. Research Policy:

Early Childhood research projects are a great opportunity to contribute to the area of early childhood education. TCNS may choose to participate in projects that relate to the teaching of young children. Trinity Christian Nursery School will not involve children enrolled in their program as 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 (i.e.: small lump, bruise, or cut) that obviously does not require stitches, the staff will comfort the child, clean the wound, and apply a Band-Aid. An incident report will be sent home. 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 parenterally designated emergency person will be called and instructed to take the child to their physician. For such injuries the staff will provide needed first aid as possible until the person is contacted and the child is picked up. Examples of such injuries include: cuts that require stitches, uncontrollable nosebleeds, 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 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 parenterally 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.
 - D.** An additional COVID-19 Emergency action plan will be provided to each family at Meet the Teacher as needed. This will contain more specific rules specific to the COVID regulations. It is a constantly changing plan. Any modifications to the plan will be provided to the families throughout the year.

14. Radon, Lead Testing, and Pest Control

Trinity Christian Nursery School conducts a radon test every 3 years as required by DCFS licensing standards. Water faucets within the preschool have been tested for lead as mandated by DCFS. All the faucets have been determined to be safe for drinking water. Results of these tests are posted by the parent bulletin board in the pre-k classroom. A copy of the radon and lead reports are available upon request. Pest control makes monthly mandated visits to the center. Only approved pesticides are used to treat the school as laid out in our Integrated Pest Management Policy.

15. 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 relevant 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.

16. Fees, Fundraisers, and Tuition:

The \$100 registration fee (per child) is collected annually prior to enrollment and is **not refundable, not transferable, and not applicable toward tuition**. This fee will cover the

cost of the mandatory vision and hearing screening, snacks, and other classroom incidentals. 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: \$330.00 per month
	Pre-K/Three mornings: \$290.00 per month (3 hours/day)
	Preschool/Five mornings: \$330.00 per month
	Preschool/Three mornings: \$290.00 per month (3 hours/day)
	Early Learners/3 mornings: \$290 per month (2 ½ hours/day)

Tuition Payments are due as follows:

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)
Apr 15:	Payment #9 (May tuition- final payment)

Checks are payable to Trinity Christian Nursery School and can be mailed to the school or deposited in the tuition box at drop off. Please include the month being paid on the Memo line of the check. 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 money order, cashier's check, or automatic withdrawal. **No Cash tuition payments will be accepted.** Direct all tuition questions and concerns to Gloria Marchewka at tcnsbookkeeper@yahoo.com.

NO child will begin classes without the registration fee & 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.

There will be no refund or reduction of tuition for absence of the child from the center for any reason. Tuition is due the 15th of each month regardless of holidays, vacation, or other leave. Notification of withdrawal of your child from TCNS before the end of the school year must be made to the director and bookkeeper at the earliest possible date, but no later than 2 weeks prior to leaving the program. Any prepaid tuition over and above one month may be refunded. The Board of Directors must approve these refunds.

In the event of an extended closure (2 or more weeks) due to COVID-19 or other unforeseen circumstances, the tuition for the current month will not be refunded. The teachers will provide a prepared packet for the families to use at home. If the closure extends beyond the current month, no tuition will be collected until such time as TCNS is able to reopen. TCNS will not provide distance learning during the closure.

Fundraisers will be held throughout the year to support our program. Funds raised go directly to purchasing materials for our classrooms.

Trinity Christian Nursery School Expulsion Prevention Procedures (revised February 2021)

Trinity Christian Nursery School, as a licensed child care provider and in compliance with DCFS, will make every effort to prevent expulsion of children from the program. Specific steps will be taken including observations, documentation, communication, outside resources and services, and when deemed necessary, aid in transition to a more appropriate setting.

The following procedures are to be followed before considering exclusion from the program:

1. The Teacher will document the child's behavior over a 2 week period. If the challenging behaviors are at the beginning of the school year, then the teacher should wait until the 2nd week of school to start the documentation in order to allow the child to get acclimated to his/her new environment and schedule.
2. Teachers are encouraged to provide redirection, transition strategies, special attention, communication, gentle touch, and encouragement to the child during the observation period to assist the child in changing the behaviors. Teachers should also talk with parents to ensure the child is getting adequate food and rest prior to class. No "time-out" or classroom punishments will be used. A child may however be temporarily removed from the group and directed to calming activities until ready to rejoin the group.
3. If the challenging behavior rises to the level of violence to staff or other children, the teacher should immediately meet with administration to request a parent meeting in order to get their input into strategies they may be implementing at home or how they believe we can better help their child. The plan should include support strategies for the child, i.e. schedule changes, picture charts, or other modifications of the classroom environment. A written plan should be developed at this time and agreed upon by all parties.
4. If after 2 weeks following the written plan and documenting behaviors, the challenging behavior persists, then the teacher will meet with the administrator to contact a mental health specialist. With the permission of the parent, an observation will be requested. The teacher will meet with the mental health specialist to discuss the challenging behaviors and other pertinent information prior to the observation.
5. After the mental health specialist has completed her observations, staff and parents will meet to discuss her classroom strategies and suggestions.
6. The teacher then documents behaviors of the child for another two week period. If the behavior persists and all strategies are exhausted, another parent/staff meeting is scheduled to discuss future steps.
7. If staff determines that the child needs a one-on-one aide or interventions not available at TCNS, an evaluation is recommended through the local school, mental health system, or early

intervention program. These systems will conduct an evaluation so that if the child is eligible, he or she may receive the appropriate services and support as soon as possible.

8. Should a situation arise where there is documented evidence that all possible interventions and supports recommended by a qualified professional, such as an early childhood mental health consultant, have been exhausted – and it is determined that another setting is more appropriate for the well-being of the child in question – all parties, will work together to develop a seamless transition plan and use that plan to implement a smooth transition into another program, if possible.
 - If at any time during the process the parent’s refuse recommendations or interventions, TCNS may proceed with the transition from the program.
 - In the event that a mental health consultant is not available in a timely manner and other resources have been exhausted, the transition process from the program may begin.
 - If an appropriate program is not immediately available for transition from the program, TCNS is not required to continue providing care.
 - In the case of a serious safety threat, the child may be temporarily removed from the group setting. Incidents will be documented and TCNS will work with the family to plan for return to the group setting. If it is determined by the provider that it is best to transition the child from the program, the process may begin at this time.

TCNS staff will continue to evaluate and identify specific areas of training that assist with challenging behavior in the future and incorporate those trainings in future staff development plans.

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