

Holy Trinity Lutheran Preschool

Organization

The Minister for Education serves as liaison between the congregation and the Preschool.

Goals

Holy Trinity Preschool seeks to:

1. Provide developmentally appropriate academic readiness activities that foster intellectual growth.
2. Provide fine and large muscle activities to increase physical well being.
3. Provide a supportive play environment in which children can begin to learn appropriate social skills.
4. Provide the opportunity for spiritual growth through song, prayer and sharing.
5. Provide the opportunity for creativity through artistic choice time and dramatic play.

Admission

Applications are accepted for children 3 – 5 years of age. Children must be 3 years old as of August 31st for two-day class and 4 years old as of August 31st for three-day class and be toilet trained.

The following forms must be completed:

1. Immunizations – a copy of the child's records must be on file before school starts.
2. Student Registration form

Children will be admitted without regard to race, color, and national or ethnic origin. Children with special needs requiring support beyond the scope of our program will be referred to programs that can provide additional special help.

Registration

A registration fee of \$45.00 is payable when the application for enrollment is submitted. This fee must be paid each year.

Tuition

The tuition is divided into 9 monthly payments and should be paid no later than the 7th of each month. Checks should be made out to Holy Trinity Preschool and should have your child's name on the check.

Tuition Fees

\$90.00 a month for 2 days a week for 3-4 year olds

\$135.00 a month for 3 days a week for 4-5 year olds (pre-kindergarten)

Policy on Prompt Payment

Families are expected to make their payments by the 7th of the month. (Annual or quarterly payments are also acceptable). A payment not received by the 7th of the month is deemed to be late (assuming no alternate arrangement has been made with the church office).

The following steps may be taken for delinquent account:

- A \$10 late fee will be assessed.
- Children may be excluded from school if their accounts are more than one month delinquent and their families have failed to contact the church office to establish a payment plan or apply for a scholarship. When the family's account is up to date, a payment plan is agreed upon and a partial payment is made, or a scholarship has been granted, the child may return to school.

Scholarships/Financial Aid

Scholarships (partial financial aid) are provided on a first-come, first-serve basis without regard of race, color and national or ethnic origin. A Scholarship Application form must be filled out and brought before the board for consideration. Financial aid is approved for 3 months only and must be resubmitted for continued approval.

Illness

Please call the preschool / church office 452-2323 if your child will be absent. Leave a message if no one answers the phone. Current phone numbers for parents (home and work) and emergency contacts must be left on file with the preschool staff.

Children are to be kept home if they have any of the following:

- | | |
|------------------------------|-----------------------|
| Fever | Ear or eye infections |
| Vomiting | Lice |
| Contagious disease or rashes | |

Medication

We do not dispense medication of any kind at preschool.

Injury

In case of serious emergency – 911 will be notified and your child’s welfare will be our first priority. Immediately thereafter, parents will be notified.

Arrival / Dismissal

Attendance at preschool should be a regularly scheduled event. Please bring and pick up your child on time.

- | | |
|------------|----------|
| Arrival: | 8:30 AM |
| Dismissal: | 11:00 AM |

We are unable to release your child to anyone who is not on the permission list.

Calendar

Holy Trinity Preschool follows the Port Angeles Public Schools calendar, with the exception of the first and last day of school. An open-house & parent meeting will be held in late August.

Weather

When public schools are closed, Holy Trinity Preschool will be closed. If public school are on a two-hour late start, preschool will begin at 9:30 AM. Announcement will be made on the radio channel Radio Pacific (KONP) AM 1450.

Snack

Each child is expected to provide a snack for the class and teachers. When your child’s name is on that calendar date, that indicates he or she is snack helper for the day. Snacks should be low in sugar and nutritious.

Birthdays

We will celebrate your child’s birthday during preschool. If you child has a summer birthday, we will celebrate with a special day during the year.

Daily Schedule

8:30 – 9:00	table time: play dough, puzzles.
9:00 – 9:05	clean up
9:05 - 9:20	story time
9:20 – 9:30	calendar, weather
9:30 - 9:45	music and movement
9:45 – 10:25	activity time: selected individual activities, math, science, blocks, housekeeping, trains, books, etc.
10:25 – 10:30	clean-up
10:30 – 10:40	Jesus time
10:40 – 10:55	snack
10:55 – 11:00	closing circle

Discipline

We believe in positive reinforcement. We give children attention for appropriate behaviors and attempt to redirect children to a new task or activity when they are being inappropriate. If a child loses self control he or she will be removed from the group and one of the teachers will stay with the child until he or she is calm.

Parent Communication

If you have a question or a concern, you may talk to the preschool teacher after class or call the church between 11:00 AM and noon. Please check your child's cubby daily.

- Parents will receive a monthly calendar.
- Parents may request a conference with the teacher to discuss Kindergarten readiness or any other concern at any time.
- Open house will be held on a morning before classes start from 9:00 AM to 11:00 AM. A letter will be sent announcing the open house date. It is important to have a parent attend the 10 AM parent meeting during the open house.

Clothing

Please dress you child in clothes and shoes that allow him or her to play safely and use the bathroom independently. Keep a spare set of clothes in the backpack in case of accidents and spills. Please mark you child's coat, hat and backpack.

Parties

We have six class parties during the school year: Halloween, Thanksgiving, Christmas, Valentine's Day, Easter and Mother's Day Tea. Parents are invited to attend the Halloween party, Christmas party, and the Mother's Day Tea. All parties are held at the end of class from 10:30 AM – 11:00 AM.

Special Events

- Fundraisers help us keep the cost of tuition down. Preschool children will sing at some fundraisers. Parents and children are encourage to attend and volunteer if able. Other family members are also welcome. Our fundraisers are: spaghetti dinner in the fall, breakfast for dinner in the winter and a rummage sale in the spring.

Earthquake Safety & Fire Safety

We have practice drills and our building is equipped with a sprinkler system. In our classroom, we keep an emergency kit.

Holy Trinity Lutheran Preschool admits students of any race, color, and 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, national and ethnic origin in administration of its education policies, admission policies, and scholarship program.