

Trinity Country Nursery School & Kindergarten Parent Handbook



2017-2018

1190 Valley Forge Rd
PO Box 340
Fairview Village, PA 19409
610-584-8411
www.tcnsk.com
email: bethb@trinityfairview.com

The Mission of Trinity Lutheran Church



**To make disciples for Jesus Christ,
to Baptize and teach the Faith,
that all may know the hope of Jesus Christ
and become responsible members of His Church.**

Philosophy

The purpose of the Trinity Country Nursery School and Kindergarten is to serve as a community outreach and provide a Christian early childhood setting in which young children are helped to grow, learn, and develop physically, socially and emotionally. The objectives of this program are:

- * To provide a safe, loving and enriching environment which supports the growth of the whole child and allows the child to develop at his/her own rate.
- * To meet the needs of each child by offering experiences that will foster his/her development and sense of self esteem.
- * To foster creativity, exploration, self-discipline and the love of learning.
- * To encourage children to respect and care for others.
- * To help children feel secure and comfortable in a setting away from parents and home.
- * To provide age-appropriate language and learning experiences.
- * To introduce children to Christian religion and values.



Curriculum

18 Month Olds

The 18-month program is a two-day program that introduces the children to a preschool setting.

Two-Year Olds

The two-year-old program places emphasis on socialization and beginning academic skills. A variety of experiences offered to the children include story time, finger plays, songs, creative movement, art, and playtime with equipment and toys that will develop fine and gross motor skills.

Three-Year Olds

The Three-year-old program offers periods of free play along with structured activities such as circle time, art, music, gym, and story time. Special emphasis is placed on socialization and fine and gross motor skill development. We also provide a Gym/Yoga Program twice each month for all three year olds.

Four-Year Olds

The Four-year-old program focuses on helping students to develop the skills necessary for success in Kindergarten. The program includes activities such as circle time, art, music, free play. We emphasize peer interaction, independence and developing fine and gross motor skills. We also provide a Gym/Yoga Program twice each month for all four year olds.

PREK 5

This program is geared toward children who are already 5 years old prior to the school year starting or will turn 5 by December. The purpose of this program is to develop and build on the children's fine motor skills by working with the Handwriting Without Tears Program and foster the children's independence in the classroom setting. Activities will also include circle time, math, science, and craft projects. There will also be Gym/Yoga class twice per month.

Kindergarten

Our Kindergarten program is designed to prepare children for first grade. We do this by using a strong literacy-based approach to learning including introducing phonics and whole language, Handwriting Without Tears, journal writing and reading activities. We use EveryDay Math & Common Core Math instruction to introduce children to different mathematical concepts. There will be time spent study different culture units throughout the school year. We also provide a Gym/Yoga Program twice each month for all students.

TCNSK Personnel

Director	Beth F. Barainyak
Administrative Office Assistant	Kim Travetti
Interim Pastor	The Rev. Janet Peterman
Children's Ministry & Chapel Coordinator	Nina Wason

Admission Requirements

Children should be 18 months by September 1st to enroll in the 18 month class. Children should not use pacifiers and should be able to drink from a cup with no lid.

Children should be two by September 1st to enroll in the two year old class. Children should not use pacifiers and should be able to drink from a cup with no lid.

To enroll in the three year old program, children should be three years old by September 1st and toilet trained.

To enroll in the four-year-old program, children should be four years old by September 1st and toilet trained.

To enroll in PREK5, children should be five years old by the December of the current school year.

To enroll in the Kindergarten program, children should be five years old by September 1st.

The school reserves the right to withdraw any child, at any time, as it deems necessary.

Daily Program

Our daily program includes free play, outside play, learning center activities, circle time (songs, finger plays, and show and tell), snack time, art activities and visits from special programs throughout the year.

Tuition

Payments are due **(in advance) on the 1st of each month**, beginning in September. Tuition payments are not refundable. **A \$20 late fee will be levied after the tenth of the month for past-due tuition.** A non-refundable registration/activity fee of \$125 per the first student and \$100 for each additional student is required at the time of enrollment.

We offer a 10% sibling discount at Trinity. If you have more than one child enrolled at Trinity please deduct 10% from your youngest child's tuition.

There will be a \$30.00 fee for any checks that are returned.

If you require a receipt for any payments please notify Kim Travetti, in the office, via email at kimtravetti@trinityfairview.com.

Arrival

There is a carline process in place for drop off in the morning. All parents of children in the **4 year old** classes and the **PREK5 and Kindergarten** class and their siblings can begin dropping off at **8:50am**. Parents of children in the **2 and 3 year old classes** can begin dropping off at **9:00am**. Please drive carefully through the back parking lot and **stay in the car with your child until a teacher arrives to help your child out of the car.**

Departure

For safety purposes the doors to the school will be locked during the day and will reopen 5 minutes prior to dismissal. Please come into the building **5 minutes before** the scheduled end of your child's class time. We know that they are excited to see you and it could be disruptive to the teacher's routine if you arrive early. Please call the school if you need to pick up early for any reason. Please be on time to pick your child up, **the first late pickup will result in a verbal warning; the second late pickup will incur a late fee of \$10.00 per each five minutes you are late.** For the safety of the children please remember that if someone other the parent/guardian is picking up your child, we must have a written note, on file in the office, informing us of such. **We will not release a child to any unauthorized person.** Also, any car pool arrangements must be written and on file in the office.

Extended Day Classes and The Lunch Bunch Program

Please provide a lunch, including a drink, for any children whose class

time is scheduled to end at 1 or 2 pm. **Please do not pack any peanut butter or peanut products in your child's lunch as they can present a choking hazard and children can have severe allergic reactions to them.** Craft projects, story time and outside time are planned for extended days. There is an optional Lunch Bunch Program available Mondays, Wednesdays and Fridays for any children whose class ends at 11:30am. **The cost for Lunch Bunch is \$15.00 per child per day;** pick-up time is promptly at 2:00 pm. **If you are interested in having your child stay for Lunch Bunch you will need to sign up, in advance, on the clipboard outside of Room 102. Space is limited and payment is due at sign up. If payment is not received at sign up your child may not be able to stay for the extended day.**

Snacks

It is a special tradition at TCNSK for each student to have the opportunity to bring snack in for each of their classmates on their special snack day. Your child's teacher will inform you of the system for providing snack during parent orientation in the fall and the snack helpers will be listed on the teacher's monthly calendar. **If you forget snack one day please be sure to talk with your child's teacher about restocking the classroom snack supply.** When we all do our part it makes things run smoothly! Remember to keep snacks light and healthy and also check with your child's teacher about any food allergies a classmate might have. Some ideas are diced fruit, muffins, crackers, yogurt, cheese slices, and pretzels. **Due to allergies please do not send in any snacks that contain peanuts, peanut butter or any nut products.** Water will be provided for children to drink at snack time. Remember to keep it healthy; we're sure that your preschooler would love to help you prepare a special snack for their friends! **If you do make a homemade snack please send in a list of all ingredients used, thank you.**

Show and Tell/Toys from Home

Show and Tell is an important part of our program. During show and tell your child will learn and grow in the following ways: enhance his/her self esteem, allow him/her to share feelings and experiences with others, encourage acquisition of better speech patterns and vocabulary, and gain experience with speaking in front of a group. Your child's teacher will schedule your child's Show and Tell time and outline the topics chosen each week. **Please try to make sure that your child's choice for Show and Tell relates to the topic chosen.** Only one item should be brought to school. **No guns or weapons, of any kind.** Please label anything you bring into school. Our teachers request that your child refrain from bringing in any other toys on unscheduled days. Valuable toys or those with numerous or tiny pieces should not be brought to school, because they may be returned in a condition that would cause you distress.

Medication and Illness Policy

No medication will be administered to nursery school children.

Please do not bring your child to school if he/she exhibits any signs of illness. Also, it is important to make sure that your child is symptom free for 24 hours before returning to school.

Emergency cards must be kept updated with phone numbers, addresses, and pertinent information in the event we have to reach you. A child will not be admitted to our school without complete, updated emergency consent and health assessment forms. A health assessment is required annually; the form must be signed by a physician.

Absences

If your child(ren) will not be attending school for any reason, please call the school (#610-584-8411) by 9am. You may also use this phone number to relay any important information needed prior to the school day beginning. We appreciate knowing (in advance) of any vacation trips that you may be taking that will involve an extended absence. **There will be no refund for any missed class time.**

Snow/Inclement Weather Policy

When there is severe weather please look at the **TCNSK website (tcnsk.com) or call the school (610-584-8411)** for information regarding school delays and/or closings. If TCNSK operates on a 1 hour delay, the carline will begin at 9:50am. If TCNSK operates on a **2 hour delay all morning (9-11:30am classes) will be cancelled** for that day and all extended day classes (9am-1 or 2pm classes) will operate on a 2 hour delay with carline beginning at 10:50am. All classes will end at their normal times. **Closings will be announced via the nursery school's website (tcnsk.com) and the school voicemail (610-584-8411).** Trinity Country Nursery School will not make up any delayed or cancelled days.

Halloween Policy

We want to make your child's Halloween experience a pleasant and positive one. We feel this can be reflected in such costumes as clowns, animals, or cartoon characters that promote positive qualities. Not acceptable are negative, gruesome, scary type costumes such as devils, skeletons, spooks and aggressive type characters such as Ninja Turtles or Power Rangers. Do not send your child to school with any guns or weapons for their costumes.

We encourage you to allow your child to come up with the costume idea and with your help a simple homemade costume can be created. It is a great way for sharing some time with your child in a constructive, creative and imaginative activity. We would like to thank you for your cooperation in making sure that we keep Halloween safe and fun for all here at Trinity Country Nursery School.

Clothing

Your child should wear comfortable, weather appropriate clothing to school each day. We suggest that all children wear play clothes. Clothes that are comfortable to move in and ones that they can manage themselves (while having a bathroom break) are most suitable for nursery school. **Sneakers or other rubber-soled shoes prevent slipping, please do not allow your child to wear crocs or open-toed shoes to school.** We also request that you keep a complete set (or 2 if toilet training) of extra clothing in your child's backpack each day.

Parents are requested to mark their child's name, in permanent marker, on all articles of clothing removed during the school day. (coats, hats, mittens, sweaters, etc.) **Please label the OUTSIDE of your child's back pack with your child's name.**

All three year olds should be toilet trained prior to attending our school.

If your two year old is not toilet trained, you will need to have enough spare diapers and wipes in your child's back pack each day.

Supplies

The following supplies will be needed: a large well labeled book bag with a complete set of weather appropriate change of clothing. Your child's classroom teacher will distribute a supply list at the beginning of the school year. You may also be asked to volunteer to bring in additional supplies throughout the school year for special events and activities. Thank you for your generosity ☺

Field Trips

PREK 5 and Kindergarten programs. Permission slip forms and trip details will be sent home prior to each excursion, one trip will take place in the fall and another in the spring. We ask that parents drive their children to each of these trips. All children must have their own car seats. Two year olds do not take off-site field trips however; the teachers will plan special "in-house field trips" for our 2s.

Conferences

Parent/Teacher Conferences will be held in January. This is a great time to talk with your child's teacher regarding his/her progress in school. A Preschool Progress Report noting your child's development will be given at this time. Parents may request a conference at anytime with their child's teacher and the Director.

Celebrations

Holidays and birthdays are special days for the children. Parents are invited to send in a special treat or snack for birthdays. Munchkins, cookies and brownies are easy for the children to handle. Please inform your child's teacher as to which day you would like to celebrate. There will be sign-up sheets posted several weeks before holidays so that you may sign up to contribute to these special holiday celebrations.

Birthday Book Club

On your child's birthday you may donate a book to the Library at Trinity Country Nursery School. Your child's teacher will read the book to the class first and then deliver it to the school library. A special plate will be placed in the front of the book, with the child's name and birth date. Please enclose that information on a piece of paper and place it in the book so that all information will be recorded accurately.

Re-registration

If you would like to have your child stay with us for another school year there will be information sent out in December. A re-registration fee is charged in order to register your child for the next school year. **Your re-registration forms need to be returned by January 19, 2018 in order to guarantee enrollment for the next school year.** We will begin open registration for the general public in February 2018.

We thank you for entrusting the care of your children to us, the staff of Trinity Country Nursery School and Kindergarten. We look forward to working together to make your child's nursery school experience a great one.

Sincerely,
Beth F. Barainyak, Director