



Trinity Preschool Playgroup was established in 1977 for the purpose of providing a place for young children, ages 2-5, to come together one day a week. From that small beginning we have expanded and refined our program. Now offering classes for children 2 1/2 through pre-kindergarten, we provide an environment with many resources for learning and adult support in the exploration of these resources. Most of what we do may look to the adult eye like play, as indeed it is if one understands that play is the groundwork for all early learning.



OUR PROGRAM

Our teachers plan weekly thematic units that are appropriate to the development of the children in their class. The following activities support that unit through language, music, art, and dramatic play.

CENTER TIME: Children have an opportunity to circulate around the classroom and choose from a variety of selected toys, educational games, and craft projects, explore centers and dramatic play.

ART: Process centered crafts will allow the children experience with cutting, pasting, drawing, and painting making and having an opportunity to express themselves.

CIRCLE TIME: This is an opportunity for each class to “gather” as a group and introduce the unit for the week. During this time students will salute the flag, talk about the day, discuss the weather, do finger plays and songs, hear a story and share with one another.

MUSIC: The children will be learning many songs throughout the year and we hope you will encourage them to share these songs with you. They will have opportunities to play rhythm instruments and march in parades.

SCHOOL TRIPS: Children in our older classes will take occasional field trips that require parent drivers and chaperones. Our younger classes will take an occasional walking field trip or have a special guest come to see them at school. You will be notified of any trip that will take your child away from our building.

ACTIVE PLAY: We are aware that large muscle coordination and exercise are vital to your child's development. Weather permitting; the children will play on our playground every day. We ask your cooperation in providing your child with proper outdoor wear on a daily basis. When weather does not allow us to take the children outside, we will use our indoor play area for a variety of activities



LIBRARY: Although most of our children will not be reading yet, we do encourage them to take an interest in books. Once a week our 4-year-old classes go to our church library where they may check out one book of their choice. Share the book with your child and then be sure to return it the following week. The children may not have more than one book out at a time, so if you fail to return their book on "library day" (Thursday) they will not be permitted to take another one home.

SNACK. A snack schedule will be provided each month that will indicate which child's family is responsible for snack, and drink on a given day. The snack schedule will indicate the number of children in your child's class. If the date assigned to you is not convenient; please make every effort to switch with another parent. Please involve your child when choosing a snack.

Snack time teaches patience, manners, independence, language development and nutrition.

Due to nut allergies, we ask that you read the labels carefully. Any products containing nuts, or manufactured in a facility that handles nut products, cannot be brought into the classroom.

Children with severe food allergies will be asked to bring in their own snacks.

We emphasize that snack should be light and nutritious. Please avoid snacks such as potato chips and heavy sugary items.

Some suggestions:

Cheese, Graham crackers, Mini bagels, Milk, 100% Juice, Fruit Roll-ups, Soft pretzels, Fruit, Fruit cups, Carrot Sticks

BIRTHDAYS: We enjoy celebrating your child's birthday, and your child enjoys sharing a treat with his/her classmates. Please keep the treat simple. Every child's birthday will be celebrated during the school year.

Please, do not bring party invitations to school unless you have one for every child in the class.

DISCIPLINE: We strive to create an environment where children will respect the rights of the other children. We will discourage aggressive behavior (hitting, pinching, biting, etc.) and reinforce the positive interactions you are encouraging at home. Using positive language to give children directions helps to prevent what could otherwise be a disruptive situation.



POLICIES AND PROCEDURES

TUITION AND PAYMENT POLICY

Tuition is paid on a yearly basis, in monthly installments for your convenience. Fees are to be received the **first of every month**; beginning with September's tuition on June 1st. October tuition is due September 1st. Your final payment is due April 1st. **A late fee of \$15.00** will be charged after the tenth of the month. If you find you will be late with a payment, please contact the director, so she will be aware of the situation. As long as we know in advance, every effort will be made to accommodate various financial situations.

The tuition fee for each child is based on a nine month school year, and the number of days attended per week.

Fees are as follows:

2 ½-year-old class		\$85 per month
3-year-old class	2 day	\$90 per month
3-year-old class	3 day	\$115 per month
4-year-old class	3 day	\$115 per month.
4-year-old class	4 day	\$130 per month
Older Pre- K	4 day	\$130 per month

Checks are made payable to **Trinity Lutheran Church**. They may be mailed or placed in the tuition box outside of the preschool office. If you pay in cash, please enclose it in an envelope with your child's name and class on it.

ARRIVAL AND DEPARTURE

Our Preschool has designated opening and dismissal times of 9:00 a.m. - 11:30 a.m. (9:15 a.m. - 11:15 for the 2 ½ year class). **Parents are asked to stay in the downstairs hallway or the carpeted area by the director's office with your child until the teachers open their doors.** When entering the classroom, you may assist your child in getting settled. We do suggest this be a short stay so the teachers can get started with the day's activities.

It is important for you to pick up your child on time. A child who is picked up late may experience anxiety. We understand that emergencies happen. If an emergency occurs, please notify the preschool or church office. There is a \$10.00 fee per child for each 15 minutes you are late. This fee will be collected when you pick up your child.

Preschool - 737-9921 Ext. 241 Church Office – 737-8635

We do encourage families to consider carpooling to school. If you have made arrangements for a carpool please notify the teachers involved.

If your child is to be picked up by someone other than you or your regular carpool driver, please notify the teacher in writing at drop off. We will not release your child to anyone without written permission. Please know that this individual may be asked to produce a picture ID before we will release your child.



PARENT/CHILD SEPARATION

It is not unusual for a child to become teary when separating from a parent in an unfamiliar situation. Remember, this is a new environment a child is bound to feel a little uncertain. Be encouraging, your smile, eyes and body language communicate more than your words. Separation is often harder on the parents than the child.

EMERGENCY INFORMATION

Please be sure to update emergency information as it changes throughout the school year. If you provide us with a cell phone number, please keep the phone on.

ILLNESS AND ABSENCES

Please notify the office in the event that your child is going to be absent for any reason. Also, notify the office if your child has a communicable illness or infection, such as chicken pox, conjunctivitis, fifth's disease, lice, so we can exercise additional control methods and notify other parents. Your child's identity is protected.

Children with a fever, pain, vomiting, diarrhea or a contagious condition such as head lice, impetigo, or chicken pox should not be brought to school. Also, in consideration of the other children (and teachers), we request that a child return to school only after their temperature has registered normal and are symptom free for 24 hours.

A parent or a person on the emergency contact list must always be available by phone during school hours.

“Potty” Policy

If your child has a potty accident, we will change them into dry clothing. If the child has a bowel accident, the parent or emergency contact will be immediately notified to come and take care of the situation.

CONFERENCES

Conferences will be scheduled for our Pre-K classes in February. More information will be sent home closer to that time. Parents may schedule a conference with your child's teacher at any time during the year. The teacher will also be free to contact the parent if she feels a conference is necessary.





INCLEMENT WEATHER

For **Cancellations and Delays** please watch ABC 27 SNOW WATCH you will see **Trinity Preschool Camp Hill** flash across the screen or **check their website for school listings.**
Listen to WNNK 104.

If we have a One-Hour Delay, we will begin class at 10:00 a.m. and dismiss at 12:00 noon.
If we have a Two-Hour Delay, we will begin class at 11:00 a.m. and dismiss at 1:00 p.m.
Please, send a sandwich to school with your child. If it is your turn to provide snack, send that along also. **Lunch Bunch is cancelled if we have a delay.**

If you see CLOSED, school is cancelled for the day.

Early Dismissal: Parents will be notified by phone when school will be closing. *Please make sure we have your cell phone number.*

At the end of March the Playgroup Board will meet to determine how snow days, if any, will be made up. Until that meeting we request parents be patient and trust the Playgroup Board and Staff.

Trinity Preschool Playgroup reserves the right to close school early in the event it begins to snow after 8:00 a.m. This will count as a class day.

“Trinity Preschool Playgroup admits students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to student at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, and athletic and other school-administered programs.”

