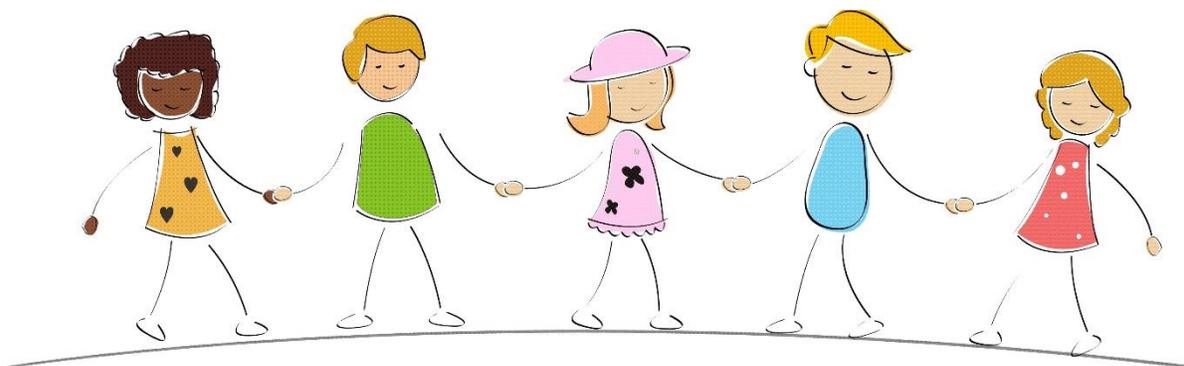


Trinity Learning Center, Inc. Preschool

Information Handbook 2018-2019



Welcome to the wonderful world of preschoolers! These precious years from ages three through six are times of unlimited energy, exuberance and curiosity. Preschool is not a “glorified” baby-sitting service, but a structured Early Education program.

The purpose of our center is to provide a caring atmosphere for young children to experience the love of God and His people. We are committed to excellence in our programs, offering children a healthy, loving, safe Christian environment in which to learn and develop creatively and mature emotionally, physically, socially and spiritually.

We believe that our days are filled with many fun and exciting activities that will have your child coming home and saying, “Guess what I learned today!” and “Jesus loves me!”

Please plan to join us on Tuesday, August 28th anytime between 5 p.m.-6:30 p.m. for our Preschool Open House. This gives your child a chance to see their classroom and visit with us and their fellow classmates. You are encouraged to bring your child’s supplies that evening in a labeled bag.

Throughout the year we invite and encourage parents to visit the preschool and observe first-hand what we are doing. Any comments, questions and suggestions are always welcome.

Blessings,

Angela Hoekman
Trinity Learning Center Director
Preschool Teachers: Ms. Angela PS-4/5, Ms. Hezel PS-3/4

Goals and Expectations

Our Preschool Teacher will work on goals throughout the school year to better prepare students for Kindergarten. We follow the South Dakota Early Learning Guidelines when planning activities. Newsletters will be sent home at the beginning of each month with upcoming field trips and events as well as a calendar with daily activities. Please make sure an active email is on file as many reminders will be sent via email. We also utilize a smartphone app called Remind that will inform you of various things such as reminders for field trips, show and tells, and school closings. Information to sign up will be sent out at the beginning of the school year.

Our goal is to encourage parents to become involved, offer suggestions, and let us know of any questions they may have. Working together as a team is going to produce the best results for all parties involved.

Sessions and Curriculum

Bible-based lessons as well as seasonal themes are used as the central focus of all curriculum activities for all sessions. We will be following the South Dakota Early Learning Guidelines to help your child get ready for Kindergarten.

We offer Preschool classes (PS 3) for children ages 3-4 years old on Tuesday and Thursday mornings from 8:30 – 11:00 a.m. This class is designed for the younger children who will not be entering Kindergarten the following year. Our focus throughout the year is on social interaction, sensory experiences, language, letter, number and shape recognition, as well as on beginning usage of these concepts.

We offer Pre-Kindergarten (PS 4) classes, Monday, Wednesday, and Friday morning from 8:30 – 11:00 a.m. This class is designed for children who will be entering Kindergarten the following year. Our focus throughout the year is on sensory experiences, language, numbers, pre-reading, and pre-writing concepts.

Tuition and Payment

A \$25 non-refundable registration fee is due when registered for enrollment.

Tuition is **DUE** the first school day of each month. Any payments made after the 10th will have a \$5 per day late fee added for each day thereafter. If tuition is not paid before the 15th of the month, then you have chosen for your child not to attend preschool and the spot will be given to another child. Special circumstances will be dealt with on an as needed basis.

No refunds for days absent, vacations, etc. will be given unless it is for an extended period of time and prior arrangements have been made with Angela Hoekman.

\$900 for the school year or \$100 per month for Tuesday & Thursday Preschool (2 days per week)
\$1350 for the school year or \$150 per month for Monday, Wednesday, & Friday Pre-K (3 days per week)

Preschool Policies

Calendar

Preschool will follow the West Central School District calendar throughout the school year with a few exceptions. These exceptions will be listed on the monthly preschool calendar if or when they may occur.

2018-2019 School Calendar

OPEN HOUSE 5PM-6:30PM	August 28
FIRST DAY OF SCHOOL 3/4	September 4
FIRST DAY OF SCHOOL 4/5	September 5
SCHOOL PICTURES 4/5 CLASS @ 8:30 AM	September 7
SCHOOL PICTURES 3/4 CLASS @ 8:30 AM	September 6
NATIVE AMERICAN DAY (NO SCHOOL)	October 8
WC NO SCHOOL (NO SCHOOL)	November 9
THANKSGIVING BREAK (NO SCHOOL)	November 22-23
CHRISTMAS PROGRAM @ 6:30 PM	December 6 (tentative)
CHRISTMAS BREAK (NO SCHOOL)	December 24 – January 2
SCHOOL RESUMES	January 3
TEACHER IN-SERVICE (NO SCHOOL)	January 21
PARENT TEACHER CONFERENCES	February (TBA)
WC NO SCHOOL (NO SCHOOL)	February 14-15
PRESIDENT'S DAY (NO SCHOOL)	February 18
WC NO SCHOOL (NO SCHOOL)	March 8
WC NO SCHOOL (NO SCHOOL)	March 15
EASTER BREAK (NO SCHOOL)	April 19-22
FINAL DAY OF PS 3/4	May 15
FINAL DAY OF PS 4/5	May 16
GRADUATION BOTH CLASSES @ 6:30 PM	May 16

Weather

Preschool automatically closes IF West Central is cancelled or a staff member contacts you. Local TV and Radio stations will also announce public school closures. Also, if there would happen to be a 2-hour school delay due to weather, preschool will not be held.

Illness

If your child shows any signs of illness, we would appreciate it if you would keep him/her home, especially with signs of fever or vomiting. Please let us know if your child will be absent from school.

Supplies and Snacks

School supplies are provided by parents for their child. Snacks and other supplies are provided by the donations of parents or by the Preschool. Please let us know if your child has any food allergies.

We prefer items to be brought the night of the open house so you have less to bring on the first day of school and to allow us time to get everything labeled and put away. Please bring items in a grocery sack with your child's name on it.

School Supplies Needed By Your Child

- Back Pack (bring daily and please ensure their full-size folder fits inside)
- Change of clothes (to be kept in backpack)
- 24 Count Crayola Crayons
- Plastic Folder with 2 pockets (please keep in backpack)
- Soap container (found in travel-size bins)
- 8 count Crayola Watercolor Paints
- 2 disappearing purple glue sticks
- 1 bottle of white Elmer's school glue

Classroom Supplies

- Napkins
- Tissues
- Paper Towels
- Dixie Cups (5 oz.)
- Clorox Wipes
- Dry Erase Markers (skinny markers)
- Pack of washable markers or colored pencils (any colors)
- Number 2 pencils

If you would be interested in helping to provide snacks for our preschool, we are providing you a "wish list" of easy options that would help us out. Please note that this is a voluntary list and that you are not obligated to bring in anything. We do have a fridge for any items that need refrigeration. We have a known peanut allergy in our 4/5 Pre-K class so please do not bring anything that contains peanuts/tree nuts.

Preschool Snack "Wish List"

- Snack crackers
- Veggie Straws
- Puffcorn
- Raisins
- Goldfish
- Animal Crackers
- Fruit Loops (or other easy to eat cereal)
- Graham Crackers
- String Cheese
- Applesauce

Throughout the year we may ask for snacks/supplies that we are running low on which can be found on the monthly newsletters. We appreciate any and all donations!

Field Trips

The preschoolers may go on several field trips (e.g. Apple Orchard, Fire Station, Pumpkin Patch, etc.) during the school year. Field Trips will be noted in monthly newsletters. We will transport in our center van. Parents/guardians are welcome to join us. Please let us know if you'd like to volunteer!

Birthdays

The preschool will celebrate each child's birthday the day of or the day before/after if it is a non-school day. Summer birthdays will be celebrated in May. No gift giving is permitted. We celebrate with a birthday award, singing Happy Birthday, and then your child gets a birthday goody bag. If you wish to bring treats for your child's birthday, please let us know ahead of time in case there are any allergies in your child's class. If you are having a birthday party and want invitations sent out at Preschool, there must be an invite for each classmate.

Daily Schedule

8:30 - 8:40	Arrival
8:40 - 8:55	Morning Message (Pledge of Allegiance, Attendance, Weather, Calendar, and Prayer)
8:55 - 9:10	Snack
9:10 - 9:15	Reading/Puzzles (while waiting for everyone to finish snack/bathroom)
9:15 - 9:35	Bible Activity
9:35 - 9:45	Music and Movement
9:45 - 10:05	Circle Time – Skill/Lesson Introduction
10:05 - 10:45	Fine Motor Skills and Centers
10:45 - 10:55	Group Game, Flannel Board Activity, Story
10:55 - 11:00	Lord's Prayer and Departure

Tentatively we have Chapel on Wednesday's at 8:30 for the 4/5 class and Chapel on Thursday's @ 8:30 for the 3/4 class.

Activities and schedules may vary as time permits. Not all preschoolers will work on the same objectives or activities at the same time. Each child is a unique individual with different levels of learning; therefore we alter our plans accordingly.

Holiday Celebrations

MONTHLY – Birthday Celebrations

OCTOBER – Costume Party

NOVEMBER – Thanksgiving Lunch with our Family

DECEMBER – *All School Christmas Program

JANUARY – Cookies and Hot Chocolate with Dad

FEBRUARY – Valentine Exchange and Cupcakes with Mom

APRIL – Easter Celebration

MAY – *All School Graduation Program and Summer Birthday Celebrations

*We have a Christmas Program and Graduation Program. All preschoolers will participate in both programs.

Remind App

We utilize a smartphone app called Remind. We use this to send information such as if there is no school due to weather or a reminder that there is show and tell or a field trip, etc. You do not need to download anything. A text will be sent to you through the app and all you need to do is reply yes if you would like to receive notifications and reminders for the school year.

Monthly Newsletter and Book Orders

We will send out a monthly newsletter by email as well as send home a hard copy with your child at the beginning of each month. The front side will give information about what we will be working on in the upcoming month as well as dates to remember, birthdays, wish list items, etc. The back side of the newsletter will have a calendar with all of our daily activities such as show and tell, special events, field trips, etc. It also shares what our Bible Story is each week as well as which number and letter we are focusing on. Please remember to check each morning before school so your child is involved with all of the activities. Our show and tell normally correlates with what we are working on that day in the classroom and we don't want anyone feeling left out!

We also utilize Scholastic Book Orders. Each month flyers will be sent home for you and your child to look through. If you would like to place an order, you can either fill out the forms and send a check back to school or you can do all of it online by going to <http://www.scholastic.com/readingclubs>. Just make yourself an account and put in our school code of HJ4WX (also will be located on the top of the front flyer). We receive classroom points for every order that we then use to purchase books, games, and activities for our classroom! Majority of our learning games have come from Scholastic Book Orders!

Amazon Smile

If you're doing any shopping on Amazon, please keep us in mind because when you shop at smile.amazon.com and choose us as your non-profit organization then Amazon donates 0.5% of the price of your eligible AmazonSmile purchases to us! AmazonSmile is the same Amazon you know with the same products, prices, and service but gives back to charitable organizations. Below is our link:

<https://smile.amazon.com/ch/45-3807369>

There is also a link on our website on the About page.

Contact Information

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Preschool Teachers: Ms. Angela PS-4/5, Ms. Hezel PS-3/4
Aide: Miss June Snyder