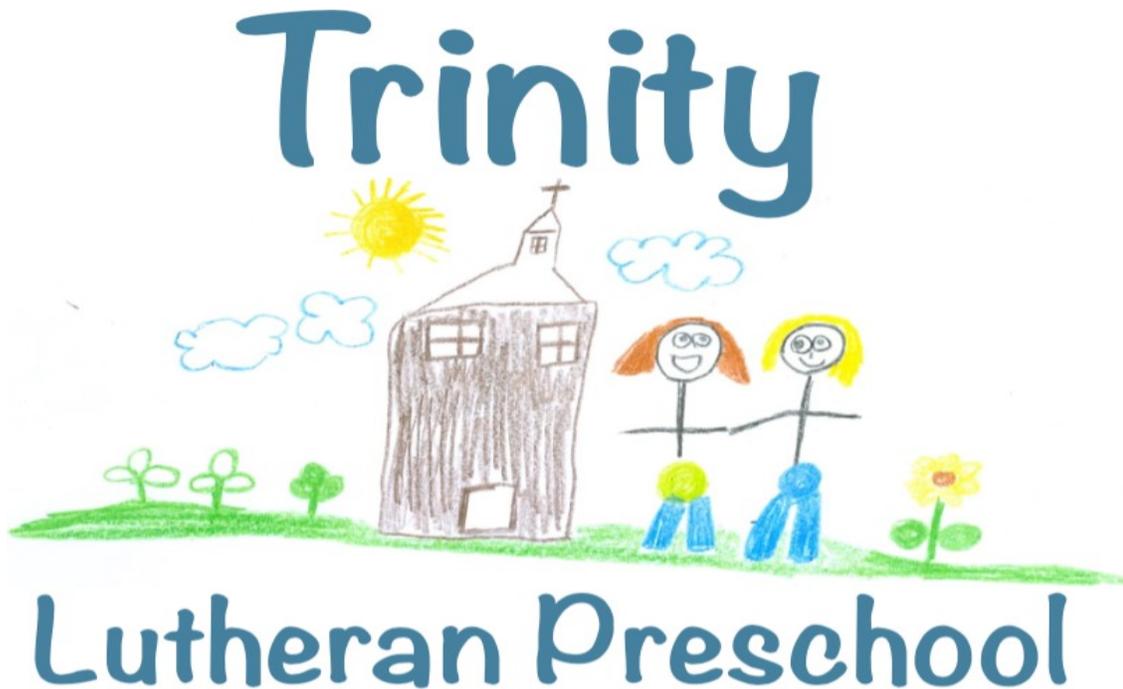


Trinity Lutheran Preschool Parent Handbook

2018/2019



A Christian Preschool Experience
Founded in 1988

Trinity Lutheran Church
3333 North Duffield Avenue
Loveland, CO 80538
970-667-5769

Director: Mrs. Kari Butzman
director@tlplovland.org

Train up a child in the way he should go; even when he is old he will not depart from it.
—Proverbs 22:6

WELCOME PARENTS AND CHILDREN TO TRINITY LUTHERAN PRESCHOOL

BOARD OF DIRECTORS

The Trinity Lutheran Preschool Board of Directors is made up of members of Trinity Lutheran Church. For the 2018-2019 school year, the members of the Board of Directors of Trinity Lutheran Preschool are:

Jeff Stinson, President

Olivia Tremblay, Vice-President

Debbie Riley, Treasurer

Penny Kosley, Secretary

Aimey Depperschmidt, Member-at-Large

Pastor Chris Davis, Advisor

We are blessed by your involvement in your child's preschool experience and hope that we can be a blessing to you! -- TLP Board of Directors

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MISSION AND VISION

Trinity Lutheran Preschool staff seeks to work cooperatively with *parents* and the *community* to facilitate a program that will create a solid educational foundation for young children. The preschool is organized exclusively for educational purposes and will be realized through the pursuit of the following mission and vision as an outreach of Trinity Lutheran Church.

- Our mission is to provide educational experiences for each child nurturing physical, emotional, cognitive and spiritual development.
- The vision is to provide a welcoming, loving, faith formative, Christian preschool experience for families of preschoolers that will prepare children for school kindergarten.
- It is our goal to help preschoolers grow through creative hands-on learning experiences that meet the individual needs, interests and abilities of each child.

The objectives of TLP are:

- To provide a quality preschool program for children ages two and one-half through five years old.
- To provide a program for children from all sectors of the community, no matter what religion, race or financial status.
- To function as a family support service, thereby providing intervention in any needed areas through community services for families with children with special needs or for families desiring information on early childhood issues and concerns.
- To prepare preschoolers for their formal education and assist parents in becoming active participants in their child's education.

OPEN ENROLLMENT POLICY

Admission of Students with Special Needs

The admission of children who have special health care needs, disabilities, or developmental delays, which includes children with social, emotional and behavioral needs, must be in alignment with the training and abilities of staff and in compliance with the Americans with Disabilities Act.

Non-Discrimination Policy

Trinity Lutheran Church admits students of any race, color, national and 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 educational policies, admissions policies and scholarship programs. Children will be enrolled on the basis of space available, the child's age (three years old by August 15th) and independently toilet trained. Children turning three after August 15th may enroll and begin attending classes after their third birthday.

Toilet Training Policy

Every child enrolled in the Preschool must be *independently* toilet trained. In the event of a bathroom accident, the staff will assist the child with changing into the child's clothes provided by parents and stored in the child's backpack. Children will need to attend Preschool wearing underwear in lieu of "pull ups," or diapers.

PRESCHOOL EVENTS AND CALENDAR

Families are invited to attend various events during the year such as our Christmas Program and Spring Sing. Once a year the Preschool sings at a church service to show appreciation for the church's support and to familiarize the congregation with Preschool.

The Staff of Trinity Lutheran Preschool is responsible for the safety and supervision of children in their care. After school and at special events parents resume responsibility for their child's care when children are released from school or the event. The only time siblings are allowed to stay in the Preschool classrooms is for the Christmas Program. Otherwise, siblings cannot be present in classrooms when Preschool is in session.

The preschool operates on the Thompson R2-J School District calendar. It is an August through May calendar. The Preschool calendar is provided to each family detailing special events, vacations, conferences and holidays and is posted on the Trinity Lutheran Preschool website www.tlploveland.org

CURRICULUM

The Preschool curriculum is designed to instill in children Christian values through Bible lessons, prayers, Christian songs, academic skills and social relationships. A new theme is

introduced each month and units are built around the theme. This will give the children a variety of experiences in using small and large motor skills, music and movement, arts and crafts, academic centers, free-play, stories and self-expression.

The variety of sessions promotes progressive learning experiences beginning with a first preschool encounter for three-year-olds to preparing four and five-year-olds for Kindergarten. Trinity Lutheran Preschool has been licensed by the State of Colorado. The policies, procedures and schedules meet the State requirements. The Preschool has been inspected by the Health and Fire Departments and meets all local and state requirements and regulations. Trinity Lutheran Preschool participates in the *Colorado Shines* Program, Colorado Office of Early Childhood, Department of Human Services. The Preschool has accomplished a Level 2 rating.

PRESCHOOL GOALS

3 -year olds

- Learn to Sing ABC's
- Learn to Count One to Ten
- Recognize Basic Colors
- Recognize Basic Shapes
- Learn How to Take Turns and Share
- Practice Table Manners
- Learn Table Graces
- Learn to Paint, Color and Glue
- Learn to hold a Pencil
- Make Simple Craft Projects
- Learn to Sing Songs and Play Games
- Many Hands-on Experiences
- Learn Simple Prayers
- Self-Help Skills
- Learn to Recognize Name
- Various Gross Motor Activities
- Introductory Scissor Activities

Pre-Kindergarten and Junior Kindergarten

- Begin to Identify Letters and Their Sounds
- Learn to Write Name Properly

- Learn Days of the Week
- Make Arts and Crafts with Multiple Steps
- Learn to Count to 20
- Problem Solving
- Recite Poems and Finger Plays
- Rhyming and Opposites
- Book Handling/Literature Appreciation
- Science Activities
- Left to Right Progression
- Recite *The Pledge of Allegiance* and *The Lord's Prayer*
- Reading Readiness Skills

Hours of Operation

Class	Days	Time
3 year olds	TuTh	9:00 – 11:30 a.m.
3 year olds	MWF	9:00 – 11:30 a.m.
3-4 year olds (Pre-K)	TuTh	9:00 – 11:30 a.m.
4 year olds (Pre-K)	MWF	9:00 – 11:30 a.m.
4-5-year olds (Jr. K)	TuTh	9:00 a.m.-2:00 p.m.
4-5-year olds (Jr. K)	MTuWTh	9:00 -11:30 a.m.

Tuition is paid in advance by the 15th of each month August through April.

LUNCH BUNCH for 4 to 5-year-olds

Lunch Bunch	M-Th	11:30 a.m.-2:00 p.m.	\$120 punch card
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Trinity Lutheran Preschool offers Lunch Bunch, an extended day option for the older students who no longer require an afternoon nap. Children enrolled in this program meet from 11:30 am-2:00 pm. Children bring a healthy lunch to school and following their regular Preschool class their teacher leads them to the Lunch Bunch room. After lunch, children participate in activities that are provided by the teacher such as gross motor activities, science, arts and crafts, music and movement. Lunch Bunch meets Monday through Thursday following the class schedule.

If enrolled in the Lunch Bunch program, you will receive additional information regarding needed materials and a description of additional learning activities. Examples of appropriate lunches following USDA regulations can be obtained from the Director. A punch card needs to be purchased at registration for \$120.00 for ten Lunch Bunch times.

Children enrolled in Lunch Bunch will need to complete a sunscreen permission form and provide sunscreen to the school for your child. If you do not want sunscreen applied, then a waiver must be submitted.

PROCEDURE FOR ADMISSION AND REGISTERING CHILDREN

Admissions

TLP offers part-time enrollment Monday through Friday. Children will be enrolled on the basis of the child's age by August 15th and space availability. Upon registration the parent states on the

application the days desired. The application becomes the child's permanent schedule. Any changes in the schedule must be discussed with the Director.

Registration begins in January. The order of registration is 1) members of Trinity Lutheran Church, 2) currently enrolled children and siblings, and 3) open registration. The registration fee is non-refundable. The first month's tuition is paid in August at the start of school. The Director has the option to enroll first those children into Junior Kindergarten whose birthdays miss the kindergarten cut-off. Waiting lists are only kept for the current school year and do not carry over automatically to the next school year.

The following forms ***must*** be completed before your child's registration is complete:

- **Completed registration packet** that has been reviewed by the Director including: Application Form, Media Waiver and Release Form, About Your Preschooler Profile, Parent and Preschool Agreement
- **Annual Authorization for Pick-up Form**
- **Physical Exam Form**
- **Immunization Card**
- **Appropriate Fees Paid**

Registration

Please cooperate with TLP's request for forms. They are for the safety of your child and ensure compliance with licensing regulations (Office of Early Childhood Education, Colorado Department of Human Services). All forms must be completed by the first day of school. You will receive a letter in the back-to-school folder two weeks before the start of school if anything is missing from your child's file. You will have two school days to complete and return missing paperwork in order for your child to attend preschool. Once paperwork is turned in, your child can attend their preschool class.

Each child must submit a new medical form, signed by a physician each year.

TUITION INFORMATION

REGISTRATION FEE: The registration fee is listed in the registration packet.

SUPPLIES: A list of required supplies will be provided in the summer.

MONTHLY TUITION/PAST DUE: Tuition is paid August through April by the 15th of each month. An initial fee of \$10.00 will be charged for tuition paid after the 15th of the month. Please write your child's name and class on the memo line of your check. You may mail the tuition check or drop it off in the black tuition collection box in the Director's office. If you pay by cash or check, you must receive a

receipt from the Director. If tuition has not been received by the 15th a \$10.00 late fee will be applied to your account. If a check is returned due to insufficient funds, families are subject to a \$25.00 handling fee. If you have a balance by the last day of month then your child will not be able to attend preschool until the balance is paid in full.

VACATION and EMERGENCY CLOSINGS: No refund or credit is given for days a student is absent or on vacation. In addition to any scheduled preschool closure dates or inclement weather days, the school may need to close because of a mechanical breakdown in our facility, or a significant number of the teaching staff and children absent due to flu or other illness. The decision to close may be made by the Pastor, Preschool Director or the Board of Directors. Should this occur, parents will be notified by phone. There may be adjustments in tuition.

PROLONGED ABSENCE: the Director and the Board of Directors will make adjustments if there is a prolonged absence pending approval by the Board of Directors.

WITHDRAWALS AND PENALTIES: We ask parents to give at least two weeks **written notice** before withdrawing a child. For any tuition paid in advance, refunds will be given minus the two weeks prior to withdrawal. This will assist us in enrolling another child as quickly as possible.

FINANCIAL AID

At TLP we recognize that life can be unpredictable. TLP may have limited financial aid for students either currently enrolled or enrolling. Please see the Director privately if you feel this may apply to you. All requests must be submitted in writing to the Director, who will then present the request to the Board of Directors. Further financial documentation (e.g., tax forms or pay stub) may be necessary.

HEALTHY AND SAFE CHILDREN POLICIES

Policy for Identifying Where Children are at All Times

Parents, Guardians or other authorized adults sign in and sign out their child on the attendance notebook for each classroom. This document verifies who attended school on a given day. At each transition time, throughout the class session, the staff rechecks the student count to be sure all students are present and accounted for.

Policy Regarding Inclement and Excessively Hot Weather

School will close for inclement weather whenever the schools of the Thompson R2-J School District are closed. For school closure information call 613-6788, or check the Thompson R2-J Schools website <http://www.thompsonschoools.org>, or listen to local radio or television stations for the status of school closures or delays. If Thompson R2-J School District has a late start schedule, only morning classes will be canceled.

***Special Note:** The Jr. K class that meets from 9:00- 2:00 will follow the delayed schedule of the Thompson R2-J School District and attend classes on days of delayed start. And, if the Thompson School District calls for an early dismissal, the Jr. K class meeting in the afternoon will follow the schedule of the school district.

The children play outside on the playground at the discretion of the preschool staff. In the event that the weather seems too hot or too cold, too rainy or too snowy, we will participate in activities indoors that will help develop our large muscles. Children are always offered water after playing outside and may have a drink anytime during the school day. It is also required that parents apply sunscreen to their children prior to school. The children are also welcome to wear sunglasses and sun hats on the playground. If you should happen to forget sunscreen, please see the Director. Health regulations state that parents must sign off their child for sunscreen protection daily at check-in.

Immunization Policy and Statement of Health Policies

Information regarding all immunizations a child has had, including month and year the immunization was administered, must be recorded on the Colorado Certificate of Immunization, given to you by your pediatrician. The immunization form is due in the preschool office by the child's first day of school. Each child must be fully immunized with the required state immunizations. No exemptions will be permitted, except for a medical exemption, which requires a physician's recommendation.

Please fill out the forms completely and accurately. Each parent is asked to comply with the rules and regulations of the State of Colorado Department of Human Services and the Health Department by providing TLP with a medical statement and a *Colorado Certificate of Immunization*, ***both signed and dated by a physician***. These statements must be renewed annually. You will be notified prior to renewal date.

Illness, Accidents and Injuries Policy

Please call the preschool office when your child is sick or will be absent for any reason at 970-667-[5769](tel:9706675769) or director@tlplovland.org.

Children who arrive at school with symptoms of an illness will be sent home. If your child should become ill at school, an attempt will be made to reach you. If this is not possible, the emergency numbers on file for your child will be called. Please keep emergency numbers on file current. The Director will call you immediately to notify you to pick up your child from school, and move your child to her office to rest until you arrive.

- The procedure for the handling of illness, accidents or injury of a child or any minor emergencies is to first immediately notify the parent or guardian, and if necessary, call 911. *Written and verbal notification to the parent is always provided no matter how minor the incident.*
- If a child received a minor injury (i.e. scrapes, etc.) at school, the teacher or Director will administer first aid.
- In the case of severe emergencies, 911 will be notified first, and then the parents or guardian will be notified.
- The Preschool **must** notify the health department of any diagnosed communicable illnesses.
- The Preschool will notify, by email and door signs, all parents if there is an outbreak of diagnosed communicable diseases.

Illness Exclusion Policy

There may be a time when you will be contacted to pick your child up from Preschool. Symptoms for possible exclusion include vomiting or nausea, diarrhea, fever, abdominal pain, headache, chills, muscle aches, or rash. If your child has been diagnosed with a communicable illness such as chickenpox, hepatitis, measles, mumps, meningitis, diphtheria, rubella, salmonella, tuberculosis, giardia, and shigella infection he/she must be excluded from the preschool until such time as the child's physician determines the child may return to school. It is requested that siblings with any symptoms of illness not be brought into the school building. Usually, children may be readmitted to Preschool if:

- 1) they have been symptom free without having received fever-reducing medication for 24 hours
- 2) they have permission from the Director

Parents are required to phone Trinity Lutheran Preschool, 970-667-5769, and report the reason for their child's absence. This is a Health Department regulation. Parents must also contact the Director for the procedure for re-admittance to Preschool

Illness Exclusions

Children will be excluded from class if any of the following symptoms are observed:

Temperature

- Fever of over 100° by thermometer; Children may return to school after temperature has been normal for 24 hours with no other symptoms of illness.

Skin

- A skin lesion or rash on any body part unless found to be non contagious by a physician.
- Hair or body lice and/or nits in the hair

Throat and Chest (Exclusion of 24 hours, or more, may be required.)

- Inflamed throat or tonsils
- Signs of acute cold and nasal discharge
- Cough accompanied by other signs of illness

Nasal Discharge (Exclusion of 24 hours or more may be needed.)

- Nasal discharge when accompanied by fever or other symptoms

Eyes (Must be symptom-free for 24 hours before returning to school.)

- Red, or inflamed eyes, one or both
- Conjunctivitis

Medicine Administration Policy and Individual Health Care Plan

It is recommended that medication be given at home. If medications are to be given while your child is attending school, there are certain forms that must be completed by you and your primary care medical provider (see the Director).

A child health care plan with physician signature must be submitted to the Director 30 days before the start of the school year for any child with allergies, asthma, or any other condition requiring medication in an emergency. This includes medication for seizures, Epipen®, or other auto injection devices, or inhalers.

Medications must be in the original container and not expired. Prescription medications must have a current pharmacy label attached. Medications will be stored according to the prescriber, Medication Administration training manual, and in accordance with State and County Health Department regulation.

Certain staff may administer medications once they complete the state-approved training and delegation with an RN. This means that a child must wait to attend school if this process has not been completed. These staff members must be prepared for the child. This is in compliance with the Delegation Clause of the Nurse Practice Act (section 12-38-132 C.R.S).

Additional policies may be in place based on collaboration with the nurse consultant. If your child has any special allergies, emergency medication or special medical needs, please speak with the Director. (Reference: Colorado 7.702.52)

Transportation Policy

The preschool does not provide transportation to and from school or to family field trips. In compliance with Colorado Regulation 7.702.42, the preschool does maintain a vehicle for emergency transportation only. It is felt in most cases of an emergency nature, 911 would be called for ambulance transportation.

Policy on Television and Videos

Generally, the children do not view videos. However, if the teacher schedules a video or a portion of a video to be seen by the children, it will be appropriate for the age group and will compliment the unit or theme for the month. Children will not be watching television, other than an occasional video, while in Preschool. A video will not be viewed more than once a month and will not last more than thirty minutes.

Authorized Adult Policy

The School has one primary entrance on the west side. The outside door will remain open during school hours. Each classroom will be locked during school hours. An adult must accompany children to the classroom entrance. There is a sign-in book at the entrance of your child's class, which requires the designated person to log the child's name at the beginning and end of each class period (this must be an adult). The child's name, authorized person's name, time and date must be included on this log. **THIS IS A STATE REGULATION.**

No child will be released to anyone other than authorized persons on the emergency section of the registration form. If a person listed on the emergency card is unfamiliar to the staff, he or she must show picture identification in order for the child to be released. Please make sure your child's authorization form is always current. In the event an unauthorized adult arrives to pick up a child from the preschool, TLP teacher, or Director, will remain with the child in the office until you are notified. If you cannot be reached, the person listed as the emergency contact on the registration form will be notified.

Policy for Individuals Not Authorized to Pick-up a Student

In the event an unauthorized adult arrives to pick up a child from the preschool, the parents will be contacted. If the parent does not provide verbal permission for the release of the child, then the unauthorized adult will be asked to leave the building. If the unauthorized adult does not leave the premises, the police will be notified.

Visitor Policy

All visitors and guests to the preschool must report to a staff person and are required to sign-in at the "visitor's log" and show proof of identification. **Friends and siblings of your child (not enrolled in the preschool) may not attend school with your child because it may violate state regulations by possibly making the room over capacity.** The school is open to all parents at all times and no appointment is necessary. Parents are welcome and encouraged to assist in the class. Parents are asked to complete their teacher's "Parent Volunteer" request form at the beginning of the school year. **Volunteer aides will be under the supervision of the teacher.**

ALL VISITORS THAT ARE NOT RELATED TO A STUDENT ARE ALWAYS ACCOMPANIED BY A STAFF PERSON AND MUST HAVE A VALID REASON FOR VISITING THE SCHOOL.

Policy for Closing the Preschool at the End of the Day

All rooms and bathrooms are checked before the school is locked and closed for the day FOR SAFETY AND SECURITY REASONS. This is a physical check for children as well as the verification of the sign-in and out clipboard.

Policy for Late Pick-up or for a Child Who is Not Picked Up

LATE PICK-UP FEE: Parents who pick up children from school that are more than ten minutes late following the dismissal of class will be charged a late fee of \$25.00.

Each child will be granted one late time each year without being penalized. When the fee is assessed, and the parent does not have the funds when the child is picked up, the fee must be paid on the child's next scheduled school day.

If a parent has not arrived to pick up the child 10 minutes after the end of the class session, all attempts will be made to reach the parents, including the emergency number and any other known person that is authorized to pick up the child.

If an authorized adult has not arrived to pick up the child one hour after the end of class and the above attempts to reach someone has not been successful, the Director or designated staff person will contact the Police Department for further direction.

Repeated late pick-ups may jeopardize the child's enrollment.

Parking Policy

Please only use the west entrance. Please make sure you park in the church parking lot or on Chestnut Avenue.

Media Waiver and Release Policy

Parents are not allowed to take photos when visiting classrooms unless clearance from the Director has been given. Parents are not allowed to post photos of others' children on social media. If a media release is desired, a Media Release Request Form must be submitted to the Board of Directors for approval. The Director must confirm that the child has a current Media Waiver and Release Form on file. The dates of use must be specified to the Board of Directors.

Policy on Children's Personal Belongings

School clothes should be those in which the child will be comfortable, appropriate for sitting on the floor and playing outside. In each child's backpack parents should place a complete change of clothes including socks and underwear. By complying with this request, children will have a change of clothes readily available in the event of a bathroom accident or spill.

Please be aware we do use paint smocks but sometimes your child may come home with spots or smears on their clothes. Please mark each child's belongings. Soiled clothing will be bagged for the child to take home. The staff at TLP understands that "accidents" happen and is trained to care for the child should an accident occur. A staff person always monitors the bathroom area of the preschool when a child is using the facility. A full change of clothes should be kept in their backpack at all times.

What to Wear to Preschool

Since children will be experimenting with all kinds of materials, including paint, water, glue, sand, snow, etc., suitable clothing is that which will not inhibit learning. Suggested clothing includes shorts, jeans or other comfortable pants, and rubber-soled shoes covering the whole foot for outdoor play. On days when the temperature is 20° or above children will be outside to play.

You are encouraged to wear, or bring:

- A sweater or light jacket in the fall and spring
- A warm coat in winter with boots, hat and mittens
- A pair of indoor shoes are necessary to bring if boots are worn
- Snow pants are highly recommended when there is quite a bit of snow
- Labeled boots and shoes are a tremendous help as they are the items that end up on the floor along with many others that look exactly the same.

Please remember to bring your child's backpack every day. In addition to the change of clothes, sunglasses and hats can be placed in the backpack. Teachers will send things home with children at various times in the backpack. Teachers may not always check backpacks, so if there is something in the backpack that the child or teacher needs please tell your child's teacher.

Snacks

Parents pay a snack fee with the first month of tuition. Snacks are purchased and prepared by preschool staff. Guidelines from USDA will be used when creating a monthly snack calendar. Snacks will be served to maintain serving amount guidelines.

Children with food allergies should consult with the Director about creating a health care plan for snack time.

Birthday Treats

When it's your child's birthday, you may bring a special birthday treat. If your child's birthday is over the Summer then we will celebrate on their half birthday. **THIS TREAT IS SOMETHING THAT WILL BE SENT HOME WITH EACH CHILD IN THE CLASS.**

Recommended Treats are "goody bags" and candy.

Preschool's Policy on Discipline and Guidance

The teaching staff of Trinity Lutheran Preschool will make every effort to understand and respond to children behavior in a positive manner. In return, if you notice behaviors at home that you have concerns about please feel free to discuss these with us outside of drop off and pick up times. The preschool years are an exuberant time for children, during which they like to test the limits of acceptable social behavior. This is also a time when they begin to learn self-discipline and the reward from getting along with others. Under no circumstances is corporal punishment used in the preschool. We closely follow the Pyramid Model.

There are three rules at our school:

1. We keep ourselves safe.
2. We keep each other safe.
3. We keep our things safe.

Keeping these rules will foster in each child healthy social and emotional development while developing relationships with teachers and peers. Children are constantly observed, supervised and guided on an individual basis to maximize positive social interaction. If regular teaching strategies and classroom management techniques have not been successful in achieving desired behavioral outcomes the following steps will be implemented to achieve what is best for the child:

1. The Director will observe the child in their environment over a 1-2 week time period.
2. The teacher and the Director, along with parents, will develop a proactive action plan to be implemented.
3. Documentation will be done for an appropriate amount of time to determine the effectiveness of the plan.

4. If the behavior does not improve and is detrimental to the child, other children or the classroom routine, a second conference will be conducted. The Director, teacher and parents will meet to explore other options for nurturing the child's growth and development.

Dismissal Policy

The welfare of every child is our first concern at Trinity Lutheran Preschool. Dismissal from the school will only be considered after the steps listed above have been followed. Careful deliberation regarding the needs of the child and the qualifications of staff to meet those needs will be made. The Preschool will assist you in selection of a program that may better meet the needs of the child. A parent's refusal to cooperate and adhere to the policies of the Preschool could necessitate a dismissal.

COMMUNICATION PROCEDURES

Parent Teacher Conferences and Portfolios

Parent-Teacher Conferences are held twice a year in the Fall and Spring. Sign up online for conferences using www.signupgenius.com. Please communicate any concern you may have regarding your child to your child's teacher or Director at any time during the school year. Conferences may be requested at any time by the parent, teacher or Director.

Portfolios are used to document the growth of each child over the school year. At the conference teachers will review your child's portfolio with you. Teachers add to the portfolio throughout the school year. When a child is in his/her last year of Preschool families will receive the portfolios the last day of school. If a child is returning for another year, the portfolio is passed on to the next teacher so that next year's work can be added to the portfolio.

A calendar of events is posted on the Trinity Lutheran Preschool website www.tlploveland.org as well as in a newsletter sent home at the beginning of each month.

The theme and units planned for the month are also listed. Announcements, upcoming events, and classroom news is also found in the newsletter. A parent bulletin board will be located in the hallway near where the children are picked up and dropped off. Periodically, notes from the Director or teacher will be sent home. Parents are also encouraged to call (970-667-5769), write, or e-mail the Director at director@tlploveland.org. The Director has an open door policy for all parents, students and visitors.

Procedure for Filing a Complaint About Childcare

The Colorado Department of Human Services, Licensing Division is available for complaints regarding the operation of the preschool in relation to implementation of the Colorado Rules and Regulations for Child Care Center (less than 24-hour care). It is suggested that you initially contact the Director, the President of the Board of Directors and the Pastor with any concerns or complaints regarding the preschool and its operation. The address and phone number of the Division of Child Care is:

The Colorado Department of Human Services
Division of Child Care Licensing Department
1575 Sherman St.
Denver, CO 80203-1714
303-866-5958

Policy on Child Abuse Reporting

State law mandates that school staff members report suspected child abuse and, or, neglect. If a staff person suspects that a child has been subjected to abuse or neglect it will be reported immediately to LARIMER COUNTY Child Protective Services at 970-498-6990.

OUR STAFF ARE MANDATED REPORTERS OF ANY SUSPECTED CHILD ABUSE. Not all abuse is physically obvious. All employees will be diligent about documenting any and all unusual behaviors, comments, or physical marks.

Any concerns must be reported to the Director and Pastor, but the staff member is responsible for making the call.

Parent Involvement

Parent Participation – Parents are encouraged to be a part of their child’s education at Trinity Lutheran Preschool. This not only promotes a healthy learning environment for your child, but also teaches the child that school is an important part of his/her life as well as yours. If you cannot attend class to help out there are many opportunities to help at home with projects or donate needed items to the classroom. We always encourage parent comments on our program, since it is our desire to offer the best preschool experience possible.

Parents may serve as classroom party coordinators or volunteers and are encouraged to help with special classroom events.

Parent Volunteers: Parents are welcome to volunteer in the preschool. While volunteering in the classroom, parents should be familiar with the Parent Handbook and direct any questions or concerns to the Director or other staff member. Parents are asked not to discuss the progress of children that are not their own with anyone outside the classroom. This includes photos of classroom activities, or the posting of information on social media. Volunteers may help during craft, snack, circle time or free play. Only regular staff is involved with the assessments, first aid and bathroom accidents.

For Parent Helpers:

- Wear comfortable clothing
- Other children must not attend with the parent. State regulations do not permit additional children in the classroom.
- Using cell phones is not allowed as you work with children. Remove yourself from the classroom to make a phone call.
- Complete the volunteer training before helping in the classroom. See the Director for the handout.

Fundraising

At various times during the school year events fundraising events may be planned. The funds received from these events help to provide teachers with additional resources that could not be purchased otherwise. Each year the Director of Trinity Lutheran Preschool and the Board of Directors set priorities for fund raising. It is important to know that participation is not required in order for your child to attend. Any help given is greatly appreciated and only benefits the children and families in our preschool program.

A HANDBOOK OF EMERGENCY PROCEDURES AND EMERGENCY OR DISASTER EVACUATIONS

PURPOSE:

In addition to the Child Abuse Reporting Policy of Trinity Lutheran Preschool as stated above, the material presented in this planning guide is to help ensure that all staff, families and visitors are aware of fire/emergency exits and that all staff understand comprehensively the procedures for evacuations or procedures in the event of an emergency.

FIRE EVACUATION:

Pull the fire alarm when smoke is detected, or smelled.

When the alarm sounds, stay calm.

Director will call 911.

Line the children up and exit according to posted exit route.

Count the children to visually confirm that all are present.

Take attendance sheet, backpack, emergency folder and individual healthcare plans with you.

Shut classroom door and proceed to safe location and take attendance.

Keep the children calm and remain outside until the "all clear" is given.

Fire drills will be conducted at least once per month in cooperation with the local fire department. A plan of evacuation from all parts of the building will be posted at all doorways as well as in this handbook.

Classroom A Exit Route:

Exit classroom and walk down hall and go out from north exit doors

Once outside walk down sidewalk on Chestnut Ave. and continue north until end of parking lot

Wait there until given clear

Classroom B Exit Route:

Exit classroom, turn left down hall and exit out northwest exit doors

Once outside walk down sidewalk on Chestnut Ave. and continue north until end of parking lot.

Wait there until given clear

Classroom C Exit Route:

Exit classroom, turn right down hall and exit out south exit doors

Once outside walk down sidewalk on Chestnut Ave and continue down to corner of 33rd St.
Wait there until given clear

Classroom D Exit Route:

Exit out classroom; turn left down hall and exit out south exit doors
Once outside walk down sidewalk on Chestnut Ave. and continue down to corner of 33rd St.
Wait there until given clear

Nursery/ Lunch Bunch Exit Route:

Exit nursery, turn left down hall, and exit out of west preschool doors
Once outside walk down sidewalk on Chestnut Ave. and continue north until end of parking lot
Wait there until given clear

** If any class is in another location other than their classroom, find nearest exit door and proceed to your assigned meeting location.

TORNADO SHELTER IN PLACE:

Remain indoors.

Seek shelter according to classroom's designated location.

Monitor radio stations for weather conditions and wait there until the "all clear" is given.

Classroom A Tornado route:

Shelter location is the church men's restroom located by the Refectory and church kitchen.

Classroom B Tornado Route:

Shelter location is the church women's restroom located by the Refectory and church kitchen.

Classroom C Tornado Route:

Shelter location is the preschool staff restroom.

Classroom D Tornado Route:

Shelter location is preschool children's restroom.

Nursery/ Lunch Bunch Tornado Route:

Remain in Nursery and move towards west wall where the mural is located.

THUNDERSTORM PROCEDURE:

Remain indoors and away from windows.

Limit use of telephones and running water.

Monitor radio stations for changing weather.

BLIZZARD PROCEDURE:

The decision to call parents or close the preschool is at the Director's discretion. On snow days a decision will be made by 8:00am. The preschool will be closed if Thompson School District cancels classes for the day.

LOST CHILD:

If it is determined that a child is missing, staff must report this to the office IMMEDIATELY.
The Director will contact the parents and appropriate law enforcement.
Be aware of the location of all children and what they are doing at all times.
Children should always be under direct supervision of an adult.
Be ready to give detailed description of a lost child and what he/she is wearing.
As with all stressful situations, be calm.
Reassure and occupy other children.

LOCKDOWN PROCEDURE:

General announcement will be given that the building is to go on immediate lock down.
Stay in classrooms and out of view of door windows.
Place children against a wall so that they are unable to be seen from a window, or door.
Lower and close window blinds, make sure doors are locked and turn off lights.
Must remain still and quiet until clear signal has been issued.
COMMUNICATION WITH THE CHURCH OFFICE WILL BE ONGOING.

Note: All staff members must have their roll call sheets in their possession prior to turning out the lights. This will aid in accounting for all students should an evacuation be necessary.
Outside entrance doors will be locked.

****This procedure is to be used for Lock down Drills, Shelter in Place Drills, and Active Shooter on Premises Drills****

EMERGENCY EVACUATIONS:

A wide variety of emergencies may require the preschool to be evacuated.
In the event that we need to evacuate the preschool premises, we have two different evacuation routes

Emergency Route 1:

Lincoln Elementary School
3312 Douglas Ave. Loveland CO 80538
970-613-6227

The Director will call Lincoln Elementary to notify them of our evacuation.

Contact person is the Lincoln Elementary School secretary
This will be the location for our emergency evacuation within walking distance.

Each classroom will follow similar evacuation procedures as in a fire drill.
Once arriving at our location, we are to gather in the gym of the school as our meeting place.

Classroom A Exit Route:

Exit classroom and walk down hall and go out from north exit doors.

Once you arrive, go through front doors of school toward the gym.

Classroom B Exit Route:

Exit classroom and walk down hall and go out north exit doors

Once outside walk down sidewalk on Chestnut Ave. toward 33rd Street, turn east and head toward Lincoln Elementary School.

Once you arrive, go through front doors of school toward the gym.

Classroom C Exit Route:

Exit classroom and walk down hall, go out south exit doors.

Once outside walk down sidewalk on Chestnut Ave. toward 33rd St., turn east and head toward Lincoln Elementary School.

Once you arrive, go through front doors of school toward the gym.

Classroom D Exit Route:

Exit classroom and walk down hall, go out south exit doors.

Once outside walk down sidewalk on Chestnut Ave. toward 33rd St., turn east and head toward Lincoln Elementary School.

Once you arrive, go through front doors of school toward the gym.

Nursery/ Lunch Bunch Exit Route:

Exit Nursery and walk down hall, go out preschool west exit doors.

Once outside walk down sidewalk on Chestnut Ave. towards 33rd Street, turn east and head toward Lincoln Elementary School.

Once you arrive, go through front doors of school toward gym.

Emergency Route 2:

Zion Lutheran Church

815 E. 16th St.

Loveland, CO 80538

970-667-1836

Contact person is Ginger

This will be the location for our emergency evacuation that is within the 2 – 5 mile distance required by State of Colorado Licensing Department. We need to drive to this location using staff vehicles and church van.

Plan for Children with Disabilities and Those with Access and Functional Needs:

If and when a child with disabilities and access and functional needs is enrolled in our program, the staff will meet with the child's parents at enrollment to come up with an individualized written plan for emergency procedures that will be helpful and benefit the child's specific needs.

MEDICAL EMERGENCY PROCEDURES:

In the event of a medical emergency to a child, one teacher will move the other children away and occupy them with activities and toys while the other teacher handles the emergency and helps the injured child.

Once the teacher has the other children engaged in the activity, they will assist with the emergency. Notify the Director Immediately, call 911, do anything else to assist the other teacher.

** Further information is available; please refer to Trinity Lutheran Preschool Parent Handbook section "Medical Emergency"

Plan for Parent Notification/ Reuniting Families After Emergency:

Once teachers and students are in a safe environment and out of harm's way, teachers will use the information provided on each child's emergency form to contact parents and provide information on where they need to pick up their child. Once the parent arrives to pick up the child, the parent or authorized pick up person will be required to sign out the child on the daily attendance sheet.

Providing the Continuity of Care:

Each teacher maintains an Emergency Contact Binder which each child's emergency contact information. This binder is stored in the classroom backpack with First Aid supplies. In the case of an emergency, the staff is trained to take this backpack with them when they leave the classroom. Then, if needed, we have all children information to be able to reach families and provide the continuity of care.

Other:

Trinity Lutheran Preschool Staff receives annual training on emergency and disaster procedures as outlined here. Other trainings include, but are not limited to, FEMA, Recognition and Reporting of Child Abuse and Neglect, Standard Precautions, Prevention of Head Trauma, CPR and First Aid.

Emergency Numbers:

Police and Fire Department 911

Loveland Police Non-Emergency 667-2151

McKee Medical Center 970-669-4640

Poudre Valley Hospital 970-495-7000

Colorado Medical Center of the Rockies 970-624-5600

Banner Fort Collins Medical Center 970-229-4000

Rocky Mountain Poison Center 1-800-332-3073

Larimer County Health Department 970-498-6775