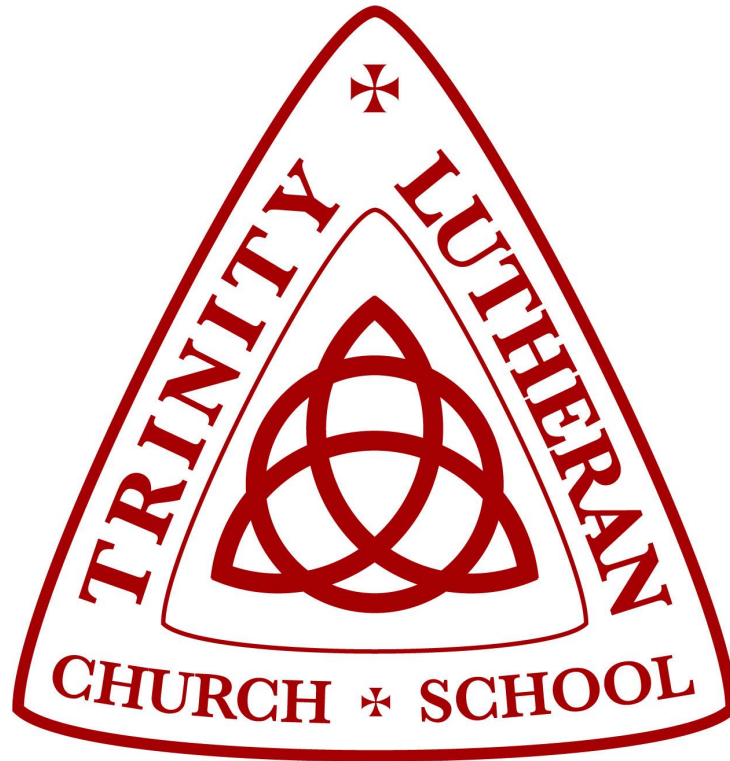


TRINITY LUTHERAN SCHOOL



Early Childhood Center

Parent Handbook: Policies and Procedures

2023 - 2024

40 West Nicolai Street, Hicsville, NY 11801

516-931-2211

www.Trinityfl.org

MISSION STATEMENT

Trinity Lutheran School's Mission is to provide a Christ-centered education, from Early Childhood through Middle School, where diversity and enthusiasm for learning are celebrated.

GENERAL SCHOOL INFORMATION

School Hours: 8:00 AM - 3:00 PM
Administration Hours: 7:30 AM - 3:30 PM (516) 931-2211
Church Office Hours: 10:00 AM - 4:00 PM (516) 931-2225

ADMISSION

All students are considered for admission on an individual basis. Trinity Lutheran School admits students of any race, color, national or ethnic origin to all the rights, privileges, programs, and activities accorded or made available to students of the school. Trinity does not discriminate on the basis of race, color, nationality, or ethnic origin in the administration of its educational policies and athletic or other school-administered programs.

Early Childhood Center Grades

Toddler (2 years old), Nursery (3 years old), Pre-Kindergarten (4 years old)

Primary Grades

Kindergarten, First, & Second

Intermediate Grades

Third, Fourth, & Fifth

Middle School Grades

Sixth, Seventh, & Eighth

ENROLLMENT

Students are enrolled when a completed application and registration form are submitted to the early childhood center. A non-refundable registration fee of \$155.00 must accompany all registration and application forms.

Students re-registering must submit a re-registration form accompanied by a non-refundable re-registration fee. An early bird re-registration fee will be offered for re-registrations submitted before and on March 1st. The re-registration fee is \$155.00 for forms submitted after March 1st.

AGE REQUIREMENTS

Toddler Program

The child must be two by December 1st.

Nursery Program

The child must be three by December 1st.

Pre-Kindergarten Program

The child must be four by December 1st.

PROGRAM HOURS

Toddler Program

This class is offered for the morning session **two to five** days per week from 9:00 am to 11:30 am during September and October. In November, the class time will be extended 15 minutes to 11:45 am.

Nursery Program

This class is offered from **two to five** days per week. We offer half-day sessions and full day sessions. The half-day session is from 9:00 am to 11:45 am and the full day session is from 9:00 am to 3:15 pm.

Pre-Kindergarten Program

This class is offered from **three to five** days per week. We offer half-day sessions and full day sessions. The half-day session is from 8:45 am to 12:00 pm and the full day session is from 8:45 am to 3:15 pm.

BEFORE CARE AND AFTER CARE

Before care starts at 7:00 am until the ECC doors open at 8:30 am. After care begins at 3:15 pm and ends at 6:00 pm.

Parents are responsible for the prompt pick up of their child. If a child has not been picked up at the regular time, every effort will be made to contact the parent. If a parent cannot be reached, we will attempt to contact the next authorized person on the emergency card. If we are unable to contact an authorized person, your child will go to the after care program and can be picked up from after care. **Late fees may apply if students are not picked up by 6:00 pm.**

You may register for before care and/or after care at www.trinityli.org - ECC Parent - Plus Program (Before & After School Care). If your child is going to after care, please let your child's teacher know.

MORNING DROP OFF

The first day of school will be exciting and emotional for parents and children. When the first day of school arrives, your child should be well informed and enthusiastic about school. Sometimes, however, a child will become upset when they realize that mom and dad will be leaving. For those first few days, give them a kiss and a hug and reassure them that you will be back, and then please leave. Please do not drag out your goodbyes and please do not linger by the door. Be sincere, loving, and brief. Do not worry, they will have a good time and they will begin to bond with their teachers and make new friends. We will call you if there are any problems.

SCHOOL CALENDAR

A copy of the school calendar was mailed home with the July mailing. Copies are available throughout the school year and can also be found on our website at www.trinityli.org. Changes to the original calendar will be communicated via written notice, emails, and robo-calls. Trinity Lutheran School follows the Hicksville School District calendar with some exceptions. For example, we do not notice Jewish holidays in the fall and at Easter time.

CLASS TRIPS

Class trips are scheduled throughout the school year and are coordinated to enhance the classroom curriculum. All students are expected to attend scheduled trips. Parents are required to

accompany their child to all class trips and transportation to and from the class trip is provided by the parent.

EMERGENCY CLOSINGS

If school must be closed due to inclement weather or other emergency circumstances, several methods will be available to communicate the closings. They include:

- ★ A recorded message on the school's answering machine
- ★ A robo-call placed to all home and cell phone numbers
- ★ A message on Classdojo from your child's teacher
- ★ A broadcast on Channel 12 news as well as News12.com for school closings

ATTENDANCE

Regular and punctual attendance is essential for optimum instruction, growth, and development of the students. If your child is going to be absent, please call the **ECC office** at **516-931-2211 ext. 224** and leave a message to report the absence and cause.

If you are planning a trip out of the country for an extended length of time, please keep in mind that tuition will only be frozen for a maximum period of one month. The four weeks missed must be consecutive and require a written request for a tuition freeze prior to the absence. There will not be a tuition freeze for regular vacation time taken when school is in session.

HEALTH

At times it is difficult for a parent to decide whether to send your child to school. Although we strongly recommend regular and punctual attendance, we also encourage parents to follow their instincts, air on the side of caution, and keep your child home if you are unsure of their degree of illness. Please keep your child home if they have any of the following:

- ★ Persistent fever greater than 100 degrees orally, or a fever that requires medication; children should be fever free for 24 hours prior to returning to school

- ★ Child is sleepy or lethargic
- ★ Child has vomited or had diarrhea 24 hours prior to attending school
- ★ Sore throat
- ★ Runny nose, especially with yellow/green mucus
- ★ Red, runny, or crusty eyes
- ★ Ear pain
- ★ Headache
- ★ Any condition you are not sure of and may be contagious to others
- ★ Significant cough
- ★ Positive COVID-19 test

IMMUNIZATIONS AND MEDICAL INFORMATION

New York State requires that each child entering school for the first time must have a physical examination. In addition, immunizations are required for admission to school. Required immunizations are listed on the school health form. A child may not be permitted to attend school if immunizations are not met. **A health form for your child must be on file with the school by the first day of school.**

EMERGENCY CARD

An emergency card must be on file with the school by the first day of school for your child to attend school. Parents must indicate the best way to reach them in case of illness or accident during the school day. Two emergency contacts must be included. Emergency contacts should be local and able to reach the school in a timely fashion. It is very important to keep your emergency card updated.

PROGRESS REPORTS/CONFERENCES

Trinity Lutheran Early Childhood Center provides both a mid-year and end of year progress report for the nursery and pre-k students. Please keep in mind that each child grows at his/her own rate and should never be compared to another child. The children are not “graded” or “labeled” in any way. In January, pre-k and nursery parents will have the opportunity to meet

with your child's teacher to discuss your child's progress thus far in the school year. You will receive notification of the day earmarked for conferences and your child's teacher will make a sign-up sheet available. If you have any matter of concern with your child's progress or his/her time at school, we urge you NOT to wait until conference time to speak with us.

AUTHORIZED PICK-UP

Students will only be released to those individuals authorized by parents. Any changes in who will be picking up a child should be promptly reported to the teacher or the Early Childhood Center Office. Parental concerns regarding a particular person who is NOT authorized to pick-up a child should be clearly communicated to the teacher and the Director. If the need arises, parents may call the Early Childhood Center Office or message the teacher on Classdojo for their child's release to a specific person providing a photo ID.

PLAYGROUND

Every attempt will be made to offer our students a daily outdoor activity period. It is very important for children to get fresh air, even during the winter months. Please have your child appropriately dressed for all weather conditions. Parents should provide children with appropriate clothes for winter, such as jackets, a hat, a scarf, mittens or gloves. All clothing should be labeled. Children will not go outside in inclement weather, such as rain, snow, excessive cold, or dangerous heat indexes.

BIRTHDAYS

Birthday snacks may be provided by parents to recognize children's birthdays. No homemade treats will be distributed. Snacks for birthdays must be store bought. Each class will have its own distinct way, determined by the teacher, to honor birthdays. Our teachers will **ONLY** be able to distribute party invitations if **EVERYONE IN THE CLASS GETS AN INVITATION**.

SNACKS/LUNCH

Students are provided with snacks as part of their school fees. Full day students have the choice to purchase or to bring lunch. Lunches for purchase must be pre-ordered. Monday through Friday

lunches are to be ordered on a monthly basis. Menus will be sent home the last week of each month for the following month. Ordering for the month will take place online at www.myschoolaccount.com. Friday is pizza Friday and it must be preordered on www.myschoolaccount.com as well. Students may not bring lunches that require microwaving or heating.

PTFA - PARENT TEACHER FRIENDS ASSOCIATION

The PTFA is an organization that aids in the growth and development of the school through various fundraising efforts and other activities. Every family has membership and is encouraged to participate.

PUBLICITY POLICY

Trinity students may be photographed or recorded for the purpose of positive school communication and publicity. Parents and/or guardians wishing to exclude their child from publicity-related photos or recordings must submit their written request to the Early Childhood Center Director. Requests need to be submitted at the beginning of each school year.