



# Holy Trinity Lutheran School

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 Bowling Green, KY 42101  
 270-843-1001  
 270-843-7466 (fax)  
[www.htlsbg.com](http://www.htlsbg.com)

## Preschool Program Parent Handbook

(Revised July 2010)



<b>Preschool 3 Year Old Class Options:</b>	<b>Preschool 4 Year Old Class Options:</b>
Tuesday/Thursday 8 - 12 noon	Monday/Wednesday/Friday 8 - 12 noon
Monday/Wednesday/Friday 8-12 noon	Monday – Friday 8 - 12 noon
Monday – Friday 8 – 12 noon or 8 - 3	Monday – Friday 8 - 3

Teachers: Mrs. Janet Bryant  
 Mrs. Ricki Hudson  
 Mrs. Dianne B Martin  
 Ms. Kim Collins  
 Mrs. Betty Callahan  
 Mrs. Juanita Linhardt

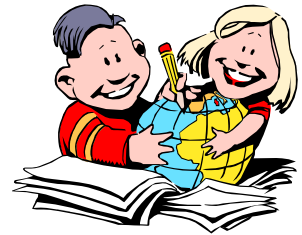
[jbryant@htlc-bg.org](mailto:jbryant@htlc-bg.org)  
[rhudson@htlc-bg.org](mailto:rhudson@htlc-bg.org)  
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[bcallahan@htlc-bg.org](mailto:bcallahan@htlc-bg.org)  
[jlinhardt@htlc-bg.org](mailto:jlinhardt@htlc-bg.org)

P3 Teacher  
 Aide  
 Director/P4 Teacher  
 Aide  
 P4 Teacher  
 Aide

**SAMPLE BIBLE UNITS**  
**FROM VOYAGES, EXPLORING GOD'S WORD**



God Made the World and Plants  
Jacob and Rachel Have a Baby  
    Baby Moses  
    Jesus Is Born  
    Jesus Is Baptized  
Jesus Blesses the Children  
    Jesus Feeds 5000  
    Mary and Martha  
    Jesus Heals a Blind Man  
    Easter  
Jesus Promises to Be With Me



**CURRICULUM**

Voyages, Exploring God's Word, Concordia  
Scott Foresman Language Arts Curriculum,  
Alphagator AI, Age Appropriate Developmental Curriculum

**ENROLLMENT OPTIONS**

**All classes meet 8:00 am to 12:00 noon**

**THREE YEAR OLD CLASS** (must be 3 by October 1)

- 2 day – Tuesday and Thursday
- 3 day – Monday/Wednesday/Friday
- 5 day – Monday thru Friday (**8-12 or 8-3**)

**FOUR YEAR OLD CLASSES** (must be 4 by October 1)

- 3 day – Monday/Wednesday/Friday
- 5 day – Monday thru Friday (**8-12 or 8-3**)

Preschool instructional time **begins at 8:00 a.m.** and **ends at noon.**

**Extended Care** options are available from 7:00 a.m. – 8:00 a.m. and noon – 6:00 p.m. or 3:00 – 6:00p.m. on days your child is enrolled for class time. If your child arrives **after 8:00 a.m., please walk them directly to the classroom.** A sign in sheet is posted in each room and must be completed before parent leaves the room. Do not leave your child until the teacher acknowledges their presence. Tardy slips are not given to preschool students but **it is important for your child to arrive by 8:00 a.m.** in order to participate in all aspects of the planned program.

## HOLY TRINITY LUTHERAN PRESCHOOL PARENT INFORMATION

### ARRIVAL

Parents are asked to drop Preschool children off at the covered school door between 7:45 and 8:00a.m. Staff members and “Big Buddy” student helpers will help students to their classroom. The drop-off door will be locked at 8:00 am. Anyone arriving after the doors are locked should park by the school office and walk students down the preschool classroom. Parents of Preschoolers are welcome to come inside with their child.

### DISMISSAL

Children will not be dismissed to anyone other than their parents, unless the parent has indicated on the clipboard sign-in sheet or the parent has phoned the office. We will ask for a photo ID if we are unfamiliar with an adult picking up the child. Pick-up for half-day preschoolers will take place at the covered school door (the same door used at morning drop-off) **at 12:00 noon. Park in two (2) car lines and wait in your car.** A teacher will walk your child to the vehicle and buckle them into the seat. **Do not exit the parking lot until your carline gets the “OK”.** Students staying for extended care should see the parent handbook for pick-up procedures. Parents who are late picking up their child (12:10 p.m.) may find them in the Gym with the “lunch bunch”.

### CHANGE OF CLOTHES

Please bring a complete change of clothes in a plastic bag, **labeled with your child’s name**, for your preschooler. We will store these items to have for emergencies. They will be sent home late fall for warmer items and again in late spring for cooler items. These items are helpful should your child need a change of clothes for any reason. Please return a bag of clean clothes the next school day if your child uses their emergency supply. Check backpacks daily for soiled clothing. Uniforms are not worn; however, all students are asked to wear a school logo shirt **or** yellow HTLS t-shirt each Wednesday for chapel. P4 children will also need to wear their yellow HTLS t-shirt **for all off campus field trips.** HTLS yellow t-shirts are available in the school office for a small fee. Please dress your child in comfortable clothing that they can easily manage themselves in the bathroom and that allow them to fully participate in an active program inside and out. *No flip flops please!*

### EXTENDED CARE

Extended Care is available for preschoolers from 7:00 a.m. – 8:00 a.m. and 12:00 noon – 6:00 p.m., or 3:00 p.m. – 6:00 p.m. See the regular school handbook for details and fees. Drop-in extended care must be reserved in the office one day in advance. **Drop -In “Lunch Bunch” rate includes the child’s hot lunch.**

## SNACKS



We will have snack time every morning. The school kitchen provides our snack, and it often coordinates with the unit we are studying. Sometimes we cook special items that go with a unit and parents may be asked to send supplies for this. **If your child has any food allergies, please let us know immediately. Peanut butter and peanut products are not used at HTLS; however, we cannot 100% guarantee other food items, which may be processed in plants together, do not contain peanut oil or derivatives of peanuts.**

## LUNCH

Our regulations do not allow preschoolers to bring their lunch unless the lunchroom is closed. They must purchase a school lunch (lunch tickets are sold in the school office) if they are enrolled until 3:00 pm or planning on staying for extended care. (See the regular school handbook for lunch fees.) Children staying on a drop-in basis from 12:00 - 1:00 are charged \$7.00. **Drop In Lunch Bunch Extended Care fees include your child's lunch.** Exemptions to the policy are made through the Director only. A written doctor's report of food allergies or other food issues must be provided. We are happy to work with families dealing with medical issues – all others are encouraged to try the foods provided through the lunch program.

By age three and four “it is difficult for some adults to believe, most preschoolers are less physically active than toddlers. A reduction in activity and a slowing of the growth rate result in the need for fewer calories, so the child's appetite is usually diminished and less sleep is needed. Adults are often upset by the picky appetites of preschoolers. It is important for caregivers to recognize that this is a natural aspect of preschool development, and a healthy child will eat when hungry. Forcing a child to eat may cause digestive or elimination problems, or the child may become overweight.” *Complete Early Childhood Behavior Management Guide.*

## BIRTHDAYS



The school will provide special birthday cookies and drink during snack time for your child on his/her birthday at no additional charge to you. Summer birthdays will be celebrated in May. Other special birthday plans should be coordinated in advance with your child's teacher. There are special requirements for licensed centers providing food to children. Please check with the Preschool teacher in advance before providing special snacks or treats at school.

## TOYS

Unless a teacher has requested that your child bring a toy from home, **ALL CHILDREN'S TOYS SHOULD REMAIN AT HOME.** HTLS provides toys for students to use during the school day and bringing toys from home often creates problematic situations in the classroom. In the event a teacher requests toys be brought, please do not send toy guns, water guns or any other toy that represents a weapon. Gun play is not allowed at school.

## **BATHROOM SKILLS**

It is policy that all preschoolers be completely potty trained before entering preschool. We do recognize, however, that 3 and 4 year olds have accidents and need to be reminded often. Bathroom breaks are scheduled often. If we feel that your child has a consistent problem, you will be notified and asked to take your child home until their bathroom skills are complete. The child's place in the preschool class is held for 30 days and if training skills are not complete at that time, a child on the waiting list will be offered the placement. No fees will be refunded.

## **MEDICINE/ILLNESS**

Students and teachers may not handle medication. All medication must be turned in to the office.



You must fill out a medication form, which is provided through the school office or on the school's website, detailing when and how much medication is to be given. Original containers are required. Refrigeration is available. If your child has a fever of 100° they will be isolated and you will be called to pick them up from school immediately. **A child must be fever free without medication for 24 hours before returning to the classroom.** If your child has a bad cough or nasal secretions that are colored they do not belong in the preschool classroom.

If your child is ill, please do not bring them to HTLS. If your child is brought to school and the teacher or Director feel that he/she should not attend, you, or your emergency contact, will be notified to promptly come and get your child. Illnesses spread quickly in early childcare settings and we are responsible for the well being of all the children in our school. The Director may require that a doctor's written permission be presented to assure that your child is not contagious to the other children and staff at HTLS.


**The American Academy of Pediatrics recommends that a child should not be taken from the home when any of the following exist:**

- **Fever, currently or within the past 24 hours**
- **Diarrhea or vomiting**
- **Yellow or green runny nose**
- **Any symptom of childhood disease such as chicken pox or fifth disease**
- **Sore throat/croupy cough**
- **Any unexplained or contagious rash or pink eye**
- **lice**

## CHAPEL

Three year olds attending on Monday/Wednesday/Friday and all Four-year olds will have Chapel in the Sanctuary with the entire school at 8:30 a.m. on Wednesday mornings. Three-Year Olds who are attending on Tue/Thurs only will have Chapel at 8:30 a.m. in the Sanctuary on Thursday mornings. Parents are invited and encouraged to share this time with their child. An offering will be taken at each chapel service. Offering money each month goes to a different charity selected by the Student Council representatives.

## COMMUNICATION      [www.htlsbg.com](http://www.htlsbg.com)



In your child's backpack please keep and use a spiral notebook. The spiral notebook is a communication log between you and the teacher. All notes to the teacher should be written in this spiral. Each day, the teacher will check the spiral for information. The teacher will also write notes to you in the notebook. **Please be sure to check this notebook daily.** At the end of each week, the teacher will also email the parents a schedule of the coming week's activities. Each month a preschool calendar will be emailed home that details classroom activities for that month. There is also a parent's bulletin board outside the classrooms that includes classroom information as well as copies of the weekly letter and a calendar in case you have misplaced them. The preschool teachers are in the building and available after 12:10 daily. You may speak to the teacher at school, email her or you may call her at home with concerns or questions. Check the school's website regularly for updated news, parent letters, calendars, fundraising information, pictures, etc. [www.htlsbg.com](http://www.htlsbg.com). Our weekly school newsletter, the High Flier, is available on this site each Friday. Please check it regularly for information important to HTLS students and parents. Print copies will be posted on the entry bulletin board and available upon request.

## FIELD TRIPS

Preschool 4-year old classes will be taking some off-campus trips. Your child's teacher will inform you well in advance about the details. All children must return a permission slip in order to participate. Our field trips depend upon parent volunteers for transportation. There is a place on the permission slip to indicate if you are willing to drive for the field trip. All drivers must have a copy of a valid driver's license and proof of insurance on file with the school in order to drive. Stop in the office to provide this information in advance. Regardless of whether you help drive, you must sign a permission slip for your child to attend. **All students should also wear their yellow, HTLS preschool t-shirt on the trip so that we may easily identify them.**

State safety requirements are as follows:

**\* It is a new law that children between 40 and 50 inches AND age 6 and under must be in an approved car seat or booster seat**

**[www.kentucky.gov/Newsroom/kytc/booster+bill.htm](http://www.kentucky.gov/Newsroom/kytc/booster+bill.htm)**

**\* All passengers must wear a seat belt**

**\* No preschoolers may ride in the front seat of a vehicle with air bags**

**\* No more than four children per adult may ride in one vehicle**

Preschool 3 year olds do not take off campus field trips due to the car seat requirements. Many special guests visit their classroom throughout the year.

## **PARENT CONFERENCES & EVALUATIONS**

An evaluation will be done at the beginning of each school year to assess each child's beginning level. Parent teacher conferences are held in the fall on October 17, 2008. **A parent or teacher may request a conference at any time.** Preschool Progress Report Cards will be given twice per year: December and the last week/day of school in May.

## **DISCIPLINE**



The school's discipline program is based on God's grace. A bulletin board in each preschool classroom is decorated like a frog pond. Each child has a frog that is placed in the pond. Children are reminded frequently of our class rules, but if they are not following the rules, their frog moves off the pond to a "warning lily pad". If they are still having trouble following directions, their frog will be moved to the "time out lily pad" and the child will go to "Time Out" for the number of minutes they are old (a three year old would be in Time Out for 3 minutes). Further problems would result in a parent teacher communication. If the child's frog does not get hopped all school day they receive a sticker. If their frog has hopped, we discuss what they did wrong, what other choice they could have made, and that they have been forgiven. At the end of each day, the stickers on the frog pond are counted. When a child receives 3 stickers (P4) or 2 stickers (P3), they may get a prize from the classroom treasure box.

Our emphasis is placed on forgiveness. We all make mistakes; it is what we learn from them that counts. A copy of Kelso's choices for solving problems is attached. This guide will help your child learn problem-solving skills. We encourage you to use Kelso's choices at home with your child. Sample Classroom Rules:

- \*Use safe hands and feet
- \* Use listening ears
- \* Follow directions
- \* Be a good friend

**Voice Levels: All students, Preschool- Sixth Grade will be taught and expected to follow the voice level guidelines:**

**Level 0: No talking**

**Level 1: Whisper**

**Level 2: Conversational voice (with those closest to you)**

**Level 3: Presentation voice**

**Level 4: Outside voice**

## DISPUTE RECONCILIATION MODEL

# MATTHEW 18

### **The Greatest in the Kingdom of Heaven**

<sup>1</sup>At that time the disciples came to Jesus and asked, “Who is the greatest in the kingdom of heaven?” <sup>2</sup>He called a little child and had him stand among them. <sup>3</sup>And he said: “I tell you the truth, unless you change and come like little children, you will never enter the kingdom of heaven. <sup>4</sup>Therefore, whoever humbles himself like this child is the greatest in the kingdom of heaven. <sup>5</sup> And whoever welcomes a little child like this in my name welcomes me. <sup>6</sup>But if anyone causes one of these little ones who believe in me to sin, it would be better for him to have a large millstone hung around his neck and to be drowned in the depths of the sea. <sup>7</sup>“Woe to the world because of the things that cause people to sin! Such things must come, but woe to the man through whom they come!” <sup>8</sup>If your hand or your foot causes you to sin, cut it off and throw it away. It is better for you to enter life maimed or crippled than to have two hands or two feet and be thrown into eternal fire. <sup>9</sup>And if your eye causes you to sin, gouge it out and throw it away. It is better for you to enter life with one eye than to have two eyes and be thrown into the fire of hell.

### **The Parable of the Lost Sheep**

<sup>10</sup>See that you do not look down on one of these little ones. For I tell you that their angels in heaven always see the face of my Father in heaven. <sup>12</sup>What do you think? If a man owns a hundred sheep, and one of them wanders away, will he not leave the ninety-nine on the hills and go to look for the one that wandered off? <sup>13</sup>And if he finds it, I tell you the truth, he is happier about that one sheep than about the ninety-nine that did not wander off. <sup>14</sup>In the same way your Father in heaven is not willing that one of these little ones should be lost.

### **A Brother Who Sins Against You**

<sup>15</sup>If your brother sins against you, go and show him his fault, just between the two of you. If he listens to you, you have won your brother over. <sup>16</sup>But if he will not listen, take one or two others along, so that every matter may be established by the testimony of two or three witnesses. <sup>17</sup>If he refuses to listen to the truth, tell it to the church; and if he refuses to listen even to the church, treat him as you would a pagan or a tax collector. <sup>18</sup>I tell you the truth, whatever you bind on earth will be bound in heaven, and whatever you loose on earth will be loosed in heaven. <sup>19</sup>Again, I tell you that if two of you on earth agree about anything you ask for, it will be done for you by my Father in heaven. <sup>20</sup>For where two or three come together in my name, there am I with them.”

## **The Parable of the Unmerciful Servant**

<sup>21</sup>Then Peter came to Jesus and asked, “Lord, how many times shall I forgive my brother when he sins against me? Up to seven times?” <sup>22</sup>Jesus answered, “I tell you, not seven times, but seventy times seven. <sup>23</sup>Therefore the kingdom of heaven is like a king who wanted to settle accounts with his servants. <sup>24</sup>As he began the settlement, a man who owed him ten thousand talents was brought to him. <sup>25</sup>Since he was not able to pay, the master ordered that he and his wife and his children and all that he had be sold to repay the debt.”

*This Preschool Handbook is a “supplement” to the full Parent Handbook that covers all practices, procedures, and information about Holy Trinity Lutheran School’s program for children age three through grade six. Preschool parents should be fully acquainted with the Parent Handbook as well as those special items unique to the early childhood program. If you continue to have questions about the school’s policies and program and do not find them answered in either handbook please check with the teacher or school office for clarification. Parent recommendations are always welcome.*

Handbooks are available online at [www.htlsbg.com](http://www.htlsbg.com)

School Mascot – The Eagle

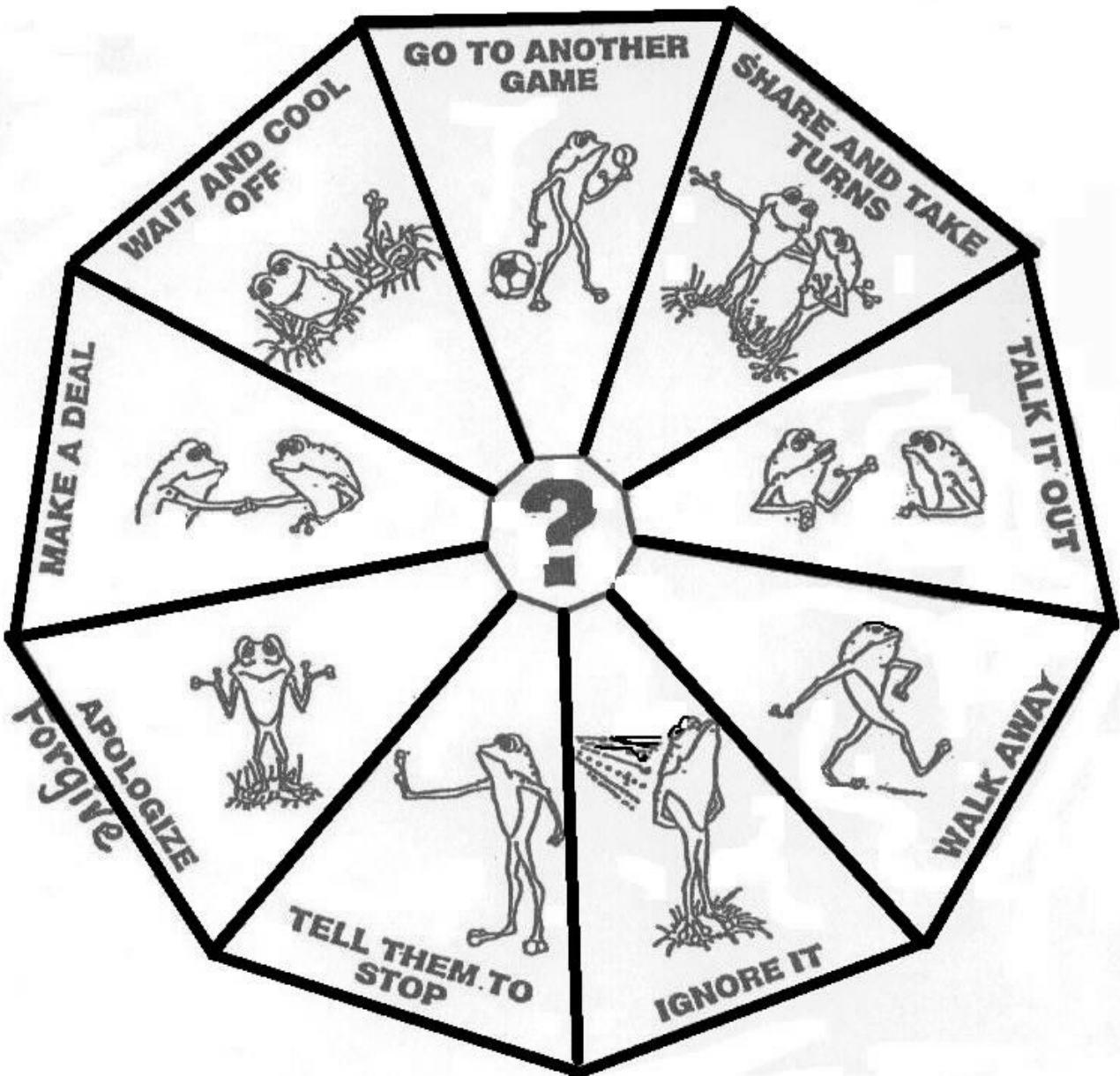
School Colors – Royal Blue and Gold/Yellow

School Motto – The “heart of education” is the “education of the heart”.

# IT'S YOUR CHOICE!

DO YOU HAVE A SMALL PROBLEM?

TRY 2 OF KELSO'S CHOICES:



IF YOU HAVE A BIG PROBLEM,  
TELL AN ADULT YOU TRUST.