

July 23, 2019

Dear Parents,

Welcome to the Trinity Lutheran Preschool family. We are grateful that you have chosen to entrust your child into our care for his or her early childhood experience. We promise to work hard to help your child grow and develop intellectually, emotionally, socially, physically, and spiritually this school year.

Enclosed you will find the 2019-2020 school supply list, calendar, orientation packet and a physical form. Please note that orientation will be held Wednesday, August 28th in the church sanctuary at 6:00 p.m.

The 2019-2020 school year for the Tuesday/Thursday class will begin on Tuesday, September 3<sup>rd</sup>. The 2019-2020 school year for the Monday/Wednesday/Friday class will begin on Wednesday, September 4<sup>th</sup>. Students for both classes can arrive anytime between 8:30 a.m. and 8:45 a.m. and can be picked up between 11:00 a.m. and 11:15 a.m.

Please complete the paperwork enclosed in this letter prior to orientation and return it to Mrs. Books at orientation **in the manila envelope it arrived in**. It is important to attend orientation because we really want to meet you and your child if we haven't already and answer all of your questions. Please, mark your calendars for orientation.

1. Upon arrival, please check to see if our photographer is available to have your child's photo and family photo taken. Please make sure the photographer has your child's name.
2. After that, please bring your child's school supplies, paperwork, and payment into the church building.
3. As you enter the church, please give your **child's manila envelope** to Mrs. Books. Please do not give me your child's forms without the envelope. It helps to have the paperwork contained for each child. Your child's manila envelope should contain:
  - 2019-2020 Trinity Lutheran Preschool Vital Student Information
  - 2019-2020 Forms Required By Trinity Lutheran Church
  - 2019-2020 Trinity Lutheran Preschool Authorization to Seek Medical Treatment
  - Your child's completed physical form, if it is your child's first or third year of preschool. (Physicals are good for 2 years.)
  - Your child's immunization records, which your doctor should give you with your physical.
  - Walmart \$5 gift card from your **supply list**.
4. Next, please place your child's school supplies in the boxes located outside the sanctuary. **Please leave your child's backpack, folder, and changes of clothes at home on the night of orientation. Then would you please bring the items on the first day of school and every other school day after.**
5. Next to the school supply boxes, please sign up for a time for Parent/ Teacher conferences, which are Wednesday, October 23rd and Thursday, October 24th. If you need a time outside of these times, please text Mrs. Books to set up your child's conference (217) 827-2890 as soon as possible.
6. Next to the conference sign ups, you will see a sign up page for classroom parties. It would be wonderful if each child could sign up to bring an item to a party. The parties include a Halloween party, a Christmas party, and an Easter party. Some of the choices are drinks (and cups if necessary), snacks, games, prizes, crafts and filled treat bags.
7. After you have completed each of these tasks, please visit our secretary, Yolanda, at her table. She will be collecting your September payments as well as your child's \$20 yearly snack fee. Checks should be made payable to Trinity Lutheran Preschool. Please use the "Memo" line for your child's name and the tuition month you are paying. Tuition is \$65 for the Tuesday/Thursday Class and \$70 for the Monday/Wednesday/Friday Class. If you wish to pay for the full year at this time, the cost for the Tuesday/Thursday Class is \$585 plus the \$20

snack fee. The total check would be \$605. The cost for the Monday/Wednesday/ Friday class for the full year would be \$630 plus the \$20 snack fee. The total check would be \$650.

8. After visiting Yolanda, if you have not had your child's photo taken, please see the photographer.
9. Finally, an overview of the school year will be presented, and a discussion on policies and procedures will be covered, and time will be allotted to answer any of your questions inside the church sanctuary.

As we begin the school year, we pray for God's blessing on you and your family.

In Christ,

Nikki Books

**2019-2020 Trinity Lutheran School Summary Calendar (Dates and Times Subject to Change)**

**Preschool Orientation: August 28, 2019, 6:00 p.m.**

<b>September 3</b>	<b>First Day of Tuesday/Thursday Class</b>
<b>September 4</b>	<b>First Day of Monday/Weds./Fri Class</b>
<b>October 14</b>	<b>No School - Columbus Day</b>
<b>October 23</b>	<b>Afternoon/Evening Parent/Teacher Conferences</b>
<b>October 24</b>	<b>No School - AM Parent /Teacher Conferences</b>
<b>October 25</b>	<b>No School - Teacher In-Service</b>
<b>October 30</b>	<b>Mon./Weds./Fri. Class Halloween Party (Parents Welcome)</b>
<b>October 31</b>	<b>Tues./Thurs. Class Halloween Party (Parents Welcome)</b>
<b>November 11</b>	<b>No School - Veteran's Day</b>
<b>November 27 - 29</b>	<b>No School - Thanksgiving Break</b>
<b>December 8</b>	<b>Christmas Program 4:00 p.m.</b>
<b>December 18</b>	<b>Mon./Weds./Fri. - Class Christmas Party</b>
<b>December 19</b>	<b>Tues./Thurs. - Class Christmas Party</b>
<b>December 20 - January 6</b>	<b>No School - Christmas Vacation</b>
<b>January 7</b>	<b>School Resumes</b>
<b>January 20</b>	<b>No School - Martin Luther King, Jr. Day</b>
<b>February 17</b>	<b>No School - President's Day</b>
<b>March 2</b>	<b>No School - Casimir Pulaski Day</b>
<b>April 2</b>	<b>Tues./Thurs. - Class Easter Party (Parents Welcome)</b>
<b>April 3</b>	<b>Mon./Weds./Fri. - Class Easter Party (Parents Welcome)</b>
<b>April 6 - 13</b>	<b>No School - Easter Break</b>
<b>April 14</b>	<b>School Resumes</b>
<b>May 13</b>	<b>Last Day of School Mon./Weds./Fri. Class</b>
<b>May 14</b>	<b>Last Day of School Tues./Thurs. Class</b>
<b>May 17</b>	<b>Graduation for Students Advancing to Kindergarten</b>

Updated December 2019

\*Should any updates or changes to our calendar occur, a corrected copy will be sent home in your child's folder and updated on our website [www.trinitylutherantaylorville.org](http://www.trinitylutherantaylorville.org)

## 2019 - 2020 Preschool Supply List

- 2 Jumbo Crayons (classic colors-8 count)
- 1 Broad Tip Markers (classic colors-8 count)
- 1 Oversized Paint Shirt (if you are a returning student then we probably still have your shirt)
- 1 Large Bottle of Glue
- 1 Pencil Box (hard case)
- 1 Folder (to bring to school everyday)
- 2 Containers of Playdough (any color)
- Backpack (large enough to hold 1 folder and extra clothes)
- Extra Clothes (1 labeled set for warmer weather, 1 labeled set for cooler weather in a zip lock bag, along with underwear, and socks which will remain in a zip lock bag in their back pack in case of emergency)
- 1 3-Ring Binder (1 Inch)
- 1 Container Baby Wipes (fragrance free)
- 1 Pool Noodle (any color)
- Color Splash! Watercolor Paint Set
- \$5 gift card for Walmart to assist with your child's picture printing for the year (please put in manila envelope with paperwork)
- Monday/Wednesday/Friday Class: 1 container of Clorox wipes, 1 package napkins, 3 bingo daubers (any color), 1 package of 5 oz. Dixie all purpose cups for snacks/drinks
- Tuesday/Thursday Class: 3 rolls of paper towels, 1 package dry erase markers, 1 pair Fiskars 5" scissors, 3 boxes of tissues

\*Please bring these supplies to preschool orientation with your child's name clearly marked on each item.

\*\*If at any time you would like to donate materials to the preschool, we can always use: plates, yarn, cloth, any size/type of paper, coffee filters, treasure box items, ribbons, stickers, glitter, bells, felt, foam, index cards, beads, and any other craft materials. Your generosity is very much appreciated.

**2019-2020 Trinity Lutheran Preschool Vital Student Information**

Student's Name \_\_\_\_\_

<b>Mother's Name</b>	<b>Home Phone</b>	<b>Cell Phone</b>	<b>Work Number</b>	<b>Address</b>
<b>Father's Name</b>	<b>Home Phone</b>	<b>Cell Phone</b>	<b>Work Number</b>	<b>Address</b>

**If neither of the above are available, please list the guardian's or guardians' name(s).**  
**Guardian 1** \_\_\_\_\_ **Home Number** \_\_\_\_\_  
**Cell Number** \_\_\_\_\_ **Work Number** \_\_\_\_\_ **Address** \_\_\_\_\_  
**Guardian 2** \_\_\_\_\_ **Home Number** \_\_\_\_\_  
**Cell Number** \_\_\_\_\_ **Work Number** \_\_\_\_\_ **Address** \_\_\_\_\_

**In the event of an emergency, if a parent or guardian cannot be reached, please contact:**

<b>Name 1</b>	<b>Relationship to Child</b>	<b>Home Phone</b>	<b>Cell Phone</b>	<b>Work Phone</b>
<b>Name 2</b>	<b>Relationship to Child</b>	<b>Home Phone</b>	<b>Cell Phone</b>	<b>Work Phone</b>

**Protection Orders:** If for any reason your child has a protection order, this information needs to be provided to the child's teacher as well as the church office.

**Authorized Pick Up List**

<b>Mother's Name (or guardian)</b>
<b>Father's Name (or guardian)</b>
<b>Additional individuals authorized to pick up your child at anytime without a note from a parent or guardian (Please have them bring a picture ID the first few times they pick up your child)</b>

If someone is not listed and must pick up your child, a written note is required to be in your child's folder the morning of the pickup. In the event of an emergency, you may call the church office (217) 824-8148 to change the pickup of your child. At that time, please give the name of the individual picking up your child.

**WILL YOUR CHILD BE RETURNED TO CHILD CARE PLUS DAYCARE BY OUR STAFF? YES NO**

**IF SO, PLEASE CIRCLE THE DAYS THAT OUR STAFF SHOULD WALK YOUR CHILD BACK TO CCP.**

**MONDAY                      TUESDAY                      WEDNESDAY                      THURSDAY                      FRIDAY**

If this information changes or is different on a particular day, please let Mrs. Books know with a note placed in your child's folder.

Parent(s) or Guardian's Signature \_\_\_\_\_ Date \_\_\_\_\_

**2019- 2020 Forms Required By Trinity Lutheran Church**

**Release of Information**

All personal information pertaining to enrolled children and their families is confidential. The one exception is evidence of child abuse, which by law, we are required to report. Release of any personal information will be considered only if requested in writing and then approved by written consent of the child's parent.

I, \_\_\_\_\_, parent/guardian of \_\_\_\_\_

Completely and fully understand the Release of Information Policy.

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

**Statement of Understanding**

I have read the following information and completely and fully understand the policies of the Trinity Lutheran Preschool. I have read and understand all the sections provided in the Trinity Lutheran Preschool Handbook.

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

**Discipline Policy**

I have also read and fully understand the discipline policy of Trinity Lutheran Preschool that is stated in the handbook.

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

**Parent or Guardian Consent for Photograph, Film, and/or Video of Children**

The undersigned hereby gives Trinity Lutheran Preschool permission to take photographs, films, and/or videos of my child \_\_\_\_\_, for school purposes including, but not limited to field trips, parties, activities in the classroom, newspaper and/or television.

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

**2019-2020 Trinity Lutheran Preschool Authorization**

**To Seek Medical Treatment**

I, \_\_\_\_\_ the parent of \_\_\_\_\_, hereby, authorize, Nikki Books, Director of Trinity Lutheran Preschool (or any staff member delegated by the Director) to seek emergency medical care for my child, \_\_\_\_\_, Date of Birth \_\_\_\_\_.

**Medical Information (emergency action plans, allergies to medications, foods, and other substances, etc.):**

Please list any allergies your child has. Please send a doctor's note detailing these allergies during the first few weeks of school. If their allergy requires that a certain food not be within the classroom consumed by other students, ensure the doctor includes this information in the note. If your child has food allergies, the child will have to have a snack tub in the classroom, provided by you, with snacks your child can have. In this way, the child will be sure to not have problems with the snacks provided by the teacher or other students. The child will not have snacks provided by the teacher or other students for their safety.

**Any Steps to Be Taken as Specified by Child's Physician:**

**Hospital Preferences:** \_\_\_\_\_

**Child's Doctor:** \_\_\_\_\_ **Doctor's Phone Number:** \_\_\_\_\_

**Parent/Guardian Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Director's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

