

TRINITY LUTHERAN PRESCHOOL

Parent/Student Handbook

A Guide for a Successful Preschool Experience
2025/26 School Year



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Trinity Preschool Staff

2025/2026

Teacher/Director: Joy Brown IQPPS 6.3 IQPPS 10.2

Associate of Arts Degree in Early Childhood

E-mail: jbrown@trinitycreston.org

Co-Teacher for the Monday – Wednesday Classes

Lead Teacher for the Tuesday – Thursday Classes

Assistant Teacher for the Monday through Thursday Afternoon Class

Teacher: Carol Holste IQPPS 6.2

Elementary Education Teaching License with an Early Childhood Endorsement.

E-mail: cholste@trinitycreston.org

Co-Teacher for the Monday – Wednesday Classes

Lead Teacher for the Monday through Thursday Afternoon Class

Assistant Teacher for the Tuesday – Thursday Classes

Pastor: Pastor John Rutz

Preschool Board Chairman:

Mike Lang IQPPS6.3

Preschool Phone Number:

641-782-5095; Option #2



Trinity Preschool

School Address: 800 N. Sumner Ave.
Creston, Iowa 50801

School Phone Number: 641-782-5095; Option #2

Please leave us a message!

School Entrance: Enter the Preschool through the link in-between the buildings on the west end.

Trinity Preschool is a non-profit organization governed by a board of directors. The Preschool is licensed by the State of Iowa and regulated by the Department of Human Services.

Trinity Preschool is a Smoke Free Facility IQPPS 9.15

Mission Statement: IQPPS 10.1 To help create successful, independent children in a safe Christian setting.

Philosophy: To help children grow physically, socially, emotionally, intellectually, and spiritually; develop a good self-concept, self-liking, and self-understanding. To be creative and to learn of the world around them; know there are others who care, plus learn the love of Jesus and Christian Values.

Program Goals and Developmental progress of Children IQPPS 2.5, 4.2(c)

- To provide an Early Childhood Educational Program in a Christian setting.
- To increase your student's ability to get along with other children and adults outside their everyday family situations.
- To develop strong bodies through the development and controlled use of muscles.
- To increase your student's ability to express themselves through verbal communication.
- To increase your student's ability for creative expression of music, art, dramatic play, literature, nature, and games through developmentally appropriate activities.
- To help your student to develop a positive self-image for a successful future.
- To help your student learn to deal with emotions.
- To help your student recognize and identify: geometric shapes, colors, body parts, the five senses, the numbers 1-10, and the letters of the alphabet.

Confidentiality

All information obtained by Trinity Preschool about you and your student will be kept confidential by the staff and Preschool Board. Student records are open only to the student's teachers, the Director, and an authorized employee of the Licensing agency (Iowa Department of Human Services), and/or the student's parents or legal guardians. Anyone else needing to see the student's records must have signed consent by the student's parents/guardians.

Program Policies

Mandatory Reporters: IQPPS 10.6 All the teachers and teaching assistants of the preschool are Mandatory Abuse Reporters. This means they are required by law to report any abuse or suspected student abuse they become aware of.

Registered Sex Offenders: The sex offender shall not be present upon the property of the school without the written permission of the center director, except for the time reasonably necessary to transport the offender's *own minor child or ward* to and from the center.

Admission: IQPPS 10.4 Children 2 ½ to 5 years of age are eligible to enroll at Trinity Preschool. A student will be placed in the appropriate program according to their age on or before September 15th of the current year. All families will be eligible to enroll their child on April 1st @ 8:00 am.

Registration: A student is considered enrolled when the non-refundable \$25.00 proprietary fee and the enrollment form have been given to the Director. Classes are filled on a first-come basis. The proprietary fee is necessary to protect the preschool's enrollment numbers. **NOTE:** This fee does not apply to children attending under the SWVP program. (4 day pm class)

Programs Available:

- 2 ½ year old program 8:30–10:00 am on Monday and Wednesday.
- 3-year-old program 8:30–11:00 am on Tuesday and Thursday.
- 4-year-old program 12:30–3:30 pm Monday through Thursday.

Program Policies Continued

Anti-Bias Statement: IQPPS 1.7 Trinity Preschool does not discriminate based on race, color, religion, creed, sex, age, marital status, national origin, mental or physical disability or handicap, veteran status, or sexual orientation.

Children with Special Needs: IQPPS 4.2(a) IQPPS 9.10 If a student has special needs the preschool staff will meet with the parents/guardians of the student and set up a plan that will meet those special needs. This plan will meet with the approval of all people involved. The plan will be written out and signed by the preschool staff and the parents/guardians. Meetings will be held periodically to make sure everything is being done to help the student.

Tuition:

2 ½ year old Monday & Wednesday Morning Class = \$50 per month

3-year-old Tuesday & Thursday Morning Class = \$110.00 per month

4-year-old Monday, Tuesday, Wednesday, Thursday Afternoon Class

** The 4-year-old program is currently funded by the SWVP - State of Iowa and is FREE to those children who will turn age 4 on or before Sept. 15th. SWVP covers 10 hours of preschool per week.*

- Tuition is payable to Trinity Preschool by the 1st of each month.
- \$30.00 fee will be assessed for ANY RETURNED CHECK.
- No fee adjustments are given for illness, or incidental absences.
- A \$30.00 late charge will be added to tuition if not received by the 5th of each month. If tuition is not received by the 10th of the month an ADDITIONAL \$5.00 PER DAY LATE charge will be added. Dismissal will result after not paying for 2 consecutive months unless arrangements have been made with the director. *If your finances do not allow for payment of tuition at the beginning of the month, please make arrangements with the preschool director immediately.*

Withdrawals: IQPPS 5.10,5.11 In order to facilitate our programming, a 2-week notice, or more, is required before withdrawing your student from the preschool. If less than a 2-week notice is given, one month's tuition is required upon removal of the student. SWVP students are exempt from this policy.

Program Policies Continued

Snack Fee: Trinity Preschool realizes that a healthy snack is best for growing bodies and growing minds. A one-time snack fee will be charged for each student enrolled at Trinity Preschool. Birthdays will be the exception. **The birthday student** will be given the option to bring birthday treats for their class. (mini cupcakes or small cookie)

2 ½ year old Monday & Wednesday Class: Donation of a box of healthy cereal

3-year-old Tuesday & Thursday Class: \$30.00/year

4 -year-old pm students IQPPS 5.105.11: A healthy snack is provided through SWVP funding.

Volunteering: We ask every family to volunteer their time at least twice throughout the year, sign-up sheets for specific family activities, our fundraiser, and decorating the preschool areas are presented at the beginning of the year. If you would like to help with any of the other class activities or volunteer in the classroom, we encourage you to let the Director know. Any adult volunteering in the preschool setting will need to have a signed Volunteer Statement on file. Committee's: IQQPS 4.2(d) We also ask parents to volunteer for a Parent Advisory Committee. This committee gives the staff feedback to improve the quality of the preschool program.

Winter Weather/Unforeseen Circumstances: If Creston Public Schools are canceled for the entire day, due to the weather or unforeseen circumstances, then the preschool is canceled as well. If Creston Public Schools are running late due to the weather, then there will be no preschool in the morning, but the afternoon session will be held. If Creston Public Schools has an early dismissal due to the weather, there will be no afternoon session. If possible, we will use the REMIND text system to alert parents to a change in school routine.

Please stay tuned to KSIB Radio (101.3 FM) for any cancellations.

Weather Canceled Days will not be made up!

Parking: We ask that you use the marked parking spaces in the parking lot by the Fellowship Hall or at the top of the hill by the church. Please DO NOT park on the basketball court or on the hill at ANY time. For safety reasons the hill drive is for the trolley and through traffic only. The basketball court is not designed to hold the weight of vehicles and we use it to play on.

Program Policies Continued

Student Safety: Because of the number of cars that come in and out of our parking lot at pick-up and drop-off times we ask that you always keep your student next to you while walking in the parking lot. Adults are much easier to see than a student for other drivers. Please teach your student to look for other cars and to pay attention to them and their surroundings at all times.

Arrival: The door will be locked until 5 minutes before the preschool session begins. We ask that you wait quietly in the link outside the classroom door until a teacher opens the door. The adult bringing a student to the preschool is expected to accompany the student into the building, make sure that the teachers know the student is there, and sign in the student and themselves.

Departure: Only those who are listed on the students' Authorized Release Form are allowed to leave the school grounds with the students. When picking up a student the adult needs to sign the student out and make sure the teachers know you are leaving. If you are more than 10 minutes late in picking up your student a late fee of \$10.00 will be charged. Please have your money ready when you do arrive.

Reasons a student would NOT be allowed to leave the preschool –

- The person asking to take the student is not on the Authorized Release Form.
- The person asking to take the student appears to be a danger to him/herself and others.
- The person asking to take the student is a registered sex offender without written permission.
- The person asking to take the student appears to be intoxicated.
- The person asking to take the student is not known by any of the teachers and cannot produce a photo identification card.

In all these instances the preschool staff will remain calm, and make sure the students involved are safe. If the person becomes overly agitated, or the staff feels that they and or the other students will be harmed in any way, the proper authorities will be immediately notified of the student's release.

Locked Facility: For the safety of our students and staff we are a locked facility. This means that the doors are locked during classes so that people cannot get in without our knowledge (we are always able to get out at any given time!). There is a doorbell on the preschool door for everyone to use during class time to obtain entrance into the school and access to your child.

Parental Access: Parents/Grandparents are always welcome to visit and observe our preschool in action. We do, however, ask that you wait until AFTER the first month of school, which is a period of adjustment for all the students. Please try to schedule your visit beforehand as too many visitors disrupt the day for the whole class.
CURRENTLY - NOT AVAILABLE SINCE COVID-19

Discipline: IQPPS 1.6, 1.7, 1.8, 1.9 We believe that positive reactions create positive actions. We reward good behavior. If positive reinforcement is not successful, we will ask the student who is causing the difficulty to please leave the group and go to Al's Quiet Place, or another area where they must stay until they can control their actions. We try to allow the students to work out some minor disputes on their own. We feel this encourages both patience and understanding. If anything should happen that we consider extremely inappropriate we will contact the parents/legal guardian of all students involved.

Jesus said "Let the little children come to me."



Medications, Sunscreen, Insect Repellent

Medications: IQQPS 5.8 Medications will be administered by a qualified staff member when necessary. To administer medication, the school must have written authorization from the parent. The written authorization must include name of student, name of medication, dosage, time to be given and other instructions as needed. Medications shall be provided to the preschool in the original labeled container as dispensed by the pharmacist or in the manufacturer's container. Medications shall be provided by the parent. Unused medications will be returned to the parent. All medication brought to school is to be **stored in a locked container** in the office and dispensed from the office.

Sunscreen and Insect Repellent: Sunscreen or sunblock with UVB and UVA protection of SPF 15 or higher is recommended. An insect repellent containing DEET to protect your student from insect bites when the Public Health authorities recommend its use is a good idea. Program staff will NOT administer any sunscreen or insect repellent to any student.

Student Health

First Aid and CPR. IQPPS 5.2 All staff are certified in Pediatric First Aid, CPR and Universal Precautions. A First Aid Kit is located in the staff area above the refrigerator, microwave and boot rack in the Link.

For the health and safety of all the students, it is mandatory that sick students not be brought to school. If your student has any of the following symptoms during the night, he or she will not be admitted the following session for the safety of the other students. IQPPS 9.2

Handwashing for both Adults and Students. IQPPS 5.6 Upon arrival, after using the toilet, before/after playing in water/sand/etc. Before/after snacks. After picking or blowing my nose. After coughing/sneezing or another student coughs/sneezes on another. After handling animals and after playing outside.

Please keep your student at home if:

- An upset stomach (diarrhea or vomiting within the last 24 hours)
- Temperature of 100° or higher under the arm within the last 24 hours without medication
- Severe coughing, Sore Throat, or Complains of unusual pain
- Pink eye
- Suspected impetigo, scabies, or ringworm
- Any severe rash or skin sores
- If he/she has a common cold. The student is to be kept home for at least 24 hours before returning. Please be sure that he/she feels well enough to be a part of a group: that he/she can play outdoors and there is no excessive nasal discharge or cough.
- If he/she has been exposed to a communicable disease and upon observation by the parent, indicated any sign of disease. He/she is to remain home until all symptoms of illness have disappeared, even if this is after the legal internment has been fulfilled.
- Head Lice: Periodically we have all students checked for head lice. If head lice are found in a student's hair, the student will be sent home immediately. The student will be allowed to return to preschool after 24 hours of treatment. Returning to preschool the student's hair will be rechecked.
- Any Communicable Disease that is listed on the chart located in the Parent Information Area of the preschool.

When a student develops signs of an illness during their day at preschool, parents, legal guardians, or another person authorized by the parent will be notified immediately to pick up the student. The ill student will be kept away from other children in a quiet area until picked up. IQPPS 10.5

Food Allergies or Special Health Care Needs

IQPPS 5.13

The Health Care Provider will give our program an individualized care plan for that student. With parent's consent, food allergy will be posted and families will be made aware of allergy. Allergies will also be posted in food preparation areas as a visual reminder to staff who interact with that child.

Maintaining a Healthy Environment

IQPPS 5.18

Cleaning and Sanitization

The facility will be maintained in a clean and sanitary condition. When a spill occurs, the area will be made inaccessible to children and the area will be cleaned immediately.

Toys that have been placed in a child's mouth or that are otherwise contaminated by body secretion or excretion is either to be washed by hand using water and detergent, and rinsed, sanitized, and air dried or washed and dried in a mechanical dishwasher before it can be used by another child. Prep area and snack tables are cleaned and sanitized before and after snacks. All surfaces are cleaned and sanitized between classes. Bathrooms and sinks are cleaned and sanitized between classes. All toys and surfaces will be disinfected according to the Cleaning and Sanitation Frequency Table. Toys that cannot be cleaned and sanitized will not be used. Staff will be trained in cleaning techniques, proper use of protective barriers such as gloves, proper handling and disposal of contaminated materials, and information required by the US Occupational Safety and Health Administration about the use of any chemical agents.

Routine cleaning will be supervised by the preschool teacher and will follow the NAEYC Cleaning and Sanitation Frequency Table. Facility cleaning requiring potentially hazardous chemicals will be scheduled when children are not present to minimize exposure of the children. All cleaning products will be used as directed by the manufacturer's label. Non-toxic substances will be used whenever possible. Staff are trained yearly prior to the start of the school year.

When weather is permitting, doors and windows are opened to provide ventilation and sanitation.

Universal Precautions

IQPPS 5.19

All staff are required to get a Universal Precautions certificate once a year. Universal Precautions addresses how to properly deal with blood and other bodily fluids.

- a. All surfaces are made of material that is sanitized with an approved disinfectant. Disposable materials are sealed in a marked sealed bag.
- b. Staff use barriers (such as gloves) and techniques to minimize contact and reduce the spread of infectious diseases.
- c. When a spill of body fluids occurs, staff clean the spill up immediately with detergent followed by water rinsing.
- d. After cleaning, nonporous surfaces are sanitized using the procedure described in the Cleaning and Sanitation Frequency Table.
- e. Staff clean rugs and carpeting by blotting, spot cleaning with a detergent-disinfectant, and shampooing or steam cleaning.
- f. Staff dispose of contaminated materials and diapers in a sealed plastic bag and placed in a closed container.

Toilet Learning & Diapering Procedure

IQPPS 5.20

Children are encouraged to be potty trained or in the process of being potty trained before entering preschool, but it is not required. The following toileting procedures are in place:

1. Staff check children for signs that the diaper or pull up are wet or contain feces at least every two hours. Children are changed when wet or soiled.
2. Bring all supplies to the diapering area and cover the changing surface with a disposable liner. Staff puts on disposable gloves. Diapering will only be done with a lined changing mat in the designated diapering area.
3. Place the child on a diapering surface and clean the child with disposable wipes. Securely bag soiled clothing, or cloth diaper without rinsing or handling, to be sent home that day for laundering.
4. Slide a fresh diaper under the child. Fasten diaper and dress child. Allow the child to attempt to dress themselves in order to promote independence.

5. Wash the child's hand with soap and water, and return the child to the classroom.
6. Place used wipes in the wet/soiled diaper. Discard diapers/wipes/gloves in a step trash can that opens and closes tightly. The small can is clearly labeled to show its intended use. The container is kept closed and out of reach of children. At the end of each preschool session the bag is removed and taken to our outside trash can.
7. Clean and disinfect the entire area after each diaper change.
8. Staff washes their own hands.
9. Potty chairs will not be used.
10. Procedure is posted in the diapering area.
11. Families are asked to provide an extra set of clothes for the child in a ziploc bag marked with the child's name. In the event that a family forgets, a child will be loaned clothing from the preschool.

Safety Procedures

IQPPS 10.10

Supervision: IQPPS 3.7 No child is left unsupervised while attending preschool. Staff will supervise primarily by sight. Sometimes supervision is by sound, but only for short intervals. Staff is always in compliance with a ratio for 2-year-olds: 7 students per 1 staff, 3-year-olds: 10 students per 1 staff, and 4-year-olds: 12 students per 1 staff member.

Medical and/or Dental Emergencies: If there is an accident during preschool the staff will:

1. Evaluate the situation.
2. Administer First Aid.
3. Contact the parents or legal guardians to come get the student for medical treatment or decide if an ambulance needs to be called for quicker treatment.
4. If it is very serious 911 will be called before contacting the parents/guardians.

Fire or Tornado: We conduct monthly fire and tornado drills; this is to prepare for such an emergency. Our specific plans of action are posted at each door of the preschool building.

Earthquake: We will follow the same procedures for a tornado.

Chemical Spill: For a small spill we will restrict the affected area until the spill can be contained. In a severe spill such as in the community; we will follow the evacuation plans as instructed by emergency personnel.

Blizzards or Power Failures: The preschool staff will first make sure all the students are safe and as warm as possible. If necessary, the students will be evacuated to a safe place. Once all the students are out of harm's way the parents/guardians will be contacted and told what has happened and where to pick up their students.

Bomb Threats: We will evacuate the building immediately and will go to our designated area. The police will be called after the evacuation. Only the student's emergency consents will be taken from the center.

Safety Procedures Continued

Intoxicated Parents or Intruders in the Center: The Preschool staff will remove the students to another area. We will not discharge any student without parental authorization. We will offer alternatives to the intoxicated parent to allow for the student to remain in the preschool or for alternative transportation.

Abducted or Lost Children: We count heads a lot. However, if a student is ever lost or abducted, we will gather all the remaining students, and then dial 911. We will provide the authorities with as much information as possible, and then notify the parents or guardians.

Registered Sex Offender: By Iowa State Law all convicted sex offenders must be registered with the local police department where they reside. This list is made public on the Iowa Sex Offenders website. We check this regularly. If a sex offender is identified on our premises without our prior knowledge, we will ensure the safety of the children and call 911.

Dismissal Policy

This policy is only for the private 2-1/2 year-old program and the private 3 year-old program (The 4 year-old SWVP program is excluded from this policy)

Nonpayment of tuition. Trinity Preschool operates on a limited budget and depends on the prompt payment of tuition fees monthly. A student will be dismissed from the class if tuition has not been paid to the preschool for two (2) consecutive months. The preschool does understand that emergencies and unforeseen circumstances arise which can cause a strain on the personal budget. Arrangements can be made with the Director and/or treasurer if the parent makes the contact.

Aggressive/Extremely Inappropriate Behavior. Trinity Preschool strives to maintain a safe environment for all students who attend. Most behaviors are developmentally appropriate and easily resolved. Students who present disciplinary problems that are not easily resolved or are a danger to other students will be dismissed.

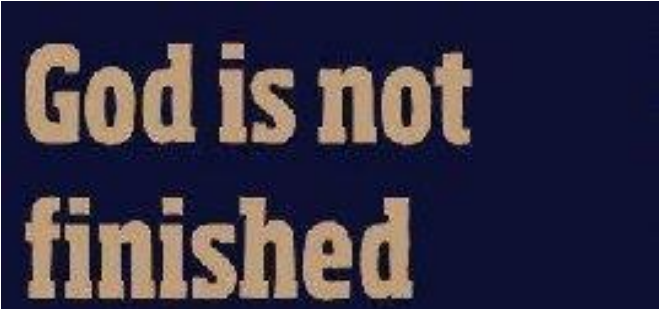
Reasons for behavior dismissal:

- Any extreme disrespect to adults or to other students that does not improve over an appropriate amount of time. Disrespect does include but is not limited to obscene language or deliberate teasing of students that is malicious in nature.
- Physical aggression causing pain or injury to another student that is not an isolated incident.
- Physical aggression toward adults is not an isolated incident.

Parent/guardian contact concerning behaviors: IQPPS 1.8, 1.9 The preschool teacher will discuss with the parent their concerns about behaviors and will work with the parent to help with resolving the problem. If after the discussion the behaviors persist, written notices concerning the aggressive/inappropriate behavior will be sent to the parent. After two (2) written notices are sent the student will be dismissed.

****SWVP Funded 4 year-old afternoon program**

AEA Services: IQQPS 4.2(a) With parent permission the AEA will be contacted to assist the teachers and parents with behavioral concerns. This may include behavior supports such as a structured schedule, visuals, books, peer modeling or fidgets. Along with parents, AEA staff, and teachers at Trinity Preschool we will collaborate to use positive approaches to improve undesired behaviors.



**God is not
finished**

Preschool Requirements

Trinity Preschool must have in each child's file, these documents dated within 1 yr. IQPPS 5.1

The Department of Human Services regulates Trinity Preschool. Because of this, we must have the following forms COMPLETED and IN your student's file by your student's first day of preschool.

1. A copy of your student's **Immunization Record**. Your student's immunization card CANNOT be signed by a D.C. (Doctor of Chiropractic) IQPPS 5.1(a)
2. **Trinity Preschool Physical Examination and LEAD TEST**. This form must be filled out and signed by a doctor. The preschool all allergy information. The lead test information MUST also be given with the physical. Overdue health appointments to be placed in child's record.
3. **Trinity Preschool Emergency Form**. This form tells us what to do in an emergency.
4. **Birth Certificate**. This form tells us what people are allowed to pick up your student from preschool.
5. **Trinity Preschool Parent Permission Form**. This form has it all. It includes field trips, photography, AEA screenings and more.
6. **Trinity Preschool Dental Examination**. This form must be filled out and signed by your student's dentist OR may be filled out by your student's doctor at the time of their Physical Examination.
7. **Trinity Preschool Child Information Form**. This form gives us general information about your student and his/her immediate surroundings.
8. **Attendance Policy**. This form gives us permission to contact you about your child's attendance.
9. **Home Language Survey**. This form helps us to understand your child's language development.
10. **ASQ Surveys**. IQPPS 4.2(b) These forms help us to learn about your child and their home environment.
11. **Parent Survey**. IQPPS 4.2(b) This survey lets us know more info on a student: Fears, dislikes, likes, interest, etc.
12. **Iowa KidSight Consent Form**. This form allows for your child to get a free eye screening to check for any eye problems.
13. **I-Smile Form**. This form allows for your child to get a free dental screening and cleaning here at the preschool.



Preschool Requirements Continued

Absences: Please call when your student is not going to be at preschool, whether it is due to illness, a family trip, or any other reason. A call made prior to the day's session is greatly appreciated in planning the day's activities. You may call **782-5095 ext. 2** at any time and leave a voicemail.

Conferences: IQPPS 4.2(f), 7.3, 7.4 We have scheduled conferences twice a year in the fall and the spring, for the afternoon class only. If at any time you feel a conference for your morning student or an extra conference for your afternoon student would be helpful in any way, please call the teacher and set up a time.

Home Visits: IQPPS 4.2(b), 7.1, 7.2 EVERY student will receive a home visit by the Lead Teacher and Director before school begins. This visit is a verification of address and allows the staff the opportunity to meet and interact with the student and family before school begins, allowing for a smoother transition once school starts. The teachers also gather through conversation and a form parents fill out on their child's interest and needs.

Private Facebook/Teaching Strategies Family/Texts: IQQPS 4.2(f), 7.3, 7.4 We'll use for am classes: Private Facebook & text messages to contact families in case of an emergency so that EVERYONE will be aware of our location especially in the case of having to leave the facility. It is VERY important for you to keep the program updated with your new cell phone numbers & email addresses. SWVP/4 yr old pm class uses Private Facebook & Teaching Strategies Family for communication. This program interacts with our online Teaching Strategies Gold Assessment.

Community Resources IQPPS 8.1

Teaching staff will share events and resources occurring in the community that families may find helpful These resources are optional. These will be shared through flyers sent home, Facebook page, text and emails. The Union County Resource link is also shared with all families twice a year. It is also shared on an individual basis for families that have needs or request assistance.

<http://www.iowacommunitypartners.com/wp-content/uploads/2019/02/Union-County-Resources.pdf>

The Daily Program

Daily Schedule: At Trinity Preschool we believe that a student learns by playing and hands-on activities. Our daily program includes outside movement, table time, large group circle time of counting, Pledge, Question of the day and story time, snacks, and free choice inside play. During free choice time, students may be called over for small group projects. Before students leave at the end of the day, we gather to have music and movement then reminisce on “What did we do at preschool today.”

Christian Environment: Trinity Preschool offers a loving and caring Christian environment for your student’s first school experience. Simple Bible Stories, songs and Christian Values are taught during our “Jesus Time”. Christian Values are consistently modeled by the teachers and practiced by the students throughout the day in every activity that we do. The Pastor, when available, assists the teachers in leading “Jesus Time” once a week in the Sanctuary.

Curriculum and Assessments IQQPS 4.2 SWVP 4 year-old Program

It is our belief that assessment of young children should be purposeful, developmentally appropriate, and take place in the natural setting by familiar adults. The results will be used for planning experiences for the children and to guide instruction. Assessment will never be used to label children or to include or exclude them from a program. A family’s culture and a child’s experiences outside the school setting are recognized as being an important piece of the child’s growth and development. All results will be kept confidential and placed in each child’s file. Children are assessed in the following ways:

- *Creative Curriculum GOLD* is modified to align with the Iowa Early Learning Standards. It records student progress in all developmental areas at the beginning, middle and end of the year.
- Observational data provides ongoing anecdotal records of each child’s progress during activities.
- Early Literacy Individual Growth and Development Indicators (IGDIs) are given at the beginning, middle, and end of the year to monitor the growth of early literacy skills.
- Child portfolios are organized by the teaching staff and include child work samples collected on an on-going basis.
- Families are asked to contribute information about their child’s progress. Young children often show different skills in different settings. Working together, the teaching staff, and families can gather a complete picture of a child.

The information from the above is used in the following ways:

- To provide information about children's needs, interests, and abilities in order to plan developmentally appropriate experiences for them;
- To provide information to parents about their children's developmental Milestones.
- To indicate possible areas that requires additional assessment.

Assessment information will be shared formally with families during Parent Teacher Conferences in the fall and spring. Trinity Preschool teacher will communicate weekly regarding children's activities and developmental milestones. Informal conferences are always welcome and can be requested at any time.

Early Childhood Professional Development In Services: IQQPS 4.2(d) We participate with the local AEA with Professional Development to help us to continue to improve our program and incorporate best practices.

Parent Communication: IQPPS 4.2(f), 7.3, 7.4 Newsletters will be sent home with your student each week. Calendars: yearly & monthly are sent home as well. We also communicate with text messages to and from our parents. All parents have the preschool telephone number as well as the teachers cell phone numbers.

Open communication with parents is vital to the well-being of your student. We call or chat with parents outside of class time with any questions or concerns we may have as well as the parent(s). A meeting may be set up anytime to discuss concerns or challenges of a student. SWVP kids will have 2 parent-teacher conferences (Fall/Spring).

Responsibility: We believe that a student is capable of certain responsibilities in their own personal space. For a student to be successful in this area we ask that you allow your student the opportunity to TRY. They may fail, but eventually they WILL succeed. Please allow extra time so that they have the time to succeed with your guidance by:

- Taking off/putting on their own clothing.
- Taking off/putting on their own shoes or boots.
- Carrying and hanging up their own school bags and coats.
- ASKING with their words for help when practicing zipping and tying – AFTER they have tried first.
- Picking up anything they were playing with or using BEFORE doing something else.
- Using their words for EVERYTHING they need or want – even when they are upset.

These life skills will help your student succeed in preschool and beyond.

Miscellaneous Information

Materials: All learning materials are provided by the Preschool. We do ask that each student provide some of the paper supplies we use, such as Kleenex and napkins and other consumables such as glue and crayons. A supply list will be given to each family by the current year or with the registration packet, whichever comes later.

Teaching Strategies Family/Text: IQPPS 4.2(f) Trinity Preschool utilizes text for the am classes. We use it throughout the school year to keep families informed of events, changes in our schedule, snow day cancellations and emergencies. This is available to everyone in your family and/or your childcare provider if you wish. Trinity Preschool only sees the names that you enter, NOT your phone numbers or emails, therefore it is VERY IMPORTANT that you keep your phone numbers and email addresses up to date. Please ask the teachers if you need a reminder of your child's class code. SWVP 4 yr old afternoon class uses text and Teaching Strategies Family. TS Family aligns with our Teaching Strategies Online Gold Assessment.

Clothing: Many activities at Preschool are MESSY. Please dress your student appropriately for many different activities during the day.

- Shirt Sleeves are required for everyone every day, and no inappropriate words or advertising (alcohol/tobacco) is allowed. This means t-shirts and dress shirts, not muscle shirts and spaghetti straps. If your child insists on wearing a muscle shirt or spaghetti straps, they will need to put another sleeved shirt with it.
- Complete set of clothes. Each student is asked to have an extra set of clothing (pants, underwear, socks, and a short-sleeved shirt) at the preschool in case an accident of some kind happens.
- Closed-toed shoes, or tennis shoes are required for your student's safety in the play areas as well as for running, jumping, riding bikes and general playing. Please help us keep your student safe by enforcing this policy daily.
- A Jacket is required for temperatures that are 70 degrees or below at the time the student comes to school. Always put a jacket/sweatshirt in your child's bag for the "just in case" changes in Iowa weather occur.

Miscellaneous Information Continued

Outside Play and Learning: We go outside daily. We are blessed with having a Nationally Certified Nature Explore Outdoor Learning Classroom and we use it. There are many places for the children to explore their world which includes mud, dirt, sand, and water. Your child needs to have the appropriate clothing to explore their world. We recommend mud boots, but snow boots accomplish the same task. We will not go outside if the Child Care Weather Watch Guidelines indicate that it is too hot or too cold for the safety of the children.

Fabulous Five: During the cold fall, winter, and spring months we still go outside to play. Please make sure your student is equipped to play in the cold weather by having the following items when it is 60 degrees or colder:

1. Snow pants 2. Winter Coat 3. Stocking Cap 4. Snow Boots 5. Gloves/Mittens

Toys: Please, NO toys be brought from home. We're not responsible for toys brought to preschool that get broken/lost, anything brought to the preschool must be shared.

Trolley Services: Southern Iowa Trolley (SIT) provides transportation for those families who request them. If a family chooses to use the SIT service, fill out forms, payments. Trinity Preschool does not have an affiliation with the trolley; however, we do help the trolley ensure our students/families abide by the rules of the trolley and the services that they provide.

Transition from Preschool to the next step in your child's education. IQPPS 7.9, 7.10

A tour of the ECC in Creston is scheduled in April. There are also Kindergarten kickoff days, the children attend two half days at the ECC for observation and testing by the staff at the ECC. Our area also has private schools and we provide info to all parents when their schools have registration and kindergarten roundup.