



HOLY  
TRINITY  
Lutheran Ministries  
PRESCHOOL

## **Student & Parent Handbook**

*Updated August 29, 2023*

### **Holy Trinity Lutheran Ministries Preschool Mission Statement**

Preparing students for the future through Christ centered education. To serve our community while providing a superior Christian education, teaching and fostering Christian values, as we proclaim and share the love of Christ.

### **Holy Trinity Lutheran Ministries Preschool Motto**

Live - Learn - Grow. Together in Christ. Serving with Hope.

### **Faith Statement: What We Believe, Teach, and Confess**

We believe, teach and confess a Triune God: Father, Son and Holy Spirit. We equally believe that the Apostle's Creed accurately reflects this belief, and we whole-heartedly confess the Three Articles contained therein.

- We believe, teach and confess that Jesus Christ is our Savior and Lord, and that through faith in Him we receive forgiveness of sins, eternal life and salvation.
- We believe that the two chief doctrines of Holy Scripture, Law and Gospel, must be constantly and diligently proclaimed in the church of God until the end of the world.
- We believe, teach and confess that the primary mission of the church is to make disciples of every nation by bearing witness to Jesus Christ through the preaching of the Gospel and the administration of the Sacraments.
- We believe, teach and confess that all Scripture is given by the inspiration of God the Holy Spirit and that God is therefore the true Author of every word of Scripture.
- We believe, teach and confess that the Gospel of the gracious justification of the sinner through faith in Jesus Christ is not only the chief doctrine of Holy Scripture and a basic presupposition for the interpretation of Scripture, but is the heart and center of our Christian faith and theology.
- We believe, teach and confess that because the Scriptures have God as their author, they possess both the divine power to make men wise unto salvation through faith in Jesus Christ, as well as the divine authority to serve as the church's sole standard of doctrine and life.
- We believe, teach and confess that since the same God speaks throughout Holy Scripture, there is an organic unity both within and between the Old and New Testaments. While acknowledging the rich variety of language and style in Scripture and recognizing differences of emphasis in various accounts of the same event or topic, we nevertheless affirm that the same doctrine of the Gospel, in all its articles, is presented throughout the entire Scripture.

### **Holy Trinity Lutheran Ministries Staff**

#### Church Office

Pastor: Rev. Daniel M. Koyn  
Children's Ministry: Kellye Crouch  
Student Ministry: Richard Crouch  
Office and Billing: Nancy Ohler  
Office: Colleen Peter  
Facilities: Jeff Sowerwine

#### School Office

School Administrator: Katie Robinson  
Director of Special Programs: Donielle Hebert  
Director of Before and After Care: Becky White  
Receptionist: Karen Justesen

## **INFORMATION AND POLICIES**

### **Licensing Disclosure of Information Policy**

Holy Trinity Lutheran Church and School holds a Type I license from the State of Louisiana's Department of Education. Therefore, we must adhere to the standards outlined by the Department of Education. Information regarding early learning center inspections, regulations and information can be obtained from the Department of Education's website, [www.louisianabelieves.com](http://www.louisianabelieves.com), by calling 1-225-342-9905, or mailing:

Louisiana Department of Education  
P.O. Box 4249  
Baton Rouge, LA 70821

Parents may call or write the Licensing Division should they have any significant, unresolved licensing complaints.

### **Abuse and Neglect Policy**

As mandated reporters, all staff of Holy Trinity Lutheran Church and School are obligated to report any suspected abuse or neglect of a child in our school to the Louisiana Child Protection Statewide Hotline at (855) 4LA-Kids [1-855-452-5437]. The staff shall not delay the reporting to the Hotline in order to conduct an internal investigation to verify the abuse or neglect allegations. The staff is not required to report suspected abuse or neglect to the center or management prior to reporting it to the Child Protection Statewide Hotline.

### **Admission Policy**

Admission availability is based on Louisiana Department of Education licensing regulations, Louisiana Fire Marshal regulations, and staffing. Admission preference for the new school year is given to members of Holy Trinity Lutheran Church, to students currently enrolled at Holy Trinity Lutheran School as well as their siblings, and staff members as enrollment availability allows..

Children will be placed in classes based on their age by September 30th of that school year, with student success in mind, and at the discretion of the school administrator. All students are required to submit a copy of their birth certificate at registration.

It is a requirement that all children entering the three year old program are fully potty trained.

### **Nondiscriminatory Policy**

Holy Trinity Lutheran School 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, creed, sex, national and ethnic origin or handicapping condition in administration of its educational policies, admission policies, and athletic and other school-administered programs.

### **Harassment Policy**

Holy Trinity Lutheran Ministries is committed to providing a work environment free from harassment of any kind. This includes all forms of offensive or unwelcome physical or verbal conduct that interferes with our employees' work or work environment. Families should bring any of their concerns of harassment to the school administrator immediately. After a written report has been received an investigation by leadership will be undertaken. Appropriate disciplinary action will be administered. Depending on the severity of the offense, it may include a written warning, probation, suspension or termination. If harassment occurs from a parent or other guardian of a child an investigation will occur. Consequences could include restriction from our campus or reporting to local authorities.

### **Attendance and Absences**

If your child is ill or will miss school for any reason, please report his/her absence by messaging the teacher in Procure, by calling the school receptionist at (985)892-6146 ext. 2, or by emailing the school administrator at [schooladmin@htmlministries.org](mailto:schooladmin@htmlministries.org). Tuition and fees are non-refundable. Full tuition is due regardless of withdrawal or absence(s), including but not limited to absences caused by illness, quarantine, emergency closures such as hurricanes, or vacation. We do not allow for make-up days or swapping of days in order to accommodate absences or holidays.

### **Arrival and Departure**

**See attached map for drop-off and pick-up traffic pattern. It is important to follow this map to assist in a smooth traffic flow.**

Morning car line will begin at 8:00 AM and conclude at 8:30 AM. We ask that you assist us each morning by making your carpool sign visible to school personnel at both drop off and pick up. Academic instruction begins at 8:30 AM. Due to the disruption to present students and morning routines, students must arrive by 8:45 AM unless they have an appointment with a care provider (doctor, dentist, therapist, etc.). We ask that parents let us know if you are running late for morning drop off or have an appointment. Students will not be admitted or readmitted after their class nap time. If frequent tardiness becomes a disruption to the class and other students, tardy students may not be admitted.

The Procure app will be used for student check-in and check-out. Parents, guardians, and/or authorized personnel must be on file with the school office and to check the child in or out of school. All authorized pick ups must have their Procure pin number or driver's license.

Afternoon car line will begin promptly at 2:30 PM and conclude at 3:00 PM. Your child will be allowed to leave the school only with authorized personnel who have the Procure pin number or driver's license. **If your child is not picked up by 3:00, he/she will automatically be sent to after-care.** In order to ensure the safety of all students as they transfer from their classroom into the aftercare room(s), parents who arrive after 3:01 PM may not be able to pick-up their child until all students are settled into aftercare; we want to ensure that all students are safe and doors remain closed during the transition period. All pick-up personnel will be required to use the procure app, the procure pin code, or provide a copy of his/her driver's license.

### **Extended Care**

Before school care will be daily from 7:00 AM to 7:59 AM. After school care will be from 3:01 PM to 5:30 PM. Children not picked up by 3:00 will automatically go to aftercare. Parents must pick up their children no later than 5:30 PM. Occasionally parents have no control over traffic or emergency conditions. On these occasions, there is a late fee charge of \$2.00 for each minute your child remains in the After-School Care Program beyond 5:30 PM. **Three incidents of picking your child up late will result in refusal of services and/or dismissal.** Extended care fees will be billed monthly, at minimum.

#### **DAILY RATES:**

Before-Care*	\$3.75 per half hour
After-Care*	\$3.75 per half hour
Late fee*	\$2.00 per minute

*\*Rates may increase, parents will be notified*

### **Drop off & Carline Procedures**

- **In accordance with Louisiana State Laws, cell phone use in our school zone is illegal.** Please refrain from any cell phone use in the Holy Trinity Lutheran Ministries carline and parking lot.
- Parents may park and walk their child(ren) to the front doors for drop off or pick up. Doors remain locked 24/7 and you may have to wait a moment for school personnel to greet you, please be patient as any delay on our end is the result of caring for another child.
- Carline begins each morning at 8:00 AM and ends at 8:30 AM. Afternoon carline is from 2:30 PM and ends at 3:00 PM. If you arrive before or after carline please exit your vehicle and bring your child and his/her belongings to the front doors. Doors remain locked 24/7 and you may have to wait a moment for school personnel to greet you, please be patient as any delay on our end is the result of caring for another child.
- In accordance with Louisiana State Laws, **all students must be in a car seat for pick up and drop off without exception.**
- Do have your child undo his/her seatbelt as you approach the unloading zone.
- Do have all personal belongings ready to hand off to school personnel.
- Do give hugs and kisses before arriving at the unloading zone.
- Do be patient, wait in line, and drive slowly and safely.
- **School personnel will only be able to collect students in carline from the passenger side of the vehicle.**
- School personnel will open the car door and collect your child and his/her belongings and walk them inside.
- During pick up carline, once you have your child in your vehicle and all doors are closed, please proceed to the gravel side lot to park and fasten car seats. State regulations prevent school personnel from fastening car seats and seatbelts.
- Please do **NOT** use cell phones or smoking/vaping devices while in carline.
- Please do **NOT** allow your child to enter or exit the car from the driver's side in carline.
- Please do **NOT** get out of the car while in carline, drivers or other passengers.
- Please do **NOT** pass other cars while in carline.

Please reference the carline map in this handbook.

### **Communication**

On-going, open communication between parents and the school is highly encouraged. All electronic communication should go through the Procure App, [schooladmin@htlministries.org](mailto:schooladmin@htlministries.org) email, or [camp@htlministries.org](mailto:camp@htlministries.org) email. Parents should only reach out to a teacher or admin via text or cell phone in the event of an emergency.

#### **School to Home:**

Teachers will send home weekly newsletters for specific class information. Many also fill out daily logs to inform you of your specific child's activities, so please check your child's folder DAILY for specific notes regarding events and other school information. In addition information will be sent via the procure app or form the school administrator email.

#### **Social Media Policy:**

Social media shall not be used by any member of the Holy Trinity Lutheran Ministries community to publicly humiliate or criticize another parent, staff member, or child. Failure to comply with this policy will result in a meeting with the administration. In serious cases, termination of the enrollment by the school may result.

We currently use the Photo Circle app as a way of sharing pictures throughout the week at school. Please refrain from reposting Photo Circle photos of anyone including your own child for safety and privacy reasons.

#### **Home to School:**

Please feel free to contact us anytime during office hours with questions or concerns at 985-892-6146 extension 2. Teachers can be contacted via procure. You can also contact the school through e-mail: [schooladmin@htlministries.org](mailto:schooladmin@htlministries.org).

### **Change of Address or Phone Number**

Holy Trinity Lutheran Ministries Preschool · (985) 892-6146 · [schooladmin@htlministries.org](mailto:schooladmin@htlministries.org) · 1 N. Marigold Dr., Covington, LA 70433

Please notify the administration office if there is a change of home address, phone number for home or business, or your email address. This will help keep our records current and will allow us to have accurate contact information.

### **Complaint and Conflict Procedures**

*“If a brother sins against you, go to him privately and confront him with his fault. If he listens and confesses it, you have won back a brother. But if not, then take one or two others with you and go back to him again, proving everything you say by these witnesses.” –Matthew 18:15-17*

As a Christian school, we believe in the following conflict resolution policy that is in the Bible. It is called the “Matthew 18 Principle.” If you have a concern, we ask that you take it to that person directly. If the concern remains unsolved, please contact the administrator for resolution. We will not tolerate gossip or slander between parents, faculty, or students.

Parents may call 225-342-9905, email [LDElicensing@la.gov](mailto:LDElicensing@la.gov), or write the LDOE P.O. 4249, Baton Rouge, LA 70821, should they have any significant, unresolved licensing complaints.

### **Conferences**

All parent/teacher/director conferences will be documented in writing and signed by all parties attending the conference. A copy of the conference record will be kept in the student’s school records, given to the parent, and the teacher.

### **Curriculum Overview**

Pre-Kindergarten is the introduction to more formal instruction. The emphasis is on structured play, both indoors and outdoors to facilitate fine and gross motor development. Small group table times and large group circle times reinforce cognitive concepts, as well as social and behavioral skills. When direct instruction is given, the emphasis is placed upon instruction at the child’s developmental readiness level for learning concepts, tasks, and skills. We utilize the Alphabet People literacy curriculum, Little Lambs bible curriculum, and create our own overall curriculum to include science, math, social studies, art, and music.

### **Diapering and Toilet Training**

Toddlers and twos must provide their own diapers and wipes. Those parents whose two-year-olds are in the process of toilet training need to supply refastenable pull-ups and several changes of clothes. Children’s clothes should have no buttons and minimal snaps and fasteners.

**Children entering our 3-year-old class must be able to perform all aspects of toileting with little or no assistance in our school setting.**

Regular “potty” breaks are scheduled each day by the teachers, however, your child must be able to verbally communicate to the teacher their need to use the bathroom at other times during the day, for instance, recess, lunch, etc. We know that occasional bathroom accidents will happen. If these accidents become persistent and occur multiple times, a parent/teacher meeting may be scheduled to discuss a bathroom action plan.

### **Dress Code**

- Students must arrive fully dressed with a top, bottoms, appropriate undergarments, socks, and tennis shoes.
- Tennis shoes must **not** have laces, unless the student is able to tie laces **without** assistance.
- Please provide a complete set of seasonally appropriate spare clothing, including socks (and shoes if possible) that will stay in your child’s school bag.
- For safety reasons all children must wear appropriate footwear; **tennis shoes with Velcro or slip on shoes are mandatory. No Crocs, sandals or boots of any kind are allowed.**
- Play clothes should have no buttons and minimal fasteners and snaps.
- Choose clothing that is easily laundered and or changed if soiled.
- No long dresses as they can become trip hazards.
- Pull-ups must have refastenable closures.
- No costume or play jewelry, necklaces, amber beads, scarves or dress up items from home.

### **Electronic Devices Policy**

We very rarely use electronic equipment in our preschool, however when we do use a computer or TV we follow the state mandated guidelines.

These include but are not limited to TV, movies, games, videos, computers and handheld electronic devices.

- Electronic devices for children under age 2 are prohibited
- Time allowed for electronic devices for children age 2 and above shall not exceed 2 hours per day
- Computers are not used by students at our preschool, however, in the event a computer is used at our school where children will use internet access will be equipped with monitoring or filtering software that limits access to inappropriate websites, e-mail and instant messaging, Facebook, etc.

Video games are not used, and movies/programs are used with selective intent on special occasions, not on a daily basis with our children. However, when we do use them we follow these guidelines:

- Programs, movies, and video games with violent or adult content, including but not limited to soap operas, television news and sports programs aimed at audiences other than children, shall not be permitted in the presence of children.
- All television, video, DVD, or other programming shall be suitable for the youngest child present.

- "PG" programming or its television equivalent shall not be shown to children under age 5. "PG" programming shall only be viewed by children aged five and above and shall require written parental authorization. And any programming more restrictive than "PG" is prohibited
- All video games shall be suited for the youngest child with access to all games therefore "E-10+" and "T" and "M" rated games are prohibited at our school

### **Field Trips**

We do not participate in any off-site field trips. Occasionally, there may be a small fee associated with these in-house field trips.

The state requires a signed authorization to be on file for walking across the parking lot to go to chapel or to go anywhere else on the church/school campus. This release is our "Non-vehicular Excursions Authorization."

### **Handwashing Policy**

Staff and children will wash their hands at least at the following times: upon entering the center, before preparing or serving food, after toileting or changing diapers, before and after eating meals or snacks, and any time hands become soiled with body fluids (urine, stool, saliva, blood, nasal discharge). Hands will be washed and scrubbed for at least 20 seconds with soap and running water.

### **Lunch**

The school provides a snack daily; snack calendars are available in the front office by request. **Each student must bring a lunch and water bottle each day.** Water bottles should be leak proof and accessible for your child. Lunch should include a drink and a healthy, easy-to-serve selection of items sent in containers labeled with your child's name. Please label all personal belongings including lunch boxes, water bottles, and ice packs with your child's name. ***As per State licensing regulations, grapes and hotdogs must be cut in quarters instead of rounds; chips, popcorn, and raw carrots are not permitted.*** We cannot heat up anything for the child. **Make sure to verbally tell your child's teacher and the school administrator if your child has any dietary needs/restrictions and/or food allergies as well as putting it in writing. If the allergy is life threatening and your child has an epi pen we must have an action plan on file and their epi pen.**

### **School Bags**

Each child must bring a backpack to carry folders, lunch & items used during nap time. **Children are not allowed to bring toys from home unless an item is requested for show and tell or a similar purpose. Our staff cannot be responsible for these personal items.**

### **Nap Time**

Nap time at our school is from around 12:00 to 2:00, varying slightly based on the age group. Children are required to sleep during naptime, however, all children are required to lie quietly on their mats for the duration of nap time.

The Health Department states that no child's cloth napping items may touch. All children must have a roll up nap mat with handle or strap; if included the blanket and pillow must be attached. All nap items will go home weekly for laundering. Please wash your child's nap items over the weekend or more frequently if needed. If soiled, nap mats will be sent home for laundering.

### **Parent Access/Involvement**

Parents are allowed to visit our school anytime during regular hours of operation and when children are present. Parents who are nursing will be provided a safe space in which to do so. As we are allowed to do so, we will have special days that may include: Grandparents' Day, Thanksgiving Feast, Christmas Program, Mardi Gras Parade, Trike-a-Thon, class parties, and end-of-year program; please see the Preschool Calendar. In the event scheduled events need to be canceled, changed, or adapted, parents will be notified through the monthly newsletter or Procure.

We encourage you to attend worship services regularly with fellow believers. Holy Trinity Lutheran Church and School extends an open invitation to all families for our worship services. Sunday worship services are at 8:00 AM (traditional service in the church) and 10:30 AM (Family Life Worship with the Praise Team in the school building.) Children's Church (Sunday School) and adult education are offered from 9:15 – 10:15 AM in the Family Life Center.

### **School Office Hours/Phone**

Office hours are Monday through Friday from 8:00 AM. to 3:00 PM. The school administrator's office is located in the front of the Family Life Center. For the school office, dial, 985-892-6146, ext. 2.

### **Student Records**

The State requires that all students have a birth certificate, up-to-date shot record, enrollment information, emergency contact and authorization form, non-vehicular excursions authorization, parent's authorization and pledge, social media consent form on file in the school office by the first day of school. Notify the school office if you have a change of address or phone number at any time during the year.

**Please inform the school office in writing if your child has or develops any kind of food allergies or non-food allergies such as allergies to bee stings or ant bites.**

### **Tardiness**

Academic instruction begins at 8:30 AM. Due to the disruption to present students and morning routines, students must arrive by 8:45 AM unless they have an appointment with a care provider (doctor, dentist, therapist, etc.). We ask that parents let us know if you are running late for morning

drop off or have an appointment. Students will not be admitted or readmitted after their class nap time. **If frequent tardiness becomes a disruption to the class and other students, tardy students may not be admitted after 8:45 AM.**

### **Tuition Policy**

Tuition and fees are non-refundable. Full tuition is due regardless of withdrawal or absence(s), including but not limited to absences caused by illness, quarantine, emergency closures such as hurricanes, or vacation. We do not allow for make-up days or swapping of days in order to accommodate absences or holidays. We do not allow for make-up days or swapping of days in order to accommodate absences or holidays. Tuition is billed annually and may be paid in full or in ten monthly installments. Those who choose to pay monthly will be billed a monthly fee and receive monthly statements from the school office; see tuition and fee schedule for details. Monthly tuition payments are due on the first of each month, and are considered late after the fifth (5th) of the month. All financial transactions are handled by the church's accounting department; please contact 985-892-6146 if you have any questions.

Delinquency of tuition and fees may result in dismissal/expulsion from school. Children may be readmitted only upon payment of balance due. After readmission, the expectation is that tuition payments will be kept current.

Our preschool is a mission of the church. One way the church supports our school is to provide a limited amount of tuition assistance funds. Tuition assistance applications are due by May 1. Subsequent applications may be considered after May 1 if funds are available.

There are several ways in which you may remit your payment:

- Cash, check, or money order made payable to Holy Trinity Lutheran Church and School
- Mail payment directly to the school:  
Holy Trinity Lutheran Church and School, 1 N. Marigold Dr., Covington, LA 70433, Attn: School Office
- Send payment in your child's folder to the teacher, who will deliver it to the school administrator
- Electronic payment through the Procure App

## **HEALTH, MEDICAL, AND EMERGENCY INFORMATION**

### **Immunizations**

All students must show proof of up-to-date immunizations or complete the exemption form on or before the first day of school.

### **Medication**

No child is allowed to carry or take medication of ANY kind including cough drops, aspirin, acetaminophen, etc. at school. Exceptions may include auto-injectable epinephrine for allergic reaction or inhaler.

No medications will be given by school personnel except in the event life saving intervention is necessary, such as an auto-injectable epinephrine for allergic reaction. If a dose of medication is required during school hours, parents are invited to come to school, complete State required paperwork, administer the medication with a pharmacy label, in accordance with State licensing, and wait with the child for 45 minutes afterward. Any **life-sustaining medication** (Epi-pen, inhaler) must be prescribed with the accompanying literature and will be stored in the front office. Children that require an Epi-pen or inhaler will not be allowed in the building without them.

**Sunscreen and insect repellent** may not be applied at school as per State of Louisiana Department of Education Early Childhood licensing regulations. Please apply before school.

Authorization is required for diaper cream and other topical products, if needed, and must be signed prior to use at school. Diaper cream will remain at school for use and a parent will be notified when a new tube is needed.

### **Medical and Emergency Information**

It is the parent's responsibility to notify the school office and the teacher of any changes in a student's medical or health record. Please inform the school of any general health issues and assist the school by keeping health records current by providing copies of records regarding vision, hearing, and other health related issues that may affect school performance. Phone numbers and addresses of emergency contact information should be kept current.

### **Illness at School**

A child who is exhibiting signs of sickness must stay at home. If a student becomes ill at school, the school office will take the child's temperature, provide a place for the child to be isolated from other students, and immediately contact the parent or other authorized person to pick up the child from school.

A child must be sent home for the following reasons:

- 100.4 degree F. oral temperature reading
- Two (2) loose stools or diarrhea during the day
- Vomit
- Runny nose with discolored mucus
- Persistent cough

- Rash and/or sores

Holy Trinity Lutheran Ministries Preschool will follow most recent guidelines from the Louisiana Department of Education and Office of Public Health, in accordance with the CDC. See [CDC.gov](http://CDC.gov) for most up-to-date guidelines.

Students cannot return to school until symptom free, without medication, for at least 24 hours after the onset of the illness or symptom; if the 24-hour period ends after the start of school, children will not be admitted until the following school day. Parents may be required to provide a doctor's note stating the child is no longer contagious and free to return to school, however, students who still show symptoms will not be permitted to return to school until all symptoms have cleared. Students who communicate they received medication before school will be sent home.

Any draining, oozing cuts or wounds must be completely covered while at school.

### **Communicable Diseases**

Children with communicable diseases are not permitted to attend school for the following specified intervals according to the rules and regulations mandated by state law:

<b>Diphtheria</b>	2 weeks from onset or until appropriate negative culture test
<b>Measles</b>	4 days from onset of rash
<b>Mumps</b>	9 days from onset or until swelling subsides
<b>Pertussis</b>	4 weeks from onset or 7 days from institution of appropriate anti-microbial therapy
<b>Rubella</b>	4 days from onset of rash
<b>Chicken Pox</b>	6 days from the last crop of vesicles (scabs must be dry and normal temp. for 24 hours)
<b>Respiratory Streptococcal</b>	Not less than 7 days from onset if no physician's note
<b>Conjunctivitis</b>	24 hours from institution of appropriate antimicrobial therapy
<b>Scarlet Fever</b>	24 hours from institution of appropriate therapy
<b>Ringworm</b>	requires doctor's note
<b>Impetigo</b>	requires doctor's note and sores must be dry or completely covered
<b>Lice</b>	child's hair and home environment must be treated and retreated, if necessary
<b>Scabies</b>	requires doctor's note
<b>Tonsillitis</b>	24 hours from institution of appropriate therapy
<b>Trachoma</b>	24 hours from institution of appropriate therapy
<b>Undiagnosed rash</b>	Child is well or cleared by child's physician as non-contagious
<b>Sudden onset of vomiting, irritability, or excessive sleepiness</b>	Child must be evaluated and cleared by doctor
<b>Hand, foot, and mouth</b>	requires doctor's note and sores/rash/symptoms must be dry and healed
<b>COVID-19</b>	Most current LDOE and Office of Public Health mandate in accordance with the CDC *parents will be notified of updates*

### **Accidents/Injury at School**

The staff at Holy Trinity Lutheran Ministries Preschool is certified in administration of basic first aid and CPR. Parents and appropriate medical personnel will be contacted immediately in case of sickness, accident or injury. Parents will be contacted by phone for any injury above the neck and also sent written notice of any accident or injury.

### **Emergency School Closings**

Holy Trinity Lutheran Ministries Preschool follows St. Tammany Parish Public Schools' decisions in determining emergency school closings. To check their web site, go to [www.stpsb.org](http://www.stpsb.org). We will also notify parents of any closures via Procure. In the event of an emergency or evacuation, updates will be provided by phone and the Procure app. If at any time emergency conditions warrant and you need to check out your child, please contact the school office to do so.

### **Emergency Operations Plan**

A copy of Holy Trinity Lutheran Ministries Preschool Emergency Operations Plan is located in the school office. Each teacher also has a copy, and all have been trained for emergency situations.

## **BEHAVIOR MANAGEMENT POLICY**

### **General Guidelines**

Our goal is to create positive classroom learning environments by establishing the following:

1. Create classroom rules, guidelines, and procedures.
2. Discuss and explain the rules with the students.
3. Establish logical consequences for breaking the rules.
4. Timeout will not be used for children under the age of 2. For children 2 and over, all timeouts will take place within sight of staff and the length of the timeout shall be based on the age of the child, not to exceed 1 minute per year of age. Active play time will not be withheld for disciplinary purposes unless the infraction happens during play time.
5. Cruel, severe, unusual, or unnecessary punishment shall not be inflicted on children. No corporal punishment will be administered. This includes but is not limited to yelling, slapping, spanking, yanking, shaking, pinching, exposure to extreme temperatures or other



measures producing physical pain, putting anything in the mouth of a child, requiring a child to exercise, or placing a child in an uncomfortable position. No child will be restrained by devices for disciplinary purposes. Verbal abuse, which includes but is not limited to using offensive or profane language, telling a child to “shut up”.

6. Derogatory remarks shall not be made in the presence of the children about family members of the children in our care or about the children themselves. No child will be subjected to verbal abuse.
7. No child or group of children shall be allowed to discipline or bully another child.
8. When a child is removed from the group for disciplinary reasons, he/she shall never be out of sight of a staff member.
9. No child shall be deprived of meals, beverages, or any part of meals for disciplinary reasons.
10. Children will not be threatened with a prohibited action even if there is no intent to follow through.
11. Incident reports will be filled out when a serious infraction has occurred, such as biting, hitting, kicking, bullying, etc.

#### **Aggressive behavior (biting, hitting, kicking, bullying, etc.)**

Aggressive behavior is often a result of frustration in young children. It is our responsibility to ensure the safety of ALL of our preschool children while they are in our care. Redirecting, using positive reinforcement, and anticipating potential problems before they occur are all strategies we employ at Holy Trinity Lutheran Ministries Preschool to handle aggressive behavior. However, we cannot provide 1:1 child care. Aggressive behavior is dealt with in a variety of ways depending upon the ages of the children involved, the reason for behavior, frequency of the behavior, and many other specific circumstances. General guidelines include:

#### **Aggressor**

- The child who injures another will be firmly told “No” and will be removed from the situation under supervision but without undue attention.
- After attending to the injured child, the aggressor will be taken aside, addressed on his eye level, and told firmly that hurting others is not allowed.
- An incident report will be filled out for the parent of the child who hurt someone. The parent may be contacted by phone.

#### **Injured child**

- A teacher will reassure the injured child and provide appropriate first aid, if warranted.
- The injured child is encouraged to express his/her feelings (anger, hurt, etc.) if possible.
- An injury report will be completed for the parent of the injured child and a parent contacted by phone.

Depending on the ages and circumstances involved, additional actions might include:

- Reminding a child of behavior expectations daily by using clear, positive statements
- Redirecting behavior using positive statements
- Ensuring that the environment provides enough challenging activities to keep students engaged
- Carefully observing the involved child to identify precipitating events and prevent recurrences
- Maintaining a log to track when the behavior occurs
- Conferences with parents to discuss the child's actions at home, parental discipline techniques, search for outside resources, etc.

If any aggressive behavior occurs two (2) times in one day or becomes a pattern of behavior throughout the week toward a teacher or another child, the parents may be called to pick up the child from school.

The administration will determine whether or not a child needs to be withdrawn based on several criteria: severity of injury, frequency of occurrence, reason and extenuating circumstances. Each case will be handled individually. The parents will be notified and consulted from the beginning through incident reports, phone calls, and parent/teacher conferences. Repeated aggressive behaviors which threaten the safety of other students may result in student dismissal/expulsion.

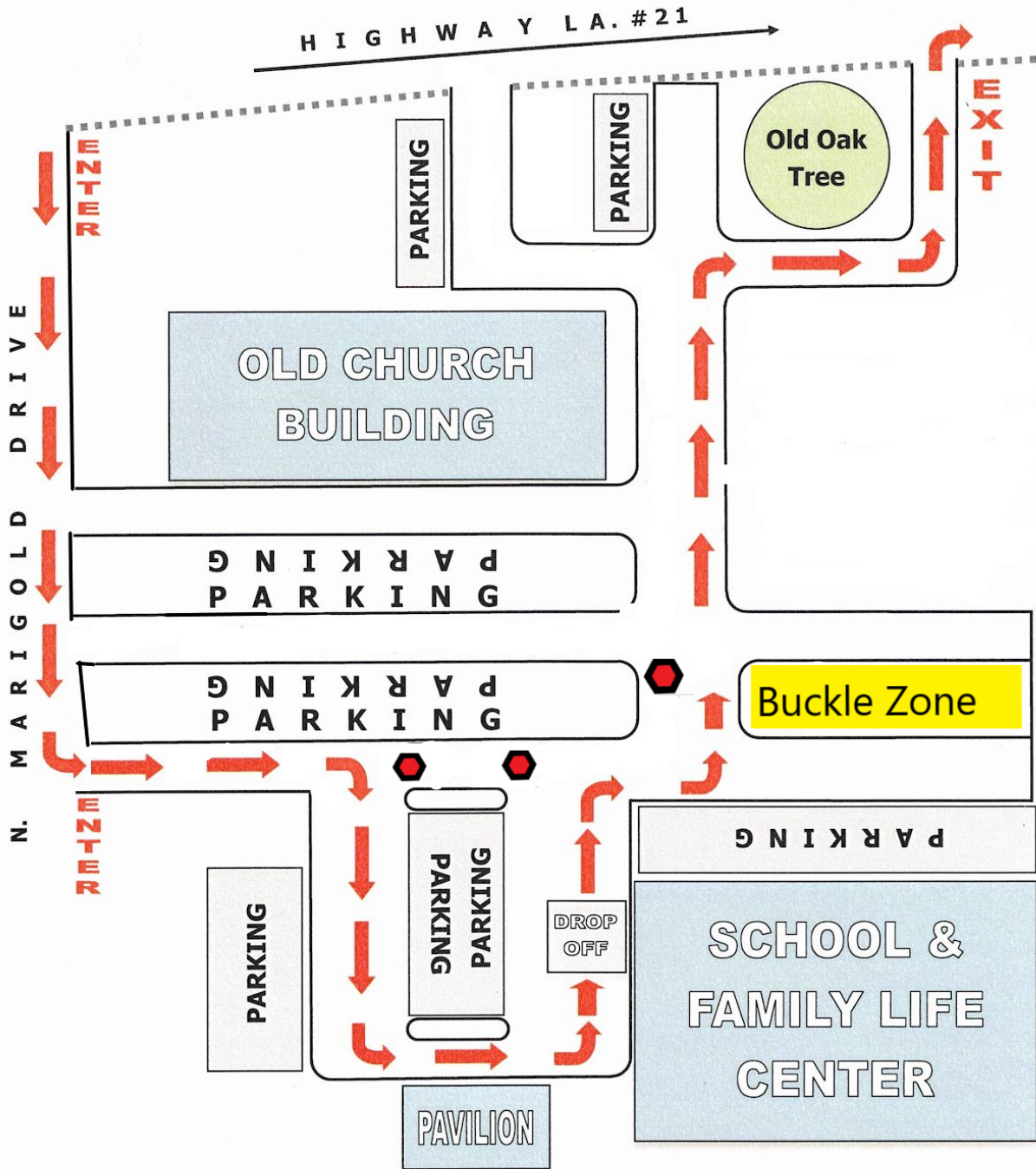
#### **Reasons for suspension or dismissal may include (but are not limited to):**

- Failure to keep up with monthly tuition payments
- Evidence of not being completely toilet trained in the 3s program or above
- Not keeping current with immunization policies and/or not providing proper waivers
- Behavior by the child that presents danger or is detrimental to other children
- Learning or behavioral needs of the child are beyond what we can provide
- Failure to comply with any of the other admission or discipline policies

When your child is enrolled in our program, it is anticipated that he/she will remain with us for the entire school year. However, if it should be necessary for you to withdraw your child, we ask that you notify us in writing at least 2 weeks prior to withdrawal. **You will still be held responsible for the full month's tuition even if the child is withdrawn before the month's end.**

#### **Parent Handbook Acknowledgment**

Parents are required to sign and return the Authorizations and Releases form indicating they have received and read the Parent Handbook and authorize basic first aid and emergency medical care, photographs, non-vehicular excursions, use of topical products, and school directory inclusion. As required by our state child care license a copy of this signed acknowledgement will be placed in each student's file.



# TRAFFIC PATTERN FOR HTLS SCHOOL DROP-OFF