



HOLY
TRINITY
Lutheran Ministries
PRESCHOOL

Student & Parent Handbook

Updated August 1, 2022



**WELCOME LETTER TO OUR PARENTS
FROM REV. DANIEL M. KOYN, PASTOR**

Dear Holy Trinity Lutheran Ministries Preschool Parents,

Greetings in the Name of our RISEN Savior, Jesus and welcome to Holy Trinity!

We are so honored you have chosen to entrust your precious little ones to us for this new school year. We are very aware of how much trust you are putting in us. It is my prayer we will prove ourselves worthy of that trust. As the Pastor of Holy Trinity Lutheran Church and School, I promise we will stay deeply committed to earning that trust every day as we partner together in this journey through the school year.

You can also be comforted to know that, along with our absolute commitment to safety, education, nurturing and care, we are equally dedicated to being a Christ-centered ministry and will be demonstrating and encouraging Grace in the daily life of your precious ones. You see, as a people of Faith, we know the saving power of the Gospel of Christ and share that same Good News with those we have been called to serve. It is my fervent prayer that all of us: you, me, our teachers and our children will dispense and receive the Grace that only faith in Jesus can bring as the year unfolds.

As we get to know one another as the year unfolds, I would like to formally invite you to join us on Sundays. Don't worry, we won't ask you to stand and introduce yourself, you won't be asked to sign anything, take a test, swear an oath or even raise your hand! When you are comfortable with us, we warmly invite you to come find out what it means to be a part of Holy Trinity.

If you have a home congregation, may the Lord continue to feed and bless you mightily there. If you have not found a church home, I would consider it a personal privilege to see you one Sunday. I look forward to answering any questions you may have about Holy Trinity. It's a pretty cool place. Come see for yourself!

We have emerged from a pandemic that disrupted every aspect of our lives and we are grateful for the opportunities to restore our Joy and commit to a new year full of high anticipation and renewal. That can only happen through the merits of Christ and our commitment to daily excellence. We happily accept the challenge to rise above the past. At Holy Trinity Lutheran Church and School, we choose... JOY!

Yours in Christ,

- Pastor Danny.



2022-2023

HOLY TRINITY Lutheran Ministries CALENDAR

PRESCHOOL *Dates may change. Parents will be notified of any updates/changes

June 2022							July							August							September						
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S
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October							November							December							January 2023						
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														30													

Important Dates	
<p>May 31-June 3 VBS</p> <p>June 3 Summer Camp Teacher Training</p> <p>June 6-10 Summer Camp Week 1</p> <p>June 13-17 Summer Camp Week 2</p> <p>June 20-24 Summer Camp Week 3</p> <p>June 27-July 1 Summer Camp Week 4</p> <p>July 5-8 Summer Camp Week 5</p> <p>July 11-15 Summer Camp Week 6</p> <p>July 18 & 19 Teacher Conference - No Camp</p> <p>July 20-22 Summer Camp Week 7</p> <p>July 25-29 Summer Camp Week 8</p> <p>Aug. 1-5 Teacher Work Week - No School</p> <p>Aug. 5 Parent Orientation & Meet the Teacher & Photos</p> <p>Aug. 7 Backpack Blessing - 10:30 AM service</p> <p>Aug. 8 First Day of School</p> <p>Sept. 5 Labor Day - No School</p> <p>Sept. 29 Parent Night</p> <p>Sept. 30 Parish Fair Day - No School</p> <p>Oct. 7 Half Day for Students - Teacher PD</p> <p>Oct. 29 Trunk-or-Treat</p> <p>Nov. 8 Election Day - No School</p> <p>Nov. 18 Thanksgiving Family Feast</p> <p>Nov. 21-25 Thanksgiving Holiday - No School - <i>Holiday Camp TBD</i></p> <p><small>*Dates may change. Parents will be notified of any updates/changes</small></p>	<p>Dec. 12-16 Christmas Spirit Week & Class Parties</p> <p>Dec. 16 Half Day for Students</p> <p>Dec. 18 Christmas Program - 10:30 AM service</p> <p>Dec. 19-30 Christmas Holiday - No School - <i>Holiday Camp TBD</i></p> <p>Jan. 2 Teacher PD - No School & Open House</p> <p>Jan. 3 First Day of Spring Semester</p> <p>Jan. 16 Dr. MLK Jr. Holiday - No School</p> <p>Jan. 19 Pastries with Parents</p> <p>Feb. 13-17 Mardi Gras Spirit Week</p> <p>Feb. 14 Grandparents Day & Book Fair</p> <p>Feb. 17 Mardi Gras Parade & Bike a Thon</p> <p>Feb. 20-24 Mardi Gras Holiday - No School - <i>Holiday Camp TBD</i></p> <p>March 10 Half Day for Students</p> <p>March 10 Parent & Teacher Meetings <i>by appointment</i></p> <p>April 2 Easter Egg Hunt</p> <p>April 7-14 Easter Holiday - No School - <i>Holiday Camp TBD</i></p> <p>May 1-5 Teacher Appreciation Week</p> <p>May 12 Mother's Day Tea</p> <p>May 15-17 Graduation by class</p> <p>May 18 Last Day of School - Half Day for Students & End of the year picnic</p> <p>May 19 Teacher Work Day & Summer Camp Teacher Training</p> <p>VBS 2023 TBD</p> <p>Summer Camp 2023 TBD</p> <p><small>*Dates may change. Parents will be notified of any updates/changes</small></p>



HOLY
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Lutheran Ministries
PRESCHOOL

2022-2023 Tuition & Fees Schedule

Please register online at www.htlministries.org/school.

Registration for current families: Jan. 18, 2022

Registration for new families: Feb. 1, 2022

School Dates & Hours:

Please see the calendar for a complete list of school dates and events. Tuition is for August - May & does not include holiday or summer camps.

Before care: 7:00 AM - 8:00 AM

School: 8:00 AM - 3:00 PM

After care: 3:00 PM - 5:30 PM

Registration Fee: \$250

Due at time of registration to ensure your child's classroom placement. ***This fee is non-discounted and non-refundable.***

Supply Fees:

Due July 1st. This fee covers the cost of daily use supplies and materials, snacks, school activities, and instructional resources. ***This fee is non-discounted and non-refundable.***

Supply Fees:

Toddlers & Twos

- Two day (TuTh): \$350
- Three day (MWF): \$450
- Five day (M-F): \$550

Pre-K Three & Four

- Five day (M-F): \$600

Annual Tuition Rates:

Toddlers and Twos

- Two day (TuTh): \$3,740
- Three day (MWF): \$4,700
- Five day (M-F): \$6,650

Pre-K Three & Four

- Five day (M-F): \$6,720

Tuition Payment Options:

- Tuition may be paid in full by **August 1, 2022**.
- Tuition may be paid in 10 monthly installments beginning August 1 and ending May 1. A \$15 monthly service charge will be added.

Other Non-Discounted Fees:

- Service charge for monthly tuition payments: \$15 per month
- Late payment (for late tuition payment after the 10th of the month): \$50
- Before and after school care: \$3.50 per half hour

Tuition Discounts:

- Holy Trinity Lutheran Church Member 10%
(Parents or legal guardians must be a member of Holy Trinity Lutheran Church.)
- Member of other Lutheran Church 3%
(Must have a letter of good standing from a sister Lutheran congregation.)
- Multi-Child Discount
 - 2nd child 10%
 - 3rd child 12%

Tuition Assistance:

Tuition assistance may be applied for through the Education Committee.

All tuition assistance applications are ***due by May 1, 2022***.



HOLY TRINITY
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PRESCHOOL

2022-2023
FACULTY & STAFF
*TEACHER ASSIGNMENTS MAY ADJUST OR CHANGE

MS. KAREN
Receptionist

MS. KATIE ROBINSON
School Administrator

MS. DONI HEBERT
Special Programs

MS. KELLYE CROUCH
Children's Minister

MS. BECKY WHITE
Before & After Care

MS. MEGAN & MS. STACY
Llamas



MS. AMANDA & MS. OLIVIA
Pandas



MS. AINSLEY, MS. HANNAH, & MS. SAVANNAH
Giraffes



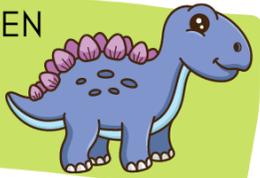
MS. BREANNA & MS. HANNAH
Owls



MS. BRITTANY & MS. RENEE
Birdies



MS. ANDREA & MS. KAREN
Dinos



MS. JASMINE & MS. KAREN
Turtles



MS. MARILYN & MS. MARYKAY
Fishies



MS. BECKY & MS. CAITLIN
Honeybears



MS. BECKY & MS. CHARLENE
Froggies



MS. KELLY & MS. TIFFANY
Bees



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.

Holy Trinity Lutheran Ministries Preschool Theme for 2022-2023

Growing in Grace; inspired by 2 Peter 3:18 “But grow in the grace and knowledge of our Lord and Savior Jesus Christ. To him be glory both now and forever! Amen.”

Holy Trinity Lutheran Ministries Mission Statement

As a ministry of Holy Trinity Lutheran Church, we proclaim our larger mission as a body of Christians called by the Holy Spirit to proclaim the Good News of Jesus Christ and to share His love through worship, fellowship, teaching, and service. Being strengthened in this fellowship with one another, we are privileged to be His servants sent to the world with His Gospel!

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

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, 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 preference for the new school year is given to members of Holy Trinity Lutheran Church, and to students currently enrolled at Holy Trinity Lutheran School as well as their siblings. Preferred registration begins two weeks before open registration.

Children will be placed in classes based on their age by September 30th. 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 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. Employees should bring any of their concerns of harassment to the Administrator immediately. After a written report has been received an investigation by the management 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, calling the school receptionist at (985)892-6146, or emailing the school administrator at schooladmin@htlministries.org. Tuition and fees are non-refundable. Full tuition is due regardless of cause of absence(s), including those 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.

The procure app will be used for student check-in and check-out. Parents, guardians, or parent/guardian designees must be on file with the school office 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.** 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 are to 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 \$1.00 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 for the remainder of the school year.** Extended care fees will be billed monthly, at minimum.

DAILY RATES:

Before-Care*

\$3.50 per half hour

*Rates will increase for the 2023-2024 summer school year.

After-Care*

\$3.50 per half hour

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.

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 procare 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 procare. You can also contact the school through e-mail: schooladmin@htlministries.org.

Change of Address or Phone Number

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.

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

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Parents may call 225-342-9905, email 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. Our curriculum is published by Frog Street Press

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. While not all children are required to sleep, all 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. 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. However, with current COVID-19 restrictions, visitation opportunities will be limited. 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, Easter parties, and our end-of-year program; please see the Preschool Calendar. With the uncertainty of how COVID-19 guidelines will evolve throughout the school year, many of our typical special events may need to be canceled, changed, or adapted.

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 school building. 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. We ask that parents do their best to arrive by 8:30 AM. If frequent tardiness becomes a disruption to the class and other students, tardy students may not be admitted.

Tuition Policy

Tuition and fees are non-refundable. Full tuition is due regardless of cause of absence(s), including those 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. 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 \$15 fee and receive monthly statements from the school office. Monthly tuition payments are due on the first of each month, and are considered late after the eleventh 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. If you require tuition assistance, please contact the administrator for an application. 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 it directly to the school:
Holy Trinity Lutheran Church and School, 1 N. Marigold Dr., Covington, LA 70433, Attn: School Office
- Send it in your child's folder to the teacher (who will deliver it to the church office)
- Credit card automatic payment (additional fees apply)
- Quickbooks payment (additional fees may apply)
- Automatic withdraw (additional fees may apply)

HEALTH, MEDICAL, AND EMERGENCY INFORMATION

Immunizations

All students must show proof of up-to-date immunizations or exemptions 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.

No medications will be given by school personnel. 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. Please apply before school.

A signed permission slip 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 should 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:

- Any child who has a 100.4 degree F. oral temperature reading.
- If the child has had two loose stools during the day.
- If a child vomits.
- Runny nose with discolored mucus
- Persistent cough

Holy Trinity will follow most recent guidelines from the Louisiana Department of Education and Office of Public Health, in accordance with the CDC. See CDC.gov for most up-to-date guidelines.

Students cannot return to school until he has been symptom free, without medication, for 24 hours after the onset of the illness. Parents must provide a Doctor's note stating the child is no longer contagious and free to return to school. 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:

Diphtheria	2 weeks from onset or until appropriate negative culture test
Measles	4 days from onset of rash
Mumps	9 days from onset or until swelling subsides
Pertussis	4 weeks from onset or 7 days from institution of appropriate anti-microbial therapy
Rubella	4 days from onset of rash
Chicken Pox	6 days from the last crop of vesicles (scabs must be dry and normal temp. for 24 hours)
Respiratory Streptococcal	Not less than 7 days from onset if no physician's note
Conjunctivitis	24 hours from institution of appropriate antimicrobial therapy
Scarlet Fever	24 hours from institution of appropriate therapy
Ringworm	requires doctor's note
Impetigo	requires doctor's note
Lice	child's hair and home environment must be treated and retreated, if necessary
Scabies	requires doctor's note
Tonsillitis	24 hours from institution of appropriate therapy
Trachoma	24 hours from institution of appropriate therapy
Undiagnosed rash	Child is well or cleared by child's physician as non-contagious
Sudden onset of vomiting, irritability, or excessive sleepiness	Child must be evaluated and cleared by doctor
COVID-19	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 School follows St. Tammany Parish Public Schools' decisions in determining emergency school closings. To check their web site, go to www.stpsb.org. We will also notify parents of any closures. 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 these rules with the students as well as the reasons for these rules regularly.
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 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 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 2 times in one day toward a teacher or another child, the parents will 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.

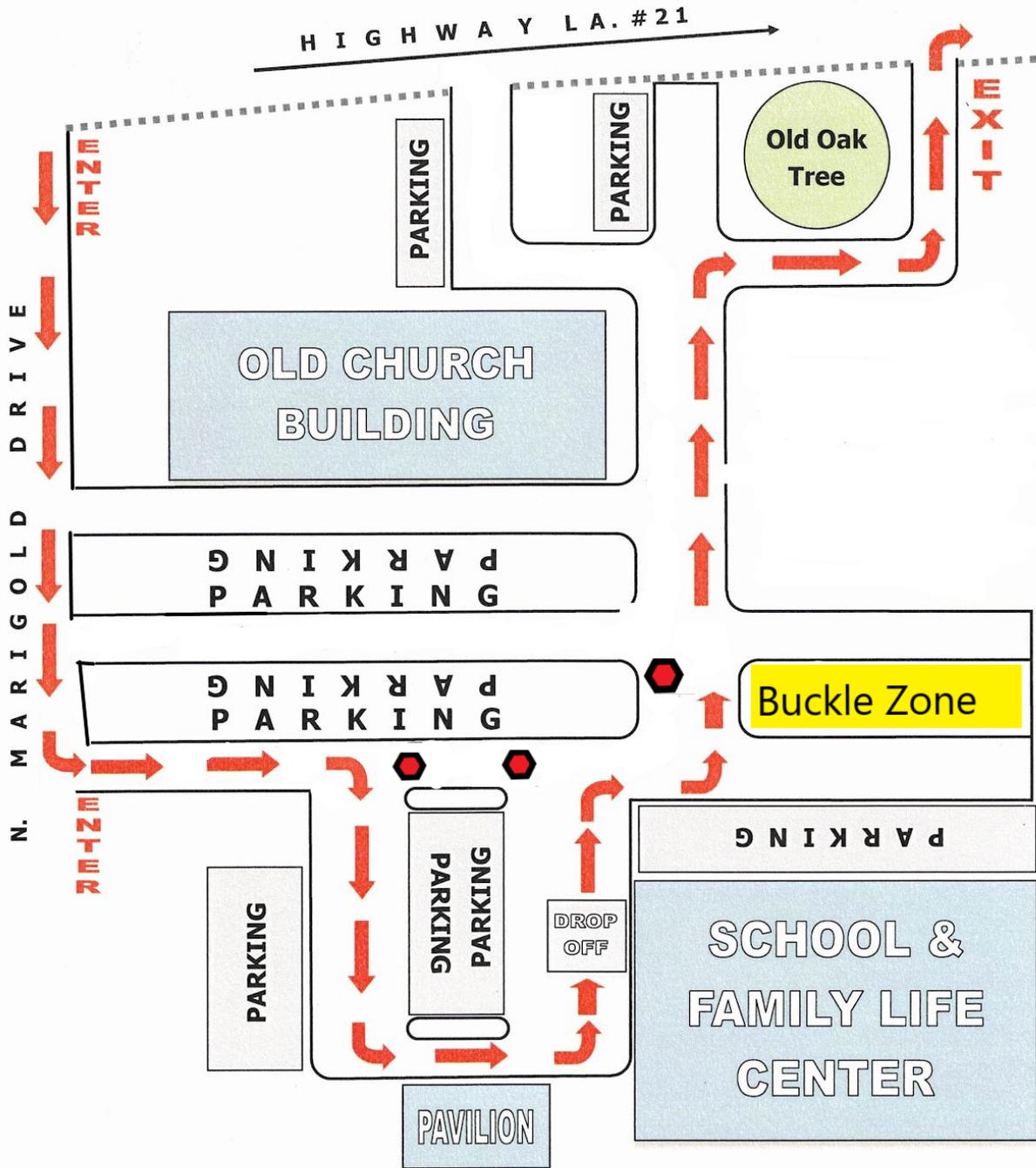
Reasons for suspension or dismissal may include (but are not limited to):

- 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