



# Kindergarten Parent Handbook

Trinity Lutheran School  
20 East Salzburg Road  
Bay City, MI 38706  
(989)662-4891

Revised August 2009

Dear Parents,

We hope that this booklet will be read and used by you to answer any questions about Trinity Lutheran School's Kindergarten.

If you have any additional questions please feel free to ask.

Sincerely,

Barbara Eldridge  
Teacher

## **SCHOOL – SUPPLIES**

Your child is required to bring a tote bag each day to carry home papers, projects, notes, etc. A supply list is provided on registration day concerning crayons, pencils, paper, etc.

By second semester, however, crayons have been lost and glue bottles emptied, so a new supply may be needed.

**PLEASE LABEL ALL ITEMS WITH YOUR CHILD’S NAME.**

## **CLOTHING**

Your child should dress neatly and in good taste. Please label each of your child’s coats, hats, mittens, boots, totes, etc. with your child’s name. Keep in mind that we spend a lot of time sitting and playing on the floor. Separate tennis shoes are required for gym.

Children are welcome to wear shorts during the months of September, October, April, and May. (See Parent Handbook)

## **SNACKS**

A snack calendar and explanation will be sent home with your child the first week of school. I will take birthdays into consideration when planning the snack calendar. Notes from room mothers concerning special celebrations like Halloween, Christmas, and Valentines Day will be sent home near the time of these celebrations. We will do something special for the 100<sup>th</sup> day of school also.

## **TRANSPORTATION**

Bay City Public School buses transport our children who live within the school district. Our class meets from 8:00 A.M. to 3:15 P.M. Monday through Friday. Any problems with the bus, routes, etc. should be directed to the Director of Transportation at 662-4416.

At the beginning of the year, your child is required to wear his/her **IDENTIFICATION TAG** (a postcard sent to you by the transportation department) for three weeks.

Wearing it necklace fashion works best.

If there is to be a change in your child’s transportation when he/she is dismissed, please **SEND A NOTE THAT DAY EXPLAINING THE CHANGE. UNLESS THERE IS A NOTE WE ARE NOT ABLE TO MAKE A CHANGE.**

## **TUITION**

Non-members of Trinity Lutheran Church pay tuition of \$0.00 per year if you are not a member of a local Lutheran church that has a school.

All students pay the registration fee (book rent) of \$275.00 in March or \$330.00 on Registration Day.

## **CHILD RELEASE POLICY**

Please send a note before hand if your child is leaving school during school hours. When you pick up your child from school, you must come to the classroom to get your child and indicate to the teacher that the child is leaving school. You must also sign your child out in the office. If you return your child to school you must then sign them in at the office. We must know what children are in the building at all times if we must call for a Lockdown Procedure.

We need your cooperation in the following area. Be sure that your child has a current emergency card on fir in his/her CA39. We may release your child only to those people you indicated on that card in case of emergencies. The only exception to this rule is when written consent is given by parents or guardians allowing us to release the child to another person. Parents and guardians may give this permission over the phone as a one-time case. We do check Identification Cards of persons we are not familiar with. We will check these against the emergency cards in the CA39.

## **ABSENCE FROM SCHOOL**

Please call the school office if your child is not coming to school for any reason by 8:30 A.M. We must be given a specific reason for the child not being in school. At the end of the week the school secretary has to send a report to the Bay County Health Department regarding specific symptoms. A written notice must accompany your child when they return to school.

## **ILLNESS**

Although children dislike missing school, we hope that you will respect the health of the other children in the class and not send your child when he/she:

- 1) Has a fever. Your child must be fever free for 24 hours before they return to school.
- 2) Has a restless night and / or appears irritable.
- 3) Has a bad cold or the flu.
- 4) Is overly tired or,
- 5) Is just not feeling well.

If at any time your child has a communicable disease, like strep throat or chicken pox, please contact the school office to report it. This information needs to go on the weekly report to the health department.

## **FIELD TRIPS**

Many fun-filled field trips will be taken this year. Before every field trip, a permission slip will be sent home giving you details about the field trip. There will also be a place on the permission slip to sign-up as a driver. Volunteer forms and driver information sheets are required by the school. These were available at registration. If you neglected to get one, they are available in the school office at any time.

## **DISCIPLINE**

Trinity's staff uses positive methods of discipline, which encourages self-control, self-direction, self-respect, and dignity. Each child's needs are taken in consideration. Should behavior problems arise, they will be treated in a positive, fair, and consistent manner that will help the child develop self-control and encourage cooperation with the group.

I like to involve you as parents in the education of your child. This also includes the behavior of your child in the classroom. In order to do this, I've adopted the following policy.

When a child has to be disciplined in my room, he/she takes a "time out" from the classroom and sits on the "think about it" chair. When your child has to sit on the "think about it" chair, I'll write down on a special sheet what happened to cause the disciplinary action. When the sheet has three disciplinary actions on it, the paper will go home with a separate sheet of paper that needs to be signed by the parent. This gives you a chance as Parents to communicate with your child and help them with any problems they might have.

## **BOOK ORDERS**

Throughout the year, I will be handing out Book Club order forms. If you and your child would like to place an order, have your child bring back the order form and the payment. I always tell them that parents may not have extra money to buy books in this order, therefore, it is up to the parents if an order is placed. May checks payable to the book club.

## **LIBRARY**

The school library will have scheduled times for each grade to visit each week. Kindergarten children may checkout one book at a time for a one week period. Another book may not be taken out until the first book is returned. You may want to volunteer to help in the library.

## **CONSULTATIONS**

Two parent-teacher consultations are scheduled for your child's Kindergarten year. One is after the first nine weeks (first part of November) and another at the end of the year. If you need to meet with me at another time, please feel free to set up an appointment.

## **FUNDRAISING PROJECTS**

The school has two volunteer money making projects that your child is asked to participate in.

The first is a Christmas card and related items sale in October.

The second is an Easter candy and related items sale in March and April.

Details about each project will be sent out several weeks prior to the sales campaign.

## **P.T.O.**

Trinity has a Parent-Teacher Organization that holds informative meetings monthly. We would encourage you to attend these meetings.

They also sponsor four fundraisers per year.

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We want to have an open communication between home and school. If at any time you have any questions or concerns, please contact at school at (662-4891), Mrs. Barbara Eldridge at (631-5545 home), or Mr. Pickelmann at (686-0778 home).