

August 3, 2021

Welcome to the Trinity Lutheran Preschool family. We are grateful that you have chosen to entrust your child into our care for his or her early childhood experience. We promise to work hard to help your child grow and develop intellectually, emotionally, socially, physically, and spiritually this school year. Enclosed you will find the 2021 - 2022 school supply list, orientation packet and a physical form. Please note that orientation will be held Tuesday, August 31st, in the church at 6:00 p.m.

The 2021-2022 school year for the Tuesday/Thursday class will begin on Tuesday, September 7th. The 2021 - 2022 school year for the Monday/Wednesday/Friday class will begin on Wednesday, September 8th. Students for both classes should arrive at school anytime between 8:30 a.m. and 8:45 a.m. and can be picked up between 11:00 a.m. and 11:15 a.m. Having these 15 minute windows of time allows you, hopefully, to have a more relaxed experience when dropping off or picking up your child at school.

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

1. Upon arrival for orientation, please place your child's school supplies in the boxes located outside the sanctuary. **Please leave your child's backpack, folder, and changes of clothes at home on the night of orientation. Then would you please bring the items on the first day of school and every other school day after.**
2. As you enter the church, please give your **child's manila envelope** to Mrs. Books. Please do not give me your child's forms without the envelope. It helps to have the paperwork contained for each child. Your child's manila envelope should contain:
 - 2021 - 2022 Trinity Lutheran Preschool Vital Student Information
 - 2021 - 2022 Forms Required By Trinity Lutheran Church
 - 2021 - 2022 Trinity Lutheran Preschool Authorization to Seek Medical Treatment
 - Your child's completed physical form, if it is your child's first or third year of preschool. (Physicals are good for 2 years.)
 - Your child's immunization records, which your doctor should give you with your physical.
 - Walmart \$5 gift card from your **supply list**.
3. Next, please visit our secretary, Yolanda, at her table. She will be collecting your September payments as well as your child's \$20 yearly snack fee. Checks should be made payable to Trinity Lutheran Preschool. Please use the "Memo" line for your child's name and the tuition month you are paying. Tuition is \$75 for the Tuesday/Thursday Class and \$80 for the Monday/Wednesday/Friday Class. If you wish to pay for the full year at this time, the cost for the Tuesday/Thursday Class is \$675 plus the \$20 snack fee. The total check would be \$695. The cost for the Monday/Wednesday/ Friday class for the full year would be \$720 plus the \$20 snack fee. The total check would be \$740.
4. Finally, an overview of the school year will be presented, and a discussion on policies and procedures will be covered, and time will be allotted to answer any of your questions while seated in the church.

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

In Christ,

Nikki Books

Trinity Lutheran Preschool

COVID-19 Waiver of Liability and Indemnification

The novel coronavirus, COVID-19, has been declared a worldwide pandemic by the World Health Organization. It is currently believed to be extremely contagious and to spread mainly from person-to-person contact. However, there remain many unknowns about COVID-19, how it spreads, and its affect on children. As with everything, we frame our approach to educating your child in alignment with Trinity Lutheran Church and our purposes to fulfill Christ’s mission for us. It is our firm belief that the best way to fulfill this mission is to provide in-person instruction. Trinity Lutheran Preschool, as part of Trinity Lutheran Church, has put in place preventative measures to help reduce the spread of COVID-19; however, the Preschool cannot guarantee that you or your child(ren) will not become infected with COVID-19.

To that end, parents of each student enrolled must sign the following statement.

By signing this agreement, I acknowledge the contagious nature of COVID-19 and voluntarily assume the risk that my child(ren) and I may be exposed to or infected by COVID-19 by attending Trinity Lutheran Preschool and that such exposure or infection may result in personal injury, illness, permanent disability, and death. I understand that the risk of becoming exposed to or infected by COVID-19 at the school may result from the actions, omissions, or negligence of myself and others, including but not limited to, school employees, volunteers, and other students and their families.

I voluntarily agree to assume all of the foregoing risks and accept sole responsibility for any injury to my child(ren) or myself (including, but not limited to, personal injury, disability, and death), illness, damage, loss, claim, liability, or expense, of any kind, that I or my child(ren)’s attendance at school or participation in school activities (“Claims”). On my behalf, and on behalf of my child(ren), I hereby release, covenant not to sue, discharge, and hold harmless the church, preschool, its employees, agents, and representatives, whether a COVID-19 infection occurs before, during or after participation in any school day or school-related activity.

I have read the Trinity Lutheran Preschool policy.

Signature of Parent/Guardian

Date

Print name of Parent/Guardian

Names of Child(ren)

2021 - 2022 Preschool Supply List

- **1 Pencil Box (hard case)**
- **1 Folder (to bring to school everyday)**
- **Backpack (large enough to hold 1 folder and extra clothes)**
- **Extra Clothes (1 labeled set for warmer weather, 1 labeled set for cooler weather in a zip lock bag, along with masks, underwear, and socks which will remain in a zip lock bag in their back pack in case of emergency)**
- **1 3-Ring Binder with clear pockets (1 Inch)**
- **1 Elmer's liquid school glue, white**
- **\$5 gift card for Walmart to assist with your child's projects throughout the year (please put in manila envelope with paperwork)**
- **1 package of 5 oz. Dixie all purpose cups for snacks/drinks**
- **3 pack disinfecting wipes**
- **2 rolls paper towels**
- **1 box Kleenex**

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

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

2021 - 2022 Trinity Lutheran Preschool Vital Student Information

Student's Name _____

Mother's Name	E-mail	Cell Phone	Work Number	Address
Father's Name	E-mail	Cell Phone	Work Number	Address
<p align="center">If neither of the above are available, please list the guardian's or guardians' name(s).</p> <p>Guardian 1 _____ E-mail _____</p> <p>Cell Number _____ Work Number _____ Address _____</p> <p>Guardian 2 _____ E-mail _____</p> <p>Cell Number _____ Work Number _____ Address _____</p>				

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

Name 1	Relationship to Child	Home Phone	Cell Phone	Work Phone
Name 2	Relationship to Child	Home Phone	Cell Phone	Work Phone

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

Authorized Pick Up List

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

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

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

Parent(s) or Guardian's Signature _____ Date _____

2021- 2022 Forms Required By Trinity Lutheran Church

Release of Information

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

I, _____, parent/guardian of _____

Completely and fully understand the Release of Information Policy.

Parent/Guardian Signature _____ Date _____

Statement of Understanding

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

Parent/Guardian Signature _____ Date _____

Discipline Policy

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

Parent/Guardian Signature _____ Date _____

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

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

Parent/Guardian Signature _____ Date _____

2021 - 2022 Trinity Lutheran Preschool Authorization

To Seek Medical Treatment

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

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

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

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

Hospital Preferences: _____

Child's Doctor: _____ **Doctor's Phone Number:** _____

Parent/Guardian Signature _____ **Date** _____

Director's Signature _____ **Date** _____

2021-2022 Trinity Lutheran School Summary Calendar (Dates and Times Subject to Change)

Preschool Orientation: Tuesday, August 31, 2021, 6:00 p.m.

September 7	First Day of Tuesday/Thursday Class
September 8	First Day of Monday/Weds./Fri Class
October 11	No School - Columbus Day
October 26	Tues./Thurs. Class Halloween Party (Parents Welcome)
October 27	Mon./Weds./Fri. Class Halloween Party (Parents Welcome)
October 27	Afternoon/Evening Parent/Teacher Conferences
October 28	No School - AM Parent/Teacher Conferences
October 29	No School - Teacher In-Service
November 11	No School - Veteran's Day
November 22 - 26	No School - Thanksgiving Break
December 5	Christmas Program 3:00 p.m.
December 16	Tues./Thurs. - Class Christmas Party (Parents Welcome)
December 17	Mon./Weds./Fri. - Class Christmas Party (Parents Welcome)
December 20 - January 3	No School - Christmas Vacation
January 4	School Resumes
January 17	No School - Martin Luther King, Jr. Day
February 21	No School - President's Day
March 7	No School - Casimir Pulaski Day
April 7	Tues./Thurs. - Class Easter Party (Parents Welcome)
April 8	Mon./Weds./Fri. - Class Easter Party (Parents Welcome)
April 11 - 18	No School - Easter Break
April 19	School Resumes
May 11	Last Day of School Mon./Wed./Fri. Class
May 12	Last Day of School Tues./Thurs. Class
May 12	Graduation for Students Advancing to Kindergarten 6:00 pm

Updated March 2022

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

