



Parent Handbook

2023-24

2194 SE Minter Bridge Rd.
Hillsboro, OR 97123

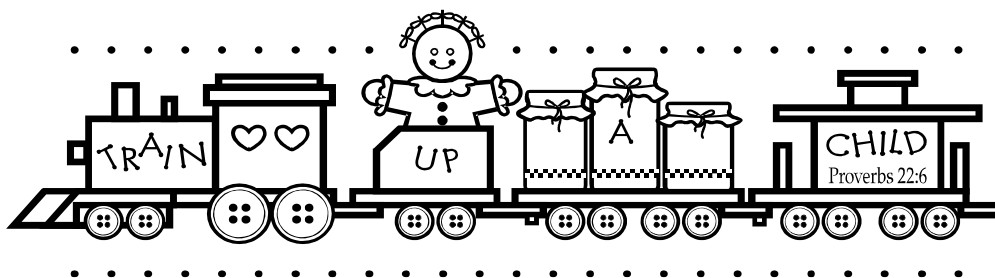
Phone: 503-846-1319

Fax: 503-640-1342

preschool@trinityhillsboro.com

“Train a child in the way he should go,
and when he is old, he will not turn from it.”

Proverbs 22:6



Trinity Lutheran Preschool

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Hillsboro, Oregon 97123

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www.trinitypreschoolhillsboro.com

Welcome to Trinity Lutheran Preschool. We are delighted that you have chosen our school for your child and we are looking forward to spending this year getting to know both you and your son or daughter.

In this booklet you will find information about the school including our goals. An understanding of the program will help make this the best possible year for you and your child. Please read through the information and if you have any questions, feel free to call René Barringer, our Preschool Director at 503-846-1319 or on the Brightwheel App.

Organization and Administration

Trinity Lutheran Preschool is an educational ministry established and given authority by Trinity Lutheran Church. By authority from the congregation, all policies and administrations of the school are directed by the Preschool Board. Contact can be made to our board through Sarah Schauer at skschauer82@gmail.com

Trinity Preschool admits, and does not discriminate, students of any race, color, national, ethnic, or religious origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school.

Trinity's insurance coverage is provided by Church Mutual.

Our Preschool and Church Staff consists of:

Director & Children's Minister:

René Barringer

3's & 4's Teacher:

Sandy Wilson

Teacher Assistants:

Jeryl Whipple

Melissa Marteney

Pastor & 3AM Chapel Leader:

Steve Nicodemius

Associate Pastor & 4AM Chapel Leader:

Josh Nix

DCE Intern & 4PM Chapel leader:

Braedon Thompson

Music minister:

Kelly Dobbin

Chaplin:

Bruce Rumsch

Church Bookkeeper:

Sandy Noffsinger

Church Secretary:

Lori Woodbridge

Preschool Chair:

Sarah Schauer

Preschool Treasurer:

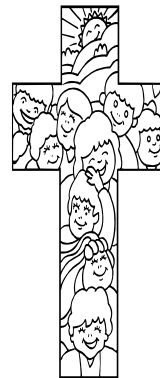
Jeri Rice

Preschool Board Members:

Oana Warren

Astri Bragstad

Laura Bierly



Our Preschool Staff

Mrs. René Barringer is our preschool director. She attended the University of Oregon and has taken many early education courses over the last decade. Her experience includes 20+ years of directing, teaching, and/or assisting at Trinity Lutheran Preschool. Rene and her husband Terry Barringer married in 2016 and live in Forest Grove. Rene has been a part of Trinity's congregation all her life. She leads many different areas of ministry involving children, youth, and families. In her free time Rene enjoys hiking and travelling with her husband and son Willie.

Ms. Sandy Wilson teaches morning and afternoon 4's classes and a morning 3's class. Sandra has been teaching and/or assisting at Trinity Lutheran Preschool since 2004. Sandy began early childhood education studies many years ago and has continued taking classes and workshops regularly. Prior to teaching at Trinity Preschool, she worked at Forest Hills Lutheran School as a school Librarian and in the before- and- after-school care program and has also operated her own daycare and preschool. Sandy is an active volunteer in Trinity's youth activities. She has three grown children, the youngest being an alumni of Trinity's first graduating class.

Ms. Jeryl Whipple retired from banking and wanted to do something more fun. After spending a week with young children during Trinity's Vacation Bible School, she knew the fun is with preschoolers. This is Jeryl's third year assisting at Trinity Lutheran Preschool. Jeryl has two adult daughters, one grandson and Sadie, the Golden Retriever. She enjoys spending time with her family, camping, traveling, reading, sewing, and volkswalking. **Jeryl is assisting in Ms. Wilson's morning 4's class.**

Mrs. Melissa Marteney is a mom of four, ages 16 to 9, who have all attended Trinity Lutheran Preschool. This will be her second year assisting in the 3's class with Ms. Wilson. Melissa has been teaching or assisting in the preschool children's ministry at her church for the last 10+ years. She also homeschooled her three boys for several years. From the time her youngest finished at Trinity she knew she wanted to find a way to be back. Being a part of the Trinity family has been such a blessing. In their free time Melissa, her husband Matt, and four children enjoy traveling, camping, and family movie nights. **Melissa is assisting in Ms. Wilson's morning 3's class.**





Mission Statement

Building a strong foundation by sharing the faith, hope, and love of Jesus that touches the lives of children and families forever.

Philosophy Statement

We, at Trinity Lutheran Church, recognize our Preschool as an integrated and vital ministry to our congregation and community. As God, in Christ Jesus, shares His love, forgiveness, and salvation with us, so Trinity Preschool shares these blessings with others.

We strive to provide a warm, nurturing environment which encourages children to learn through a Christ-centered curriculum of developmentally appropriate activities.

We believe in holistic teaching that will help children develop their fullest potential – spiritually, socially, physically, intellectually, and emotionally.

We see our preschool as a partnership among church, school, and home, with a common goal of meeting, following and sharing Jesus.

Preschool's Goals

In accordance with this mission statement we therefore strive to:

- Provide a Christian curriculum and environment that leads your child to a closer relationship with Jesus.
- Act in partnership with the home, and to work hand in hand with parents in nurturing and loving your child.
- Provide avenues for emotional and social growth through interaction with other children, with teachers and with materials.
- Provide your child with a solid and sound readiness for entering Kindergarten.
- Serve as a friendly and welcoming place for parents by providing various opportunities for interaction with other parents and our staff.

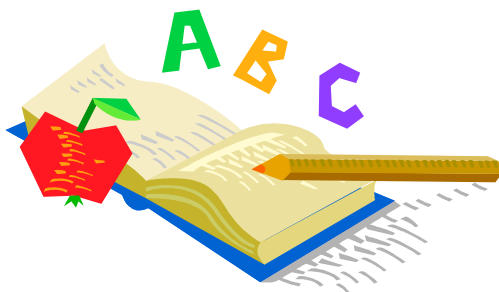
Strategies

Here are some of the ways we want to achieve our goals.

1. Jesus is Our Friend and Savior:

As a Christian preschool we have the privilege of being able to put Jesus first. We show His active role in our school by:

- Learning that we are very special and unique children of God.
- Learning that God is with us always and is important at all times.
- Getting to know God and Jesus through Bible stories.
- Knowing that Jesus loves us very much and has saved us.
- Discovering that Jesus' love lives in our hearts and is there for us to share with others.
- Looking to Him as a role model and trying to be more like Him through kindness, love and forgiveness.
- Understanding that we can talk to Him when we pray.
- Singing lots of happy songs about Him.
- Recognizing Him as our best friend and Savior.



2. Home Connection:

Preschool is the children's first taste of school life and often their first time away from home and family. This is a BIG step for both the children and parents alike. We therefore like to bridge the gap between home and school by:

- Creating a “homey” atmosphere that is friendly and welcoming to the children .
- Reassuring the children that all the adults who love them are working together to help them grow up as God would have it.
- Supporting the children through parent-teacher communications, during conferences and at school
- Providing a safe environment which is free from unsafe equipment or people.

3. Growth:

Preschool provides many opportunities for your children to grow socially and emotionally. They will learn how to:

- Make a comfortable separation from Mom and/or Dad and become independent from home.
- Accept and respect their teachers as their “school-time” grown-ups.
- Get along with a group of other children.
- Recognize the importance of others and the joys of friendship.
- Play together with others and learn to share and take turns.
- Listen to what others say.
- Control emotions and actions.
- Practice being “kind” to one another and to follow Jesus’ commandment: “*Love each other as I have loved you.*” John 15:12



4. Readiness:

At Preschool the children will learn basic behaviors and skills. By the time they are ready to go to kindergarten they will have had experience:

- Working independently.
- Participating in group activities.
- Accepting routines and the idea that there are special times during the day for each activity.
- Sitting quietly and listening when the teacher is talking.
- Sharing themselves during sharing time.
- Taking care of their own belongings.
- Putting materials and toys away.
- Raising their hands and waiting their turns.
- Forming a line with the whole class.
- Counting, reciting the alphabet and singing simple songs.
- Recognizing numbers, letters, colors and shapes.
- Developing their fine motor skills through coloring, printing, cutting, etc.
- Developing their large motor skills through gym and outdoor activities, games and dance.

5. Parent Connection:

We delight in getting to know the parents and sharing your child's preschool day.

- Chapel Talks each month.
- Conversations in-person and through the Brightwheel App, and phone calls.
- Classroom activities shared through pictures and videos.
- Brightwheel App for communications and pictures.
- Indoor & Outdoor activities which involve parents.
- A very special "graduation" at the end of the 4 year old class.
- Spring program for our 3 year old class.



Registration, Admission, Tuition

A child must be 3 years old by September 1st of the current school year to be eligible for enrollment in the 3 year old class. He/she must be 4 by September 1st to enroll in the 4 year old class. We also require a child to be potty trained before entering preschool. The preschool board reserves the right to admit a child early.

The following are required for admission

- *Registration Form and \$75 non-refundable registration fee.*
- *Immunization:* Every child entering Oregon public and private schools for the first time must present evidence that he/she is immunized against measles, polio, diphtheria, whooping cough, tetanus, rubella, mumps & chicken pox.
- *Tuition:* Yearly tuition for the **3 year old** classes is \$1530. This is broken down into 9 equal payments of \$170 per month (Sept - May). Yearly tuition for the **4 year old** classes is \$2070. This breaks down into 9 monthly payments of \$230 (Sept - May).

Tuition Payments

Payments are to be made during the 1st week of the month and is considered late by the tenth. Make checks payable to Trinity Lutheran Preschool. Payments may be paid through personal banking bill pay system, Brightwheel app (processing fee applied), dropped off or mailed to:

**TRINITY LUTHERAN PRESCHOOL
ATTN: PRESCHOOL DIRECTOR
2194 SE MINTER BRIDGE ROAD
HILLSBORO, OREGON 97123**



If you need to make other arrangements, please talk to our Preschool Director.

Delinquent Tuition

If tuition becomes one month past due, and arrangements have not been made, a meeting will be set up with the Preschool Director. Options will be discussed and may result in child being suspended from school until payment is made.

If it is necessary for you to **withdraw from the school** for any reason, a minimum of 30 days notice must be given. Parents are responsible for tuition payments for that month

Online School Tuition:

Trinity Lutheran Preschool reserves the right to close the school at any time that such action is deemed appropriate to minimize the spread of highly transmittable diseases. Monthly tuition that has been collected will not be refunded for related closures. This is to preserve the integrity and longevity of the program and retain essential staff as we transition to online learning.

At times, primarily due to weather or widespread health-related challenges, often accompanied by official directives from governmental agencies, Trinity Lutheran Preschool must close its program until danger is passed or the governmental directives are lifted. When this occurs, Trinity Lutheran Preschool will implement home learning protocols which are age appropriate so that students can continue to progress through school. If this does occur during the school year, it is the expectation that families will continue to pay tuition at half cost allowing for a smooth continuation of the learning experience through home learning and then back to school again when allowed.

Emergency Situations

In the event of an earthquake or other emergency events during school hours the following procedures will be considered:

- Listen to the radio or TV for updates and information.
- Parents or carpool driver will pick up children at school.
- All parents should have all home and work phone numbers on their emergency contact card - please inform us immediately of any changes.
- All students should have an emergency contact number and person listed on the Brightwheel app - update changes when necessary.
- The last option will be to retain the child at school until picked up.

School Closure

Trinity Lutheran Preschool will close when driving conditions are hazardous due to weather or other unforeseen factors. You will receive a message through the Brightwheel App for these alerts. We also follow the Hillsboro School District hazardous weather closures. If in doubt, please call or message your child's teacher or preschool director.



Weekly Schedule

The preschool operates from Monday through Friday each week. The 3 year old classes meets on Tuesday and Thursday (9:00 - 11:30am). The 4 year old classes meet on Monday, Wednesday, and Friday (9:00 - 11:45am/12:45-3:30pm).

Drop Off & Pick Up

Arrival and Dismissal

The Preschool entrance and parking is at the east of the church next to the playground. Please walk your child into the classroom if and when the door is open. After drop off, we welcome our parents to visit with each other outside the classroom and to check the parent information boards.

At dismissal time parents should wait in the gathering area outside of the classroom until we open the classroom door. At the beginning of dismissal we will release children individually to their parent or guardian. Please pick up your child on time. If you are going to be late, please message your child's teacher. If you are continually late a fee may be charged

Drop off & Pick up Schedules

- Morning 4's Class— 9:00am/11:45p
- Afternoon 4's Class— 12:45pm/3:30p
- Morning 3's Class— 9:00am/11:30

Outside Door Locking Procedure

The preschool doors will be locked fifteen minutes after school begins and will remain locked until 10 minutes before school ends. If you need to pick up your child early or enter the preschool during these hours, please come to the church office or use the Ring Doorbell at the preschool entrance to alert the director when you arrive.

Late Pick-up Fees

Please pick up your child on time. If you are going to be late, please call the school or text your child's teacher. If you are late a late fee may be charged.

- 1st offence (under 10 minutes) - you will be given a warning
- 1st offence (over 10 minutes) -Warning & \$1 per minute
- Subsequent offences—\$1 per minute. A late pick-up statement will be issued and payment will be due the following week. The teacher will receive this fee for their time.

Transportation

Parents/Guardians must provide transportation for their child. At the beginning of the school year, a roster of names, addresses and telephone numbers will be distributed to aid in arranging carpools as desired. This is a voluntary arrangement between parents/guardians.

As a safeguard to you and your child, it will be school policy not to allow a pupil to leave the school in any way other than is customary. If you wish your child to be picked up by someone else, or to leave early, it will be necessary for you to notify the teacher. If possible, be sure your child knows of the arrangement. For obvious reasons the school discourages parents/guardians from allowing a child to walk to and from school alone.



Attendance/Illness/Contagious Diseases

If your child is overly tired or not feeling well (fever, rash, cough or runny nose, not due to a diagnosed allergy) please keep him/her at home. If your child contracts a contagious disease, i.e. COVID-19, Chicken Pox or head lice, kindly notify the director so that the other parents may be aware. If you have not already done so on your enrollment form, please give us another telephone number to call besides your home number in case sudden illness or any kind of an emergency occurs at school.

If you are planning a family trip, etc., please let the teacher know in advance. Thank you for your cooperation.

Potty Training

Children **MUST** be completely toilet trained by the first day of classes. Diapers are forbidden and pull-ups are discouraged. The preschool maintains the right to dismiss a student whose toilet training is not complete. We realize accidents may happen, but more than three accidents per month at preschool indicates that the child is not yet ready. The preschool board reserves the right to admit a child with diagnosed delays in potty training.

Discipline Policy & Respect

The goal of discipline at Trinity Lutheran Preschool is to help each child learn to control his/her own actions and to function well with and respect other children and the teachers. We practice preventive discipline at all times. The classroom is structured so as to avoid unnecessary frustration for the children. When necessary, we use positive redirection and/or problem solving to help children solve the problem.

There are times when a student needs a little time away from the frustration at hand. We then ask the child to take a short period of time away from the other children. This gives the child a chance to calm down and to regain control of his/her emotions. It also provides time to think calmly about his/her behavior and to choose more appropriate actions.

If inappropriate behavior persists, the teacher will discuss the behavior with the parents and together formulate a plan for further action. In extreme cases, when the above measures fail and the student is disruptive or endangers other students, parents will be asked to withdraw the child.

We want to work with the children to help them understand and express their emotions in an appropriate way. Corporal punishment is never used.



Snacks

Students will take turns providing snacks for their class. Please watch the calendar for your snack day. **Snacks must be store bought and in it's original sealed container.** Healthy snacks are encouraged, preschoolers love all kinds of fruit, especially bananas and apples. **Please do not pre-cut fruit or remove items from packaging at home.** Crackers, pretzels and cheese are also classroom favorites. At the beginning of the year we will inform parents of all food allergy restrictions. Birthdays will be celebrated and for summer birthdays we'll celebrate a 1/2 birthday during the school year.



Parents Welcome

Background Check- Anyone 18 years of age and older who have extended contact with children at the school, must have a current background check on file with Trinity Preschool. A list of approved volunteers will be drawn from this report by the Director. If a decision of the Director is challenged, a potential volunteer's background report will be reviewed by the Preschool Board on a case number only (no name) basis. The decision of the Preschool Board will be final. Background checks are good for two years.

Volunteers are needed! If you are interested in helping please check off the item on the Parent Resource Form.

Playground / Gym - One activity that the students always enjoy is Recess Time. Parents are welcome to observe although, siblings are not allowed to attend at this time. However, siblings are welcome to use the playground / gym before and after class time with parental supervision.

Chapel - A special Chapel Talk is held once a month in Trinity's Chapel. Generally these are held on the last Tuesday (3's) and Wednesday (4's) of the month although this may change due to holidays, so check your calendar each month. We invite parents to join us for singing and a lesson with one of our ministers.

Visiting the Preschool - Parents are encouraged to visit the classroom, and should feel free to do so. Since children are inclined to make an easier adjustment to school when parents are not present, visiting is discouraged during the first month of the school year. After this transition, you are welcome at any time after background check has been completed.

A note about Separation Anxiety - Saying "Goodbye" can sometimes be a very difficult time for the child (and often Mom/Dad too!) We have found through observation that a quick "Goodbye" is the very best solution to this problem. We know how difficult it is to leave a crying child, but be reassured knowing that most often a child will stop crying soon after. A little love from the teachers or distraction from other children usually does the trick.



Special Days: Parties, Field Trips

Class Parties

Class parties are held throughout the school year; Fall Costume Party, Christmas and Valentine's Day. Siblings are invited to attend class parties with parental supervision.

Field Trips

The children will be invited to attend several group outings during the year. These field trips serve to broaden their understanding of the world around them and are educationally beneficial. Trips will appear on the monthly calendar and notices will be sent home approximately two weeks before. Children will need a car seat or booster seat (high backed is recommended) as required by the Oregon Department of Motor Vehicles. Parents/Guardians will be asked to furnish the transportation and assist with supervision. **For this reason and to ensure the safety of our preschoolers, we ask that siblings over 12 months not attend these trips.** Since we count on parents to make these trips possible, please try to arrange your schedule so that you attend some of these special outings.

Communications

A Wholesome Relationship

Trinity Lutheran Preschool endeavors to maintain a wholesome parent - child - teacher relationship. The mutual concern of parents and teacher is that the school year will be an enriching and rewarding educational experience for the child. Accordingly, the teacher welcomes parents to discuss questions concerning the child or the school with her.

School Information

As a medium of preschool information for parents, we will send out a monthly calendar and weekly newsletter. The Brightwheel App will be used to send these notifications as well as pictures, videos and more.

Online Support- Get information by clicking on the preschool page under ministries at www.trinitypreschoolhillsboro.com.

Other Information

Scrapbooks

During the year we take pictures of the children at our various activities. These pictures are then assembled into a lovely yearbook for each child. If you enjoy scrapbooking and would be interested in helping with these books, please sign up on the parent resource form or inform the preschool director.

Prayer Sponsor Program

A member of Trinity Lutheran Church will be praying for your child throughout the school year. On special occasions (birthdays, holidays, etc.) your child may receive a card.

Class T-Shirt

Your child will receive a school t-shirt. This may be worn on any school day, but we especially want it worn on Chapel days and on field trips. Sweatshirts may also be purchased for an additional charge.

Fundraisers

During the year we may hold two or three fundraisers to help keep tuition rates down and help supply the preschool with special items. Your participation is appreciated, but not mandatory. Great parent support will enable us to continue to improve upon the blessings we already are experiencing.

Clothing

We recommend that your child wear play clothes to school, since our projects can sometimes get messy. Since we often sit on the floor girls may wear pants or shorts under their dresses. Coats or jackets are necessary for outdoor play as we take every opportunity to get outside! An extra set of clothes (shirt, pants/shorts, socks & underwear) may be placed in a gallon Ziploc bag to be stored in your child's backpack. The preschool also has extra clothes onsite.

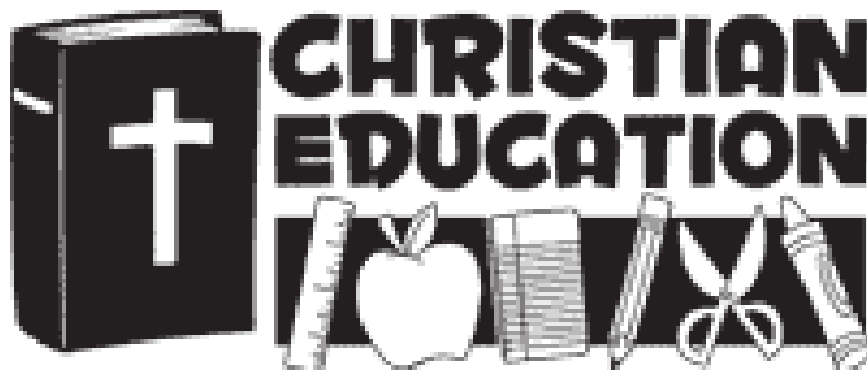


Sunday Morning Worship Services

We welcome you to join us on Sunday mornings for services live online at <https://trinityhillsboro.com/online-worship> or via Trinity's Facebook or YouTube pages.

8:30 am - Traditional Worship

10:30 am - Contemporary Worship (Children's Church & Nursery Care Available)



Trinity Preschool is in association partnership

with Forest Hills Lutheran Christian School.

Forest Hills is a fully accredited Christian school

encompassing grades K - 8.

To seek enrollment information for Kindergarten,

call Forest Hills School at 503-359-4853

2023-24 Supply List

Three-year old class supplies:

- ☺ 1 box of 24 Crayola Crayons
- ☺ 1 Crayola 8 color watercolor paint set
- ☺ 1 bottle of Elmer's white school glue
- ☺ 1 bag 9" white non-coated plates
- ☺ 1 box Ziploc gallon size bags
- ☺ School Backpack – big enough to hold their papers, approximately 12"x18

Four-year old class supplies:

- ☺ 1 package small glue sticks
- ☺ 1 Crayola 8 color watercolor paint set
- ☺ 1 box washable Pipsqueaks short markers
- ☺ 1 bottle foaming hand soap
- ☺ 1 box/bag 3-5 oz cups
- ☺ School Backpack – big enough to hold their papers, approximately 12"x18"

Non-required recycled items:

- ☺ Empty Large Kleenex box
- ☺ Empty glass baby food jars with lid
- ☺ Empty paper towel rolls



A Day in Preschool

Our curriculum is a custom curriculum utilizing many different resources. It is organized around various learning centers with an understanding that play is an important tool in the learning process.

Jesus Time

Bible stories, prayers, songs

Carpet Time

Stories, sharing, music, lessons

Work time

Developing cognitive abilities through hands on learning and exploration. Learning and developing manipulative skills and developing language and related skills. Understanding mathematical concepts and developing a sense of order. A challenging but non-threatening experience.

Art time

Exploring various forms of art media, promoting creativity, and developing fine motor skills.

Play time

Developing gross motor skills, physical fitness, and social skills. Indoor play area, gymnasium, and outdoor playground available.

Snack time

Eating and giving thanks. Developing an understanding of health and food groups.

Trinity Lutheran Preschool 2023-24 School Calendar

September 11	1st Day 4's Class	
September 12	1st Day 3's Class	
September 21 & 22	Parent Question Answer Session, After Drop Off	
September 25	Staff Development Day	No SCHOOL
October 2	Willamette Valley Pie Online Fundraiser Start Date	
October 17	Pie Orders Due	
October 18-20	Northwest District Virtual Teacher's Conference	NO SCHOOL
October 30 & 31	Fall Class Party	
November 6 & 7	Class Picture Day	
November 9	3's Teacher Work Day	NO SCHOOL
November 10	Veteran's Day Observed	NO SCHOOL
November 13	Pre-Ordered Pies Arrive, Pick-up 11:45a-6p	
November 22	4's Teacher Work Day	NO SCHOOL
November 23 & 24	Thanksgiving Holiday	NO SCHOOL
December 14	Preschool Christmas Program, 6:30p	
December 14 & 15	Class Christmas Party	
December 18—January 1	Christmas Vacation	NO SCHOOL
January 2, 2024	School Resumes	
January 15	Martin Luther King Jr. Day	NO SCHOOL
February 13 & 14	Class Valentine's Party	
February 15 & 16	Teacher Work Days	NO SCHOOL
February 19	President's Day	NO SCHOOL
February 25	Preschool Children Sing at Trinity, 10:30am	
March 18 & 19	Pre-Order Plant Sale Begins	
March 25-29	Spring Break	NO SCHOOL
April 1	Easter Monday	NO SCHOOL
April 12	Parent Conference Prep Day	NO SCHOOL
April 26	4's Parent Teacher Conferences	NO SCHOOL
May 2	Pre-Ordered Plants Arrive, Pick-up 1:30a-6p	
May 2 & 3	St. Jude Trike-A-Thon	
May 22	4's Last Day of School & Graduation	
May 23	3's Last Day of School & Spring Program	
June 10	Preschool Picnic	