



EST. 1957

Trinity Preschool

PARENT HANDBOOK

2026– 2027 School Year

*“Together with parents, we seek to reach children’s hearts
with the love of God as revealed in Jesus Christ.”*

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Welcome to Trinity Preschool

The training children receive in the early years of their lives is some of the most significant they will ever receive. We are delighted to partner with you in your child's growth and learning. This handbook outlines the policies, programs, and practices that help us provide a safe, nurturing, Christ-centered experience for every child in our care.

Mission Statement

Together with families, we seek to introduce children to the love of Jesus, helping them to grow in faith and wisdom.

Purpose

The purpose of Trinity Preschool is to make Christ known to preschoolers and their families and to provide a developmentally appropriate educational experience that recognizes and nurtures the spiritual, mental, emotional, social, and physical needs of every child.

Religious Curriculum

Each week, the children learn a different Bible lesson taught by the Preschool Director in a whole-group setting. The themes are drawn from the *Living the Word* Bible Curriculum, a four-year cycle of Old and New Testament Bible stories aligned with the Trinity Church calendar. Old Testament stories are introduced in the Fall; New Testament stories in the Spring. Weekly themes include activities for dramatic play, crafts, music, and science. Parents are notified weekly of the Bible story being taught.

History

In 1957, Trinity Lutheran School was opened with one preschool class and a Kindergarten class — the first church in the area to open a preschool. In the years that followed, grades one through six were added. With the growth of the Parkway school system, the grade school was closed and the preschool expanded. Today, Trinity Preschool serves children from twelve months through five years of age.

Non-Discrimination Policy

Trinity Lutheran Preschool admits students of any race, color, national origin, and ethnic origin to all 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, or national or ethnic origin in the administration of its educational policies, admissions policies, scholarship programs, or other school-administered programs.

Our Staff

Our strength lies in our qualified and experienced staff — their professional competence, personal dedication, and Christian commitment. All staff members attend workshops and conferences every year to increase their knowledge in the field, and all are certified in child CPR and first aid.

Registration, Fees & Tuition

Registration begins in January. Children currently enrolled in our program have the opportunity to enroll prior to open enrollment to the public. The registration fee must be paid at the time of registration to guarantee your child's position and is non-refundable.

Monthly Tuition — 2026/2027

Program	Monthly
Monday / Wednesday — AM	\$240
Tuesday / Thursday — AM	\$240
Monday / Wednesday / Friday — AM	\$300
Monday – Friday — AM	\$440
Afternoon Class	\$100
Registration (per child, non-refundable)	\$125

Your May tuition for the following school year is due on May 1st and is non-refundable. Tuition is due on the first of each month, September through April. Tuition is figured on the total number of days during the school year and divided into nine equal payments. If your tuition payment is received after the 5th day of the month, a \$10.00 late fee must be included. Tuition is consistent regardless of absences, vacations, holidays, or unforeseen closures; days missed for inclement weather, vacation, or illness will not be made up.

Activity Fee

An annual activity fee of \$50 per preschool student is assessed and is payable at the beginning of the school year. This fee covers the tote bag, school parties, special events, in-house field trips, and general supplies such as crayons, markers, and glue. Our personalized tote bags are specially designed to hold the large paper we use along with other items such as lunches, so we ask that your child bring their tote bag each day rather than a backpack.

Withdrawal

The May pre-payment will be refunded when withdrawal meets one of the following conditions:

- Withdrawal is due to relocating out of the Metro St. Louis area.
- Withdrawal is due to the child's educational needs being met by the Rockwood or Parkway school districts' special education departments. Written proof of testing is required.

Programs & Eligibility

Classes offered are based on enrollment demand. Class placement is determined by the child's age on or before September 30th of the program year.

Class Placement by Age

12 Months Class	Must turn 12 months on or before Sept. 30 and be walking independently.
2's Class	Must turn 2 years old on or before Sept. 30.
3's Class	Must turn 3 years old on or before Sept. 30 and be potty trained.
4's Class	Must turn 4 years old on or before Sept. 30 and be potty trained.
Junior Kindergarten	Must turn 5 years old on or before Sept. 30 and be potty trained.

Extended-Day Opportunities

Both extended-day programs are offered to students in our 3-year-old class and above. There are two sessions each year — Fall and Spring. Sign-ups occur prior to each session, space is limited, and dates are published before sign-up.

- **SonRise** (8:00–9:00 AM, Monday–Friday) An optional drop-off program. Children are escorted to their classroom to begin the school day at 9:00 AM. Extra charge of \$12 per day.
- **Lunch Bunch** (12:00–1:00 PM, Monday–Thursday) An optional program in which children bring a lunch from home (no peanut products). Extra charge of \$12 per day.

Drop-In Lunch Bunch: Parents without a permanent reservation who would like to use the program occasionally must call the Preschool Office by 8:30 AM. Requests are honored on a space-available basis. The drop-in charge of \$15.00 per session is invoiced via Brightwheel.

Curriculum

Trinity Preschool incorporates the Handwriting Without Tears® program (www.lwtears.com), using manipulatives to engage students in multisensory learning. Children are also introduced to age-appropriate STREAM activities — Science, Technology, Religion, Engineering, Art, and Math — throughout the week in each classroom. The following are a few examples of what may be included.

Science. Exploration of the natural world and our environment; weather observations and experiments; age-appropriate experiments; and observations of physical and chemical changes.

Technology. Exploring and using tools; creating and using simple machines such as balance scales; and some use of electronic media as supplements or extensions of lessons.

Religion. Weekly Bible stories from the “Living the Word” curriculum, taught alongside supplemental activities.

Engineering. Planning and building structures using blocks and other materials; experimenting with different boat designs to determine which holds the largest weight afloat; collaborating to solve problems; and “fixing” items such as dismantled toys.

Art. Creative exploration that is all about the process, not the product. We support open-ended art with various materials, encouraging each child to explore and create what pleases them. Music is part of our daily routine, often including fingerplays or whole-body movement.

Math. Integrated into many activities — sorting and classifying, measuring or weighing, comparing and contrasting, and charting or graphing results. The rhythm and counting in music also aid numeric awareness.

Daily Operations

Arrival

Parents furnish the daily transportation to and from school. You may drop your child off between 9:00 and 9:10 AM, and a staff member will make sure your child gets to the classroom. We ask parents to unbuckle their child and remain in their car during drop off. For safety, students MUST be loaded and unloaded by the teacher from the driver's side of the vehicle. If a child arrives after 9:10 AM, a parent must ring the doorbell to be let in so they can walk their child to their classroom.

Dismissal

All parents receive two carpool numbers. Additional carpool numbers may be issued upon request of the parent. If someone else will be picking up your child, please notify us via Brightwheel or in writing before 11:30 am.

Children in our 1's and 2's classes will be dismissed by the door near the Outdoor Garden. Parents must walk up and present their carpool number to the teacher.

Children in our 3's and above classes must use the carpool lane. Parents will remain in the car while a teacher loads the child(ren) into the car on the driver's side of the vehicle. The parent will then pull forward into a parking spot to safely buckle their child into their carseat.

If a family has children in both our 1's/2's and 3's and above class, please walk up to the door near the Outdoor Garden to pick up your children.

If a child is late being picked up, a warning notice is sent home for the first offense; any late pick-ups thereafter incur a \$10 late-pick fee added to your Brightwheel account.

School Closings

Trinity Lutheran Preschool follows the Parkway K–12 schedule except as noted — when Parkway is closed, we are closed. Parkway closings are announced on major TV and radio stations and listed online. Notices of days off for holidays or conferences are sent home in advance, and a calendar is posted at www.tlc-preschool.org. There is no tuition discount for cancelled classes.

Snacks

All students bring their own individual snack each day along with a water cup with a lid, clearly labeled with their name. Due to allergies, please do not send items containing peanuts or tree nuts. A child may bring a birthday snack; please coordinate with your child's teacher. Per the Health Department, only commercially made foods can be served — home-baked items or opened packages will be returned unused. In the One- and Two-Year-Old classes, children take turns providing daily snacks on an assigned schedule.

Tote Bags

Please have your child bring their tote bag each day and check it regularly for important information. Backpacks should not be sent, as many children struggle with the zippers and our large paper does not fit well when we send artwork home.

Important: Nut-Free School

Trinity Preschool's goal is to ensure the safety of all children. Because we have children enrolled with severe peanut and tree-nut allergies, we require that no peanut or tree-nut products — or foods processed with peanuts or tree nuts — be sent to Trinity Preschool.

Health & Safety

Physical Exams & Immunizations

All children new to the program must submit a physical examination by a licensed physician (including a date and signature) within 30 days of the first day of school. The exam is valid for the duration of your child's enrollment. The health form is available at www.tlc-preschool.org. All children must be fully immunized and meet Missouri's immunization requirements prior to entering school, and we must receive updates to immunizations or any other health information.

Illness & Absenteeism

If a child has had a fever, diarrhea, or vomiting, the child must be kept home at least 24 hours after the symptoms are gone. Please notify the director or teacher via Brightwheel if your child is sick. When a child becomes ill or injured at school, the parents will be called first, followed by the persons listed on the Emergency Form. The Missouri Department of Health requires us to contact you to pick up your child for the following symptoms:

- More than one abnormally loose stool
- Turning red or blue in the face, or a high-pitched croupy or whooping sound after coughing
- Difficult or rapid breathing
- Unusual spots or rashes
- Sore throat or difficulty swallowing
- An infected skin patch — crusty, bright yellow, dry, or gummy areas of skin
- Unusually dark, tea-colored urine
- Fever of one hundred degrees Fahrenheit (100°F) or higher
- Headache and stiff neck
- Vomiting
- Severe itching of the body or scalp, which may indicate lice or scabies

Fever

Students absent because of an elevated temperature must be kept home until their temperature has been 98.6°F or less for twenty-four (24) hours without fever-reducing medication (acetaminophen, ibuprofen) before returning to school.

Communicable Diseases

Please notify the Preschool Office immediately if your child contracts a communicable disease or illness, including strep throat, chicken pox, head lice, ringworm, COVID-19, conjunctivitis, and similar conditions. We will notify parents of any communicable illness to which their child has been exposed. The state requires reporting of all communicable diseases to the Missouri Department of Health.

Medications

Trinity staff are not permitted to give medication to students — this includes Benadryl, cough lozenges, eye drops, and ointments — and no medication may be kept in a child's bag. If your child needs medication, please administer it prior to the school day. The only exceptions are an inhaler or Epi-pen (we require the double pack). An Epi-pen is required for all nut allergies. These must be kept at the teacher's desk, labeled with the child's name, and include instructions for use and a doctor's note.

Emergency Procedures

Each child must have an emergency procedure form on file. It is essential to notify the Preschool of any changes — especially telephone numbers, emergency contacts, or addresses — during the school year.

Accidents & Emergencies

Trinity Preschool staff are certified in infant and child CPR, with certification updated every two years.

For minor accidents, first-aid treatment is administered — cleansing wounds with soap and water, band-aids, and cold packs — and an incident report is completed. Parents are notified by phone, Brightwheel, or in writing depending on the nature of the condition.

In accidents of a more serious nature, first aid is administered, parents are contacted immediately, and an incident report is completed. Parents may be called to the preschool to make a personal assessment.

In a life-threatening emergency, a 911 call is dispatched, CPR and first aid are administered, and immediate efforts to contact parents are made. If parents do not arrive to accompany emergency personnel to a medical facility, a staff member will go along if necessary. The cost of medical attention and ambulance service is the responsibility of the parents. Please keep the school informed of emergency phone numbers when parents are out of town.

Weather & Disaster Emergencies

Emergency procedures for tornado and severe weather, along with the fire evacuation route, are posted in each classroom and in the gym. In an actual emergency, you will be contacted by telephone or Brightwheel with further instructions. Please ensure the office has a current telephone number for your family at all times. Drills are conducted regularly with the children, who are instructed on what will take place.

Behavior Management

We believe children learn best through experience, and that teachers should lovingly guide and redirect children to help them cooperate with peers, have a positive educational experience, and grow in our care. We accomplish this by:

1. Offering a variety of activities for the children.
2. Limiting the number of children in each area of the room to avoid overcrowding and allow sufficient use of materials.
3. Speaking with a child when behavior is inappropriate for the area or materials — for example, “we take the blocks down this way.”
4. Using positive language with the children.

After using the techniques above, if a child continues to have difficulty cooperating, he or she will be asked to move to another area for a set time, and then to take time to think about what happened. The teacher will talk with the child to find better solutions. If incidents repeat, an informal conference is held to notify parents and enlist their assistance. Children with consistent difficulties are taken through this process and parents are counseled; if necessary, a child could be dismissed from the program. This is seriously considered only when the health, safety, and welfare of the child or others are at risk.

Biting & Physical Aggression

Biting is a common behavior in young children. Children bite for many reasons — relief from teething, frustration compounded by undeveloped language skills, immature social skills, and a lack of impulse control or reasoning for handling conflict. The majority of biting occurs in the toddler age group. When a child bites, we:

- Let the child know that biting is unacceptable through voice and facial expression, and calmly suggest alternatives.
- Focus attention on the victim by comforting and sympathizing with the child, and allow the biter to console the victim.
- Encourage the victim to express feelings about being bitten.

Appropriate first-aid treatment is administered, and parents of both children are notified by phone or on the written daily report. For reasons of confidentiality, staff cannot divulge the names of the children involved.

General Policies & Communication

Clothing

All children should be dressed in washable play clothes appropriate for the weather, art activities, and physical play, and dressed so they can use the bathroom easily. Sturdy shoes — preferably tennis shoes — must be worn at all times. Warm clothing, including hats and mittens, is recommended for outdoor play in cold weather. Please permanently mark all clothing, including hats, gloves, and jackets, with both first and last name.

Personal Items

Trinity Preschool does not assume responsibility for loss or damage of personal items, so please do not allow your child to wear or bring items of value. The preschool supplies adequate toys for each classroom; children should not bring personal items or toys from home (unless for a school activity), as they can be lost, broken, or create dissension among playmates.

Communication

Communication with parents is extremely important to us. Our main form of communication is the Brightwheel app. You may also refer to the Parent Handbook and School Calendar (both at www.tlc-preschool.org), the monthly newsletter from the Director, weekly Brightwheel updates, and the Trinity Preschool website. Please call the Preschool Office with any questions at (636) 227-5720; if we are out, please leave a voicemail and your call will be returned as soon as possible. You may also contact Director Christy Cole by email at Director@tlc-preschool.org.

Conferences

Fall and Spring conferences are scheduled for every student (there is no school on Conference Days so that teachers are available to meet). Additional conference times can be scheduled at either party's request. Please do not hold a conference during classroom time or while dropping off or picking up your child; instead, contact your child's teacher via Brightwheel to discuss any concerns.

Solicitations

Birthday invitations are not to be distributed at school unless the entire class has been invited.

Book Orders

Book-order forms are sent home monthly from the Scholastic Book Club. This optional service is not a fundraiser, but teachers can order books or classroom equipment with points from each order. Checks must accompany the order and be made payable to "Scholastic," or you may order online at www.scholastic.com/bookclubs using our code: LFRT9. Books are sent home with the children.

In-House Field Trips

Due to current seat-belt recommendations, we do not take school-sponsored field trips. Instead, we invite individuals and organizations to make presentations of interest at school. If you or someone you know is involved in an activity that would interest our students, please contact Director Christy Cole.

Potty Training

Our staff fully support parents' efforts in the potty-training process and are willing to mimic your home potty training plan/reward system.

In the 2-year-old class, a child may begin attending in underwear once they have had consistent success using the toilet at home. Please be aware that if repeated urine accidents occur, your child will be asked to be sent in a pull-up until they have more consistency. We understand that accidents happen; however, after the second bowel-movement accident, we will contact the parent to pick up or change their child.

To be considered completely potty trained, a child must no longer wear diapers or pull-ups and must be able to tell the teacher when they need to use the bathroom and attend to their own hygiene, including wiping after a bowel movement.

Children in the 3-year-old class and above must be completely potty trained, as we do not have the facilities to change children in these classes

Developmental Goals by Age

Each program recognizes and respects the individual rate of development of every child. Each child is unique and develops at his or her own pace. The goals below outline what children may work toward in each program.

One-Year-Old Program

Language Development

- Says at least two words together, like “more milk.”
- Follows one-step directions without any gestures.
- Points to at least two named body parts, like nose or toes.
- Uses more gestures than just waving and pointing, like blowing a kiss or nodding yes.
- Points to things in a book when asked, like “Where is the bear?”

Social & Emotional Growth

- Points to show you something interesting.
- Puts hands out for you to wash them.
- Looks at a few pages in a book with you.
- Develops self-confidence with separation from parent.

Motor Activity

- Walks without holding on to anyone or anything.
- Climbs on and off a chair without help.
- Follows movements to music.

Fine Motor

- Holds something in one hand while using the other, such as holding a crayon box and taking out a crayon.
- Drinks from a cup without a lid.
- Feeds themselves with their fingers.
- Tries to use a spoon.
- Tries to use switches, knobs, or buttons on a toy.

Two-Year-Old Program

Expect to see big things happening with gross-motor, fine-motor, and social and language development.

Language Development

- Uses language to express needs and resolve issues with peers.
- Makes eye contact when their name is called.
- Recognizes names — their own, classmates', and teachers'.
- Listens and follows simple one-step directions.
- Initiates conversation with peers.
- Points to things in a book.

Math & Science

- Rote counting 1–5.
- Basic shapes and shape matching.
- Basic colors and color matching.
- Spatial words: up/down, over/under, in/out.

Social & Emotional Growth

- Develops self-confidence with separation from parent.
- Develops positive relationships with peers.
- Is comfortable with school routine and transitions.
- Demonstrates an increased attention span.

Motor Activity

- Stands on one foot.
- Rolls a ball.
- Rides a tricycle with feet on the ground, working toward using pedals.
- Follows movements to music.

Fine Motor

- Enjoys painting.
- Places pegs in a pegboard.
- Draws a vertical line.
- Holds a crayon without a full fist grip.

Three-Year-Old Program

The curriculum develops language, cognitive abilities, fine- and gross-motor skills, and social, emotional, and spiritual awareness. Using theme units, children are guided through self-selection and teacher-directed activities.

Language Development

- Follows simple directions and engages in simple conversation.
- Verbalizes wants and needs, and uses whole sentences.
- Listens to and recites simple stories, songs, and finger plays.
- Asks many “why” questions.
- Recognizes some letters of their first name in print.

Math & Science

- Recognizes some shapes and sorts by size or color.
- Indicates an awareness of numbers.
- Is curious about the natural environment and begins to develop powers of observation.

Social & Emotional Growth

- Is eager to include self in the group.
- Begins to share and take turns.
- Responds agreeably to suggestions of adults.
- Is sensitive to the needs of other children and participates in clean up.

Motor Activity

- Plays at ease on playground equipment.
- Catches and kicks a large ball.
- Climbs stairs easily and is learning to hop.

Fine Motor

- Enjoys painting.
- Is beginning to use scissors.
- Attempts to draw a person.

Four-Year-Old Program

Building on the three-year-old program, the four-year-old program uses small- and large-group activities to develop reading-readiness skills, problem solving, and science awareness.

Language

- Follows simple directions and begins to use complex sentences.
- Enjoys looking at books and having them read.
- Asks questions for information and uses many descriptive words.
- Recognizes their printed name.

Math & Science

- Recognizes basic shapes and colors.
- Uses counting skills and recognizes numbers 1–20.
- Begins to compare quantities and sizes.
- Is aware of body parts and knows the seasons.

Social & Emotional

- Separates from parent easily and develops friendships.
- Shares, cooperates, and shows sympathy toward others.
- Makes smooth transitions and waits for their turn.
- Develops respect for others and their property and participates in clean up.
- Stays with a task for a reasonable amount of time.

Motor Activity

- Plays comfortably on playground equipment and pedals a tricycle.
- Catches, throws, bounces, and kicks a large ball.
- Hops on each foot and alternates feet on stairs.

Fine Motor

- Enjoys painting and using markers.
- Uses scissors to cut a straight line.
- Builds structures with blocks.
- Draws a person with four or more body parts.
- Prints their first name and some letters.

Junior Kindergarten (Five-Year-Old Program)

Our Junior Kindergarten program provides opportunities for children to experiment, discover, dream, imagine, and express original ideas, developing oral language and self-expression through conversation, singing, and sharing.

Language

- Follows more complex directions.
- Enjoys books and can retell simple stories.
- Understands sequence and the concept of beginning, middle, and end.
- Expresses feelings and needs verbally to children and adults.
- Recognizes most uppercase and many lowercase letters.
- Participates in discussions and dramatizations.

Math & Science

- Counting skills improve; recognizes numerals 1–20.
- Sorts by size, shape, or color and classifies simple objects.
- Begins measuring skills, such as in cooking.
- Uses reasoning to problem solve.

Social & Emotional

- Plays comfortably in a group or alone.
- Shares, waits for a turn, and shows evidence of self-control.
- Begins to handle frustration appropriately.
- Takes responsibility for their own belongings and works independently.
- Attempts to solve their own problems and asks for help when needed.
- Stays with a task and can share the teacher's attention.

Motor Activity

- Runs, jumps, and climbs with ease.
- Throws, catches, bounces, and kicks a large ball.
- Is able to gallop and walk on a balance beam.

Fine Motor

- Shows consistent handedness.
- Can copy a circle, triangle, and cross.
- Is beginning to use scissors effectively.
- Prints their first name.
- Manipulates puzzles, pegboards, and lacing effectively.
- Draws a person with recognizable body parts.