

Trusting Hearts Preschool & Kindergarten



School Handbook

2021-2022

12424 S. 71st Court
Palos Heights, IL 60463

708.448.2260
www.paloslutheran.org



Welcome!

We are very pleased that you and your child will be part of Trusting Hearts Preschool & Kindergarten! Our program has been a successful part of Palos Lutheran Church and the Palos Heights community. We want to assure you that we will do our very best to make your child's learning experience positive and exciting. This handbook has been prepared to answer questions you may have about our program. Please feel free to contact anyone on the staff with additional questions, as well. We look forward to sharing in your child's growth and development as one of God's precious children.

Serving your family in Christ,
The Faculty and Staff of Trusting Hearts
Preschool & Kindergarten





School Directory



School Office: (708) 448-2260

School E-mail: trustinghearts@live.com

Pastor Colin Rieke

Pastor, Palos Lutheran Church
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Palos Evangelical Lutheran Church

Trusting Hearts is an extension and under the guides of Palos Lutheran Church and teaches God's Word from the Bible. You are more than welcome to join us for worship to learn more about what our doctrine holds.

Worship Service Times:

Saturday Evening: 5:00pm

Sunday Morning: 9:00am

We host a Family Bible Study and Sunday School to follow the morning service. Your whole family is welcome to join us!

Mid-Week Bible Study:

Wednesday Evening: 7:00pm



Philosophy of Education



Trusting Hearts Preschool & Kindergarten is an extension and under the guides of Palos Evangelical Lutheran Church. Palos Lutheran exists to provide children of the church and the community with an education that will, by God's grace, lead our students to eternal life with the Lord and Savior, Jesus Christ. We believe in nurturing each student's spiritual, intellectual, physical, emotional, and social development to prepare them for life-long Christian faith, service, learning, and wisdom.

Our Program has this Purpose...

- To prepare each child to live as God's children forever in heaven.
- To educate each child to live as God's children here on earth.
- To support the mission of Palos Ev. Lutheran Church by offering the finest education that will assist parents in training each child to develop to his or her fullest God-given potential.

Our Program has these Objectives...

- To faithfully teach God's Word in its truth and purity so that the Holy Spirit may strengthen each child's faith in Jesus Christ.
- To promote a positive self-image, exemplary behavior, and a strong interest in learning reflected through Jesus' image to each child.
- To provide each child with the beginning knowledge of all the academic subjects through a Christ-centered curriculum.
- To develop the large and fine motor skills important to each child's development at this stage.
- To encourage a child's recognition of their role in important relationships at home, school, and in the community.
- To explore each child's curiosity and creative expression through the sciences and fine arts.

Our Program's Curriculum offers...

- **Bible Study:** Bible stories, songs, Wednesday chapel services, Christian examples, and daily prayer
- **Language Experiences:** *Letter People Reading Series, Kid Writing*, sight words, journal writing, read-aloud stories, poems, message boards, word wall, videos, *Weekly Reader, Bob Books*
- **Math Readiness:** *DIG Math* series, counting, shapes, sorting/classifying, sequence, matching, time, money
- **Science/Social Studies:** Thematic Units (i.e. seasons, animals, community, health, & weather, etc.)
- **Fine Arts:** Painting, singing, dancing, drawing, block building, rhythms, puppets, theater
- **Physical Education:** Free play, body movement, running, hopping, climbing, organized team games, sportsmanship, dance, & outdoor play

**“Trust in the Lord with all your heart, and
lean not on your own understanding.”
(Proverbs 3:5)**



Enrollment Procedures



Enrollment Application

Tours of the school are welcome and recommended. Contact the office to schedule. Registration will begin in early February. Members of Palos Evangelical Lutheran Church and returning students will have priority placement for enrollment. Open enrollment for all non-member students will be accepted thereafter. Acceptance will be determined on a first come, first serve basis. Please register as soon as possible to ensure enrollment in the program. If our program is full, we will place your name on a waiting list that will be reviewed as spots become available. Your spot will be held once the Pre-Registration form is signed and returned along with payment of the registration fee.

Age Requirements

Trusting Hearts offers programs for 3-year-old Preschool, 4-year-old Preschool and Kindergarten. All children entering 3-year old preschool must be three years of age on or before September 1 and **MUST BE FULLY POTTY-TRAINED** (see Bathroom Training Requirements below). A 3-year-old student whose birthday is after September 1 may enroll and begin attending after their 3rd birthday (if there is a spot available in our program at the time of birthday) but should understand that they will be required to repeat the 3-year-old program the following year in accordance with our September 1 age requirement. All children entering 4-year old Preschool must be four years of age on or before September 1. **All children entering kindergarten must be five years of age on or before September 1.** All students are required to present a copy of their birth certificate upon enrollment.

Bathroom Training Requirements

To maintain enrollment, students must be able to independently and completely care for oneself while in the restroom. If it is deemed that these requirements cannot be met on a consistent basis, a meeting will be set up with the program director to discuss further action.

Statement of Nondiscrimination

Trusting Hearts Preschool and Kindergarten 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 school. It does not discriminate on the basis of race, color, national or ethnic origin in administration of its education policies and other school-administered programs. However, enrollment is considered probationary provided that our program can meet the needs of that child.

Registration Form Requirements

- Enrollment Form to be completed at the time of registration, along with registration fee
- Physical Examination Form, Dental Examination Form (K only), Eye Examination Form (K only), and the required immunizations to be completed by your doctors
- Signed Tuition Agreement
- Emergency Contact Card
- All Parental Signature Consent Forms
- Handbook Compliance Form
- Birth Certificate (copy)

Enrollment will not be considered complete until all forms have been received and necessary fees are paid.



Trusting Hearts Tuition Schedule

2021-2022

Registration & Supply Fee:

\$100.00

Registration Fee: The registration fee is charged per child. This amount must accompany the pre-registration form in order to ensure enrollment in Trusting Hearts Preschool and Kindergarten.

Tuition:

½ -Day Program ~ 2 Days/Week	\$50.00/Week
Full-Day Program ~ 2 Days/Week	\$100.00/Week
½ -Day Program ~ 3 Days/Week	\$75.00/Week
Full-Day Program ~ 3 Days/Week	\$150.00/Week
½ -Day Program ~ 4 Days/Week	\$100.00/Week
Full-Day Program ~ 4 Days/Week	\$200.00/Week
½ -Day Program ~ 5 Days/Week	\$115.00/Week
Full-Day Program ~ 5-Days/Week	\$230.00/Week

- ♥ Our drop-off time is 8:00-8:30am. The **half-day preschool runs from 8:30-11:30am**, while the **half-day kindergarten runs from 8:30am-Noon**. Full day school runs from 8:30-3:30pm.
- ♥ The tuition schedule is set up with a total of 36 billable weeks per school year.
- ♥ Tuition plans can be individualized by any choice or combination of choices listed above. To combine two options simply add the corresponding amounts. (Ex. 3 Half-Days and 2 Full-Days: \$75.00 + \$104 = \$179.00/Week)
- ♥ Plans may be altered throughout the year upon approval by the director and Board of Ed. If days are added after start date, additional tuition will be charged according to base line rates.
- ♥ Additional days (not a part of your registered program) may be added upon approval by the director at least a week in advance at the rate of \$30 per half-day/\$60 per full-day.
- ♥ Tuition may be paid in one of three payment plans:
 - Tuition can be paid in full on or before the first day of school.
 - Tuition can be divided into a 9-month payment plan.
 - Tuition may be paid weekly but **must be submitted via automatic withdrawal**.
- ♥ Monthly payments are due by the 20th of each month. Payments for tuition should be made by cash or check payable to **Trusting Hearts**.
- ♥ Automatic withdrawal is available for **any** of the payment plans upon request.
- ♥ Late fees of \$20 per month will be assessed for all late payments.
- ♥ Tuition plans and procedures will be approved and printed out by our director or financial secretary for you to sign before your child begins attending.
- ♥ **Note:** Trusting Hearts **will not** make tuition allowances or refunds for school closings, illness, family vacations, or holidays, other than Covid -19 closures (per individual preference).
- ♥ Our new 10% discount is for families that are members of Palos Ev. Lutheran Church! We also offer 10% multi-child discount well as a 10% discount for referring a new family. (Note-students enrolled in our 5 day/week program are receiving a discount of \$10 per week for 5 half days or \$20 per week for 5 full days, reflected above).
- ♥ Trusting Hearts reserves the right to terminate enrollment of any child if the tuition payment is not received within one month of the original due date. Those parents who can demonstrate that they are facing financial difficulties may have their case considered by the Board of Education. It is the parents' responsibility to contact the Board to reach an alternative plan.

Extended Care Fees: Before School (7:00 to 8:00 am) After School (3:30 to 5:30 pm)

Rate Charged Per Half Hour:	\$5
Add-On Day (apart from registered program)	\$30 (half-day) \$60 (full-day)

Kindergarten



Tuition Discount

Kindergarten is an important transition year in school and we understand that parents have many choices when it comes to kindergarten programs. We, also, realize that private kindergarten is a big expense to add to your list of expenses. But we also know how important kindergarten is in preparation for later school success and spiritual growth. We are hopeful that this offer, together with the success your child has already had in our program, will help you to see that Trusting Hearts will be the kindergarten program that works for your child and your family.

Our goal for this coming school year is to: (1) Keep our tuition rates lower than or comparable to the rates of other area programs, including the public school option. (2) Keep our kindergarten a strong and vibrant part of what we do at Trusting Hearts and therefore have the tuition discounts that we offer reflect that commitment to a healthy kindergarten. (3) Encourage those families who have been with us for preschool to continue on with us for kindergarten by offering them an increasingly-reduced rate.

So what does that all mean? We are offering a substantial discount to our dedicated families, in order to make kindergarten at Trusting Hearts not only a great place to send your child on an academic and spiritual level but also a financial level. For each year that your child has been enrolled at Trusting Hearts prior to kindergarten we will "bank" a 30% discount (up to 60%) towards kindergarten. You have invested in us and we want to repay that investment back to you because you have seen the value and success of our program. This offers your family a tremendous savings compared to our tuition cost for kindergarten in years past or tuition costs of comparable kindergarten programs. You will be receiving a Christ-centered, private, and individualized kindergarten program that has proven to more than prepare our graduates for 1st grade. We are confident that our program is of the highest quality and is competitively priced with any program in the area.

Our pre-registration is scheduled to open on Monday, February 1st with two weeks of priority enrollment for our current students before we open to the public. Please fill out the included purple registration form and bring it to school with your check for the registration fee (\$50 if returned prior to the last day of school, \$100 if handed in after the last day of school) in order to reserve your spot.

We would also like to take the opportunity to remind you that we continue to offer a 10% discount to our families when they spread the word about the Trusting Hearts program to family or friends. When a new family enrolls and lists your family as a referral, you will receive that 10% discount. Thank you in advance for sharing our mission with others.

Thank you for allowing us to partner with you in your child's education up to this point! We would LOVE to continue to offer your child the best Christian education in the coming school year!

	5 Half-Days	5 Full-Days
Kindergarten tuition with no discounts:	\$4140	\$8280
Kindergarten tuition after 30% discount (1 year "banked"):	\$2898	\$5796
Kindergarten tuition after 60% discount (2 years "banked"):	\$1656	\$3312

Trusting Hearts Preschool & Kindergarten Daily Classroom Schedule

	3 Yr. Preschool	4 Yr. Preschool	Kindergarten
8:00-8:30	Check-in & Home Room Activities		
8:30	School Begins		
8:50	Carpet Time		
9:10	Word of God ~ Chapel(Wednesday)		
9:30	Music		
9:40	Center Time	Math	Letter People
10:00	Snack ~ Recess		
10:45	Letter People ~ Craft	Center Time	Math ~ Craft(Wednesday)
11:05	Math ~ Craft(Wednesday)	Letter People	Weekly Reader
11:30	Half Day Preschool Dismissal ~ Full Day Activity Time		Kid Writing
12:00	Full Day Lunch ~ Half Day Kindergarten Dismissal		
12:45	Quiet Time		
1:15	Quiet Time		Devotion**
1:25			Skills Building Sight Words ~ Whole Group Reading Journal
1:45			
2:15			
2:30	Snack ~ Recess		
2:45	Social Studies Themed Unit ~ Physical Education		
3:15	Music ~ Fingerplays ~ Storytime		
3:30	Dismissal		

*Please note that Kindergarten will dismiss at NOON and Preschool will dismiss at 11:30 AM.

Attendance Policies

Arrival and Dismissal

Our classroom school day starts promptly at 8:30 am. We have set up the time from 8:00 to 8:30am as an arrival time to allow you to sign your child in and see them off for the day. The sign-in sheet is located on the podium by the door. Make sure to let us know on that sheet who will be picking your child up that day. Also, please call the school office if you will be late. We ask that you be considerate of each other and do your very best to arrive prior to 8:30am. Preschool and kindergarten-aged students can be easily distracted. When a classmate arrives late it truly disrupts the focus and attention away from the lesson. If tardiness becomes a problem, you will be contacted to see if a resolution can be found. Also, if your child will be absent any given day, we ask that you notify the school that morning via a phone call or email to the school office.

Our half-day program ends at 11:30am. Children being picked up at that time will be excused to meet the person picking them up. Since the full-day children will still be in school, it is very important that your child gets picked up **promptly**. There will be an \$10 per hour extended care charge to those students picked-up late or that need to stay for an extended amount of time. Please come inside the school to pick up your child and sign them out. Your child will only be sent home with the person you have indicated on the form that was initialed when you signed the child in that morning. If someone other than the person indicated will be picking up your child, **we must know**. A phone call will be made if the person picking up is different than who was indicated at the beginning of the day even if the child or the staff recognizes the person.

Our full day program ends at 3:30pm. Again, please come inside to pick up your child and sign them out. Likewise, the same procedures apply to full-day students as are listed in the half day paragraph above. No child will be sent home with anyone other than who is indicated on the form that is to be initialed at the time of drop off. Any child not picked up by 3:30pm will be sent to and charged for After School Care.

Before and After School Care

Our school offers Before School Care as early as 7:00am for those who need it that early. Any child that enters the building before 8:00am will be sent to and charged for this program. Our After School Care program runs from 3:30-5:30pm. After 5:30pm a \$5.00 per 10 minute charge will be assessed to any parents who are late picking up their children. This additional fee must be paid promptly. Please make every effort to be on time.

Worship Attendance

At Trusting Hearts it is our mission to provide a quality Christian education, by nurturing each young child's faith. We encourage all THP&K families to join our church family on Sunday mornings for worship. It reinforces the Christian lesson your child learns all week and is a marvelous way to thank our Lord for all his blessings! Please speak to our pastor for more information about our church or membership opportunities.

Your child will sing in church on several occasions. Singing dates are listed on the school calendar and notes will be sent home to remind you of upcoming singing dates. We strongly encourage that all children attend at least those dates and ask that you let us know if you will not be able to make them.



Health Policies



Trusting Hearts Preschool & Kindergarten continually strives to create a safe & healthy environment for your child to be in. We ask that all families be considerate of other children and staff by keeping your child home if they show signs of illness. Please make sure to notify the school by phone or e-mail that your child will not be attending school due to illness.

Your child should stay home if he or she has:

- **a fever greater than 100 degrees F. Your child may return to school once he or she has been fever free for 24 hours.**
- **been vomiting. Your child may return to school 24 hours after the last episode.**
- **had diarrhea within the last 24 hours.**
- **a rash with a fever greater than 100 degrees.**
- **Strep throat, impetigo, or pink eye and has not been on medication for 24 hours. Your child may return to school 24 hours after he or she has been on medication.**

If your child contracts a contagious condition that restricts them from returning, please notify the program director as soon as possible. The staff will then distribute a Healthy Alert Notice to keep the other families aware of any health situation. A child must receive appropriate treatment, depending on the condition, before returning to the program and may require a medical release from a physician before returning.

Notification of Medical Attention

While Trusting Hearts strives to maintain a safe & healthy environment, at times the occasional accident/illness may occur. Below is our procedure regarding notifying parents/guardians of any incident:

Minor Injury/Illness:

- We will only administer simple basic first aid such as a Band Aid and/or ice pack as necessary according to staff training.
- You will be notified when you arrive to pick up your child.

Injury/Illness Requiring More Attention:

- In addition to the steps above, we will attempt to contact you or your emergency contacts in the event that you are unreachable.
- If a child is running a fever (100.4 degrees or above) or has gotten/appears ill, you will be contacted and we request that they be picked up as soon as possible.

Serious Injury/Illness:

- In addition to the steps above, you will be contacted by the program director and your child may need to be picked up as immediately as possible.
- Paramedics will be called to handle serious injury. Emergency transportation may be arranged as deemed necessary. If your child needs emergency medical care, we will accompany them and a parent/guardian must meet us at the medical facility as soon as possible.
- An accident report will be completed and kept on file.

Medication

If your child is taking medicine, please try to schedule doses to be administered at home. If this is not possible, you must have our *Permission to Administer Medication Form* filled out and signed. **Medicine cannot be accepted or administered if this form is not signed.** The medication can be stored in our locked medicine cabinet if more than one dose is needed. Please put the medicine and instructions in a clearly marked Ziploc bag. If a measuring device is needed, please supply one.

Physical Exam, Immunizations, Eye Exam & Dental Examination

All children entering Trusting Hearts Preschool & Kindergarten for the first time must have a physical examination and the required immunizations. The results of this physical must be signed and dated by the licensed care provider on the physical form. All immunizations must be up to date and in compliance with the Illinois State Department of Health codes. Kindergarteners must also provide proof of eye examination and dental examination. The forms can be requested from your doctor(s) or are available in our office.



Classroom Policies



Behavior Guidelines

Trusting Hearts Preschool & Kindergarten strives to provide each child with a quality school experience in a loving Christian atmosphere. Each child will be positively encouraged to behave according to the example Christ has given us. **Each child can be assured constant love, acceptance, and forgiveness.** We use the Hearts and Checks method to show the children how important their actions are in the classroom. A "heart" is awarded to a child if they show stellar care and concern for the classmates and teachers. A "check" is given only after a child has been verbally warned about a behavior that does not follow the rules of Trusting Hearts. Parents are free to discuss their child's behavior at pick up time or in e-mail form. We love to let you know how great of a day your child has had.

If a major problem occurs, a child may be asked to recognize the behavior and possibly be moved to a new activity at the discretion of the supervising teacher. Teachers will alert the parent/guardian if the troublesome misbehavior continues. If a child becomes violent and causes harm to any of our students, a call will be made to the parent/guardian and the child will be sent home. If the problem continues, the Board of Education will be contacted and a meeting will be set up to resolve the issue at hand. After all discussed methods of care have been exhausted and the problem still persists, Trusting Hearts reserves the right to remove that child from enrollment in the program.

Confidentiality

All students' records, academic and health related, are confidential. No information will be released or discussed to any outside person without the written permission of the parent/guardian. All records are kept in our files for ten years following a student's completion of the program, in compliance with Illinois State law. After that time, the files will be destroyed.

Dress Code

Please send your child to school in clean comfortable play clothes and gym shoes. Our school day can become very busy and/or messy as we spend time on the floor and playing outside. **ALL children will need a change of clothes to keep at school in case of spills or accidents.** This includes extra socks and underwear in case they become wet. Please make sure all of these clothes are labeled and on the top shelf of their locker before the beginning of the school year.

During winter months, please make sure to dress your child appropriately. This includes a winter coat, hats, mittens, snow pants and boots. A child cannot play in the snow without the proper attire. Make sure to send an extra pair of inside shoes during the months when boots are worn. During the warmer months, we ask that you do not send your child in flip-flops, backless, or inappropriately sized shoes. These shoes are not sturdy enough for outdoor play and could cause serious accidents.

Field Trips

Field trips are a very important part of the hands-on experience that enriches a child's learning. Trusting Hearts Preschool & Kindergarten will be taking several trips throughout the year. Some of these trips will be "neighborhood" trips that involve walking around school property or surrounding neighborhood. If the field trip necessitates leaving the neighborhood, a separate permission form is made available in advance for parent/guardian permission and signature. No child will be allowed to participate in a field trip without a signed permission form. Transportation will be decided on a trip by trip basis.

Weekly Email

Every Friday, we send out a newsletter via email to all the parents of Trusting Hearts. At Trusting Hearts we believe that keeping the parents informed is very important. Please take a moment to read it as soon as you can. We try to keep it brief so you can get all the information in a quick glance. It is our primary means of communication and many dates, announcements, and reminders are often spelled out in it. You will truly enjoy knowing what your child is currently doing and knowing what's in store for the future.

Open Communication Policy

The Trusting Hearts Program truly believes that a parent plays the most important role in a child's growth. We want to work with you for the best possible experience for your child. We are always happy to talk with you about your child's development. If you have ANY questions, concerns, or comments, you are highly encouraged to set up a conference with the staff. Any information you would like to share, whether a compliment or concern, is very important to the development of the child and the success of the program. Please do not be afraid to come in with any question or concern!

Parents are welcome to visit our classrooms at any time. Please notify the teacher at least 24 hours in advance of your visit. Visitors are encouraged to have a brief conference with the teacher at the conclusion of the visit. We also offer a special day in the middle of the year geared specifically for the parents to come to school with their children. This Parent's Day is full of activities, stories, and projects that the parents can work on together with their child. Every parent is welcome to stay for a special hot lunch with their child.

We are always looking for ways to work in cooperation with parents at home. Our homework policy includes two things: our Look, Listen, and Learn projects and reading at home. Reading is the fundamental skill for all learning. ***Please read at home with your child any chance that you get.***

Quiet Time

For those children enrolled in the full day program, special time is set aside in the afternoon to assure proper rest for each child. We would ask that you bring a child sized sleeping bag and child sized pillow that are both clearly labeled. Each child may also bring one small sleep toy used especially for rest.

The preschool age children will nap/rest according to the Illinois state laws. Children under the age of 5 generally shall not nap for more than two hours or rest without sleeping for more than 60 minutes. Children in this age group who do not sleep may be permitted to get up and shall join the kindergarten class in a reading or writing activity until the napping children get up.

Personal Items

Personal items from home such as toys, books, and videos, etc. are encouraged to stay at home unless they are requested at school. Each child may bring one quiet time toy or a something to share on their appointed "Look, Listen, and Learn" Day. This is to avoid breakage or loss at school.

Parent Assembly of Trusting Hearts (PATH)

By enrolling your child in our program, you have accepted the responsibility of participating in school planned activities. Required school activities include singing in church, the Christmas Eve Service, Entertainment Night, and Parent/Teacher Conferences. If you do not attend these events, we reserve the right to contact you about your absence.

We also have other opportunities for you to get involved in your child's school programs. These activities include our Hot Lunch program, the 4th of July parade, Vacation Bible School, Christmas/Easter for Kids, and other Parent Volunteer programs. These activities are part of the PATH program.

Separated or Divorced Families

Family privacy is important to us and we realize that much of what happens at outside our school is not our business. That is true of all families, including families with separated or divorced parents. However, while we will do our best not to get involved in personal matters, there are times when we simply need personal information in order to protect ourselves and do what is best for our students. That being said, we will not give preferential treatment to one parent or another in the case of a divorce or separation, both parents will be entitled to the same information and privileges unless current and proper court documentation has been given to Trusting Hearts and a copy is on file.

Snacks and Lunch

During the first week of school, we ask you to send two boxes of crackers, cookies, juice, or other storable snack food. We will use these for your child's snack time each day. Every school quarter you will be required to send additional snacks.

Birthdays and other special holidays are a great opportunity to bring a special treat. Please contact your child's teacher if you wish to bring a special snack. Keep an eye on your email for requested special treats when we have classroom parties.

Those children who are enrolled in the full day program will need to bring a bag lunch to school. We encourage you to include a nutritious lunch to ensure the child has a great afternoon. Make sure each lunch box is kept clean and clearly labeled so that they do not get confused. If the lunch needs refrigeration, there is space available in the lunchroom refrigerators.

Occasionally a Hot Lunch is made available by the school or by a generous parent. It is primarily run on a parent volunteer basis. Most parents like to host a school hot lunch for their child's birthday or special occasion. If you are interested in hosting a hot lunch, please see our THP&K School calendar for more information. This is a great way to participate in your child's school day!

Snow Days

The safety of our students is of utmost importance, so if the weather takes a turn for the worse, school may be cancelled. THP&K will follow Palos Heights School District 128. On days when cancellation seems possible please look or listen for District 128 on the closings list. Ultimately parents may make the final decision if safe travel to school is possible. We ask that if you please inform us that your child will be absent that day.

Termination Policy

While all children are welcomed with open arms at the Trusting Hearts Preschool & Kindergarten, there could be a possibility that there may be a better fit for your child at another program. This may be a choice made by the parents or the Trusting Hearts Preschool & Kindergarten staff.

If the child's family decides that they no longer wish to enroll their child at the Trusting Hearts Preschool & Kindergarten, the director must receive notification two weeks prior to withdrawal of the child. An exit interview is requested upon termination. In the event of withdrawal or transfer of a student, tuition fees must be paid in full through the last day of the child's attendance. Any tuition paid in advance will be refunded. Registration fees are non-refundable.

Termination by the Trusting Hearts Preschool & Kindergarten staff and Board of Education will occur due to the following actions:

- Failure to pay registration fee, tuition, or extended care fees.
- The child or parents are unable to function within the framework of the Trusting Hearts Preschool & Kindergarten as spelled out in this handbook or consistently displays inappropriate behaviors.
- Trusting Hearts retains the right to terminate a student's enrollment, with notice, for any reason as deemed necessary by the Board of Education.

If you have any questions or concerns regarding the termination policy or actions brought to your attention, please contact the director, or Board of Education chairman. We are more than happy to work in cooperation with you to better your child's education at the Trusting Hearts Preschool & Kindergarten.

Teaching Young Minds Preparing Young Hearts