

Triumphant Lutheran Preschool

Parent Information Packet 2025 - 2026



Our mission:
to provide an age-appropriate,
Christian-based program where
children grow academically, socially,
physically, and emotionally.

Dear Parents and Guardians,

On behalf of Triumphant Lutheran Church, we welcome you to our school. Thank you for allowing us to join you in the joy of guiding your student's early experiences. Learning about Jesus, individual knowledge, cooperation, and God's world are our primary goals. The mission of Triumphant Lutheran Preschool (TLP) is to provide an age-appropriate, Christian-based program where children grow academically, socially, physically, and emotionally.

Our class time includes "learning centers." In this environment, teachers will help promote learning as the student experiences a variety of hands-on opportunities such as science, library, blocks, math, art, and more. These centers allow each student to work at his own pace or alongside another student with encouragement from the staff.

Our classes also include scheduled/routine times to experience learning and sharing opportunities together as a class. This is an important concept for a smoother transition into kindergarten. For example, classes will include daily activities such as calendar, show and tell, story time, and center time.

We also plan special cooking opportunities, outside/large motor play, and, most importantly, time to learn about Jesus. Proverbs 22:6 says, *"Teach a child how he should live, and he will remember it all his life."*

If you have any questions or concerns regarding the policies or procedures of Triumphant Lutheran Preschool, please feel free to contact me. I can be reached between 8am and 3pm at (210) 651-9090 ext.2, or by email at preschool@triumphantlutheran.org.

Sincerely,

Karla Hammen

Director, Triumphant Lutheran Preschool

Hours of Operation:

Morning class: Monday – Friday, 9:00am - 12:00pm

Enrichment classes: Monday -- Friday 9:00am - 1:45pm

Early drop off: Monday-Friday 8:00am

Late Pick up: Monday-Thursday 3:00pm (no late pick up on Fridays)

Schedules:

18 month+ Class: Children must be 18 months to start

This is a 2-day class. Additional days may be added if available.

2 year-old Class: *Children must be 2 by September 1st*

This is a 2-day class. Additional days may be added if available.

Pre-K 3 Class: *Children must be 3 by September 1st*

These classes are either 2-day or 3-day, and either half-day (9:00am – 12:00) or Enrichment (9:00am – 1:45pm). Additional days may be available upon request.

Pre-K 4 Class: *Children must be 4 by September 1st*

These classes are 3-day classes either half-day (9:00am – 12:00) or Enrichment (9:00am – 1:45pm).

The 4-day Enrichment class is from 9:00am – 1:45pm.

Kindergarten Class: *Children must be 5 by September 1st*

This is a 4-day class. Mon-Thur. 9:00-3:00.

Classes Offered*

Class	Days	Monthly Tuition	January supply fee
Kindergarten	Mon-Th 9-3:00	\$510	\$100
PreK 4 Enrichment	Mon-Th 9-1:45	\$410	\$60
PreK 4 Enrichment	Tu/Th/Fr or M/W/ F 9-1:45	\$340	\$60
PreK 4 (1/2 day)	Tu/Th/F or M/W/F 9-12:00	\$240	\$60
PreK 3 Enrichment	Tu/Th/F or M/W/F 9-1:45	\$340	\$60
PreK 3 Enrichment	Tu/Th or M/W 9:00-1:45	\$265	\$60
PreK 3 (1/2 day)	Tu/Th 9-12:00	\$200	\$60
PreK 3 (1/2 day)	Tu/Th/F 9-12:00	\$240	\$60
2-year-olds Full Day	Tu/Th or Mo/Wed 9-1:45	\$265	\$60
2-year-olds (1/2 day)	Tu/Th or Mo/Wed 9-12:00	\$200	\$60
18 months+ Full day	Tu/Th or Mon/Wed 9-1:45	\$265	\$60
18 months+ (1/2 day)	Tu/Th or Mon/Wed 9-12:00	\$200	\$60

* All classes require a non-refundable \$200 registration fee which includes September supply fee upon enrollment.

* Half-day classes are from 9:00am – 12:00pm. Enrichment classes are from 9:00am – 1:45pm. Kindergarten is 9:00-3:00.

Tuition and Fees:

Tuition is due on the 5th of the month. Tuition can be paid online via the ProCare app, by placing a check in the tuition box outside the office, or by paying cash. Although paying tuition through the app is easy and convenient, ProCare charges a significant fee for credit card and debit card transactions. To keep more of your dollars benefiting the preschool, please consider using an ACH (direct deposit from banking account) when making a payment online.

There is a 5-day grace period for tuition payment. After the fifth day, tuition is considered late and a \$10 late fee will be charged.

Tuition is a yearly fee divided by the number of months that school is in session. We DO NOT prorate tuition for breaks, vacations, missed school due to weather or illness.

Drop off :

Unless your child is enrolled in early drop off, the preschool building will not be open until 8:55am. Your child's teacher needs time to prepare the classroom for the day. If you arrive early, you must wait with your child until that time.

Pick up:

We ask that you pick up your child promptly at the end of class time. It is sometimes scary for a child to be the last one left at school. Late charges will be enforced in fairness to other parents and to our teachers. The late charge for being 1 – 10 minutes late is \$5. Every minute thereafter is \$1 per minute. As a courtesy, we will extend one warning if you are late for pickup.

Release of Students:

Students will only be released to the parents/guardians/adults listed on their enrollment forms. The student will stay with the class until the adult comes to sign out the student at the end of the school day. Once the child is signed out, you are responsible for your child. Please be careful to always monitor your child.

A signed note must be sent to the preschool ahead of time to authorize an adult who is not listed on the enrollment form to pick up your student. The note must state the change and the date on which the change will occur. We will require the person picking up a student to show a valid state or government ID. We will record the name and ID number of the individual picking up your student.

Supplies:

Most supplies are provided by your fees. We do ask that you provide your child with a full-sized backpack and children need to bring a reusable water bottle with a non-spill top. We will ask for occasional donations of supplies for the classrooms or for special projects.

Enrollment:

Triumphant Lutheran Preschool requires that you complete the student enrollment information in its entirety prior to the first day of school.

Paperwork includes:

- ❖ Application Form
- ❖ Discipline & Guidance Acknowledgement
- ❖ Physician's Report
- ❖ Current immunization record
- ❖ Hearing & Vision Screen (if your child has turned 4 years old).

Disenrollment / Cancellation:

Since our staffing and equipment budgets are based on enrollment, it is imperative that we receive notice of schedule changes. A 30 day written notice is required for withdrawals. If sufficient notice is given, tuition will be appropriately prorated. If adequate notice is not given, tuition will be forfeited and not refunded.

Immunizations:

Triumphant Lutheran Preschool requires that you provide a copy of your child's immunization record. We also require a new copy of your record whenever your student receives a booster shot of any kind. **You need to provide the school with an updated shot record within a month of your child's birthday.** We do encourage our staff to have recommended adult vaccinations; they are not required to do so.

Vision & Hearing Testing:

The State of Texas requires that all students 4 years and older by September 1st who are enrolled in a licensed school be tested for vision and hearing impairment. You will be responsible for obtaining the results from your physician and turning them into the office within 30 days of your child's 4th birthday.

Potty Training:

All students attending the PreK3 and PreK4 classes should be toilet trained. If your child is in PreK3 and you are actively trying at home, we will work with you. However, numerous accidents may result in having to remove the child from the program.

Children enrolled in the 2-year-old and 18 months+ class do not need to be potty trained. Parents will need to provide all diapers/wipes necessary for their child.

Parent Orientation and Visit Day:

Our preschool procedures are open for discussion with our parents at any time. All rules and procedures are listed here. Any changes to procedures will be sent home to parents. You will be given an opportunity a few days before school begins to meet his/her teacher. We hope this will help relieve the first day's jitters and answer any questions you may have.

Parent Notification:

Our first line of communication is verbal with parents dropping off or picking up students. Additionally, we will use the ProCare app for communication. The Parent bulletin board near the office also includes any policy changes, enrollment procedures, upcoming events, specific communicable illnesses, etc.

Parent Concerns:

The staff at Triumphant will be happy to discuss any concerns or questions you have about your child's experiences at preschool. We do ask that you set up a time before or after school to talk with your child's teacher. The staff members need to have their attention on all the children until the last student leaves. Concerns are sometimes of a private nature and need to be discussed discreetly rather than in the company of other parents and students.

Parent Visit:

Triumphant Lutheran Preschool practices an open-door policy when it comes to our parents and their desire to observe their student. Schedules are posted in the classrooms. We welcome input from our parents and encourage you to visit your child's classroom at any time. Prior approval is not necessary.

Breastfeeding:

If you are in need of a space to breastfeed your child, you are welcome to use the director's office.

Illness:

We ask that you **not** bring your student to school if you suspect he/she might be ill. A student who has a fever, an upset stomach (within 24 hours of school time), Covid-19, impetigo, diarrhea, chicken pox, strep throat, conjunctivitis (pink eye), or any other communicable disease must stay home for the health of the other students. **Please notify your teacher on ProCare if your student will be absent.** If your child develops a temperature of 100 or higher while at school, you will be called to pick up your child.

Medication:

Triumphant Lutheran Preschool will not administer any oral medication to students. If your student requires medication during school hours, we request that you return and administer the medicine to your child.

Snacks:

The children will receive a morning snack provided by the preschool. A snack calendar is posted on the parent information board outside of the office.

Holidays:

Students love holidays. We will celebrate Fall, Thanksgiving, Christmas, Valentine's Day, and Easter. We may ask your student to contribute some "goodies" for these parties.

Birthdays:

We encourage you to share your student's special day with his or her classmates. Each child will be given a day to celebrate his/her birthday with the class. You will be asked to bring in a special birthday snack for the class. **No large cupcakes please!** The children tend to only eat the frosting, and it can be quite messy!!

Invitations to birthday parties may be brought to school only if the entire class is invited. If only a few classmates are invited, please mail the invitations to avoid hurt feelings of those not invited.

Toys:

Students should not bring toys to school unless directed by their teacher. The preschool cannot be responsible for toys that are lost or broken.

Attire:

At Triumphant Lutheran Preschool, learning is fun and sometimes messy. Even though we try to protect clothing, accidents happen, so dress children in clothes that might receive some additional color. We would like the children to be dressed in comfortable, weather-appropriate clothing. The playground is very sandy! Many children dislike sand and mulch in their shoes. Therefore, we highly recommend closed-toe shoes for preschool and **no flip-flops!** We ask that you send an extra change of clothes in your child's backpack in case of an accident. **Please label his/her personal belongings.**

Inclement Weather:

Because we service children who live in several surrounding school districts, Triumphant Lutheran Preschool will close if surrounding districts have cancelled classes for inclement weather and/or pandemic type illnesses. This information will be posted in the ProCare app by 7:00 am the day of the cancellation.

Photographic Release:

Your student's photograph may be featured in church publications or presentations that would provide general information about the preschool to the community. Please indicate your preferences on the photo release form in your enrollment paperwork.

Cameras:

There are cameras placed in each of the classrooms. The cameras are not recording. They are used for monitoring and safety.

Field Trips:

Your child may take a field trip during the school year. If you wish for your student to participate in the field trip, you must sign the Field Trip Release on your student's application. The teachers and parent volunteers will be responsible for a small group of children. The lead teacher will carry a first aid kit, student emergency numbers, cell phone, and water in case of emergency.

Transportation:

The preschoolers will be transported by their own parent or parent volunteer. If your child is transported by someone other than yourself, we require written authorization. All volunteers transporting students that are not their own, must provide a copy of their driver's license and proof of liability insurance.

We require that you provide a child restraint seat for your student as required by law (if your student is under the height / weight / age limit to sit safely under a seat belt). The seat will be placed in the vehicle of the volunteer transporting your student.

Medical Emergency:

Triumphant Lutheran Preschool is equipped to handle minor medical needs. All of our teachers are certified in First Aid and CPR. In the case of a major emergency, the Bracken Fire Department, which is located less than 5 minutes from the school, will be notified. We will then contact the parent/guardian(s) and/or emergency adult listed on your student's enrollment form. The other students will be taken to another room and be supervised by other teachers as needed.

Gang Free Zone:

Under Texas Penal Code, any area within 1000 feet of a childcare center is a gang-free zone, where criminal offenses related to organized criminal activity are subject to a harsher penalty.

Behavior Policy:

Triumphant Lutheran Preschool celebrates positive behavior. The teachers give frequent encouragement for behavior that is necessary to have a safe and fun learning environment. Sometimes redirection may be necessary by simply asking a student to move to a new center or activity. In extreme situations, i.e., the student harming himself, a classmate, or someone's property, the student will be removed from the group with teacher supervision. After an appropriate amount of time (not more than 1 minute for each year of the child's age), the student will be reminded why he/she was asked to sit away from the group and then allowed to join the other students. If there are frequent challenges, the parents, director, and teachers will meet to discuss the behavior problem. The conference goal will be to determine the best avenue to have successful behavior that benefits the entire preschool. In signing the enrollment form, you indicate your acknowledgement, receipt, and acceptance of Triumphant Lutheran Preschool's Discipline & Guidance policies.

Discipline & Guidance Policy:

Discipline must be:

1. Individualized and consistent for each child.
2. Appropriate to the child's level of understanding.
3. Directed toward teaching the child acceptable behavior and self-control.

A caregiver may only use positive methods of discipline and guidance that encourage self-esteem, self-control, and self-direction, which include at least the following:

1. Using praise and encouragement of good behavior instead of focusing only upon unacceptable behavior.
2. Reminding a child of behavior expectations daily by using clear, positive statements.
3. Redirecting behavior using positive statements.
4. Using brief, supervised separation or time out from the group, when appropriate for the child's age and development, which is limited to no more than one minute per year of the child's age.

There must be no harsh, cruel, or unusual treatment of any child. The following types of discipline and guidance are prohibited:

1. Corporal punishment or threats of corporal punishment.
2. Punishment associated with food, naps, or toilet training.
3. Pinching, shaking, or biting a child.
4. Hitting a child with a hand or instrument.
5. Putting anything in or on a child's mouth.
6. Humiliating, ridiculing, rejecting, or yelling at a child.
7. Subjecting a child to harsh, abusive, or profane language.
8. Placing a child in a locked or dark room, bathroom, or closet with the door closed.
9. Requiring a child to remain silent or inactive for inappropriately long periods of time for the child's age.

Emergency Preparedness Plans:

Evacuation

If relocation is necessary during any emergency, children will be taken by emergency services or staff to Garden Ridge Municipal Building, 9400 Municipal Parkway, Garden Ridge, TX 78266. Teachers will bring class emergency forms and iPad with parent contact information.

The emergency bag will be taken from the back of the director's door with the first aid kit, emergency contact numbers, snack and water. Once in a safe location, parents will be contacted through the ProCare app with information for pick up procedures. Students will be signed out on the app to their parents or authorized contacts. While waiting for parents, we will use the iPads to read books, listen to music and play games.

Explosion Emergency Plan

In the event of a **small scale explosion within the facility**, the Preschool Director will follow these steps:

1. Pick up the Emergency Readiness Bag and evacuate the children to the playground.
2. Call 9-1-1 when the children are in a safe location on the playground.
3. When the situation becomes safe, contact parents to pick up the children.

In the event of a **large-scale explosion** in which local authorities recommend we stay in place, the Preschool Director will listen to the local radio, follow the instructions of local emergency officials, and follow the steps below:

1. Close and lock all the doors.
2. Turn off all heating/air conditioning systems and fans.
3. Take the children, Emergency Readiness Bag (with food and water), and the Weather Alert Radio into the main classroom (in Education Bldg. A) and the Red Room (in Education Bldg. B) and lock the door. Using Duct tape, all cracks around the door and vents in the room will be sealed.
4. Continue to monitor the radio until we are told all is safe or we need to evacuate.

Tornado Emergency Plan

Tornado Watch - issued when weather conditions are favorable for severe thunderstorms to produce tornadoes close to the watch area. A tornado watch indicates a tornado may be possible over the next few hours. A tornado watch does not mean that a tornado is forming -- only that it is possible. A tornado watch is also a recommendation for planning, preparation, and increased awareness.

When the National Weather Service transmits that a **tornado watch** is in effect, the Preschool Director will:

1. Turn on the Weather Alert Radio to confirm the watch.
2. Call parents to come pick up their children.
3. Monitor the situation until all the children are picked up.

Tornado Warning - specifies that a tornado is either imminent, has been spotted and/or reported, or Doppler radar indicates circulation. A warning also indicates the need to take immediate action.

When the National Weather Service transmits that a **tornado warning** is in effect, the Preschool Director will:

1. Sound the alarm (2 whistles) and direct children to the safe area in the hallway.
2. Once everyone has reached the safe area, we will remain seated until the tornado warning is over.
3. In the event a child is injured, the Preschool Director will assess the injury and administer first aid for minor injuries. If the child is severely injured, the Preschool Director will call 9-1-1.

Flash Flood Emergency Plan

Flash Flood Watch - indicates that flash flooding is a possibility in or close to the watch area. **Triumphant Lutheran Preschool is not in a designated Flood Zone.** In the event of a **flash flood watch or warning**, parents will be called to pick up children. Parents may need to use the alternate route (below) to reach the preschool if main roads are closed.

Alternate Route: From FM 3009, turn left on Teakwood. At the first stop sign, turn right onto Timber Rose. Take a left turn on Golden Rod. Follow it to the stop sign and enter the Forest Waters

subdivision by continuing on Forest Waters Circle. You will continue through neighborhood past the clubhouse and lake until you reach a median in the road and Binseil road. Take a left on Binseil road. At the stop sign, turn right onto Bat Cave and continue to the church on left.

Intruder with a Weapon/Active Shooter Emergency Plan

An **active shooter** is someone who appears to be actively engaged in shooting or attempting to harm people in a populated area; in most cases the shooter is using a firearm and there is no pattern to the selection of victims.

Intruder with a Weapon or Active shooter sighted in our area

In the event we are alerted that an **active shooter** has been sighted in our area, the Preschool Director will:

1. Confirm the warning and monitor information through local radio and computer for additional guidance.
2. Ensure all the doors and windows are locked and close all blinds.
3. Direct the children to the bathrooms (in Education Bldg A) and the Red Room (in Education Bldg B).
4. Staff will turn down all sources of noise and keep children as calm and quiet as possible.
5. Call 911 when it is safe to do so.

Intruder with a weapon at our facility

In the event that an intruder has entered our childcare facility:

1. Staff will lock themselves in their classrooms.
2. If possible, staff will evacuate the children out of the classroom through the windows and search for a safe area to call 911.
3. In the event that the children cannot evacuate, staff will lock and barricade the door, keep the children out of intruder's view, and provide protection in the event shots are fired.
4. Call 911 as soon as it is safe to do so.

Reporting Abuse and Neglect

Texas law requires caregivers to report suspected child abuse or neglect to the Texas Department of Protective and Regulatory Services or law enforcement. Failure to report suspected abuse or neglect is a crime. Employers are prohibited from retaliating against caregivers that make reports in good faith.

Triumphant staff participates in annual Abuse and Neglect training. This training includes increasing awareness of issues regarding child abuse and neglect, including the warning signs that a child may be a victim of abuse and neglect. It also includes increasing awareness of prevention techniques for child abuse and neglect, including stress and anger management.

If you or someone you know is in need of further information regarding child abuse and neglect, there is literature available by the main preschool office provided by local community organizations. You may also visit the following websites:

www.helpandhope.org/index.html

www.childhelp.org/

www.comalcac.org/information/Child_Abuse/Default.aspx

www.dfps.state.tx.us/child_protection/

To Report Suspected abuse or neglect: Call 1-800-252-5400

Minimum Standards

Parents/guardians are entitled to certain information. Upon request, the director must make the following available to you:

- The minimum Standards for the Licensed Child Care Center (these are also available at www.dfps.state.tx.us or from your local Licensing Office).
- The most recent Department of Protective and Regulatory Service Inspection/Investigation Report, (compliance information is also available on the web at www.dfps.state.tx.us or from your local Licensing office).
- Documentation of liability insurance that complies with Human Resources code, Section 42.0491.
- The most recent Fire Marshal's Inspection Report.
- The most recent Health Department's Sanitation Inspection Report.
- The most recent Gas Pipe Inspection Report (we have an all electrical building).
- The Childcare Center's operational policies.

Licensing Office

If you have any questions concerning the licensing of this child care facility, you may contact the Texas Department of Protective and Regulatory Services at (830) 609-5033, fax (830) 620-9009, visit the web site www.dfps.state.tx.us, or you can write to:

**Texas Department of Protective and Regulatory Services
115 Green Valley East, Suite 200
New Braunfels, TX 78130**

Triumphant Lutheran Preschool does not discriminate in enrollment on the basis of race, sex, color, nationality, disability, religion, or political belief.

TRIUMPHANT LUTHERAN PRESCHOOL

21315 Bat Cave Road

Garden Ridge, TX 78266

Phone # (210) 651-9090 ext. 2

preschool@triumphantlutheran.org

FIRE – POLICE - AMBULANCE Dial 911

Bracken Fire Dept. (210) 651-5762

23600 FM 3009

Garden Ridge Police (210) 651-6441

9357 Schoenthal

Poison Control 1-800-222-1222

Child Abuse Hotline 1-800-252-5400

Randolph Family Care Clinic (210) 652-4373

Brooke Army Medical Center (210) 916 -4141

NE Methodist Hospital (210) 654-1000

12702 IH 35 North

Texas Department of Protective and Regulatory Services

Licensing Office

(210) 337-3110

P.O. Box 23990

San Antonio, TX 78223

Intake line (210) 337-3399

Fax # 1-210-304-7711

www.dfps.state.tx.us

Texas Department of Health

General Sanitation Division

1100 West 49th Street

Austin, TX 78756-3199

Phone: 1-512-834-6635

Fax: 1-512-834-6707

www.dshs.state.tx.us