



Parent Handbook

2026-2027 School Year

**Day School (K-12),
Early Childhood (Pre-S & Pre-K) and
Childcare Center**

www.trinitycheyenne.org

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Statement of Faith & Articles of Doctrine

Summary

As a Lutheran congregation Trinity finds her identity in the proclamation of the catholic Christian faith: Christ died for our sins in accordance with the Scriptures and was raised to life for our justification. We believe that the prophetic and apostolic Scriptures (i.e. the Old and New Testaments) are the very Word of God written, divinely inspired and inerrant, and that they are the norm for Christian doctrine (2 Timothy 3:16-17). Our pastor and congregation have publicly subscribed to the Lutheran Confessions (i.e. [*the Book of Concord*](#)) because they are in complete agreement with the Scriptures and thus express “the faith which was once for all delivered to the saints” (Jude 1:3). In accordance with this one faith, the Word of God is preached in its truth and purity at Trinity and the sacraments are rightly administered.

Exposition

We believe, teach, and confess that the canonical books of the Bible, the Old and New Testaments, are the only verbally inspired and only infallible, authoritative, inerrant Word of God, fully sufficient for all of faith and life. (2 Timothy 3:16, 2 Peter 1:21. See FC Rule and Norm.)

We accept without reservation the confessional writings of the Evangelical Lutheran Church, as found in the Book of Concord, as the true and unadulterated statement and exposition of the Word of God. (Matthew 10:32-33, 1 Timothy 1:13, John 3:31-32. See the Preface to BOC.22- 24.) The following articles are a summary of the main points of our doctrine. (References are to the Holy Scriptures and the Book of Concord.)

We believe, teach, and confess that there is only one divine substance (essence), which is named and is God and three distinct and co-eternal Persons of this one divine essence: the Father, the Son, and the Holy Spirit (the Holy Trinity). (Deut. 6:4, 1 Cor. 8:4; Matt. 3:16-17, Matt. 28:19, 2 Cor.13:14, Gal. 4:6. See AC I)

We believe, teach, and confess that since the fall of Adam all who are born according to the course of nature are conceived and born in sin, so that they are unable by nature to have true fear of God and true faith in God; and this inborn sickness and hereditary sin is truly sin and condemns to the eternal wrath of God all those who are not born again through Baptism and the Holy Spirit. (Ps. 51:5, Rom. 5:12-14, Eph. 2:1-3, Rom. 8:7, Gen. 8:21, 1 Cor. 2:14, Matt. 15:19. See AC II)

We believe, teach, and confess that Jesus Christ is true God, begotten of the Father from eternity, and also true man, born of the Virgin Mary; that He lived a sinless life, did His miracles, shed His blood in His vicarious and atoning death, rose from the dead in the same

body that was crucified, ascended to the right hand of the Father, and will personally return in power and glory to judge both the living and the dead. (Is. 7:14, Matt. 1:20-25, Luke 1:31-35, John 1:1-18; Heb. 4:15, John 20:30-31, Heb. 2:17, Heb. 9:12, 2 Cor. 5:19-21, Acts 10:40-41, Acts 1:9-11, Matt. 25:31, 32. See AC III)

We believe, teach, and confess that we receive forgiveness of sin and become righteous before God by grace, for Christ's sake, through faith in Him, apart from any merit, works, or decision of our own, when we believe that Christ suffered for us and that for His sake our sin is forgiven. (Rom. 3:21-26, Rom. 4:3-5, John 3:16-19, Eph. 2:8-10. See AC IV.)

We believe, teach, and confess that we cannot obtain this saving faith by our own reason or strength; therefore, God has instituted the preaching ministry, that is, He has given the Gospel and sacraments, so that through these the Holy Spirit works faith when and where He pleases in those who hear the Gospel. (Rom. 10:14-17, 1 Peter 1:23, Titus 3:5, John 20:21-23, Matt. 26:27-28. See AC V.)

We believe, teach, and confess that this saving faith is bound to bring forth the good fruits of a Godly life, and that it is necessary to do the good works commanded by God. (Ps. 51:10, Rom. 8:9, 2 Cor. 5:17, Gal. 5:22-23, Eph. 2:10, Eph. 5:18-20. See AC VI.)

We believe, teach, and confess that there is one holy Christian and Apostolic church, which is the assembly of all believers among whom the Gospel is preached in its purity and the holy sacraments are administered according to the Gospel; it is enough for the true unity of the Church that the Gospel be preached in conformity with a pure understanding of it and that the sacraments be administered in accordance with the divine Word. (Eph. 4:4-6, John 8:31-32, 1 Cor. 1:10, Acts 2:42, 1 Cor. 12:12-13, Gal. 3:26-28, 1 Cor. 10:16-17. See AC VII & VIII.)

We believe, teach, and confess that Baptism is necessary, that grace is offered through Baptism, and that infants and children should also be baptized, for in Baptism they are offered to God and become acceptable to Him. (Matt. 28:19-20; Mark 16:16; Acts 2: 38-39; Mark 10:13-15; John 3:5-6; Matt. 18:6; Rom. 6:3-5; 1 Pet. 3:21. See AC IX.)

We believe, teach, and confess that the bread and wine of the Lord's Supper are really the true body and blood of Christ, which are there distributed and received by all who commune. (Matt. 26:26-28; Mark 14:22-24; Luke 22:19-20; 1Cor 10:16)

We believe, teach, and confess that God created the world from nothing by His Word in six natural days (Gen. 1:1-2:4, Ps. 33:6, Heb. 11:3, 2 Peter 3:5-6; 1 Tim. 6:20- 21); that He created man as male and female and blessed them with marriage and family (Gen. 1:26-31, 2:18-25; Eph. 5:22-6:4); that He will raise the bodies of the saved and the lost in the resurrection, those who are saved unto eternal life and those who are lost to eternal damnation (John 5:28-29).

For more information, you may read the entire *Book of Concord* on the internet at <http://bookofconcord.org>; hard copies of the *Book of Concord* are available for purchase from the TLCS Book Nook.

Local Church Directory

Faithful church attendance is expected of TLS students and their parents. Those having no church home of their own are invited to join us in worship at Trinity Lutheran Church. Parents are also invited to join us at school chapel services (see below).

Trinity Lutheran Church

1111 E. 22nd St. Cheyenne, WY 82001

<http://www.trinitycheyenne.org>

- Sunday Divine Service at 9:00 AM with Sunday School and Bible Study classes at 10:30 AM.
- Wednesday Divine Service at 5:30 PM (Vespers during Advent & Lent)
- School chapel services: Monday-Friday at 8:05 AM (Matins)
- Men's and Women's Bible studies throughout the year. Call the office or ask Pastor for more information.
- Catechism instruction offered to students in grades 4-8.
- Lutheran Adult Catechesis classes are offered for those who desire to join Trinity Lutheran Church or learn more about us.

Trinity is in fellowship with the following congregations of the Lutheran Church Missouri Synod in the greater Cheyenne area; we encourage you to visit any of them.

Our Savior Lutheran Church

5101 Dell Range Blvd. Cheyenne, WY 82009

<http://www.oursaviorcheyenne.org>

- Sunday Divine Service at 8:00 & 10:30 AM
- Sunday School and Bible Study classes at 9:15 AM

King of Glory Lutheran Church

8806 Yellowstone Rd. Cheyenne, WY 82009

<http://www.kingofglorylutheran.org>

- Sunday Divine Service at 9:00 AM
- Sunday School and Bible Study classes at 10:30 AM

Immanuel Lutheran Church

201 S. Washington Ave. Burns, WY 82053

- Sunday Divine Service at 8:00 AM

School Governance & Administration

The primary responsibility for a child's physical, social, and spiritual development rests with the child's parents. The Christian Day School is an extension of the Christian Home, assisted by the Christian Church.

As such, Trinity Lutheran School (i.e. the Trinity Lutheran Church day school & childcare) is a vital part of the mission of the congregation of Trinity Lutheran Church and of the Evangelical-Lutheran Church generally, inasmuch as it is part of the mission of the Church to support Christian parents in their carrying-out of their duties toward their children. The Board of Christian Day School (BoCDS), elected by the Voters' Assembly of Trinity Lutheran Church, is responsible to the congregation for the operation and maintenance of Trinity Lutheran School. The BoCDS establishes all policies regarding the administration of the school. The Headmaster, in cooperation with the faculty, is responsible for the execution of all policies established by the BoCDS and the running of the school generally. School parents who wish to visit a meeting of the BoCDS may request a special arrangement with the Headmaster or Board Chairman two weeks in advance of a regular meeting.

Headmaster: Pastor John Preus

Board of Christian Day School members:

- Mr. Doug Thies (Chairman)
- Rev. Harold Hintzman
- Mr. Jeff Buckman
- Mr. David Montano
- Mr. Ken Eppich (ex officio, Congregational President)
- Mrs. Kate Duncan (advisory, Academic Dean)
- Pastor John Preus (advisory, Pastor & Headmaster)

Enrollment, Registration, & Placement

Classes Offered

Classes Offered	Days/Times
Preschool - 3-day	Monday, Wednesday, Friday 8:00-11:15 AM
Preschool - 5-day	Monday-Friday 8:00-11:15 AM
Pre-Kindergarten - AM only	Monday-Friday 8:00-11:15 AM
Pre-Kindergarten - PM only	Monday-Friday 12:15-3:30 PM
Pre-Kindergarten - AM & PM	Monday-Friday 8:00-11:15 AM & 12:15-3:30 PM
Grades K-12	Monday-Friday 8:00 AM-3:30 PM
Childcare Center	Monday-Friday 7:00-7:50 AM & 3:30-5:30 PM

Enrollment

Enrollment at TLS is not limited to Lutherans. But matters of faith will be taught exclusively in accordance with the Scriptures as they are explicated in the *Book of Concord*.

Due to limited class size, students who are members of Trinity, Our Savior, and King of Glory Lutheran Churches receive priority for enrollment, followed by non-Lutheran enrolled students. Trinity receives applications for new enrollments on a continuous basis.

Parents/guardians of all students must read the Parent Handbook and return a signed copy of the Trinity Lutheran School Parent Agreement Form (**Form 1**) as well as any corresponding forms mentioned therein.

Trinity Lutheran School does not admit new students who are entering eighth grade or higher, since our curriculum builds on a foundation, and students who do not have that foundation will have great difficulty. Exceptions *are* made and must be approved by the Headmaster and BoCDS in consultation with relevant Homeroom Teacher after an interview with prospective student (with parents) is completed.

The Enrollment Process for all new and returning students is as follows:

- 1) Fill out the online Admissions Form for each student, which can be found at trinitycheyenne.org/school/admissions/ (skip to number 4 below if returning)
- 2) You will be contacted to schedule a tour of the school. The Homeroom Teacher for your child may request an additional visit with you if he or she has any questions or concerns (or if he or she must make an exception for maximum class capacity).
- 3) An interview with the Headmaster is required before any further steps can proceed. After your tour, you may contact him or wait for him to contact you.
 - a. We may ask that the enrolling student(s) and both parents be present for this. It may likely only require one parent to interview with Headmaster. (Note: strict exceptions must be made for all new enrollments of students in grades 8-12.)
 - b. If class size requires a waiting list to be implemented, the Headmaster will place your student on this list pending his post-interview approval of application.
 - c. If you have not already done so, [apply for the Steamboat Legacy Scholarship](#) and select Trinity Lutheran School, Cheyenne, WY as your chosen school.
- 4) Once the Headmaster has approved your application, you will pay a \$100 enrollment deposit with the bookkeeper. This will secure your child(ren)'s spot either on the waiting list or on the classroom roster.
 - a. Before you pay any deposit, it is recommended that you review all forms you will be required to sign (esp. Forms 1 & 2) in the Parent Handbook and ask for clarification if you have any questions.
- 5) Registration Day is scheduled every August. This is when all signatures are signed and important communication is finalized before the school year begins.
 - a. Provide a copy of your child's birth certificate and immunization records.
 - b. Provide signatures on your Student Information & Release Form (filled out online as part of your enrollment form).
 - c. Receive a school year calendar, the TLS Parent Handbook, class schedules and information packets, and information about events during the school year.
 - d. Pay any remaining balance of the registration fee and books & materials fees as well as your first tuition installment.
- 6) Back to School Night is scheduled for the first Thursday of the first week of school. All school families are required to attend with at least one parental representative. Not only is important communication reiterated, but this provides opportunity for parents to ask clarifying questions. As important as these reasons are, Back to School Night also provides opportunity to begin the school year together and for our school families and faculty and staff to start on the same page and aware of the same expectations.

Fees, Tuition Rates, & Discounts

Class	Enrollment Fee	Materials Fee	Base Tuition Rate
Preschool ½ day 3-day	\$150	\$150	\$2,200
Preschool ½ day 5-day	\$150	\$150	\$3,500
Pre-K full day 3-day	\$150	\$150	\$3,500
Pre-K full day 5-day	\$150	\$150	\$7,000
Grades K-12	\$200	\$200	\$7,000

Enrollment Fee, Books & Materials Fees, and Tuition

- All tuition rates are per schoolyear. * Regular monthly rate** is 1/10 of school year rate.
- On Registration Day, the balance of fees plus the first tuition payment is due; the \$100 deposit paid at enrollment/re-enrollment is applied to the Enrollment Fee.
- Tuition is to be paid in ten (10) equal monthly payments, due the first week of each month, August 2026 through May 2027. Monthly tuition payments are made via Automated Clearinghouse debits (ACH).

* Collection of tuition payments will be affected by how the ESA funds are distributed. This section is subject to possibly drastic amendment.

** Since late enrollments/mid-year transfers do not prepay one installment of tuition at registration before the start of the school year, the minimum monthly payment amounts for late enrollments/mid-year transfers are larger than the regular monthly rate, being based on nine (9) rather than ten (10) equal monthly payments.

- Tuition may be prepaid at any time, paid in full at Registration, or paid in two (2) half-payments at Registration and mid-year (January 2026).
- A packet will be provided at Registration Day containing your Tuition Payment Agreement, Classroom Supply List, and other information.

Discounts, Scholarships, & Grants

- **ESA (Steamboat Legacy Scholarship Act)** — with the lifting of the injunction against the distribution of funds, all families are expected either to apply or pay full tuition for the 2026-27 school year. (The Wyoming Supreme Court will consider the constitutionality of

the legislation beginning March 2027 to determine whether we can expect these funds in future years.) All following financial aid opportunities are available only for those who apply and should not be needed unless/until tuition may be raised in future years:

- **Trinity Scholarship (up to 100% of tuition)** — In order for a student to receive a Trinity Scholarship, at least one parent/guardian must be a member in good standing of Trinity Lutheran Church. A signed letter from Pastor Preus must be on file with the headmaster's office by the first mid-quarter of each school year attesting good standing. *The Trinity Scholarship Fund is replenished by offerings and memorial bequests from members of Trinity Lutheran Church.*
- **Need-Based Grant (variable percentage)** — The need-based tuition assistance grant is awarded to qualifying families. Receipt of need-based tuition assistance may entail a service-hour requirement. Families wishing to apply must fill out an application, available in the TLCS office and on the TLCS website. Applications are received by the headmaster and reviewed by the Trinity Board of Christian Day School. While applications may be submitted at any time, families anticipating a need for tuition assistance are advised to apply before Registration Day, as funds may not continue to be available. BoCDS and/or Pastor may request to visit in person with applicants. *The TLS Grant Fund is replenished through fundraising and freewill donations.*
- **Ace Scholarship (variable percentage)** — TLS families are also eligible to apply for the outside need-based Ace Scholarship; for information about this financial aid opportunity, please visit <https://www.acescholarships.org/>.

Birthdates for Enrollment

- Preschool/Pre-K – three (3) years old by Labor Day
- Kindergarten – five (5) years old by Labor Day

Registration

Parents of enrolled children must register their children by completing the necessary online forms and initiating tuition payment. Any student without all necessary forms on file by the end of the first week of school will not be allowed to attend school until their forms are current.

Registration Materials

All families:

- Checkbook (you will write a check for your balance of fees and first tuition payment)

New families:

- Copy of birth certificate for each child
- Immunization records for each child

Families of seventh graders:

- Updated immunization records for each child

Placement

Trinity Lutheran School reserves the right to place students in the appropriate instructional level as determined by academic assessment, previous records, and any additional placement tests of ability and achievement, not solely upon the age of the student. All new students are subject to a one-quarter probation period.

Accommodations

Trinity Lutheran School is not staffed to serve children with special needs. All requests for accommodations and special arrangements must be discussed with the Headmaster and classroom teacher.

No transportation offered at TLS.

No pets or service animals, unless approved in writing by Headmaster and BoCDS.

Tuition Payment Agreement & Family Contract

At registration parents will be asked to sign the Tuition Payment Agreement & Family Contract (**“Family Contract,” Form 3**) which stipulates, among other things, that they agree to abide by the terms set forth in this Handbook. All tuition installment amounts, and due dates are listed on the Family Contract.

Tuition may be pre-paid at any time. Regular tuition payment is made via automated clearinghouse (ACH) debit (**see ACH Withdrawal, Form 4**). Parents who wish to opt-out of ACH may pay all fees & tuition in full on or before Registration Day or make two half-payments: the first at Registration, the second when school resumes in January after Christmas Break.

A \$35.00 fee will be charged for all returned ACH requests. If payment is not received within five days after the listed due date, a \$30 late fee will be charged. TLS does not transact business in cash. Any payment returned by the bank must be reimbursed to TLS along with a \$30 NSF fee. Delinquent accounts will be turned over to collections or small claims court after thirty (30) days of non-payment, and a collection fee will be assessed to your account.

The Headmaster must suspend any student from school if tuition and fees are not paid by the last Friday of each month. Suspension will continue until (1) tuition is paid, or (2) satisfactory arrangements are made with the Board of Christian Day School. Should the late tuition be paid, or satisfactory arrangements be made, the student will be reinstated without prejudice. If any tuition remains unpaid at the end of the school year, a student's enrollment for the following year will be marked as “pending” until the previous year's tuition has been paid in full. Any unpaid fees are subject to collection through legal means per the TLS Parent Contract.

Disenrollment/Withdrawal

Parents withdrawing children from Trinity must meet with Headmaster before any refund can be granted. In order to receive transcripts needed for transfer of any student to another school, a Student Withdrawal Form (**Form 5**) must be filled out by a parent or guardian. The Headmaster must receive written notice 30-days prior to withdrawal from Trinity Lutheran School. Parents are responsible to pay the tuition installment for that period regardless of whether the student continues to attend TLS during the same period.

Dress Code

The TLS dress code promotes high standards of personal appearance, freedom from fashion-consciousness and competition, and school uniformity. It also assists in the maintenance of a learning environment which is productive and free from distraction. Generally speaking, dress or grooming which attempts to self-aggrandize or garner attention is not permitted. Violations of the dress code will result in a phone call to parents to have appropriate clothes delivered to school. If this is unfeasible, whatever spare clothing on hand will be given to the student by the Administrative Assistant to wear for the day. The Headmaster reserves the right to call parents (or have parents called by teacher or administrative assistant) in cases where a student's dress is not up to TLS standards whether or not the violation is explicitly covered in this section of the Handbook.

Clothing

For Rhetoric/High School students:

1. Pants, Shorts, Skirts, Skorts, etc. are to be Navy Blue or Khaki,
 - a. Skirts must reach to knees while standing
 - b. Leggings and tights may not be used as pants. When worn with Skirt, they should be solid colors that match uniform.
2. Shirts are to be White or Powder Blue Oxfords OR Navy Polos
 - a. All shirts should have Trinity Logo (embroidered or printed)
 - i. We will not enforce this until after we provide plenty of time and opportunity to facilitate the standard.
 - b. Shirts do not have to be tucked if it is the correct cut (rounded cut for girls and straight cut for boys)
3. Belts must be worn when button-up shirt is tucked in and should match shoes as much as possible (no flashy colors)
4. Shoes must be plain color
 - a. white, gray, brown, or black, and as monochromatic as possible
 - b. no bright colors (logos of different or muted colors are fine so long as they are not too bright and distracting)
5. Sweatshirts, Sweaters, Shawls, etc. must be navy blue.
 - a. As we are able to facilitate the TLS Seal being embroidered/stamped on these sweatshirts, this will also be a requirement.
 - b. Girls may also wear tasteful shawls and such that do not detract from the overall uniform.

For Grammar & Logic/Elementary & Middle School students:

1. Pants, Shorts, Skirts, Skorts, etc. are to be Navy Blue or Khaki,
 - a. Navy or Khaki Jumpers may be worn with Navy or White Tights
 - b. Skirts must reach to knees while standing
 - c. Leggings and tights may not be used as pants. When worn with Sirt, they should be solid colors that match uniform.
2. Shirts are to be Navy Polos (we are phasing out all other colors)
 - a. all shirts will eventually have to have the school logo (embroidered or printed) as we are able to help make it available to school families
3. Shoes must be plain color
 - a. white, gray, brown, or black, and as monochromatic as possible
 - b. no bright colors (logos of different or muted colors are fine so long as they are not too bright and distracting)
4. Sweatshirts, Sweaters, Shawls, etc. must be navy blue.
 - a. As we are able to facilitate the TLS Seal being embroidered/stamped on these sweatshirts, this will also be a requirement.
 - b. Girls may also wear tasteful shawls and such that do not detract from the overall uniform.

For All Students:

1. Clothing will be clean, neat, without holes, manageable, and appropriate for the season and the activity.
2. Appropriate cold weather apparel is to be worn to and from school and at recess, not in the classroom or sanctuary.
3. Boots or shoes for outside are to be worn when the weather dictates. Boots, extra shoes, or galoshes must be left in the hall. A child must have a different pair of shoes to be worn in the classroom.
4. Students in grades 3-12 may bring appropriate P.E. clothing to be worn during P.E. If the Teacher has students dress down for P.E., they must wear appropriate length shorts or sweats, plain T-shirts or long-sleeved T-shirts, or a TLS or House T-shirt.

Hair

1. **Girls:** Unnatural coloring and extreme styling are not permitted. Long hair should be well under control in a manner that can be maintained throughout the school day. All hair accessories should match the uniform or be in pure neutral tones (black, white, or gray), be small in appearance, and not be distracting to the wearer or other students (e.g., no big pink bows, headbands with ears, glitter, sequins, etc.).

2. **Boys:** Hair is to be clean cut, neatly groomed, with no unnatural coloring or extreme styling. Hair may not go beyond the eyebrows. No hair accessories may be worn.

Cosmetics, Etc.

1. Make-up (mascara, eye liner, eye shadow, lip liner, lipstick, lip gloss, blush, etc.) may not be worn by Grammar or Logic stage TLS students during school business hours. **This includes pick-up and daycare both before and after school.**
Rhetoric stage girls may wear makeup if done modestly and discretely. Because this leads us all into very subjective territory open to wide interpretation of standards, the Headmaster and all Teachers reserve the discretion to judge any application of makeup as too extreme. All girls who choose to apply makeup must also have a supply of makeup remover. After one warning of extreme application, students may be sent home or be deprived of the privilege. Appeals can be made before the nonexecutive sessions of the BoCDS. Boys may not wear makeup.
2. Strongly scented hair and skin products are not permitted (this includes scented hand-sanitizer).
3. Face paint, temporary tattoos, or any drawing on skin is not permitted.
4. Girls may wear nail-polish unless it becomes a distraction.
5. Jewelry such as a bracelet, anklet, watch, necklace with undistracting and appropriate pendants, or one small ring on each hand is permitted. Girls may wear earrings. If they are dangling, they must be only moderately dangling, and teachers reserve the discretion to draw the line and apply stricter standards as seen fit. Boys may not wear earrings. No other body jewelry is allowed.

All jewelry should complement the school uniform. Inappropriate items will be confiscated and given to the student's parents. Lost items are the responsibility of whoever wore it to school (but we will all do our best to locate whatever might be precious to anyone).

Dress Your Own Way Days

The first school Friday of every month is a "Dollar Dress Down Day" or "Dress Your Way Day." Each participating student must give \$1 to his or her teacher at the beginning of the school day. (Parents may pay for several or all occasions in advance.) These funds go towards the Activity Fund. The following rules apply:

1. Clothing which advertises violence and/or anything sexually graphic is not permitted.
2. Clothing with rude or sarcastic verbiage is not permitted.
3. Clothing which exposes undergarments is not permitted.
4. Tank-tops, spaghetti straps, halter-tops, tube-tops *et al* are not permitted.
5. Factory-ripped or worn-out/threadbare clothing is not permitted.

6. Clothing that is indecently tight is not permitted.
7. Clothing which is so loose as to be indecent and/or in constant need of adjustment is not permitted.

T-Shirt & Jeans Fridays

Every Friday, students may wear jeans and either a House T-shirt or an approved TLS T-shirt. All other restrictions still apply.

Failure to abide by basic dress standards on “Dress Your Own Way Day” or “T-Shirt & Jeans Fridays” or other special dress days will result in the loss of free-dress privileges

Curriculum & Philosophy of Education

Trinity Lutheran School is blessed to operate alongside five other classical Lutheran schools in the Wyoming District of the Lutheran Church—Missouri Synod. The following summary of the classical curriculum which we use at Trinity has been developed and designed through Trinity's teacher input and with the mission and vision of Trinity Lutheran School in mind. Information is a collaboration of many Classical Education Resources and with the assistance of our sister school in Casper: Mt. Hope Lutheran School.

Early Childhood (Preschool and Pre-Kindergarten)

The philosophy of Trinity's Early Childhood program stems from the belief that the home has the primary responsibility for the young child's physical, social, and spiritual development. To assist parents with this responsibility, our Early Childhood classes provide a structured environment in which the children learn and develop social skills. Our Early Childhood program is designed not only to assist the home, but to prepare and acclimate young students to the curriculum and culture of the whole school. Our program is intended to guide young children into the entire program that is offered at TLS.

The Early Childhood curriculum guides the children in a progression of skills in the following areas: language, mathematical reasoning, number sense, orientation in time and space, music, visual arts, movement, and coordination. Daily activities include chapel, Spalding language arts program, Saxon Math, memorization, listening, and work habits. Consequently, the Early Childhood program provides an introduction and foundation for the classical education that children will receive at Trinity Lutheran School in Kindergarten through high school (cf. *Enrollment*, pg. 10).

Grammar, Logic, and Rhetoric Stages — Kindergarten–12th Grade

The Trivium (Grammar, Logic, and Rhetoric) is the basis for Classical Education. While these do not classically represent stages of education, but branches to be continually integrated throughout one's education, they represent a very convenient way to divide the grades. Grammar (letters) refers to K-5, when children learn the basic tools that they will later learn to make further use of. Logic (reason/words) refers to 6-8, when students go further in their ability to compare and evaluate new and old facts with increasing precision. Rhetoric (speaking) refers to 9-12 (high school), when young men and women are encouraged and guided in their application of the tools they have learned to master in order to defend and persuade in respectful, pleasing, and artful ways.

The classical curriculum of Trinity Lutheran School flows from our intentional philosophy of education, founded on timeless truths and rejecting errors and fads of modern educational philosophy. In order to promote what we believe, we identify what we must also reject:

Religion

WE BELIEVE that God's Word should shape and inform all learning; therefore, the Bible is the heart of our curriculum, and chapel services are the heart of our daily routine.

WE REJECT the assertion that religion can simply be added on to make a curriculum Christian.

K-3rd: A survey of the Old Testament and Gospels is completed in the lower grades. In addition, students memorize many Bible passages and Martin Luther's Small Catechism.

4th-12th: Biblical survey courses along with study of the Lutheran Confessions and other timely topics in the rhetoric stage (e.g. apologetics), all of which leads to discussions of ethical and theological issues. By placing such issues in context, students are kept firmly established in God's word and carried back to the historical roots of these controversies and forward to practical applications in our modern society. Subjects treated include infant baptism, the Lord's Supper, evolution, non-Christian religions, marriage, abortion, and many others.

English

WE ASSERT that the ability to use and understand language effectively is the foundation of all education and that language, along with reason, distinguishes man from animals.

WE REJECT the following assertions:

- That inaccurate or mediocre writing and speech are sufficient as long as they "communicate."
- That students should be expected to write original compositions without the practice of modeling from great writers.
- That the act of reading matters more than the content of the books children read.

K-5th: The objective of our language arts program in the lower grades is that children would learn to speak precisely, spell accurately, write proficiently, and read fluently with comprehension. Romalda Spalding's *The Writing Road to Reading* is the basis of K-2 language arts instruction. Starting in grade 3 students memorize and analyze English grammar using The Shurley Method (Shurley English). In Grades K-5th Grade students use the IEW (Institute for Excellence in Writing) to write, rewrite, and retell Bible stories, historically aligned informational pieces, and Fables, Myths, Fairy Tales. In 4th and 5th grade students apply what they have learned in creation of their own expository Biography. Students hear and read a variety of literature.

6th-12th: Accurate spelling and neat penmanship are expected from students at this level and are addressed as needed in the context of regular written work. Proficiency in typing is also expected by rhetoric (high school) stage. Grammar continues to be reinforced through

direct instruction and incorporation into writing. With the IEW curriculum students model historically aligned expository essays and narratives. Students in 6th-8th grade also practice their own development of writings through Biographies and their Science Fair Reports. Students in 9th-12th Grade practice the Classical Progymnasmata through expository writing in all subject areas. Students also read a wide variety of “Good Books” that promote discussion and building virtue in our students.

Mathematics

WE ASSERT:

- That memorization of mathematical facts and confident computational skill are essential to progress in math.
- That higher levels of abstract mathematics provide valuable training for the mind.

WE REJECT the following assertions:

- That knowledge of mathematical processes without a supply of memorized factual information is sufficient.
- That young students must be able to articulate why each mathematical process works.
- That all mathematical studies must have an immediate, practical application.

K-5th: Saxon Math provides students a solid foundation in the language and basic concepts of math through an incremental approach whereby students practice new concepts and then achieve mastery through continued application in subsequent lessons.

6th-12th: Saxon Math continues to provide a solid foundation leading to further studies in the abstract, logical disciplines of Algebra, Geometry, Algebra II, and Advanced Mathematics.

History

WE ASSERT:

- That history, broadly speaking, reveals the working of God throughout time.
- That history gives students models of great men and women to admire.
- That history furnishes a background for understanding all other disciplines.

WE REJECT the following assertions:

- That young children benefit more from “social studies” focusing on their own time and place than from study of the past.
- That all cultures and people are equally worthy of our structured study.

PK-1st: Focusing on Biblical History our youngest Historians study the beginning of the of the world through Creation.

2nd-12th: Beginning in 2nd Grade students begin a chronological survey of the History of the Western World. Trinity practices a 4-year cycle of history. Beginning with

Ancient/Classical (Biblical Civilizations to Rome), **Medieval** (Fall of Rome to Renaissance), **Early Modern** (Renaissance, Reformation, and Age of Exploration, ending early 1700s), and **Late Modern** (American History and World History to present day), students study how each period of History has shaped subsequent eras in religion, philosophy, literature, technology, and events. Geographical studies are incorporated into our Historical Studies. Logic and Rhetoric stages focus on how these events fit into a broader picture of God's ordering of History with emphasis on deeper critical and moral examination. Students confront timeless questions:

- Why have civilizations risen and fallen?
- How have religion, philosophy, literature, geography, technology, and other factors affected civilizations?
- What is our Christian response as heirs of this heritage?

Students repeat the History cycle 2.5 times before they graduate.

Science

WE ASSERT:

- That scientific study can enrich our appreciation for God's design in the physical world.
- That the scientific method and inductive reasoning are helpful tools for examining creation.

WE REJECT the following assertions:

- That science is incompatible with religion.
- That the scientific method alone is sufficient to reveal the truth about creation.
- That elementary science instruction should favor the technological and so-called "applied sciences"

K-5th: Study of physical and life sciences proceeds according to general scope with emphasis placed on objects of more immediate experience: plants, animals, and the human body. Classes include ample demonstration and observation intended to incite wonder and instill knowledge of basic principles.

6th-8th: Students expand their scientific studies from the concrete to the more abstract, with a 3-year cycle which emphasizes the Scientific Method each year and also rotates through General Science (Environmental Science, Human Body, Physics), History of Science (Geology and Astronomy), and General Science (Biology, Ecology, Physical Science).

9th-12th: Students continue to expand their Scientific understanding through a 4 year cycle of Physical Science, Biology, Chemistry, Introductory Anatomy and Physiology, Introductory Physica, and Astronomy.

Latin

WE ASSERT:

- That Latin trains the mind through rigorous thinking.
- That Latin connects students with their Western and Christian cultural heritage.
- That Latin assists students in broadening their knowledge of English grammar and vocabulary.
- That Latin prepares students well for further language study.
- That it is exciting for students to master the Latin language.

WE REJECT the following assertions:

- That Latin carries minimal benefit since it is a “dead” language lacking native speakers.
- That Latin must be burdensome and of little interest to young students.

4th-12th: Latin is a foundation to understanding language. Students in grades 4th-8th build Latin Vocabulary and sentence structure in our Latin for Children curriculum. In grades 9th-12th students apply Latin studies to Spanish which is a Latin-based language. While we have switched to Spanish for the Rhetoric stage, we will offer advanced Latin as the demand or desire arises.

Logic

WE ASSERT:

- That reason is a gift from God which, along with language, distinguishes man from animals.
- That well-trained reason is necessary for civic life and discourse.
- That logic can properly be applied to all areas of study.
- That the proper end of logic is the discovery of truth.
- That logic and reason must remain servants of the Word of God.

WE REJECT the following assertions:

- That reason is opposed to Christianity.
- That untrained “common sense” is sufficient for healthy civic discourse.
- That reason should be applied over and above the Word of God.

7th-12th: Students take up a study of formal logic using Memoria Press’s Traditional Logic I, in which course they learn the elements of deductive reasoning. Moreover, students at this level are intentionally led to apply logical thinking in all academic areas.

Art

WE ASSERT:

- That art is a particularly human gift and ability.

- That art should help us to love truth, goodness, and beauty.
- That proficiency in art requires explicit instruction with gradual building of skills.
- That through the fine arts children develop observational skills and an appreciation for true masterpieces.

WE REJECT the following assertions:

- That children will enjoy art more or produce satisfying work if we merely direct them to “be creative.”
- That all art is equally edifying and worthy of study.
- That beauty in art is “in the eye of the beholder,” i.e. a mere subjective value.

K-5th: Students learn to create and appreciate art and to love beauty. Drawing lessons are the foundation of the art curriculum, providing students with frequent, gradual, explicit direction to build their skills. Additional art lessons build students’ knowledge of artistic terminology and enhance their aesthetic and motor skills. Art appreciation is taught in the context of great artists and their works.

6th-12th: Students deepen the skills learned previously. Sketching is incorporated into subject areas, and art lessons involve a variety of media and techniques. Appreciation of the fine arts is deepened through analysis of artistic works incorporated into history studies.

Music

WE ASSERT:

- That music is a divine gift, next to theology in the praise of God.
- That music is an aid to memorization.
- That it is an essential aspect of life both within the Church and in the secular world.

WE REJECT the following assertions:

- That music is tangential to faith and learning.
- That all types of music are equally edifying or appropriate in all situations.

TLS students have many opportunities to sing, hear, and appreciate quality music of various styles. Music classes emphasize choral singing, with the Western sacred music tradition providing a foundation for instruction. Vocal training is also incorporated into the classroom curriculum, and all musical instruction is recognized for its inherent beauty, its contribution to a well-trained mind, and its potential to serve the people of God. Such musical study develops students’ appreciation for the beauty of excellent musical compositions and leads them to aspire to the creation of such beauty in their own music. The upper and lower school *scholae cantorum* (choirs, lit. “schools of singers”) sing at school chapel services and special extra-curricular events throughout the year.

Physical Education

WE ASSERT:

- That, according to the ancient ideal of “a sound mind in a sound body,” the truly educated person must learn to manage his life not only mentally and morally, but also physically.
- That friendly competition against oneself and one’s peers builds determination and sportsmanship.

WE REJECT the following assertions:

- That the body is of little consequence.
- That competition of any sort must necessarily be detrimental to children.

K-5th: Young students practice a variety of basic movement skills and begin to play group games and participate in competitive athletic events.

6th-12th: Students concentrate on developing personal fitness and putting their skills into the context of group and competitive games, continually gaining appreciation for the good of a well-trained body.

Library

WE ASSERT:

- That reading is one of the most valuable activities for human beings to pursue in their leisure time.
- That children should read for pleasure as well as academic advancement.

WE REJECT the following assertions:

- That any reading is worthwhile regardless of content.
- That all reading must be rigorous and challenging.

The purpose of the Ellwein Memorial Library is to support virtuous and productive use of student leisure. Access to the Ellwein Memorial Library encourages students to read literature which will enrich their understanding of truth, beauty, and goodness.

Computers are a tool. Like all tools, training is required and practical application must be monitored. Because typing and doing internet research are positive skills that students should responsibly develop, our library also serves as a computer lab. The internet may only be used when students are monitored and for specific research purposes only.

Homework

In ordinary circumstances, schoolwork should not dominate the entirety of a child’s day; rather, it should be more or less confined to the school day. Homework at Trinity is not

assigned for its own sake. With that said, some subjects (e.g. Math and Latin and research projects) necessarily entail both a generous amount of classroom instruction by the teacher and the completion of regular assignments by the student. While teachers do give their students opportunities to work on and sometimes complete such assignments during the school day, the remainder will sometimes need to be completed at home. Some subjects also require the performance of regular repetitive oral and/or written drills. Examples include memory work (i.e. Scripture and Catechism) and Latin paradigms, vocabulary, and oral grammar review.

Incomplete/Late Work

Incomplete and/or late work is not accepted at TLS. However, incomplete work must still be completed. If it is determined that a student's inability to complete his work and/or submit it on time is not a result of negligence but of inability, appropriate adjustments will be made, possibly including (but not limited to) the reassessment and adjustment of a student's grade or cohort placement. Students who habitually turn in incomplete or late work will be placed on academic probation (cf. § "Academic Probation," below). If no amelioration is achieved through academic probation, enrollment at TLS will be reassessed.

Make-up Work

Parents may pick up homework when a student is ill. Students who miss class will be given a number of days to complete assignments equal to the number of days missed— e.g. if a student misses two days, he will have two days to complete make-up work.

TLS Music Program

“Next to the Word of God, the noble art of Music is the greatest Treasure in the World.”

~ Dr. Martin Luther

Choir — Schola Cantorum

Singing the Christian faith with reverent and clear articulation not only beautifies the gospel we proclaim and adds enjoyment to proclaiming it, but it also provides opportunity to children to remain humble and to demonstrate the attitude we require of all our students toward the word of God. God commands his believers to sing. Participation in school choral events is expected of all K-12 students — first in the Fall near Reformation Day, second in the Winter before Christmas break, and third in the Spring in association with Baccalaureate/Graduation. Refusal to participate in these events without requesting an exception from the Headmaster may result in the reassessment of student enrollment. Failure of parents to take part in these services will do the same.

Additional information about these choral events will be sent home as the school year progresses and they are firmly set in the school calendar.

Ensemble

From beginning ensemble to advanced, students who are interested in learning to practice and improve their skill in several musical instruments have opportunity during the school days of the week. Those who take part are also expected to take part in the above-mentioned choral events.

Visiting

All school visitors are required to sign in and sign out at the Church & School Office. If you are taking your child out during the school day, please sign the log in the office before your child is dismissed from the classroom. Parent visits in the classroom are welcome but must be scheduled in advance with the classroom teacher. Security measures are in place requiring badges to be worn by all visitors.

Unknown Persons

Unknown Persons on TLS property or picking up children from classrooms or Childcare Center must show a photo ID and either be on a child's pick-up list or a parent/guardian must let teachers or staff know ahead of pick-up time. Security measures are in place requiring badges to be worn by all visitors.

Daycare

Enrollment Procedure

The Trinity Lutheran School Childcare Center is open to all families with children in any education program administered by Trinity Lutheran School. This includes Preschool, Pre-Kindergarten, and the Day School. Children between the ages of 3 and 12 who are fully potty-trained are eligible to participate in the Daycare program. Per the Parent Contract all TLS families consent to be billed for occasional/emergency use of before/after-school care or delay of pick-up (**see Daycare Contract, Form 6**).

Please note that Trinity does not have staff who are trained to work with children with special needs, unusual behavior problems, or severe learning disabilities. The Childcare Center retains the right to refuse children who cannot appropriately participate in our program.

- All discipline issues that arise with students during before and after school care will be documented. Parents will be asked to sign records of warnings which will be logged by school aides.
- After three write-ups, students may not return for before or after school care until parents have visited in person with Headmaster, with student present. No refunds will be granted for time that lapses between third write-up and sit-down visit with Headmaster. Refusal to comply with this requirement may result in permanent expulsion from before or after school care, and possible suspension or expulsion from school, depending on the severity. *Please see options for appeal before member of school board under Discipline Policy, number 4, on page 34.*
- All students who remain in the school building before or after school hours, without parental oversight, must be enrolled in before or after school care unless participating in music lessons or teacher-led club.
- Teachers may require any student in after school care to do homework if he or she has academic concerns for student.
- There will be no use of internet during before or after school care.

Hours of Operation

The Childcare Center is open from 7:00 AM until 5:30 PM Monday through Friday (except on the holidays noted below). You must sign your child into and out of childcare and accurately list the time of arrival and departure. A \$1.00 per minute charge will be assessed for children not picked up by 5:30 PM.

Rates & Payment

All contracted childcare payments are due in advance. Contracted amounts are based upon expected daycare needs for 160-170 school days from September through May. The first payment is due the first Monday of August followed by the remaining nine (9) payments due on the first of each month from September (#2) through May. Each payment covers approximately (~17) school days. If payment is not received by the fifth of each month, a late fee of \$30 will be assessed and childcare services may be suspended until the payment is received. Sporadic childcare use is billed monthly and due by the 15th of the following month.

School Day Rates

Childcare Service Option		Rate
Maximum	~5-7 hours/day per ~17-day period	\$375
½ Daycare	~3.25-4.75 hours/day per ~17-day period	\$300
Before- & after-school Daycare	up to 3 hours/day per ~17-day period	\$220
	up to 2 hours/day per ~17-day period	\$155
	up to 1 hour/day per ~17-day period	\$85
Hourly Rate		\$8

The above rates are based on the school year of 160-170 school days only. There will be additional fees charged for all non-school days as well as the days/weeks of no school at Christmas and Spring Break. Sign-up sheets for these non-school days will be posted in a timely manner at Childcare Check-In. Your child must be signed-up in advance so that we can plan for the proper staff-to-child ratio.

Non-school Days, Early Release Days, School Break Rates

Non-School Day or 6+ hours in a non-school day	\$35
Early Release Day	\$20
Hourly Rate	\$8

Method of Payment

TLS does not transact business in cash. All daycare payments are to be made payable to Trinity Lutheran School and be in the form of a personal check or money order. Any check returned by the bank must be reimbursed to TLS along with a \$30 NSF fee. Delinquent accounts will be turned over to collections or small claims court after thirty (30) days of non-payment and a collection fee will be assessed to your account. Childcare services will be suspended until paid in full.

Discipline Policy for Daycare

If a child is continually exhibiting inappropriate and disruptive behaviors, these concerns will be shared with parents through written documentation and a phone call and/or conference, together with an account of intervention methods which have been attempted. The following may result in the immediate suspension or even expulsion of your child from our care:

1. Parent or guardian is verbally abusive or continually complaining about the Childcare Center's rules or staff members.
2. Childcare fees are not paid in a timely manner.
3. Drop off and/or pickup times are routinely abused.
4. Parent or guardian does not work with the childcare staff to provide consistent guidance and discipline to enable a child's positive behavior.

At Trinity Lutheran Church and School, we strive to make every child's experience a positive and nurturing environment. However, sometimes behavioral issues may arise that create a difficult learning environment for children. If we find your child is continually exhibiting inappropriate and disruptive behaviors, we will share our concerns as well as our intervention methods with you through written documentation and a phone call and/or conference. Every effort will be made to connect staff and families with local and national resources that address challenging behaviors prior to an expulsion/suspension.

The Trinity Lutheran School Daycare maintains an index of local and national resources for addressing challenging behaviors. These resources may be used by staff and families to mitigate the need for expulsion or suspension.

Day School

Before-School Procedure

Students who arrive before 7:50 AM are required to check in to the Childcare Center (see above). Occasional "drop-in" children are allowed in the Childcare Center if space is

available. If space is not available in the daycare, parents are required to stay with their children until the child can enter the classroom. Only those students who have made prior arrangements with teachers for tutoring are allowed in classrooms before the school-day begins.

For the safety of our students, the doors at Trinity Lutheran School remain locked from 8:00 AM to ~2:55 PM. Arriving students should use either the north door by the church office or the south door off the church parking area. All students who arrive at or after 7:50 AM are to go directly to their classrooms. Students may not be left unsupervised in the hallways. Pre-Kindergarten PM students who arrive before 12:05 PM must be signed into daycare. Pre-K students arriving after 12:05 PM are to be brought directly to the Pre-K classroom.

After-School Procedure

All students under 6th grade are to remain in their classrooms until a parent comes to pick them up. Any person coming to pick up a child must be listed on the Information & Release Form (**Form 7**) on file for that student. If an individual is not listed, a note or phone call to the child's teacher at the beginning of the school day notifying them of who will be picking the child up is expected. No child will be released to any adult who has not been authorized to pick up that child. Proof of identification may be required.

Children must be picked up by 11:30 AM for the morning dismissal and by 3:30 PM for the afternoon dismissal. Any child remaining in the classroom after 3:30 PM without prior arrangements with the classroom teacher will be taken to the Childcare Center; childcare for such students will be assessed at the hourly rate with a minimum fee of one hour's care.

Attendance Policy

Regular and punctual attendance is essential for a student's academic success. If your child is going to be absent, please call (leave a message if it goes to voicemail), text, or email your child(ren)'s Homeroom Teacher(s) before 8:00 AM. Parents must also contact Homeroom Teacher to discuss prearranged absences as far in advance as possible. After three tardies during a quarter, the teacher will contact the parent to inquire into the reason for the tardiness. Three tardies count as an unexcused absence for reporting purposes on a child's report card. Any student who accumulates five (5) unexcused absences will be suspended pending a meeting between the parents and the Headmaster (and possibly Homeroom Teacher).

Meals

Children must bring their own lunches unless hot lunch service is available and has been ordered ahead of time. Please bear in mind that our ability to heat meals is limited. The Childcare Center will provide an afternoon snack. Parents are asked to watch for lists of items that staff may request periodically for cooking and baking activities. Children are allowed to bring their own snacks if they prefer this to the group snack provided by the staff. Special donated treats and snacks are always welcome and appreciated.

Nap-time Items

Children who take naps are required to bring their own pillows and blankets. A stuffed animal may also be brought. All items must be taken home weekly to be laundered.

Weapons Policy

According to law, TLS has to prohibit guns or lethal weapons in the TLS facility unless parents are required to carry firearms as a function of their job. School parents are encouraged to research all applicable statutes and laws pertaining to their right to keep and bear arms in the State of Wyoming.

Discipline Policy for Day School

Every TLS teacher is *in loco parentis*, “in the place of a parent,” with respect to the children under his or her care. It is the role of the teacher, just as it is the role of a parent, to guide children in the way they should go (Proverbs 22:6). Disciplinary action is carried out by teachers and aides, except in extraordinary cases. Extraordinary cases are dealt with by the school Headmaster. If a behavioral issue merits the involvement of the Headmaster, it necessarily also merits a phone-call home and possibly an “in-school” or even an “at-home” suspension.

Please note:

1. All accidents, whether intentional or not, that result in moderate or severe injury will result in parents of both (all) parties being notified.
2. Responsible parties for severe injury, whether intentional or not, may result in suspension from school until all facts can be gathered by school leadership to assess what procedures should follow.
3. Parents are asked to speak with Headmaster about any concerns regarding discipline or injury protocol, as well as the wellbeing of any injured child, in order to help expedite any process and to prevent legitimate concerns from becoming widespread panic.

4. If, after speaking with Headmaster and Homeroom Teacher, parents would like to further appeal a decision that is made, in consultation with a member of the Board of Christian Day School (BoCDS) who will attend, the Headmaster will schedule a meeting with concerned parents. Any appeal that is initiated apart from the Headmaster is automatically denied.

Standard Protocol for Staff in Case of Injury:

1. Regardless of fault, all incidents of injury will be reported to parents of both (or all) parties as soon as possible.
2. Each Teacher, the Administrative Assistant, and the Headmaster will keep a log of all incidents of serious discipline and injury.
 - a. Teacher will keep long of incident in classroom log and each student's log.
 - b. Headmaster will be informed as soon as possible.
 - c. Logs will be routinely synchronized with Administrative Assistant as opportunity permits on a weekly basis, and with Headmaster every Monday at Faculty Mtg.
3. Teacher on sight who witnesses or first discovers injury will stop game, gather facts, and separate responsible parties.
 - a. If immediate attention to injury requires the student not be moved, all other students will be lead away from scene (back to classrooms).
 - b. If immediate attention to injury does not prevent the student from being moved, injured student will be lead to Administrative Assistant's office.
 - c. If one or more students are at fault in the injury (whether malicious or not), Teacher will make use of Aide or fellow Teacher to keep them separate until injured party no longer requires Teacher's attention.
4. Phone calls:
 - a. Injured Party's immediate contact will be called and informed by Administrative Assistant:
 - i. Of what happened.
 - ii. To expect further contact from Teacher by phone or email (depending on severity) after the school day.
 - b. The same routine will be applied for Party (Parties) that is (are) at fault.
 - c. Emergency services will be called and requested if required.

Standard Procedure for Discipline:

1. Rebuke and correction
2. Apology & forgiveness

- a. The offending child admits wrongdoing and apologizes to whomever he has wronged.
 - b. The aggrieved person speaks forgiveness.
3. Restitution: the student who has done wrong should make the matter right, if need be and if possible.
4. Discipline which discourages a student from repeating his offense in the future, e.g.
 - a. Time out
 - b. Missing out on a privilege
 - c. Helping clean up a mess
 - d. Writing sentences
5. Admonition, i.e. guidance, which encourages student to act appropriately in the future.
 - a. Guidance will
 - i. be appropriate to the ages of the children enrolled.
 - ii. entail redirection, natural and logical consequences, modeling of positive behavior and other non-violent, non-abusive methods of discipline.
 - b. When “time out” is used, it shall:
 - i. enable the child to regain control of himself and shall keep the child in visual contact with a caregiver.
 - ii. be a last resort technique for a child who is harming another, or in danger of harming himself.
 - iii. be used infrequently and for brief periods using one (1) minute for each year of the child’s age.
 - iv. be used selectively, considering the child’s developmental stage and the usefulness of “time out” for the child

Automatic Suspension Standards

Below please find a list of Disciplinary Infractions and the consequence of that behavior. We hold all students to this standard and will administer consequences on a case-by-case basis. This list is not exhaustive:

Behavioral infractions that warrant an IMMEDIATE <u>suspension for the day</u> (or longer if the Headmaster and BoCDS deem it necessary)	Behavioral Infractions that are <u>given a WARNING</u>; but after the warning period will lead to a suspension for the day.
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- Lying, Cheating, or Stealing - Using Profanity (e.g. the f-word) - Taking Christ's name in vain, i.e. in a manner that is not praying, praising, or giving thanks (e.g. <i>Jesus</i> or <i>Jesus Christ</i> as an exclamation) - Plagiarism - Obscene jokes or sexual touching - Racial slurs (esp. against a student) - Direct Defiance - Intentional Physical Harm or Violence - Dress code infractions that cannot be easily remedied - Threat or act of violence - Mocking anyone's mother, sister, or handicapped, sick, or poor loved-one.	- Using God's name in vain (e.g. <i>God</i> or <i>O my God</i>) will be swiftly moved to left collum after warning. - Using words in a profane manner (e.g. flippantly saying <i>damn</i> or <i>hell</i>) - Using vulgarity (e.g. sh**, b***h, *ss, or other words for private parts) - Using unacceptable euphemisms (e.g. freaking, frigging, crap, sucks, blows, etc.) - Borderline racist language (in general, but not directed) - Wandering the building without a pass - Getting physically rough with a student who does not welcome it
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Report Cards & Conferences

Report cards are issued after the end of each quarter. Mid-term reports may be sent home at the halfway point of each quarter.

Mandatory conferences are held each November, to discuss each student's progress in schoolwork, achievement, and classroom behavior. Parents or teachers may schedule additional conferences as needed. **At the end of the 2nd and 3rd quarters, additional dates are set aside as well.**

Academic Probation

Logic and Rhetoric stage students (grades 6-12) who fail in more than one subject are placed on academic probation. Parents of such students are required to attend a meeting with the Headmaster and relevant Teacher to sign an Academic Probation Contract.

If the student is still failing one or more subjects by the end of the Academic Probation Contract, an additional meeting will be held to reassess whether the student may continue at TLS. Two consecutive terms of more than one failing subject may result in expulsion.

An average GPA of 3.0 must be maintained in order for student to participate either in before/after-school clubs or out-of-class electives/lessons (e.g. piano). Students and parents will be notified of probation at midterm.

Ellwein Memorial Library

The Ellwein Memorial Library is under the supervision of the Headmaster and the Board of Christian Day School. Book needs are prioritized after consultation with the school faculty. The library reserves the right to decline, return, or dispose of any book donations.

TLS students may check out five books at a time for up to two weeks. Failure to return library books will result in the loss of library privileges. If a book is still missing after a month, a note will be sent home with the missing book's title and price so that parents may reimburse the school. Books with significant damage must be paid for upon return.

Outside Reading Books

Because so much vulgar and obscene literature is easily available to children and young teens, and because TLS promotes the reading of great literature over mediocre literature, all books brought from home need to be approved by Homeroom Teacher prior to bringing them to school. Certain books may be sent home and prohibited for any number of reasons at the discretion of each Teacher and Headmaster.

Since a list of approved books must always be changing and can never be comprehensive, parents are encouraged to be open with teachers about whatever books their children may like to bring to school.

Prohibited Items

1. Toys & Electronics
 - a. Toys may not be brought from home unless the classroom teacher has given permission to do so for "show and tell."
 - b. No electronics are allowed (e.g. phones, video game systems, iPads, tablets, smart watches, etc.). If a child must bring a cell phone to school, it must be turned off and left in the child's backpack and/or locker.
 - c. If a student must call home with his or her cellphone, a staff member must be relatively present so as to avoid casual social calls. For students who do not have cellphones, the Administrative Assistant landline should be used to call parents.
2. Weapons of any kind, whether real or pretend.

If prohibited items are brought to school, they will be confiscated. Parents must meet with the Headmaster to reclaim them. TLS assumes no responsibility for items brought from home that are lost, stolen, or broken.

Birthdays & Parties

Birthdays will be recognized in the classroom. If your child wishes to share a treat with his class, we will set aside a time to enjoy it. Invitations to private birthday parties may be distributed at school if all children in a class are invited. Otherwise, please send out invitations privately (see the school office for contact information).

Health & Wellness

Children are not to be sent to school with a contagious illness (flu, cold, etc.) or infectious disease. If a child comes to TLS with a contagious illness (flu, cold, etc.) or infectious disease, the parent or guardian will be notified, and the child will be sent home. The same procedure will be followed when signs of illness develop during the day. Symptoms such as a cold with fever, severe cough, skin eruptions, sore throat, fever of 100 degrees or greater, vomiting, diarrhea (three loose stools in a twenty-four-hour period), or head lice will make it necessary for us to send your child home immediately. Your child will be kept in an isolated, supervised area until you arrive. A sick child who is sent home may not return to TLS until he is symptom-free for at least twenty-four (24) hours (e.g. A child who throws up during the night cannot return until at least twenty-four (24) hours after the last episode).

Parents/guardians are responsible for providing TLS with current emergency contact information including the name and number of the child's doctor and at least one emergency telephone number that can be used to locate someone if the parents/guardians cannot be reached. If your child becomes ill at TLS, we will call you or your designated emergency contact so that your child can be taken home. A child or staff member who has had any of the following recent illnesses or symptoms specified below cannot be at TLS:

1. Diarrhea when it is:
 - a. Due to disease spread by fecal contamination as determined by a physician,
 - b. Accompanied by evidence of dehydration or fluid loss
 - c. Accompanied by abnormal stools with blood or mucus,
 - d. Accompanied by a history of poor fluid intake or unusual drowsiness,
 - e. Continues beyond three days
2. Severe pain or discomfort
3. Vomiting
4. Difficult or rapid breathing
5. Yellowish eyes or skin
6. Sore throat with a fever of 100 degrees or above
7. Coughing with a fever of 100 degrees or above
8. Fever of 100 degrees or above with no other apparent symptoms
9. Untreated head lice
10. Untreated scabies

11. Suspicion of being in the contagious stages of chickenpox, pertussis, measles, mumps, rubella, diphtheria, flu, or coronavirus (whether common cold or “Covid”).
12. Skin rashes lasting more than one day
13. Swollen joints
14. Visible enlarged lymph nodes
15. Blood in urine
16. Mononucleosis

Sexual Misconduct Awareness

Sexual misconduct and awareness training is required of all personnel at Trinity Lutheran School.

CPR & AED

Training in cardioppulmonary resuscitation as well as in how properly to use our automated external defibrillator is offered to faculty and staff, and there should always be at least one who is trained in the facilities.

Medications

No medications are distributed unless staff has undergone administrative training. If medication needs to be administered to a student, we ask the parent to come administer it to their child. If acetaminophen and or ibuprofen is needed for a student, the parent or guardian first needs to fill out a “Medication Administration and Consent Form” (**Form 8**). Permission is also asked first via phone call or text message before such medication is given to the student. This does not include the Pre-S/Pre-K students.

Sunscreen: All children are required to have their own sunscreen together with a signed permission slip. Our childcare staff will only apply sunscreen with a current permission slip. The slip should specify daily application.

Immunization Requirements

Wyoming Statutes W.S. 21-4-309 mandate certain immunizations for all students in public and private schools. We urge you to check with your physician to ascertain if your student is appropriately immunized as required by statute. Proof of proper immunization is required by law and must be presented (on the State of Wyoming Official Record of Immunization yellow card or Doctors office print-out) at the time of registration. School staff will review all student records annually to verify mandatory immunizations. For exceptions to the immunization law, contact your physician or the Laramie County Health Department. Immunization records and exceptions must be on file with Trinity Lutheran School before your child can attend class.

Medical Emergencies

The following procedures will be followed in the event of a medical emergency and or an allergy emergency:

1. Immediate first aid will be given by a CPR/First Aid trained staff member.
2. If the emergency is critical, 911 will be called and EMT/Paramedic personnel recommendations will be followed.
3. Parents/guardians will be notified as soon as possible.
4. If Parents/guardians are not available, the emergency contact will be called.
5. Parents/guardians are responsible for any expenses as a result of emergency room care, ambulance, or any other expenses resulting from a serious emergency.
6. The hospital used for emergencies by our facility is Cheyenne Regional Medical Center.
7. For minor accidents, injuries and allergies an accident/injury report may be written and kept on file for each child involved and/or a parent will be told when the child is picked up.

Emergency Care Plan for Allergies

Parents of students with food and other allergies are required to fill out a “Care Plan for Children with Special Health Needs” form **(Form 9)**. This form should be developed by the teacher of the student and the parents. This form will provide the teacher and other staff members at Trinity with the necessary information and the steps to follow in case of an emergency.

Rules stated by DFS (Department of Family Services):

(xviii) All children with food and other allergies should have an emergency care plan in place. For food allergies, the plan shall provide detailed instructions about which food(s) the child is allergic to and what to do if an allergic reaction occurs, including the names, doses, and methods of administration of any medications that the child should receive in the event of a reaction. The plan shall also include specific symptoms that would indicate the need to administer one or more medications. The same shall be developed and in place for children with any other allergy. All persons who come in contact with the children who have a plan for emergencies, shall be fully aware of the plan and the plan shall be followed.

Note: After the “Care Plan for Children with Special Health Needs” form has been developed by the Teacher and Parent(s), the Teacher and Director of Early Childhood will compare the form to the DFS rules to make sure everything required is included to take care of an allergy emergency.

Special Health Care Needs

Parents of students with special health care needs (e.g. asthma, seizures, diabetes) are required to fill out a “Care Plan for Children with Special Health Needs” form **(Form 9)**. This form should be developed by the Teacher of the student and the Parent(s). This form will provide the Teacher and other staff members at Trinity with the necessary information and the steps to follow in case of an emergency. Care plans shall be updated as needed, but at least yearly. All persons who come in contact with the children who have a plan for emergencies, shall be fully aware of the plan and the plan shall be followed.

Students with *asthma* will provide their Homeroom Teacher with an extra inhaler. Each student may carry it with him or leave it in his backpack. A “Medication Administration and Consent Form” **(Form 8)** will be filled out by the Parent(s) and placed in the child’s student file. **Pre-S/Pre-K students may not carry their own inhaler.** Inhaler must be provided to Teacher and kept in a safe, designated place, properly labeled in case of an emergency. Also for Pre-S/Pre-K students, Parent(s) must fill out a “Care Plan for Children with Special Health Needs Form” **(Form 9)**. Parent(s) must demonstrate to the Teacher/staff the proper way to use the inhaler on their child.

Parent(s) of students with *diabetes* will provide teachers with any information on the care of their child. For diabetes, students may have extra snacks throughout the day, provided by parents, and may take extra restroom breaks and will be provided opportunity to test their blood glucose levels **(Pre-S/Pre-K students may not test their own blood glucose levels)**. If medication is needed, the parent will fill out a “Medication Administration and Consent Form” **(Form 8)**. For Pre-S/Pre-K students, Parent(s) must fill out a “Care Plan for Children with Special Health Needs Form” **(Form 9)**. This form will be developed by the Teacher of the student and the Parent(s). Parent(s) must demonstrate to the Teacher/staff the proper way to test the student’s blood glucose levels.

For students with *seizures*, Parents will provide information to their child’s Homeroom Teacher about their special health care needs. Each classroom has a First Aid Kit. In the case of an emergency, teachers are trained to stay with the student, time the seizure episode, make sure the student is away from objects that may hurt him during an episode, move the student on his side, and call 911.

Depending on the severity of any emergency occurrence, 911 will be called for assistance.

Emergency Evacuation Procedure

TLS has strict and practiced protocol in all emergencies (included in *Faculty & Staff Handbook*). Please speak with Headmaster or inquire of Academic Dean and Board of Christian Day School if you have any questions or concerns.

Inclement Weather

Students may have outdoor recess on any day that is pleasant outside even when the temperature is quite cold. Teachers will use discretion. Please expect to have your children prepared even for very cold temperatures:

Make sure your child is dressed in warm clothing during cold weather. Snow boots or overshoes, gloves, hats, and coats should be brought. All students are expected to participate in recess unless excused due to health restrictions. Due to the limited size of our staff, we ask that parents contact teachers directly (email or phone or text) if a student is to stay in for recess. If your child does not have boots, please send an extra pair of shoes with them so that they can play in the snow.

In cases of severe weather, the school and daycare may close. Trinity Lutheran School will generally follow the lead of Laramie County School District #1, but not always. If LCSD #1 is closed due to weather on a school day, the Headmaster will confirm TLS's closure via regular communication channels (MailChimp/email). If TLS closes independently of LCSD #1, the Headmaster will communicate this decision via the same means. If TLS closes early for any reason, the Parents/guardians will be contacted and will be expected to pick up their child(ren) by the appointed time unless other arrangements are made.

Swimming & Wading Pools

No swimming or wading pools shall be used at TLS. Umbrellas are welcome, but rarely needed. Scuba Gear may be brought only for show-and-tell. Harpoons are strictly prohibited.

Asbestos Notice

The Federal Asbestos Hazard Emergency Response Act of 1986 requires that parents and students be made aware of the asbestos situation in our school. All school buildings constructed before 1980 contain asbestos in some of their building materials. At Trinity Lutheran School, asbestos was found in the floor tile. Recommendations for dealing with asbestos-bearing materials have been and are being followed, and there is no need for concern about the safety of the children or employees. Detailed information regarding asbestos inspections, recommendations, compliance, and other information is available for review in the church office.

Trinity Lutheran Church and School is covered under a liability insurance.

Notice Regarding DFS Regulations

All verbiage contained in the TLS Parent Handbook which pertains specifically to the TLS Daycare, is taken directly from the Wyoming Department of Family Services (DFS) “Rules for Certification of a Child Care Center (CCC),” and is required by DFS.

Wyoming Department of Family Services

The Department of Family Services is responsible for licensing, monitoring and the enforcement of rules for the Trinity Lutheran Day Care facility. Parents wishing to file a complaint or report a concern about the TLS Childcare Center or obtain the complaint and compliance history of the TLS Childcare Center may do so by contacting the Wyoming Department of Family Services:

State of Wyoming Department of Family Services Early Childhood Division
1556 Progress Court
Wheatland, WY 82201
<http://dfsweb.wyo.gov/>
Kathy Geringer
Office: 307-322-6539

1A. Parent Agreement (re-enrollment)

2026-2027 Academic Year

The following standards enable a harmonious and joint effort between school and home. As a parent of a student at Trinity Lutheran School:

- I will attend worship services at Trinity Lutheran Church, or my own congregation on a regular basis with my child(ren). If I do not regularly attend worship with my child(ren), I pledge to seek a Christian congregation where I may do so.
- I have read the Statement of Faith and understand that the theological doctrines of the Lutheran Church—Missouri Synod are those that will be taught in the classroom.
- I have read and support the school's Philosophy of Education.
- I have read the School Rules, Classroom Rules, Discipline Guidelines, Homework Assignment Policy, Grievance Guidelines, Academic Guidelines, Lunchroom Guidelines, Library Guidelines, Dress Code, and Attendance & Tardy Guidelines, and agree to support the enforcement of these.
- I have read the School Administration section and agree to follow the prescribed steps listed when dealing with issues of concern.
- I will support my child's education by supervising assigned work, and by encouraging quality work, excellence, industry, self-discipline, obedience, good moral character, and good manners from my child.
- I understand Trinity has neither the resources nor the expertise to meet the needs of children requiring special education or behavioral assistance, and I agree to pursue an alternative source of education if needed for my child.
- I will encourage, edify, and aid the school, teachers, and staff to the best of my abilities by prayer, time, talent, and effort.
- I understand that if my child is ill or has lice, he or she will be kept home, and that if my child is found to be ill or have lice at school, he or she will be sent home.
- I agree to meet the financial obligations of all tuition and fees.
- I have reviewed with my student(s) the policies and procedures of the school as explained in the Parent Manual and my student understands the commitment that I am signing.

Signature of Parent

Date

Signature of Parent

Date

1B. Parent Agreement (first time enrollment)

2026-2027 Academic Year

The following standards enable a harmonious and joint effort between school and home. As a parent of a student at Trinity Lutheran School:

- I will attend worship services at Trinity Lutheran Church, or my own congregation, on a regular basis with my child(ren) and I will provide a signed statement from my family minister that I am doing so (separate Proof & Pledge of Piety, Form 2).
- I have read the Statement of Faith and understand that the theological doctrines of the Lutheran Church—Missouri Synod are those that will be taught in the classroom.
- I have read and support the school's Philosophy of Education.
- I have read the School Rules, Classroom Rules, Discipline Guidelines, Homework Assignment Policy, Grievance Guidelines, Academic Guidelines, Lunchroom Guidelines, Library Guidelines, Dress Code, and Attendance & Tardy Guidelines, and agree to support the enforcement of these.
- I have read the School Administration section and agree to follow the prescribed steps listed when dealing with issues of concern.
- I will support my child's education by supervising assigned work, and by encouraging quality work, excellence, industry, self-discipline, obedience, good moral character, and good manners from my child.
- I understand Trinity has neither the resources nor the expertise to meet the needs of children requiring special education or behavioral assistance, and I agree to pursue an alternative source of education if needed for my child.
- I will encourage, edify, and aid the school, teachers, and staff to the best of my abilities by prayer, time, talent, and effort.
- I understand that if my child is ill or has lice, he or she will be kept home, and that if my child is found to be ill or have lice at school, he or she will be sent home.
- I agree to meet the financial obligations of all tuition and fees.
- I have reviewed with my student(s) the policies and procedures of the school as explained in the Parent Manual and my student understands the commitment that I am signing.

Signature of Parent

Date

Signature of Parent

Date

2. Proof & Pledge of Piety Form

To be filled out by student's / family's Christian minister

Parent's/Parents' Name(s): _____

Child(ren)'s Name(s) and Age(s) _____

Name of congregation: _____

Name of Minister(s): _____

Does this family participate in worship at least once a month on average? _____

Does this family attend more regularly? _____

Do the father and mother attend together? _____

Do you have any moral or spiritual concerns about this/these child(ren) or about
him/her/them attending Trinity Lutheran School? _____

Name of signing Minister: _____

Signature

Date

3. Tuition Agreement & Family Contract Form

Grade

Date

Bill To

Minimum Monthly Payment

--	--

Description	Qty	Rate	Amount
Balance Due			

Minimum Monthly Payment:

Your minimum monthly payment is 10% of Balance Due. You may prepay tuition at any time.

Discounts: See "2026-2027 Schedule of Tuition & Fees"

Due Dates: ACH debits are made or payment is due on the dates printed at the bottom of this page.

Method of Payment: All school-related payments are to be placed in the locked dropbox outside the bookkeeper's office in the main school hallway. Please note student's name on your payment. TLS does not accept cash payments for tuition.

Late Fees: A \$35 fee will be charged for all returned ACH requests. If payment is not received within five days after the listed due date, a \$30 late fee will be charged. Any payment returned by the bank must be reimbursed to TLS along with a \$30 NSF fee. Delinquent accounts will be turned over to collections or small claims court after thirty (30) days of non-payment and a collection fee will be assessed to your account.

Withdrawal:

The Headmaster must receive written notice thirty (30) days prior to withdrawal from Trinity Lutheran School.

Parents must pay the tuition for the thirty-day period prior to withdrawal.

Childcare

Childcare charges are billed separately from school tuition and are due by the 15th of month in which they are billed.

All parents are required to fill out a childcare contract upon registration regardless of usage so that TLS can legally provide childcare in case of an emergency or delay of pick-up.

Any child not picked up by 3:30 PM without approved prior arrangements will by a classroom teacher be taken to the TLS Childcare Center; childcare for such students will be assessed at the hourly rate with a minimum fee of one hour's care.

I have read and understand this document. I agree to abide by the policies and procedures set forth in the 2026-2027 TLS Parent Handbook. I agree to the amount specified above for tuition and agree to pay according to the printed Payment Schedule below. I understand that Trinity Lutheran School retains the right to use this document in a court of law if I do not fulfill my contractual obligations.

Parent's Signature

Date

Printed Name

Due Dates:

1st Pmnt - August 1, 2025	6th Pmnt - January 2, 2026
2nd Pmnt - September 2, 2025	7th Pmnt - February 2, 2026
3rd Pmnt - October 1, 2025	8th Pmnt - March 2, 2026
4th Pmnt - November 3, 2025	9th Pmnt - April 1, 2026
5th Pmnt - December 1, 2025	10th Pmnt - May 1, 2026

Any Questions Regarding Balance Due,
Ken Eppich
307-632-3847

Have a Blessed School Year!

4. ACH Form

Trinity Lutheran Church & School Tuition Authorization Agreement Form for Direct Payments (ACH Debits)

I (we) hereby authorize Trinity Lutheran Church & School, hereinafter called TLC&S, to initiate debit entries to my (our) ☐ Checking Account or ☐ Savings Account (select one) indicated below at the depository financial institution named below, hereafter called DEPOSITORY, and to debit the same to such account. I (we) acknowledge that the origination of ACH transactions to my (our) account must comply with the provisions of U.S. law.

Depository Name:

Branch:

City:

State:

Zip:

Routing Number:

Account Number:

This authorization is to remain in full force and effect until TLCS has received written notification from me (or either of us) of its termination in such time and in such manner as to afford TLCS and Depository a reasonable opportunity to act on it.

Attach Voided Check Here:

Date:

Signature:

Tuition Payment Debit Schedule:

Amount to be filled in on Registration Day.

Name(s) (Please Print):

Student's Name: _____

Combined total ACH amount will not exceed: \$ _____ for the school year _____.

Payment #	Date of Debit	Amount
#1		
#2		
#3		
#4		
#5		
#6		
#7		
#8		
#9		
#10		

5. Student Withdrawal Form

Student(s) to be withdrawn:

Name(s): _____

Grade(s): _____

What is the reason for your withdrawal? _____

Have you spoken to your child(ren)'s teacher(s)? _____

Have you spoken to the Headmaster? _____

Is there anything you would have liked the School, the Faculty, Aides, or Headmaster to have done differently?

Will you be homeschooling? What school will request records and transcripts from us?

Have you returned all TLS materials and paid all outstanding tuition and fees?

Yes: _____ No: _____

Name of Parent: _____

Signature of Parent

Date

6. Daycare Contract Form

CONTRACT CERTIFICATION

I have read the Trinity Lutheran School 2026-27 Daycare Contract and received a copy of it. I understand and agree to abide by my chosen rate, the payment schedule, and the policies stated in the TLS Parent Handbook and in the foregoing Contract. If I fail to abide by this contract, I understand that my childcare services will be terminated. I understand that I must speak to the Early Childhood Director and sign a new Contract Certificate if I need a change to my rate.

_____ Parent Signature	_____ Date
---------------------------	---------------

Parent Name (please print)

_____ Parent Signature	_____ Date
---------------------------	---------------

Parent Name (please print)

Name(s) of child(ren):

All contracted childcare payments are due in advance. The contracted amount is based upon your expected daycare needs for 160 school days from September 1 through May 28. The first payment is due in August (#1) at Registration Day followed by the remaining nine (9) payments due on the first of each month September 2026 (#2) through May 2027. Each payment covers ~17 school days. If payment is not received by the fifth of each month, a late fee of \$30 will be assessed and childcare services may be suspended until the payment is received. Sporadic childcare use is billed monthly and due by the 15th of the following month.

School Day Rates:

- Maximum Daycare (average 5-7 hours/day per ~17 school-day period) **\$375**
- ½ Daycare (3.25-4.75 hours/day per ~17 school-day period) **\$300**
- Before- & after-school Daycare (up to 3 hours/day per ~17 school-day period) **\$220**
- Before- & after-school Daycare -or- after-school Daycare (up to 2 hours/day per ~17 school-day period) **\$155**
- Before- or after-school Daycare (up to 1 hour/day per ~17 school-day period) **\$85**
- Hourly Rate **\$8**

Please fill in the hours of your anticipated regular childcare needs for all school days:

Day	From	To
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		

Non-School Days, Early Release Days, Periodic Care and School Break Rates:

- Christmas Break Days Offered for Childcare – **To Be Decided** - during the school year if we will have daycare.
- Spring Break – **To Be Decided** - during the school year if we will have daycare.
- Non-School Day or 6+ hours in a non-school day **\$36**
- Hourly Rates **\$8**

7. Information & Release Form



TRINITY
LUTHERAN CHURCH & SCHOOL



Student Name: _____

Sex _____ DOB _____

Grade _____

Information & Release Form

Please complete ONE form per child. There are two sides to this form.

Student Information

Home address: _____

_____ zip: _____

Home phone: _____

Siblings at TLS: _____

Is your child Baptized? _____

If so, where and date: _____

Student's home church: _____

Parent/Guardian Information

Father's Name - notify 1st or 2nd (circle 1)

Address (if not the same as student's): _____

Work phone: _____

Cell Phone: _____

Email: _____

Mother's Name - notify 1st or 2nd (circle 1)

Address (if not the same as student's): _____

Work phone: _____

Cell Phone: _____

Email: _____

Emergency Contacts

List name, address and phone/cell #'s of three (3) persons that TLS can contact in case of emergency **IF parents are not available**, in order of priority:

1. Name: _____

2. Name: _____

3. Name: _____

Medical Information

Medical Dr. Name: _____

Phone: _____

Dentist's Name: _____

Phone: _____

List ALL unusual conditions, **allergies**, illnesses & any **medications** used and those to be kept at TLS for administration:

*** COMPLETE OTHER SIDE * → →**

Student Name: _____ **side 2 of 2**

Authorized PICKUP: List name, relationship, address, and phone/cell #'s for ALL people authorized to pick up your child from TLS. Your child will not be released to anyone not listed unless you call or send a note to your child's teacher. We will ask for identification.

Name	relationship	address	phone/cell #

Authorization for EMERGENCY MEDICAL CARE: If sudden illness or serious medical emergency should occur and I (parent/guardian) can not be reached, I hereby authorize the person in charge to call my child's physician or dentist or take my child to the nearest emergency medical facility.

PRINTED Parent/Guardian name	Signature	Date

Authorization for LEAVING SCHOOL PROPERTY: I hereby authorize Trinity Lutheran School authorized personnel to take my child from the school facility for the following walking activities:

- 1.) ☐ Walking around the school block, 2.) ☐ Walking to Holliday Park.

PRINTED Parent/Guardian name	Signature	Date

INFORMATION RELEASE: I hereby authorize Trinity Lutheran School to release the following information in the form of classroom lists and/or a school-wide directory: 1.) ☐ address, 2.) phone/cell #. ☐ 3.) email address. ☐

PRINTED Parent/Guardian name	Signature	Date

PHOTO RELEASE: I hereby give permission to Trinity Lutheran Church & School for my child to be photographed for :
1.) ☐ internal school purposes, 2.) ☐ any school promotion (e.g., brochure, web site) distributed outside school,
3.) ☐ out side newspaper, magazine, television/cable reporting sources.

PRINTED Parent/Guardian name	Signature	Date

***Document Distribution:** If some one else has the right, and wishes to receive documents pertaining to your child's education, please complete the Document Release below.

DOCUMENT RELEASE: I designate _____

Name _____ relationship to student _____

at _____ to receive copies of all documents produced by
address—where documents are to be sent. Trinity Lutheran School (e.g. notification letters, report cards, etc.).

PRINTED Parent/Guardian name	Signature	Date

CUSTODY INFORMATION — If applicable: I have provided legal documents, pertaining to my child's custody, to Trinity Lutheran School for my child's school file.

On file.	☐
Int. by:	☐

PRINTED Parent/Guardian name	Signature	Date

8. Medication Administration and Consent Form

Child's Name: _____

THIS SECTION TO BE COMPLETED BY PARENT:

Date	Parent's Signature	Name of Medication / Possible Side Effects	To Be Given	Amount Each Dose / by Mouth, Nose, Ear	Last Dose Given	Duration of Medication	Refrigeration

I give permission to administer medication to my child as stated below:

Safety Check:

1. Child resistant container
2. Original prescription or manufacturer's label and physician's direction for use (phone or written)
3. Name of child on container
4. Current date on prescription/expiration label
5. Name and phone number of licensed health professional who ordered medication on container

Safety Check?	Time Given	Staff Initials	Date	Reaction / Notes

9. Care Plan for Children with Special Health Needs

-To be completed by a Health Care Provider

	Today's Date
Child's Full Name	Date of Birth
Parent's/Guardian's Name	Telephone No.
Primary Health Care Provider	Telephone No.
Specialty Provider	Telephone No.
Specialty Provider	Telephone No.
Diagnosis(es)	
Allergies	

ROUTINE CARE				
Medication To Be Given at Child Care	Schedule/Dose (When and How Much?)	Route (How?)	Reason Prescribed	Possible Side Effects
Medications Given at home:				

NEEDED ACCOMMODATION(S)

Describe any accommodation(s) needed the child needs in daily activities and why:

Diet or Feeding:

Classroom Activities:

Naptime/Sleeping:

Toileting:

Outdoor or Field Trips:

Transportation:

Other:

Additional comments:



PASTOR/HEADMASTER:
Reverend John C. Preus • 307-635-2802
pr.preus@trinitycheyyenne.org

TRINITY
LUTHERAN CHURCH & SCHOOL
1111 E. 22nd Street
Cheyenne, Wyoming
82001

[website: trinitycheyyenne.org](http://www.trinitycheyyenne.org)