

# **Trinity Lutheran Early Childhood Center**

## **Parent Handbook**

*Revised September 2017*



**“Let the little children come to me...” Matthew 19:14**

**Trinity Lutheran School & Early Childhood Center  
4900 McCain Rd, Jackson MI 49201**

**Academic Excellence + A Safe & Respectful Place + Sharing the Love of God**

## **IMPORTANT CONTACT INFORMATION:**

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**Phone 517-750-2105**

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**Church Office**  
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**Follow us on Facebook** [www.facebook.com/tlsjackson](http://www.facebook.com/tlsjackson)

## **WELCOME TO TRINITY LUTHERAN EARLY CHILDHOOD CENTER!**

Thank you for enrolling your child in one of our early childhood programs! This parent handbook is designed to familiarize you with our center policies, guidelines, procedures, and programs. Parents are expected to be aware of its content. Please take the time to carefully read through the handbook entirely and then keep it in a handy place for reference during the year. This handbook will help to answer many of your questions. However, please contact the Early Childhood Director or your child's lead teacher or lead caregiver with any questions or concerns. The School Board reserves the right to make changes to this handbook as well as center policies, guidelines, procedures, and programs without prior notice. Written notice of changes will be provided. Please be sure to sign and return the last page of this handbook to the center.

Trinity's Early Childhood Center (ECC) is an educational, child care service and outreach mission of Trinity Lutheran Ministries: Trinity Lutheran Church, Trinity Lutheran School, and Trinity Lutheran Early Childhood Center. Trinity Lutheran School and Early Childhood Center are located west of Jackson on McCain Road. Trinity Lutheran Church is located in downtown Jackson. We welcome all our families to visit our church family. If you do not presently have a church home, we invite your family to join us! We worship on Saturday evenings at 6:00 p.m. and Sunday mornings at 8:00 and 10:30 a.m. There is a Sunday school, Adult Bible Study, and fellowship time in between Sunday morning services (9:00-10:15 a.m.) and Adult Bible Study at 5:00 p.m. before the Saturday night service. We are here to offer prayers, support, and compassion to your family. Please let us know if you would like a visit or phone call from our pastor.

Reaching children and families with the love of Jesus is our mission. While your child is in our care, we will tell Bible lessons and sing songs of praise to our Lord and Savior. We will pray before meals and remind each other through grace, compassion, and love of the never-ending care our great Savior Jesus grants us.

### **TRINITY LUTHERAN EARLY CHILDHOOD CENTER'S PURPOSE**

The mission of Trinity Lutheran Ministries is, "Transforming lives and Cultivating communities, by Making more and better disciples for Jesus Christ." As an educational, child care service and outreach arm of Trinity Lutheran Ministries, the purpose, and goals of Trinity Lutheran Early Childhood Center are:

#### **Transforming Lives through Academic Excellence**

Offering a dynamic, developmentally appropriate early childhood curriculum and program that reflects children's needs and interests, we provide:

- Curious, engaged, hands-on learning activities and play experiences for children from infancy through school age (12 years old)
- A Christ-centered, developmentally appropriate curriculum that promotes literacy, language and pre-reading plus math, science, social studies, music, art, health, and motor skill growth
- Loving, nurturing adult-child interactions and quality child caregiving

#### **Cultivating Community in a Safe and Respectful Place**

Believing that love and unity are hallmarks of God's people, we model and nurture:

- Relationships built on understanding and forgiveness
- Lives of service to others
- Strong, supportive families
- Healthy choices and activities
- Eagerness for new and diverse friendships

#### **Raising Disciples by Sharing the Love of God**

Reflecting the Christian faith and a Lutheran worldview, we train children:

- To develop positive leadership skills
- To respond to the world with Biblical insight
- To celebrate and share their faith with confidence

#### **Nondiscrimination Policy**

Trinity Lutheran Early Childhood Center does not discriminate on the basis of sex, race, color, or national and ethnic origin in any of its programs for children, or among those who are employed to administer our policies, programs, activities, and employment practice.

## **GENERAL INFORMATION**

### **Center Hours**

The ECC is open from 7:00 a.m. to 6:00 p.m., Monday through Friday, year round. The School office is open from 7:00 a.m. to 3:00 p.m. The ECC is closed on major holidays and some vacation periods as listed below.

### **Holidays and Vacation Periods the ECC is CLOSED:**

The Early Childhood center will be closed on these holidays:

New Year's Eve Day	Labor Day
New Year's Day	Thanksgiving and the Friday after
Good Friday	Christmas Eve Day
Memorial Day	Christmas Day
Independence Day (July 4 <sup>th</sup> )	

### **Possible ECC Closings for Other Holiday & Vacation Periods**

*Additional closings near the Christmas, Easter, or July 4<sup>th</sup> holidays may be enacted if low enrollment numbers warrant it.*

Christmas School Break (typically, the center is closed from Christmas Day through New Year's Day; actual dates to be determined)

Spring break (typically the center is open, but this is based on whether or not enough children are scheduled to attend; actual dates to be determined).

Summer Cleaning Days (The center is closed for two days in August for summer cleaning; the actual dates will be included with the summer program schedule and information.)

### **Center Closings Due to Weather and Unforeseen Problems**

If Trinity Lutheran School (grades K-8) is closed due to inclement weather, the Early Childhood Center will make an effort to remain OPEN as long as our staff can safely get to the center. Both the school and the ECC may determine that closure is necessary due to power outages, water main breaks, and other such unforeseen problems. If the ECC is closed, it will be specifically announced that the ECC or child care, is closed with the school's announcement of closure.

Listen to radio announcements or watch WILX or WLNS. Announcements will also be made on the school and center's Facebook page ([facebook.com/tlsjackson](https://www.facebook.com/tlsjackson)). Announcements are also available through Trinity's automatic text message service. Please ask for details on how to sign up.

## **ADMISSION POLICY**

Upon receipt of the registration form and fee, an enrollment packet of required paperwork will be provided to parents. This paperwork is listed below and must be completed and returned to the Early Childhood Office **PRIOR** to your child's **first day of attendance** in an early childhood program.

## **Required Paperwork**

- Center contract (Summer or School year)
- Child Information Record
- Immunization Record (Infants, toddlers, preschoolers, prekindergartners)
- Health Appraisal (Infants, toddlers, preschoolers, prekindergartners)
- Health Statement (School age children only)
- Topical Medication (Sun screen, bug spray, and diaper ointment)
- Photo Release
- Licensing Notebook

**Program Enrollment:** Children may be enrolled any time during the year. Parents will need to re-enroll their child for the Summer Program (June-August) and again for the School Year Program (September-May). New contracts are required for each enrollment period. Registration fees are not charged for each re-enrollment period as long as your child remains continuously enrolled.

## **Enrollment Age Criteria**

- Infants (birth to approx. 16 months)
- Toddler 1 (approx. 16 to 24 months)
- Toddler 2 (approx. 24 to 30 months)
- Toddler (approx. 30 to 36 months)
- Preschool 3 (must be 3 by December 31)
- Prekindergarten 4 (must be 4 by December 31)
- School Age (5-12 years old)

## **EARLY CHILDHOOD PROGRAMS & INFORMATION**

Trinity ECC provides six Early Childhood programs at its school site. These programs currently offer preschool and child care services to children and their families. The Early Childhood programs are licensed by the State of Michigan (Licensing and Regulatory Affairs, Department of Health and Human Services) and meet or exceed state licensing rules and regulations. An early childhood staff of Christian adults share the love and grace of Jesus through loving, nurturing care and interactions, Bible lessons, songs, and prayers. A description of each program follows.

## **INFANT PROGRAM**

Our infant program provides care for up to 12 infants each day. It is staffed by a Lead Caregiver who has received special training in infant care and several part time caregivers in the morning and in the afternoon. The Lead Caregiver oversees the infant program, staff, and room operation. Our program meets or exceeds the state required ratio of 1 adult caregiver to 4 infants.

**Daily Reports:** Parents receive a daily report on how their child's day went. It informs parents on when and how much your child ate, when and how long your child slept, when your child's diaper was checked/changed, and your child's overall mood and interactions for the day.

**Primary caregivers:** Your child will be assigned a primary caregiver. This is a caregiver who tends to most of your child's needs during the day. The primary caregiver may be changed if your

child becomes attached to another caregiver. Your child’s primary caregiver is listed on your daily report home.

**Diapers and supplies:** Parents must provide sufficient supplies of diapers, wipes, and diaper ointment for their child’s daily needs as well as several extra changes of clothing. Caregivers are required to check and change children every 2 hours. Caregivers will put a note on your child’s daily report when you are running low on supplies. Please be sure to replenish supplies promptly so that proper care can be given to your child. Parents are contacted to bring in missing supplies if your child’s supplies run out.

**Formula/breast milk:** All formula must be in clean bottles and ready to serve. All bottles must be labeled with child’s name and dated. Bottles of breast milk must be labeled with the date it was pumped. We welcome nursing moms!

**Food:** Parents must provide all of their children’s food. Please be sure to have your child’s name and date on all food items. Bottles/sippy cups need to be pre-made and labeled with the child’s name, date, and time it was prepared.

<b>Infant Daily Schedule</b>	
7:00-7:30	Free Time
7:30-8:30	Breakfast
8:30-9:00	Jesus Time/Music
9:00-10:00	Morning Nap/Reading
10:00	Snack
10:30-11:30	Tummy Time/Outside
11:30	Lunch
12:00	Fine and Large Motor Skills
12:30-2:00	Afternoon Nap
2:00	Snack
2:30-3:30	Music/Reading/Exploring
3:30-4:00	Tummy Time/Outside
4:00-5:00	Fine and Large Motor Skills
5:00-6:00	Free Time
<i>NOTE: All days will include feeding on demand, diaper checking/changing time every 2 hours, and a lot of TLC. All times are approximate and depend on each child’s individual needs.</i>	

**Infant “To Bring” List**

- Diapers
- Wipes
- Diaper Rash Ointment
- Bottles/Cups
- Formula and Food Items
- Pacifier (if one is used)
- Several changes of clothes
- Security Item (blanket, stuffed animal, etc.)

Please note:

1. All items should be labeled with child’s first and last name.
2. Bottles should be pre-made and ready to be refrigerated. Please have breast milk labeled with date of collection.
3. Label all bottles and refrigerated items with child’s name and date.

## **TODDLER 1 PROGRAM**

Infants are moved to our Toddler 1 program when they are developmentally ready (around 16-18 months of age) and remain in this room until about 24-26 months old. This program provides care for up to 12 toddlers. It is staffed by a Lead Caregiver with special training in toddler care and several part time caregivers in the morning and in the afternoon. The Lead Caregiver oversees the toddler program, staff, and the room operation. The Lead Caregiver plans special activities daily to foster toddler growth and development. The program meets or exceeds the state required ratio of 1 adult to 4 toddlers.

**Daily Reports:** Parents receive a daily report on how their child's day went. It informs parents on when and how much your child ate, when and how long your child slept, when your child's diaper was checked/changed, and your child's overall mood and interactions for the day.

**Primary caregivers:** Your child will be assigned a primary caregiver. This is a caregiver who tends to most of your child's needs during the day. The primary caregiver may be changed if your child becomes attached to another caregiver. Your child's primary caregiver is listed on your daily sheet home.

**Diapers and supplies:** Parents must provide sufficient supplies of diapers, wipes, and diaper ointment for their child's needs as well as several extra changes of clothing. Caregivers are required to check and change children every 2 hours. Caregivers will put a note on your child's daily report when you are running low on supplies. Please be sure to replenish supplies promptly so that proper care can be given to your child. Parents are contacted to bring in missing supplies if your child's supplies run out.

**Snacks:** A morning snack and an afternoon snack are provided, following USDA guidelines. All snacks are served with whole milk or water unless otherwise specified by parents.

**Meals:** Parents must provide breakfast and lunch for their child. Please label lunch bags, sippy cups, bottles, containers, and other items with child's name and date. (see **Meals** information later in this handbook)

<b>Toddler 1 Daily Schedule</b>	
7:00-8:00	Arrival/Breakfast
8:00-8:30	Song Time/Book Time/Project Time
8:45-9:00	Diaper changes and potty time
9:00-9:15	Jesus Time
9:15-9:30	Wash hands/Snack Time
9:30-10:15	Coloring/painting time
10:15-10:45	Gym/Outside Time
10:45-11:00	Diaper changes and potty time/wash hands
11:00-11:45	Lunch
11:45-12:00	Clean Up Time/ diaper changes and potty time
12:30-2:30	Nap Time
2:30-3:00	Quiet reading/diaper changes and potty time
3:00-3:15	Snack Time

3:15-3:45	Play Time
3:45-4:30	Gym/Outside Time
4:30-5:00	Wash hands/diaper changes and potty time
5:00-5:30	Play Time
5:30-6:00	Goodbye time/paperwork/sanitize room

**Toddler 1 “To Bring” List**

- Diapers and/or Pull Ups
- Wipes
- Diaper Rash Ointment (if needed)
- Pacifier (if needed)
- Security Item (stuffed animal or whatever will help your child feel secure)
- Blanket and small pillow\*
- Two complete changes of clothing
- Sun Screen and Bug Spray (for our outdoor summer adventures)
- Meals (breakfast and lunch)

*\*All bedding will need to be taken home each Friday (or last day of the week) to be laundered and returned on Monday (or the first day of the week).*

**TODDLER 2 PROGRAM**

Toddlers are moved to our Toddler 2 program when they are developmentally ready (around 24-26 months of age) and remain in this room until about 33-36 months old. This program provides care for up to 12 toddlers. It is staffed by a Lead Caregiver with Early Childhood education and training in toddler care and several part time caregivers in the morning and in the afternoon. The Lead Caregiver oversees the Toddler 2 curriculum, program, staff, and room operation. The Caregiver plans and prepares a developmentally appropriate education component for our two year olds in our Toddler 2 program. Our Toddler 2 program is equipped with a “toilet training” facility and procedures which help our toddlers accomplish this important developmental milestone. The program meets or exceeds the state required ratio of 1 adult to 4 toddlers.

**Daily Reports:** Parents receive a daily report on how their child’s day went. It informs parents on when and how much your child ate, when and how long your child slept, when your child’s diaper was checked/changed, and your child’s overall mood and interactions for the day.

**Primary caregivers:** Your child will be assigned a primary caregiver. This is a caregiver who tends to most of your child’s needs during the day. The primary caregiver may be changed if your child becomes attached to another caregiver. Your child’s primary caregiver is listed on your daily sheet home.

**Diapers and supplies:** Parents must provide sufficient supplies of diapers, wipes, and diaper ointment for their child’s needs as well as several extra changes of clothing. Caregivers are required to check and change children every 2 hours. Caregivers will put a note on your child’s daily report when you are running low on supplies. Please be sure to replenish supplies promptly so that proper care can be given to your child. Parents are contacted to bring in missing supplies if your child’s supplies run out.



**Toilet training:** In Toddler 2 staff will work with parents to train children when they start to show signs of wanting to use the bathroom. This is a big key to moving the child to the next classroom.

**Snacks:** A morning snack and an afternoon snack are provided, following USDA guidelines. All snacks are served with whole milk or water unless otherwise specified by parents.

**Meals:** Parents must provide breakfast and lunch for their child. Please label lunch bags, sippy cups, bottles, containers, and other items with child’s name and date. (see **Meals** information later in this handbook)

<b>Toddler 2 Daily Schedule</b>	
7:00-8:00	Welcome/Free Choice Center Play/Breakfast
8:00-9:00	Bathroom time/Music & Movement/Dramatic Play
9:00-9:15	Finger Plays and Songs/God’s Message/Jesus Time
9:15-9:30	Handwashing/Snack
9:30-10:15	Bathroom Time/Small Group Time (art, painting, playdough)
10:15-10:45	Large Motor Play – Outside or Gym
10:50-11:20	Small Group Learning Centers
11:20-12:20	Handwashing/Lunch/Bathroom Time
12:20-2:30	Nap Time
2:30-3:00	Wake up/Bathroom Time/Handwashing/Snack
3:00-4:00	Center Free Play/Outside or Gym
4:00-5:00	Bathroom Time/Story Time/Center Free play
5:00-6:00	Center Free Play/Combine with T1

**Toddler 2 “To Bring” List**

- Diapers and/or Pull Ups
- Wipes
- Diaper Rash Ointment (if needed)
- Pacifier (can be used at nap or if necessary for comfort reasons)
- Security Item (stuffed animal or whatever will help your child feel secure)
- Blanket and small pillow\*
- Two complete changes of clothing
- Sun Screen and Bug Spray (for our outdoor summer adventures)
- Meals (breakfast and lunch)

*\*All bedding will need to be taken home each Friday (or last day of the week) to be laundered and returned on Monday (or the first day of the week).*

**PRESCHOOL 3 PROGRAM**

Trinity offers a developmentally appropriate preschool program for three year old children with child care “wrapped” around it. The program consists of child care from 7:00 to 8:00 a.m.; preschool program from 8:00 to 3:00 p.m.; and childcare from 3:00-6:00 p.m. The program provides children with an opportunity to gain necessary social and emotional skills as well as continue on their developmental milestones. It provides a developmentally appropriate curriculum, Creative Curriculum.

This program is staffed by a Lead Preschool Teacher with training in Early Childhood Education, a preschool assistant in the morning and part- time caregivers in the afternoon. The Lead Preschool Teacher plans and implements the preschool 3 curriculum and program as well as oversees the staff and room operation. The program meets or exceeds the state required ratio of 1 adult to 10 three year olds.

Children are moved up to or placed in the Preschool 3 program when they are 3 years of age, are fully toilet trained, and have demonstrated developmental readiness for the Preschool 3 program.

**Snacks:** Morning and afternoon snacks are provided, following USDA guidelines. Snacks are served with skim or 2% milk or water unless otherwise specified by parents.

**Meals:** Parents must provide breakfast and lunch for their child (see **Meals** information later in this handbook).

<b>Preschool 3 Daily Schedule</b>	
7:00-8:15	Arrival, breakfast and small centers
8:15-8:30	Clean up
8:30-8:50	Circle Time
8:50-9:00	Wash Hands
9:00-9:15	Snack
9:15-9:30	Bathroom
9:30-9:45	Reading Time
9:45-10:45	Classroom Center Activities
10:45-11:15	Outside play (Weather permitting) or Gym time
11:15-11:30	Jesus Time
11:30-12:15	Lunch Time
12:15-12:30	Bathroom & Hand Washing
12:30-2:30	Nap Time
2:30-3:00	Wake Up/Snack Time
3:00-4:00	Activities, Art projects & small crafts
4:00-5:00	Outside/Gym Time
5:00-6:00	Centers/Free Time

**Preschool 3 “To Bring” List**

- Back pack
- Folder
- Change of clothes (including socks)
- Pull up (if needed for nap time)
- Special comfort item for nap time
- Breakfast and Lunch (meals can be ordered through the school food program for additional fees)
- Coat, jacket or sweatshirt (as appropriate for weather)
- Hat, mittens or gloves, and boots (as appropriate for weather)
- Shoes for inside (when boots are needed outside)
- Sun Screen and Bug Spray (for our outdoor summer adventures)

## **PREKINDERGARTEN 4 PROGRAM**

Trinity offers a developmentally appropriate prekindergarten program for four year old children with child care “wrapped” around it. The program consists of child care from 7:00 to 8:00 am; prekindergarten program from 8:00 to 3:00pm; and child care from 3:00 pm to 6:00 pm. This kindergarten readiness class offers the opportunity for your child to grow socially and emotionally as well as reach their developmental milestones. The program is rich in learning and discovery with a developmentally appropriate curriculum, Creative Curriculum.

This program is staffed by a Lead Prekindergarten Teacher with an Associate’s degree in Early Childhood Education and a part time Prekindergarten Assistant in the morning, and part time caregivers in the afternoon. The Lead Prekindergarten Teacher plans and implements the Prekindergarten curriculum and program as well as oversees the staff and room operation. The program meets or exceeds the state required ratio of 1 adult to 12 four year olds.

Children are moved to or placed in the Prekindergarten 4 program when they are 4 years of age and have demonstrated developmental readiness for the Prekindergarten 4 program. Children are not moved up to the Prekindergarten 4 program from January 1 through May 31 because the Prekindergarten program is past the mid-school year point at that time.

**Snacks:** A morning and an afternoon snack are provided, following USDA guidelines. Snacks are served with skim or 2% milk or water unless otherwise specified by parents.

**Meals:** Parents must provide breakfast and lunch for their child (see **Meals** information later in this handbook).

<b>Prekindergarten 4 Daily Schedule</b>	
7:00-8:05	Arrival, breakfast & free choice
8:05-8:10	Clean up & Welcome
8:10-8:40	Gym (If weather is inclement)
8:40-8:50	Bathroom/Handwashing
8:50-9:00	Morning News
9:00-9:30	Snack Time
9:30-9:40	Music and Movement
9:40-10:30	Learning Centers (Math, Science, Language Arts, Religion)
10:30-10:45	Bathroom/Handwashing
10:45-11:30	Outside Time
11:30-11:45	Large Group
11:45-12:30	Lunch
12:30-12:40	Prepare for rest
12:40-2:15	Rest Time
2:15-2:40	Wake up & bathroom
2:40-3:15	Afternoon Carpet time
3:15-4:00	Centers/Activity Time
4:00-5:00	Outside Time (If weather is inclement, we will use the gym.)
5:00-6:00	Free Choice Time & Goodbye

### **Prekindergarten 4 “To Bring” List**

Back pack

Folder

Change of clothes (including socks)

Special comfort item for nap time

Breakfast and Lunch (Meals can be ordered through the school food program for additional fees)

Coat, jacket or sweatshirt (as appropriate for weather)

Hat, mittens or gloves, and boots (as appropriate for weather)

Shoes for inside (when boots are needed outside)

Sun Screen and Bug Spray (for our outdoor summer adventures)

### **SCHOOL AGE PROGRAM**

Before and after school child care is offered for children ages 5-12 years in our school age room. Half or Full day child care is also provided on half days and no school days when the early childhood programs remain open as well as during our summer program. The School Age program is staffed by a Lead Caregiver and several part time caregivers. The Lead Caregiver plans and implements the school age program and oversees the staff and room operation. A variety of interesting crafts and activities are planned for this group as well as free choice play, outside play, and gym play, especially after a long school day. The program meets or exceeds the state required ratio of 1 adult to 18 school age children.

**Snacks:** During the school year, an afternoon snack is provided on school days, following USDA guidelines. On no school days, a morning snack will also be provided. All snacks are served with skim or 2% milk or water unless otherwise specified by parents.

**Meals:** On half days and no school days, as well as during the summer program, parents must provide breakfast and lunch for their child. (See **Meals** information later in this handbook).

### **School Age “To Bring” List**

Breakfast and lunch (on half days and no school days)

Coat, jacket or sweatshirt (as appropriate for weather)

Hat, mittens or gloves, and boots (as appropriate for weather)

Shoes for inside (when boots are needed outside)

Sun Screen and Bug Spray (for our outdoor summer adventures)

### **SUMMER PROGRAM**

Our summer program offers a chance for fun and friendship. We continue with our regular infant, toddler, preschool, and prekindergarten programs. Our school age program offers half day and full day options. Children have the opportunity to participate in special projects and theme-based activities during the summer weeks. There are also occasional field trips.

**Meals:** Parents must provide breakfast and lunch every day. The school’s hot lunch program is not available during the summer. On special days the center will order lunches; parents will be notified in advance of these times. (See **Meals** information later in this handbook)

**Snacks:** Trinity will provide a morning and an afternoon snack each day. Snacks are served with skim or 2% milk or water, unless otherwise specified by parents.

## **PERSONAL ITEMS AND TOYS**

### **Personal items**

- Please label as many items as possible with your child's name.
- The center has extra clothes for children, in case of emergency. These should be laundered and returned as quickly as possible.
- Sleep items should be taken home and laundered weekly.

### **Toys - Leave toys at home, please**

We ask that all toys and electronics (unless for a special event) stay home. We have many interesting toys here for your child's play choices. If a child does bring a toy from home, the child may be instructed to leave it in the cubby or book bag. The center does not assume responsibility for lost or damaged personal toys, electronics, and other personal items. Comfort toys to aid your child's transition are acceptable. Any comfort toys need to be labeled.

## **MEALS**

Parents must provide breakfast and lunch for their child. Food items need to be "ready to eat." Pre-cooked foods that require one minute or less to warm up are acceptable. Foods requiring longer than a minute warm up time are not acceptable as these create too long of a wait time for our young children. Due to limited refrigerator space, you should put an ice pack in with your child's lunch if food needs to be kept cold. When school is in session for a full day, parents can purchase a breakfast and/or lunch for their child through the school's hot lunch program. Check with the lunch program to find out if you qualify for Free or Reduced Lunches (toddlers and older). Meals will be billed once a month through the hot lunch program. Payment needs to be made separately and marked as a lunch payment with your child's name.

If you are going to arrive later than 8:00 a.m. and your child needs a hot lunch through our school lunch program, please call the school office to request the lunch. This allows kitchen staff to adequately prepare a sufficient number of meals.

## **SNACKS**

Trinity will provide a morning and an afternoon snack to children present during those times. Toddlers will be served whole milk or water with their snack. Preschool, prekindergarten, and school age children will be served skim or 2% milk or water with snack.

## **CURRICULUM**

Trinity provides a developmentally appropriate early childhood curriculum that facilitates the young child's spiritual, social-emotional, physical, and academic development. The focus of Trinity's early childhood curriculum is on language, literacy, communication, and math development. Music, art, social studies, and science are also important components. Focus on these key areas guides teachers as they plan, prepare, and interact with the children. The Daily Schedule and each week's Lesson Plans are posted in the classroom. The Toddler 2, Toddler, Preschool 3 and Prekindergarten 4 teachers send a weekly newsletter home to the parents of children in their program. Each day your child will participate in Greeting Time, Large and Small Group Activities, Jesus Time, Snack Time, and Outdoor Play.

## **CHAPEL**

Every week the children in Toddler 1, Toddler 2, Toddler, Preschool 3 and Preschool 4 groups gather in the school library for a short chapel. This consists of praise and worship songs, a brief message, and prayer.

## **PARENT-TEACHER CONFERENCES**

The Preschool 3s and Prekindergarten 4s program will offer parent-teacher conferences several times during the school year. Your child's teacher will meet with you to discuss your child's progress. An announcement of the parent-teacher conference schedule (dates and times) will be provided several weeks in advance.

## **OUTDOOR PLAY AND APPROPRIATE DRESS**

Research has shown that outside play is critical to a child's healthy development. This is why the State of Michigan Licensing Rules requires that we daily take the children outside. (Exceptions: severe cold or hot temperatures, inclement weather due to storms, etc.) Each child will need to bring appropriate clothing for the weather. Hats, boots, snow pants, gloves, and coats during the winter months and cooler clothes such as shorts, tanks tops, and possibly swim suits (as well as sun screen and bug spray) for the summer. For staffing purposes, we are not able to keep a child indoors due to an illness. (Please note: We may be able to make temporary accommodations if a written doctor's note requires only indoor play for a period of time. This will need to be scheduled in advance so that adequate staff can be provided. There may be an extra tuition charge to cover additional staffing costs.) Please dress your children in appropriate play clothes. We are active learners and we will get dirty! For safety reasons, children should wear tennis shoes or shoes that stay securely on the foot are required for playground equipment. Flip flops are not allowed on playground equipment for safety reasons; however sandals with a back strap to secure the foot in place are allowable.

## **FIELD TRIPS**

Field trips are an activity that enhances a child's learning in an interesting and exciting format. Thus, the preschool, prekindergarten, and school age children will take field trips periodically. These are usually planned around a specific theme or seasonal topic being presented during our school year or summer program. There will be an extra charge for field trips. Parent volunteers may be needed to help supervise small groups of children on the field trip. Parents will need to submit a copy of their driver's license for the purpose of a background check in order to volunteer for a field trip.

## **ECC STAFF QUALIFICATIONS**

- Lead teachers must have earned a minimum of 12 credits in Early Childhood courses.
- Infant and toddler caregivers receive additional training in the care of infants and toddlers.
- All teachers and caregivers are required to have a minimum of 16 professional development training hours yearly.
- All teachers and caregivers have blood-borne pathogen training.

- The director and all teachers and lead caregivers receive First Aid and CPR training. Most other child caregivers receive First Aid and CPR training as well. There is always at least one staff member in the building that has CPR and First Aid training.
- All staff and volunteers undergo a background check before working with children.

### **Minimum Ratios of Adults to Children**

- Infants (birth to approx. 16 months) 1:4
- Toddler 1 (approx. 16 to 24 months) 1:4
- Toddler 2 (approx. 24 to 30 months) 1:4
- Toddler (approx. 30 to 36 months) 1:8
- Preschool 3 (must be 3 by December 31) 1:10
- Prekindergarten 4 (must be 4 by December 31) 1:12
- School Age (5-12 years old) 1:18

### **MANDATED REPORTER POLICY**

All early childhood staff members are legally mandated to report any suspected child abuse or neglect to the Department of Human Services.

### **VOLUNTEERS**

Volunteers are welcome to help at the center by reading, playing and interacting with the children, assisting with parties and field trips, or helping staff by doing cutting or gathering special materials for the classroom. All volunteers must remain under the supervision of the early childhood staff. They do not have unsupervised contact with children. All volunteers must undergo a background check. Volunteers who have contact with children for four or more hours per week for more than two consecutive weeks must meet the same state licensing requirements for staff. Volunteers are greatly appreciated.

### **COMMUNICATION**

We desire to keep the lines of communication with families open. Please do not hesitate to talk with your child's teacher or caregiver if you have a question or concern. Parents will be kept informed of center and school happenings through Fast Direct, email blasts, and special announcements posted near the sign in board and bulletin boards near your child's classroom. Parents are welcome to visit the center at any time. Parents will be invited to participate in special events during the year.

### **HELLO! GOODBYE! – ATTENDANCE AND CHECKING CHILDREN IN AND OUT**

We have clip boards outside classrooms for staff to use to keep track of the children in the room. Please sign in and out on these sheets. Children will be released only to authorized adults who are listed in writing by parents on the Child Information Record. Please have all adults picking up bring photo identification every time. Any unfamiliar adult to our staff will be asked for photo identification and the name will be checked on the Child Information Record for parent authorization to release.

## **DISCIPLINE POLICY**

Trinity's staff will use positive methods such as redirection and relaxation techniques that encourage:

- Self-control
- Self-direction
- Self-esteem
- Cooperation

## **Discipline Procedures**

- Staff will guide children's behavior in ways that encourage respect for others as God's fellow redeemed children and encourage forgiveness and love for others.
- The staff will redirect behaviors and assist children in conflict resolution.
- There may be some instances where staff may ask a child to have a "reset" or a time away from the group until the child has decided that he or she is ready to rejoin the group and comply with center rules.
- The staff will make every effort to work with parents in handling discipline problems.
- If a child's behavior problems are severe and cannot be resolved, and the center feels that harm may come to the child, other children or staff, the center retains the right to remove that child from the program for that day, or permanently.

**NOTE:** Corporal punishment of any form shall not be used. Under no circumstances will the staff use the following as a form of discipline:

- Hitting, spanking, shaking, biting, pinching, corporal punishment
- Restrict the child's movement in any way
- Inflict mental or emotional punishment such as humiliating, shaming, or threatening
- Deprive a child of meals, snacks, rest, or toilet use.

## **SICK CHILD/STAFF POLICY**

For the health and well-being of all children, the child who has the following symptoms must remain at home:

- Low grade fever
- Reddish or pink eye, with or without drainage
- Croupy cough and/or constant nasal drainage
- Diarrhea (two times within one hour)
- Vomiting
- Any undiagnosed rash
- Abdominal pain
- Unusual tiredness or irritability
- Inability to participate in the center's activities or needing one-on-one care

Children must be free of symptoms and off fever medication for a full 24 hours before returning to the preschool and child care programs.



In addition, a child with any of the following **MUST** stay home:

- Strep
- Measles
- Chicken pox
- Impetigo
- Lice
- Any contagious disease

Before returning to the center, the child must be cleared by a doctor or the center's Director, depending on the disease. In the case of Lice, once treatment with special shampoo has been given, the child may return to the center. Please notify the center of any of the above illnesses to help us prevent the spread of infection.

Situations may arise when we will contact parents to let you know your child is developing these symptoms.

- Fever of 100 degrees
- Diarrhea
- Vomiting
- Rash
- Excessive crying or complaining for a long time
- Injury to the head, bug bites, or major bruises

If a child becomes ill at the center, the child will be isolated from the other children. One parent will be notified to pick up the child. Parents must designate a contact person who will be able to pick up the child if the parent(s) cannot.

## **MEDICATION**

Medication may be administered at the Center only if the parent has completed and signed a medication permission form. One medication form must be completed for each medication. All medication dispensed at the center must be:

- Stored in the original container
- Labeled with the child's name
- Dated
- Labeled with the name of the medication
- Labeled with the dosage and the time it is to be given
- Dosage amount must match what is printed on the medication label
- Labeled with the physician's name

Non-prescription medicine should meet all of the above items except the last one. The Center does not dispense any of its own medicine.

Topical medications such as sunscreen, bug spray, and diaper ointment must be authorized in writing and supplied by parents. These topical medications will then be applied to your child by early childhood staff. There is a form parents must complete and sign annually to give parental permission for the application of these medications. All other topical medications require that the Center's medication form be completed and signed by parents.

## **ALLERGIES AND SPECIAL HEALTH NEEDS**

Please be sure to notify the Early Childhood Center in writing (on the enrollment and child information record) of any food, environmental, seasonal allergies, or any other special health needs (such as asthma, frequent eczema, and so on) that your child may have. In order to provide substitutions for food allergies, a doctor's note regarding the allergies is required.

## **MEDICAL EMERGENCIES**

In the event of a medical emergency or accident, Center staff will contact the parent. If the parent cannot be reached and the situation is serious, the child will be taken to Allegiance Hospital unless otherwise noted on the Child Information Card. Any medical expenses incurred for treatment are the responsibility of the parent.

### **Accident and Emergency Procedure:**

In case of an accident or medical emergency, these are the procedures staff will follow:

1. Authorized center staff will give first aid care. There is always at least one 1<sup>st</sup> Aid/CPR trained staff person available at all times.
2. If the injury or situation is minor but needs medical attention or if the child is uncomfortable, a parent is called. If unable to reach a parent, the next contact person on the Child Information Record will be called.
3. If the injury or situation is serious, then staff will contact 9-1-1 for professional medical help. The parent will also be contacted. A staff member will go with the child to the hospital, if necessary, and a parent has not arrived to the center.

Center staff may give no treatment other than basic first aid. This is why it is important to keep the center informed about the following:

1. Changes in your name, address, home, work, cell or pager phone numbers, and family physician.
2. Name(s) of other people to contact in case a parent/guardian cannot be reached as well as changes in their name, address, home, work, cell or pager phone numbers.
3. Your absence from home or work (out of town, day off, etc.)

## **SCHOOL SECURITY**

For the safety of our students, Trinity's doors are kept locked. A doorbell and security camera allow staff to safely admit people into the building. Each school and child care family is issued a code which unlocks the front door during regular center hours (7:00a.m. to 6:00 p.m., Monday through Friday). This code must be kept secure. If you believe the privacy or security of your code may have been compromised, the office manager will cancel it and issue you a new code at no cost.

Parents and children should be mindful about letting others whom they don't know into the building as this may compromise the security of all children and staff. Either escort them to the office or ask the unknown person to ring the buzzer and wait for an ECC staff person to let them in the building.

Safety drills are held throughout the year for the entire building. We practice in order to be prepared for fire, tornado, lock down, and special emergencies.

### **Lockdown Procedures**

School lockdowns may occur because of a danger that is outside of the building (for example, a coyote seen running in the area) or one that is inside the building (an armed individual making threats inside the school.) Our lockdown procedures vary, depending on the type and location of the threat. For security purposes, details about those procedures will not be made public, but parents may be assured that the staff is well-trained and the students are well-prepared to respond.

### **DURING A LOCKDOWN EMERGENCY, PARENTS SHOULD:**

- Remain calm as school and local authorities manage the situation.
- Not call the school, teachers, or your children during a lockdown. To the extent possible, information will be shared via our automatic “texting” service.
- Know, that during a lockdown, children will NOT be allowed to leave, even if a parent comes to the school grounds, until recommended by the appropriate authorities.
- Have photo identification as they may be required to present identification.
- Know that, if the school property is evacuated, an offsite meeting place for parents, students and staff will be determined and announced in consultation with public safety officers.

Lockdown practice drills will be conducted periodically to ensure staff and student readiness. During these short drills, parents may be denied entry into the building. Thank you for your understanding

### **INSECT CONTROL**

Trinity works with a local company to keep our school and center insect free. A representative from the company sprays around the building after closing time using products approved by State and Federal regulations.

### **INSURANCE COVERAGE**

Children of Trinity Lutheran Early Childhood Center are covered against accidents and injury through Trinity’s liability insurance. The insurance coverage is in effect during the time the child is signed in at the Center.

### **TUITION AND FEES**

#### **Tuition Payment - When and How Do I Pay?**

##### Infant and Toddlers

Trinity has a pre-pay tuition policy. Payment is expected to be made in advance for the following week and is due on Friday or the last day of care each week. Payment may be made in advance for the month, due on the first of every month.

##### Preschool

Tuition is due on the 20<sup>th</sup> of the Month

Accepted methods of payment include cash, personal check, or automatic bank withdrawal (VANCO). If a personal check is returned due to lack of funds, the parent/guardian will be charged a \$35.00 returned check fee. If a check is returned more than one time, only cash or money orders will be accepted as payment. There is a tuition drop box outside the EC director's office for check payments when the office is closed.

**Registration Fee:** \$50.00 per child; \$100.00 per family; nonrefundable.

This is a one-time fee as long as your child(ren) are enrolled continuously. The registration fee will be charged again to families who withdraw their child(dren) from the program for the summer or other extended periods of time.

**Tuition Payment Policy:** Tuition is on a prepay basis; tuition must be paid in advance. Tuition for the following week will be billed on Monday and payment is due by Friday. Payment may be made in advance for the month and is due on the first of every month. Your child may not attend the following week if payment has not been made. Tuition payment is due for days your child has been scheduled in advance to attend.

**Family Discounts:** A 10% tuition discount will be applied to the tuition rates of the oldest child(ren) for families with two or more children.

**Child Development and Care & DHS Assistance Programs:** Trinity will accept families who are approved for tuition assistance through one of these programs. Parents are responsible for any tuition charges not paid by these programs, including charges for child care provided prior to being authorized for child care tuition assistance and for charges for child care provided after the parent has been disqualified for tuition assistance.

**Late Pick Up Fees:** If a parent is going to be late picking up a child, every effort must be made to contact the provider. A \$1.00 per minute late fee will be charged to parents who pick up their child after 6:00 p.m. A \$1.00 per minute late fee will be charged to parents who have scheduled their child to attend for a half day (less than 5 hours) and do not pick up their child at the designated time, unless the parent has contacted the Early Childhood Director to extend their child's time in advance and this extension was approved. Trinity reserves the right to schedule other children to attend to offset half day and part time attendance schedules. A late pick up can create a staffing problem in terms of State Licensing required adult/child ratios.

**Summer Program Enrollment/Fall Program Renewal:** A new contract will need to be signed for the summer child care program. If a sufficient number of children are enrolled, a summer child care program will be offered. Those that do not need summer care but want to return the next school year will need to pay a "place" holding fee (registration fee) depending on the age of your child. Family discounts will apply. This fee will be due by the end of the school year.

## **WITHDRAWAL FROM PROGRAM**

A two-week written notice is necessary for cancellation of preschool or child care services. If a two-week written notice is not given, two weeks additional tuition will be billed at the time of withdrawal. All fees must be paid at the time care is ended. The center may deny child care services or request withdrawal from the program for the following: lack of tuition payment, unresolved child behavioral issues, frequent late pick up of child, lack of compliance with center policies and procedures (as outlined in this handbook and the center contract), center program,

staff, and schedule changes, and other issues that may necessitate termination of child care services. The center will make every attempt to give a two-week written notice to the parent if termination of child care service is necessary, except in the case of non-payment of child care tuition.

**Termination Procedures:** The center contract may be terminated by the parent(s) or the provider. A two week written notice prior to the last date of care is required. The provider may immediately terminate the center contract without any notice if payment is not made on time.

**Other:** If the provider chooses not to enforce any portion of this handbook or the center contract, it does not give up the provider's right to enforce any other portion of the parent handbook or center contract. The parent handbook and/or contract can be revised at any time by the provider if necessary.



## **My First Day – What Do I Bring?**

### **Infants:**

- Diapers/Pull Ups
- Wipes
- Diaper Ointment (if needed)
- Pacifier
- Blanket
- Snack/meals/bottles
- Sippy cup
- Comfort items (blanket, stuffed animal)
- Extra clothes, to be kept in child's locker

### **Toddlers:**

- Diapers/Pull Ups
- Wipes
- Diaper Ointment (if needed)
- Pacifier (used for nap only for toddlers)
- Blanket and pillow
- Sunscreen/bug spray in season
- Meals (breakfast and lunch)\*
- Sippy cup
- Comfort items (blanket, stuffed animal)
- Extra clothes, to be kept in child's locker

### **Preschool/Prekindergarten/Child Care:**

- Blanket and pillow for rest time
- One complete change of clothes
- Meals (breakfast and lunch)\*
- Sunscreen/bug spray

### **Extended Care:**

- Meals (breakfast and lunch)\*
- Sunscreen/bug spray

\*Breakfast and lunch may be purchased through our school hot lunch program. This option is available only on days when school is in session for a full day.

### **Notes about personal items**

- Please label as many items as possible, including bottles labeled with amount and date.
- The center has extra clothes for children, in case of emergency. These should be laundered and returned as quickly as possible.
- Sleep items should be taken home and laundered weekly.



## Trinity Lutheran Ministries

www.tlmjackson.com

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Trinity Lutheran Church  
122 W. Wesley St. · Jackson, MI 49201  
517.784.3135

Trinity Lutheran School & Early Childhood Center  
4900 McCain Rd. · Jackson, MI 49201  
517.750.2105

**FAMILY NAME:** \_\_\_\_\_

***Parent: Please sign and return this agreement to the Early Childhood Director or the school office. Thank you.***

### **PARENT HANDBOOK AGREEMENT**

I have received and read the Early Childhood Parent Handbook for Trinity Lutheran Early Childhood Center. I agree to abide by the policies and procedures stated in this Handbook and the Center contract.

\_\_\_\_\_  
**Parent Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Parent Signature**

\_\_\_\_\_  
**Date**