



# **PARENT HANDBOOK**

**Jan 2017**

**TRINITY LUTHERAN CHILD CARE CENTER**  
**PARENT HANDBOOK**  
**501 WEST SAGINAW, LANSING, MICHIGAN 48933**  
**(517) 372-3003**

The following Handbook can be found in the **Program Binder** located in every classroom. This binder contains a copy of the Center's Parent handbook, policies, rules and procedures, as well as other helpful resources pertaining to the operation and safety of Trinity Lutheran Child Care Center's staff and families. This binder can be viewed upon request.

Handbooks, links to the Department of Human Services, Ingham County Health Department, CPSC recalls and breaking news, as well as other helpful information can be accessed at [www.trinitylutheranchurchlansing.com](http://www.trinitylutheranchurchlansing.com).

Trinity Lutheran Child Care Center reserves the right to change the policies listed in this handbook when conditions or circumstances indicate the necessity for change. If changes occur, notices will be posted and/or sent home

### **PHILOSOPHY AND PURPOSE**

The dominating philosophy of Trinity Lutheran Child Care Center is to provide families with quality child development in a Christian environment. Holy Scripture says: "Children are a gift from the Lord." (*Ps. 127:6*). We regard children as His creations and believe that from childhood, God wants them to learn of Him as their Creator, Savior and Friend. "Train up a child in the way he should go: and when he is old he will not depart from it." (*Proverbs 22:6*)

"And they brought unto Him also infants, that He would touch them: but when His disciples saw it, they rebuked them. But Jesus called them unto Him and said, 'Suffer the little children to come unto Me, and forbid them not; for to such belongs the kingdom of God. Verily I say unto you, whoever shall not receive the kingdom of God as a little child shall not enter therein.'" (*Luke 18:17*) It is our intention to assist parents not only in the physical care of their children, but also in the spiritual and educational care that is necessary in "bringing their children up in the training and instruction of the Lord." (*Eph. 6:4*).

### **PROGRAM DESCRIPTION & INFORMATION**

Daily activities will be planned by the Head Teacher that consider the age, developmental needs, as well as promote cultural awareness and respect. It is the Head Teachers goal to provide opportunities for growth in all areas of the child's development. Observations and development screening tools will be used to help fulfill this goal.

The daily routine will be balanced in quiet versus active times, group and individual times, teacher-directed activities, free choice, and inside and outside play. Learning centers are provided so that each child will be able to choose different centers with

direction from the Head Teacher and Caregivers as needed. The materials and projects in the classroom will be age-appropriate allowing for individual differences and backgrounds, and will follow topics, themes and holidays. These will be changed periodically in order to be challenging and of high interest.

Play is also an important component to the school program. It is the means by which a child manipulates and learns about his/her world. Activities and toys are planned to be fun and enjoyable but also are available to challenge the child's mind and skills.

## **GENDER, RACIAL, ETHNIC AND SPECIAL NEEDS CONSIDERATIONS**

Trinity Lutheran Child Care Center (TLCCC) adheres to a strict non-discrimination policy in its employment practices and in the provision of services to the families we serve. TLCCC will not refuse, withhold, or limit the provision of any services to any present or prospective client, or make any employment decision regarding any current or prospective employee, based solely on that individual's race, color, religion, national origin, age, sex, sexual orientation, political belief, marital status, familial or parental status, gender identity, disability, reprisal, protected genetic information or any assistance program. TLCCC is an equal opportunity employer.

Trinity Lutheran Child Care Center strives to provide a program that allows all children, including those with special needs to participate fully and works with family members and other Educational support workers to assure a safe, positive, learning environment for all.

Trinity Lutheran Child Care Center hires individuals based on the law and criteria mandated by the State of Michigan, as well as Trinity Lutheran Child Care Center's own policies.

Materials obtained through The Lutheran Church-Missouri Synod are used in TLCCC's daily lesson plans, stories and devotions.

## **CHRISTIAN EMPHASIS**

Teachers' actions and handling of situation will be Christian oriented at all times so as to promote the following goals, understanding, and attitudes:

### **About God**

God made all things and all people  
God made, loves and cares for me.  
God uses people to care for me.  
God hears me when I pray.  
I can sing and talk to God.  
God wants me to be kind; to share my toys, to love everyone, and to obey my parents and His word.

### **About Jesus**

He is God's Son sent to earth.  
He was once a child and grew as I did.  
Jesus died for me, but is alive again in Heaven with God.  
Jesus loves me. He is my friend; my Savior.  
Jesus wants me to know His love and to grow closer to Him.

## **GOALS AND OBJECTIVES**

- To provide a “second home” for children
- To nurture reverence for God, respect for others, and responsibility for oneself.
- To develop spiritual, mental, physical, emotional and social growth
- To provide safe, dependable childcare in an environment in which all
- 
- children feel welcome and secure.
- To provide opportunities for Christian learning of Jesus Christ as Lord and Savior through formal classes, devotions and informally in the living and learning environment.
- To provide daily adult/child interaction that is nurturing and supportive.
- To provide opportunities and activities to help the child have a healthy self-concept, this includes accepting him/herself, his/her limitations and talents as God’s gifts.
- To provide experiences and activities, which fulfill the child’s basic individual needs (spiritual, mental, physical, emotional and social).
- To provide opportunities for the child to become more competent in small and large group social situations.
- To provide through a variety of mediums experiences, which broaden the child’s aptitude for future schoolwork.
- To provide assistance to parents in understanding areas of child development through newsletters and periodic meetings or trainings.
- To provide an atmosphere that encourages loving and forgiveness in daily living.

## **LOCATION, HOURS OF OPERATION, AND HOLIDAYS**

Trinity Lutheran Child Care Center is located in and operated by Trinity Lutheran Church at 501 W. Saginaw, Lansing, Michigan. Trinity Lutheran Child Care Center is licensed by the State of Michigan Department of Human Services, and meets the requirements for childcare operation. The Center hours of operation are from 6:30 AM to 6:00 PM.

Monday through Friday, year around, except for the holidays listed below:

New Years Day	Memorial Day	Good Friday
Labor Day	Thanksgiving Day and Friday	Independence Day
Christmas Eve	Christmas Day	

Depending on where a holiday falls in the week, the Center may close the day before or after such holidays. This will be determined yearly by the Child Care Board Members or Director and will appear in the current yearly calendar and monthly newsletter. Holiday and Center closings will also be posted on the main doors. Weekly tuition rates remain the same even if there is an absence or holiday closing.

## **TEACHER AND STAFF REQUIREMENTS**

Trinity Lutheran Child Care Center follows all rules and procedures mandated by the State of Michigan's Licensing Board.

All Caregivers and Teachers must have a physical and evidence on file at the Center that show they are free from communicable tuberculosis.

Trinity Lutheran Child Center performs a Michigan State Police and Child Abuse Registry Clearance on all employees of the Center.

To continue to provide a safe and positive learning environment for the children of Trinity Lutheran Child Care Center, monthly training on subjects such as First Aid, CPR, teaching a religiousness curriculum, and areas pertaining to Early Child Development and safety are just some of the trainings provided for staff.

Trinity Lutheran Child Care Center cares about the opinions of our parent. If you would like a copy of our Staff Training Plan, or to make a suggestion on possible training for our staff, please see the Center's Director

## **PROGRAM PLAN**

Living the Christian faith will be important at Trinity Lutheran Child Care Center beginning with the Director and staff and permeating into the interaction with children and their daily activities. Activities will be flexible and spontaneous within the framework of the daily schedule that lends structure and security.

The program plan, as well as each age group's daily schedule, will be posted in all rooms and will consist of a developmentally appropriate curriculum, which shall include all the following areas:

- (a) Physical Developmental, including small and large muscles.
- (b) Social Developmental, including communication skills.
- (c) Emotional Developmental, including positive self-concept
- (d) Intellectual Development, including not less than 30 minutes of developmentally appropriate emergent literacy activities.
- (e) Spiritual Development including devotions, bible story time, prayer and children chapel

Each Department consists of a Head Teacher and depending on classroom numbers and needs, an assistant/caregiver. Head Teachers are full time, and have received training appropriate to their age group. Assistants/caregivers can be either full time or part time. All staff at Trinity Lutheran Child Care Center participates in on-going training in Early Child Development, safety awareness, State regulations, and other related fields.

### **Infants**

The program for infants is designed to provide a safe, warm, nurturing environment where each child is regarded as one of God's special creations. Respectful, responsive care giving will be the basis for building a trusting relationship between babies and caregivers. For example, each child shall be assigned to a primary caregiver. Primary caregiver and child will then have the opportunity to know each other well so important attachment can grow. Primary caregivers shall be posted within the Infant room. Infants

will be held by caregiver while bottle feeding. Information regarding feedings, diaper changes, napping, health and temperament will be recorded daily and sent home with parent. Caregivers will observe carefully to see that needs are met in a personal way. It is TLCCC's belief that when emotional needs are met through responsive care, growth in other developmental areas will follow. Infants will be placed to sleep in cribs only. Blankets may be used temporarily as a floor play-mat or for example, while holding and rocking baby, but not in cribs. Daily indoor, as well as outdoor experiences (weather allowing) will be planned for each infant individually, in order to offer challenges to meet the developmental needs unique to each of these little ones.

## **Toddlers**

The toddler program will provide a comfortable and stimulating environment that will encourage the independence and exploration for which this age group is known. Daily, they will be given the freedom to move, experience, and perfect the skills they process with emphasis on sensory perceptual skills, language development, and large and small motor skills, as well as, social- emotional development, both indoors as well as outdoors. Primary caregivers will be assigned and posted. Information regarding meals, diaper changes or potty training schedules, napping, health and temperament will be recorded daily and sent home with parent. Children are always to be held in high regard. Emphasizing on God's love supports this warm environment.

## **Preschoolers**

Preschoolers will experience increased independence as they relate to peers through daily indoor and outdoor play in a setting that teachers have structured for age appropriateness, safety, positive guidance and educational enhancement. Children will have the opportunity to explore and discover through a variety of experiences in large and small muscle activities, pretend play, music, "writing" activities, construction play, art activities, cooking and science experiences and field trips. A dependable routine has been developed with enough flexibility to allow for spontaneity and "teachable moments". TLCCC believes that an atmosphere of love and forgiveness will help children know that Jesus cares for them, and wants them to be part of His kingdom. Weekly lesson plans will be posted.

All lesson plans will encourage opportunities to learn about other cultures through such mediums as food, music, language and literature.

Trinity Lutheran Child Care Center strives to provide a program that allows children with special needs to participate fully and works with family members and other Educational support workers to assure a safe, positive, learning environment for all. When necessary, or upon the parent's request, Trinity Lutheran Child Care Center will collaborate with other programs, such as, but not limited to, special needs programs or kindergarten programs, to assure that the children in our care receive the best possible education and/or a smooth transition.

If needed, potty training schedules will be recorded daily and sent home with parent.

To also assist in our preschoolers transitions to primary school, annual hearing and vision screenings for 3 year olds and older will be hosted at Trinity Lutheran Child Care Center yearly. Times and dates will be posted for parents convenience.

**Please note:** As part of Trinity Lutheran's educational program plan, teachers use observational records and developmental check lists to gage potential developmental delays, as well as to make sure that room lesson plans are meeting all needs. These records and reports will be shared with the parent(s) at completion and during conferences and daily progress reports. If at any time a parent would like to discuss their child's educational and growth assessment, a conference with the Head Teacher and the Director will be arrange.

### **Kindergarten Readiness Focus**

Our Kindergarten Readiness Focus strives to provide a safe, nurturing environment for 4 & 5 yr. olds, where care and learning become a stimulating adventure. It is one of our goals to partner with parents in developing positive character -qualities for their children, our future generation.

Children eligible for this curriculum must be potty trained and able to participate in the more advanced activities offered. Through assessments and observations, the Head Teacher will assure that children are ready for the specialized focus. The curriculum offered is age appropriate, challenges individuals, and provides a learning- rich environment that fosters the skills needed for Kindergarten.

Focuses will include, but are not limited to:

- Fostering an enthusiasm towards learning
- Solid oral-language skills
- Instructions that encourage the ability to listen
- Encouraging independence
- The ability to play well with others
- Basic counting, pattern and sorting skills
- Strong fine-motor skills
- Basic letter and number recognition

### **Children's Chapel**

Children's Chapel is very age appropriate and has been carefully planned to include toddlers and preschoolers. Our Chapel time is once a week, traditionally in the A.M. Children and teachers meet in the Chapel and sit on the carpeted area in front of the church (circle time formation). This is to make the experience very positive and incorporate the philosophy that children learn more through touch, interaction and through movement with songs. Children's Chapel begins with a song that focuses attention on Our Savior and the Devotion study to come. The goal is to make the environment loving, safe and friendly so that learning may follow. The bible lesson is taught by the Director or assigned individual. The bible lessons are introduced in a way that children can relate to. The experience is approximately 20 minutes long.

The Children's Chapel time is always planned around programs such as Mother's, Father's, and Grandparent's Day celebrations. This is so that families can see and experience what their children are learning.

## **ENROLLMENT**

### **Enrollment Acceptance Procedure:**

Enrollment is based on room availability at the Center. Families who have children who are currently enrolled in the program have the first opportunity to fill available spaces. Available spaces will be filled on a first-come, first served basis. **ONCE THE REGISTRATION FEE HAS BEEN PAID, YOUR CHILD'S ENROLLMENT IS SECURED UP TO 30 DAYS. REGISTRATION FEES ARE NON-REFUNDABLE.**

### **Full Time-Part Time Enrollment:**

Care is encouraged to be on a full time basis. Part time enrollment will be possible if space allows or when two children within the same classroom share a full time space. Depending on the current enrollment, part time places are available, but may be limited

### **Age Requirement:**

Our Infant room is from birth to approximately 12 to 14 months.

To be eligible for our Toddler room children must be a minimum of 12 to 14 months old and walking (developmental skills will also be considered) and no older than 2 ½ years of age.

Children in the Mixed-age Preschool Program must be age 2 ½ to 6 years of age. Children in this classroom do not need to be toilet trained, although teachers will work with parents to assist in this area. However, upon entering this class, children should be off bottles and pacifiers.

Children eligible for the 4 & 5 yr. old Kindergarten Readiness Focus must be potty trained and able to participate in the more advanced activities offered.

Trinity Lutheran Child Care Center reserves the right to adjust the age requirements for any of the classes above. Parents will be notified of any changes in advance. State requirements, as well as regulated ratio between adults and children will always be complied with.

## **Handbooks**

Upon initially joining Trinity Lutheran Child Care Center, all employees and parents will be given the opportunity to go over and ask questions about TLCCC's handbooks, as well as other policies and procedures pertaining to TLCCC, and as mandated by State Licensing. All TLCCC's policies and procedures can be viewed in TLCCC's office upon request, or found at "trinitylutheranchurchlansing.com".

The Center requires that all children, parents, and staff observe Center rules for the safety and well-being of all. We request parent's help their children understand and obey these rules.

## **Paperwork Requirements for Enrollment:**

The following records must be completed and on file before the first day of attendance;

1. Pre-enrollment forms
2. Two emergency cards
3. Health Appraisal Sheet/Record of Immunization \*
4. Parent agreement
5. Signed field trip permission slips (Chapel)
6. Photo release

\* Copies of Immunization records must be on file the first day of attendance. Within 30 days of the first day, the Center's Health Appraisal Sheet must be completed and on file, or be attached to a Physician's Health Appraisal form that includes all necessary information.

It is important that the Center be informed of changes on any Child Care forms, especially Emergency Cards, while children are in our care.

## **Waiting Lists:**

When the Center's program has reached full capacity, a waiting list will be established. Available slots will be filled on the basis of our current enrollment policy.

## **WITHDRAWAL OR DISMISSAL POLICY**

### **Written Notice for Withdrawal or Schedule Changes:**

If a child is to be withdrawn from the Center, a two-week written notice must be given. Fees will be charged even if your child does not attend this two-week period. Unless other arrangements have been made and approved by the Director.

Any personal belongings must be picked up at time of disenrollment from the Center.

To assure the correct ratio is maintained at all times and the accurate tuition rate is applied, schedule changes must also be given 2 weeks written notice prior to the change.

### **Notice for Dismissal:**

Trinity Lutheran Child Care Center reserves the right to dismiss a child from the program. Parents will be given a two-week notice for dismissal of a child who is not adjusting or benefiting from the Center. In this situation, parents can expect that the staff will be in close consultation with them, and every reasonable effort is made to resolve the problems causing concern before they are given such a notice.

In the event that dismissal is due to safety concerns or payment concerns, Trinity Lutheran Child Care Center reserves the right to dismiss a child without further notice. The Center will try first to accommodate the two-week dismissal policy, as well as help parents seek out resources, while not jeopardizing the safety of the child, their classmates or the staff. If this cannot be accomplished, parents will be notified the date that enrollment will end.

If a child is absent for up to 2 weeks, with or without communication from the parent, the Center reserves the right to dismiss a child without further notice.

### **Reasons for Dismissal:**

Dismissal from the program will be necessary only after the Center feels it has exhausted all reasonable solutions. Reasons for dismissal of a child include, but may not be limited to:

- Consistently late payments
- Consistent tardiness in picking up a child from the Center
- Consistent absences or failure to communicate with the Center
- Consistent exhibition of behavior harmful to him/herself or to other children or staff members, or if the Center believes a child's behavior, or special needs are beyond the Center's ability to properly care for the Child.

## **DISCIPLINE POLICY**

### **Discipline Procedures:**

The word discipline goes back to the word disciple or follower. Children want to be like us and they will follow our example. With this in mind, we must look to our response of undesirable behavior on the part of a child. When we talk about discipline, we are talking about encouraging self-control, self-direction, and self-esteem. Discipline will be provided in the form of positive guidance. The following techniques will be used:

1. Expectations will be stated clearly and specifically. They will be posted around the Center and reinforced verbally.
2. Offering appropriate choices and reflecting the child's feelings will redirect potential problem situation.
3. When the situation warrants, positive behavior will be reinforced and encouraged by offering such incentives as stickers, stamps and "good behavior" charts.
4. Inappropriate behavior will be responded to in a positive way. Reasons why a behavior is inappropriate will be presented, and alternative behaviors will be suggested.
5. Limits will be enforced with a related consequence.
6. Staff will help children problem-solve disputes.
7. Supervised quiet time away from the class will be initiated when other efforts to guide the children are not sufficient. \* Also see "Biting".
8. Children will be assured of their forgiveness in Christ.

The teachers will respect the rights of each individual. We cannot allow any child to physically or emotionally harm another individual or themselves. If a child is involved in an aggressive situation, staff will use positive redirection; assisting the child in removing themselves from the situation and encouraging the child to participate in another activity. Non-severe discipline or restraint that is reasonably necessary, based on the child's development, and that is preventative in letting a child harm themselves, others or property, may be used. Removal from the situation in a "time-out" area is the method most commonly used. The safety of all the children will be ensured and the teachers will provide necessary supervision.

**THE USE OF ANY PHYSICAL PUNISHMENT AS A DISCIPLINARY ACTION IS UNACCEPTABLE. DENIAL OF FOOD AND DRINK OR NECESSARY TOILET USE IS ALSO FORBIDDEN**

**Dismissal Due to a Child's Behavior**

If the Center determines a child's disruptive behavior is potentially harmful to other children, or that such behavior is beyond the abilities of the Center's staff to properly care for that child, then dismissal of that child may be in order. The Center reserves the right to dis-enroll a child at any time with or without the completion of some or all of these steps.

1. The parent or guardian will be contacted and the situation with the child will be discussed, including requests for parental assistance.
2. If the behavior continues, a conference would be set up between the parent or guardian, teacher and representatives of the Center. The conference would include discussions regarding possible corrective action. Additional conferences may be necessary.
3. If the Center staff determines that the child's behavior cannot be modified or if it is beyond their abilities to properly care for that child, the child will be dismissed from Trinity Lutheran Child Care Center with or without extended notice.

**Disruptive or Hurtful Behavior Exclusion Policy**

TLCCC's teachers, as well as the Director, communicate with parents daily. In the event that all efforts to help a child curb behavior that is disruptive or hurtful to others have failed, parents will be informed that with the next behavior infraction:

1. The parent will be called and asked to pick-up the child
2. An additional incident will result in a three-day exclusion from the Center.
3. The next infraction will result in a two-week exclusion from the Center.
4. Any additional problems will result in dismissal from the Center.

Please understand that Trinity Lutheran Child Care Center views each child in our care as a unique creation of God whom we love because He first loved us. (*1 John 4:19*) It is therefore our intention to protect the children in our care while we offer educational support to the child with behavioral difficulties.

We regard parents/staff communication as critical in problem solving of this kind.

**GENERAL RULES AND INFORMATION**

**Parent Notification of the Licensing Notebook Requirement**

Child Care Organizations Act, 1973 Public Act 116

All child care centers must maintain a licensing notebook which includes all licensing inspection reports, special investigation reports and all related corrective action plans (CAP). The notebook must include all reports issued and CAPs developed on and after May 27, 2010 until the license is closed.

- This center maintains a licensing notebook of all licensing inspection reports, special investigation reports and all related corrective action plans.

- The notebook will be available to parents for review during regular business hours.
- Licensing inspection and special investigation reports from the past two years are available on the Bureau of Children and Adult Licensing website at [www.michigan.gov/michildcare](http://www.michigan.gov/michildcare).

### **Indoor Rules and Limitations:**

- Running is limited to outside areas
- A reasonable noise level, such as an “inside voice”, is expected.
- Center toys must stay in designated play areas (For example, blocks stay in the block area) Unless otherwise directed by the Teacher.
- Games that encourage aggressive play, such as gunplay, are discouraged.
- The Center discourages bringing toys from home. The Center is not responsible for lost or broken toys, books or personal items that are brought into the Center.
- Toys that are in part or whole weapons should be left at home.
- Please check your child’s cubby daily for papers or items that need to go home.
- All children are expected to assist in cleaning and straightening the classroom materials at designated clean up times or after use.
- Considerable behavior, such as sharing, taking turns, washing hands one at a time, or leading the group in prayer, is encouraged.
- Children must check with a staff member before leaving the room
- Children should stay out of the kitchen areas.

### **Outside Rules and Limitations:**

- All children coming to the Center are expected to participate in outdoor playtime. We cannot accommodate special request for some children to stay inside. Closed toe shoes/sandals or sneakers are a must.
- Children will be accompanied by a staff member when he/she needs to go inside to the bathroom.
- While more active play is acceptable outside, violent play is prohibited
- During the winter, the children are not allowed to go outside during times of dangerous wind chill factors. Children will however, go outside all days when the wind chill or actual temperature is **above freezing.**
- During the summer, children will not go outside during days with high humidity or high temperature readings.
- Drinking Water and shade will be offered and provided frequently while children are playing outside.

### **Sign-In and Sign-Out Procedures:**

Our responsibility begins when your child is left at the Center and ends when the parent or guardian enters TLCCC and has the child in their custody. To ensure the safety of your child, it is mandatory that the parent or guardians accompany their child into the Center

to sign them in and out. It is important for the parent to remember to write in the time when arriving and leaving the Center each day. (Parents with grants must include “am”, “pm”, as well as initial daily) At the end of the day, children will only be released to parents or persons listed on the emergency card. To gain the release of a child, a person must be 18 years of age or older and show a picture identification. Older siblings who are not 18 years old may only pick up a child in our care with Parent/Guardians written authorization along with Director’s approval.

### **Nap Time or Quiet Time:**

If your Toddler or Preschooler is at the Center during nap time, which is after lunch, please provide them with a **small** blanket or sheet, a fitted crib sheet for their mat, and if desired, a small article of comfort such as a teddy bear. A Small pillow is optional. All children are required to rest during this time.

Some toddlers and preschoolers will rest for a shorter period of time and will be allowed to participate in quiet activities away from napping.

### **Personal Belongings Brought to the Center:**

Toys from home are hard for Toddlers and Preschoolers to share. These items can also become lost, stolen or broken. We discourage children from bringing toys or personal items, not related to their care, to the Center, and if brought, we reserve the right to set them aside. Trinity Lutheran Child Care Center will not be responsible for the care or safe keeping of these items.

When requested, please label all items necessary to your child’s care with their name or initials.

### **Appropriate Clothing**

Children should be dressed in comfortable play clothes that are not considered “Special”. We encounter many messy activities at the Center, and even though we wear smocks, they usually are not 100% sufficient at keeping clothing entirely clean and dry.

Please dress your child appropriately for the weather. This may mean bringing an extra set of clothes to the Center. We do try to go outside everyday, even in the winter. We stay in only if the temperature or wind chill factor is below freezing or temperatures are dangerously high. Some seasonal suggestions include:

1. **WINTER:** warm clothing, including a good overcoat, snow pants, boots, hat, mittens, scarf, and a backpack or bag in which they can be stored.
2. **WARMER WEATHER:** shorts, short sleeve shirt, swimming suit for water play and shoes or sandals that secure to the feet. (no open toe) Children must wear socks with their shoes or sandals if foot wear is open toed. Children should have a pair of extra shoes that are o.k. to get wet in for water play. Please be aware of the type of shoe apparel that your child is wearing to school. Shoes that have thick soles or do not secure to the feet are dangerous on the stairs or while running outside.

### **What to bring:**

Parents are requested to bring the following labeled items to the Center for your child:

## **Infants**

1. Bottles and baby food enough for the day. All bottles and baby food jars must be labeled with the child's name, date and ounces, and if not already labeled, contents.
2. Diapers enough for the day. (We recommend that at least a week's supply of diapers be left at the Center.)
3. Baby wipes (a container labeled with your child's name and left at the Center works best.)
4. Appropriate outdoor clothing (this includes sun screen & signed permission slip)
5. A complete change of clothing- If potty training we suggest three changes of clothing
6. As a precaution, extra commercially prepared, pre-bottled, ready- to- feed formula can be stored in your infant's cubby for emergency use.
7. A blanket (to be taken home and washed weekly) \* Blankets will be used in swings, while holding and rocking baby, but not in cribs.

## **Toddlers**

1. Bottles, if needed, must be labeled with name, date, ounces and contents. If food from home is approved by the Director to be brought in, it must be labeled with child's name and date.
2. Appropriate outdoor clothing (this includes sun screen & signed permission slip)
3. A complete change of clothing- If potty training we suggest three changes of clothing
4. A Small napping blanket or sheet, and a fitted crib sheet for mat. A small pillow is optional. (to be taken home and washed weekly)
5. Diapers/Pull ups and baby wipes

## **Preschool**

1. Appropriate outdoor clothing (this includes sun screen & signed permission slip)
2. A complete change of clothing- (if potty training we suggest three changes of clothing)
3. A Small napping blanket or sheet, and a fitted crib sheet for mat. A small pillow is optional. (to be taken home and washed weekly)
4. Diapers/Pull ups and baby wipes if needed

## **Field Trips**

Parents will be notified in advance of any field trips that are coming up. If appropriate, parents must sign a permission slip to allow their child to go on each field trip. Failure to provide the Center with a properly signed permission slip will prevent the child from participating. Parents may be asked to help drive on field trips. Due to Licensing requirements, Trinity Lutheran Child Care Center's employees will not drive any Center children on field trips. Parents acting as drivers will be asked to fill out a special vehicle checklist for that purpose. If a child rides in another parent's vehicle and that parent is unable to attend, a signed permission slip for the field trip, a signed permission slip enabling the child to ride in the parent- volunteer's vehicle, as well as the appropriate child's safety seat must be left with the Center. With some field trips, the Center is able

to arrange children without an attending parent to be assigned to a teacher. Chaperoning teachers will assure that all necessary items for that child are available on the field trip. (i.e. – permission slip, emergency card, first aid kit, diaper changing or clothing items) The Center will not be responsible for those children unable to participate in various field trips or brought to the Center without the required permission slips or vehicle safety seats. Unless other arrangements are made, children unable to attend field trips will need to be brought to school after their classroom and teachers return. Occasionally, there are fees required for participation in field trips (example: Potter park Zoo/Picnic & Pumpkin Patch). Parents will be notified of the details in advance.

### **Baby Sitting- After Hours**

If an employee or volunteer of Trinity Lutheran Child Care Center is hired by a parent or legal guardian to baby sit for child(ren) off the premises or to participate in other activities, the following will apply:

- As an employee or volunteer of Trinity Lutheran Child Care Center you are not acting as an employee or an agent of the Center during off-sight babysitting or other activities involving the child(ren) of parents or legal guardians who have their child(ren) enrolled here.
- Trinity Lutheran Child Care Center bears no responsibility for such arrangements or for your actions as a volunteer or employee who has been hired by parents or legal guardians of the children enrolled in our Center.
- Trinity Lutheran Child Care Center bears no responsibility for transporting or for the transportation that is provided to the child(ren) or the employee or the volunteer to or from the premises to the off-sight babysitting or activity.

Trinity Lutheran Child Care Center requires that each time an employee or volunteer of the Center is asked by a parent or legal guardian to baby sit or participate in an activity and the child(ren) will be removed by the volunteer or employee that:

- The employee or volunteer is named in writing on the child(ren) emergency card located in the main office and in the child(ren) classroom, or
- A written permission slip, dated and signed by the parent, is given to the Director child's teacher stating that the Employee or volunteer has parent or legal guardians permission to remove child(ren) from Trinity Lutheran Child Care Center's care.

### **Staff Members Giving Parents Rides Home**

Staff members and volunteers of Trinity Lutheran Child Care Center may not take parents and their child(ren) home, or give them rides to any other location. This is for the protection of all. Trinity Lutheran Child Care Center will bear no responsibility to the parents or the staff members or volunteers who gives rides to Center families during times when the Center is closed or employee is not on the clock.

### **Pest or Lawn Management Program**

If for any reason Trinity Lutheran Child Care Center or the Center's playground needs to be treated with chemicals, the treatment will happen on the weekend when the children are not present. A notice alerting parents with the necessary details will be sent home.

## **NUTRITION AND FOOD SERVICE PROGRAM**

All parents must complete the necessary paperwork as mandated by the Child and Adult Food Service Program upon entry to TLCCC.

Food served by the Center shall be of sufficient quantity and nutritional quality to meet the age-appropriate dietary needs of the children we serve. Caregivers work together with parents to introduce healthy food choices. Parents and Nursing moms are always welcome and encouraged to visit our Center at meal times.

The Center's menus meet the requirements of the Child Care Food Program, as administered by the Department of Education. Menus are planned in advance, dated and posted where they can be seen. A copy of the monthly lunch/snack menu is also sent home at the beginning of every month.

All children are served the same meals (see non-discrimination policy) There is no discrimination in the course of TLCCC's food service.

Should a child have food allergies, or other medical conditions that calls for food substitution, a medical waiver signed by a Doctor, Nurse or a Dietician must be on file.

Depending on the need, the parent may be responsible for providing an alternate meal.

Please always notify the Center immediately of any food allergies or conditions that your child may have.

Our eating schedules are as follows:

➤ **Infants**

A.M. snack 8:30-9:00

Lunch 11:15-12:00

P.M. snack 2:00-3:00

➤ **Toddlers**

A.M. snack 8:30-9:00

Lunch 11:15-12:00

P.M. snack 2:30-3:00

➤ **Preschool & Pre-k**

A.M. snack 8:30-9:00

Lunch 11:30-12:00

P.M. snack 2:30-3:00

### **Snack times**

Snacks will be served only during classroom's listed time. We would like to keep feeding the children till all arriving have had a share, but because of the variety of schedules, this would take all morning or afternoon. If you would like your child to have snack at school, please make sure they arrive on time. We will stop serving by the ending times indicated above

### **Lunchtime**

Lunch counts are taken daily at 10:00 A.M. If your child is going to be late or absent, please call the school and let us know. If your child arrives at lunch time, and no call was

made to the school, they will be given an alternative lunch (example: sandwich, fruit & vegetable)

Any unclaimed lunches will be thrown away at the end of the children's designated lunchtime. Lunches will not be saved past end of lunchtime.

### **Children Eating As They Enter The Center**

If your child enters the Center with food, please make sure they finish it before entering the classroom. This is for your child's comfort, health as well as the children in the classroom. We cannot serve children missed breakfast or add additional food to their snack. If your child has a dietary issue, and must substitute food or make other accommodations, make sure arrangements have been made in advance with the office and your child's teacher (see Nutrition and Food Service program)

## **EMERGENCY PROCEDURES**

A copy of all procedures will become available to parents at time of enrollment. The Emergency Preparedness Plan and the Crisis Management Plan are posted in every room or can be viewed upon request and during regular hours of operation in the Center's Office.

As part of our **Emergency Preparedness Plan**, all staff members who work with children will be offered bi-annual first aid training and annual CPR training. If extra training slots are available, training will be offered to other Trinity staff members.

### **Injury/Accident**

Trinity Lutheran's "Health Care Plan" will be followed in regards to caring for any child injured or who becomes sick while attending the Center. A report will be made out and given to the parent at pick up detailing the events of the occurrence

### **Fire and Tornado Drills**

Periodic safety drills are conducted at the Center involving both children and staff. Information postings about fire exits, tornado shelters, and emergency injury procedures, as well as other emergency situations are posted throughout the Center in prominent locations. This information can also be accessed in the **Program Binder** located in every classroom

## **HEALTH CARE PLAN**

### **Hand washing**

The most important thing an individual can do to prevent the spread of illness is to wash hands. Teachers will wash their hands and encourage children to wash their hands often.

### **Cleaning and sanitizing equipment, toys and surfaces-**

Cleaning and sanitizing procedures will consist of using soap or an approved cleaning solution, rinsing with water and sanitizing with a bleach and water solution. Plastic gloves are provided for the staff to be used for cleaning purposes and are expected to be worn for the protection of all.

Each room has a cleaning list that is posted and pertains to that specific environment and its unique needs. Regardless of the room; equipment, dishes, toys and surfaces should be cared for using sanitizing procedures daily. Table tops and counters will be washed, rinsed and sanitized before each meal.

Some Center bathrooms are the responsibility of the room they are connected to and some are the responsibility of the Janitor. If the bathroom is a specific room's responsibility, teachers are expected to clean and sanitized the area daily, as well as, but not limited to picking up towels, wiping up spills, stocking paper supplies and maintaining an odor free environment as needed. Center bathrooms that are the responsibility of the Janitor will be clean, sanitized and stocked per their posted schedule.

## **HEALTH POLICY**

### **Exclusion of Children, Staff or Volunteers From Care**

For health reasons, we reserve the right to exclude children, Staff or Volunteers from the Center who are infectious or too ill to remain around others.

The following includes some of the criteria used to determine when it is necessary for an individual to be excluded from the Center due to illness:

1. A fever is present, orally or under the arm, above 100 degrees.
2. Any vomiting
3. Continuous Diarrhea (\* for Childcare Parents- Parents will be notified after 2 diarrhea B.M.s. Child will be sent home after 3)
4. Any discharge (conjunctivitis is extremely contagious)
5. Any identified rash

### **When A Child, Staff Member or Volunteer Becomes Sick At The Center**

The following procedures will be used to determine exclusion due to illness while at the Center.

1. An attempt to determine the nature and extent of the illness will be made. A fever above 100 degrees, taken either orally or under the arm, is sufficient reason to determine exclusion due to illness. A Sick Child Report will be made for children.
2. If it is determined that the individual is ill to the degree that they should not remain around others, the individual will be removed from others at the Center as soon as possible.

\*If the individual is a child, they will be taken to an unoccupied section of the room, or taken to the Center's Office. The child will stay under the care of a Center Staff member until pick up. Every means will be made to assure the child's comfort and safety.

### **When A Child, Staff Member or Volunteer Can Return**

The following are guidelines to determine when a Child is well enough to return to the Center:

1. The 'Return Date' has been observed **and** one of the following:
2. Symptoms or fever have not been present for 24 hrs. **without** the use of Tylenol or other medication.

3. The child is on antibiotics or other medication for 24 hrs. (see “**Medication given at the Center**”)
4. Eye discharge has eased or medication has been given as mentioned in #3
5. The rash has subsided or a physician states in writing that the rash is not contagious.

The following are guidelines to determine when or Staff & Volunteers- is well enough to return to the Center:

Individuals may return to work after being system free for 24 hours or with a Doctor’s note.

### **Communicable Diseases**

If a Staff Member, Volunteer or Parent/child should developed a communicable disease (i.e. chicken pox, head lice, etc.) Please contact the Center at once. Sanitation procedures will be taken by the Center immediately. If exposure has been determined within the Center, All parents, Staff & Volunteers will be notified of the occurrence. All communicable diseases infecting the Center will be reported to the Ingham County Health Department.

### **Medication Given At The Center**

The staff can administer medication to children attending the Center under the following guidelines from the Department of Human Services:

1. Children must not be infectious according to the guidelines listed above.
2. Tylenol is the **Only** medication that the staff can give without a doctor’s notice (only for teething or pain. **Not** for fever)
3. A medicine permission slip, provided by the Center, must be completely filled out by the child’s parent or legal guardian before any medication may be given.
4. All medicines will be given at the time specified on the child’s medicine permission slip and a written record will be kept.
5. **MEDICINE MUST BE IN ITS ORIGINAL CONTAINER** and stored either in the refrigerator or out of children’s reach. Staff will not distribute medication to children that is brought to the Center in a container other then the original container. The medicine will be returned to the parent.

If staff members have questions about the distribution of medicine they or the Director will call the parent for a clarification. If the parent can’t be reached, disbursement of medication may be delayed until a parent can be contacted.

### **Inclement Weather Days:**

Trinity Lutheran Child Care Center does not necessarily close when area public schools and other Christian schools are closed. In extreme conditions we do reserve the right to close and the announcement will be made on the local radio and TV station. The announcement will state that Trinity Lutheran Child Care Center in Lansing is closed. In some cases, the media will shorten our name to **TLCCC of Lansing**. The announcement will be made on the following stations:

#### **Radio:**

W.F.M.K. 99.1 F.M.

### **T.V.:**

Channel 10 (NBC) T.V. news station

### **Emergency Closing:**

In case of Utility emergencies or severe weather that may develop during the school hours, Trinity Lutheran Child Care Center may be forced to close. On such an occasion, parents will be contacted immediately by staff members to pick up their child. Parents should have alternate care when this occurs.

If any other situation occurs, not listed above, where the Director of Trinity Lutheran Child Care Center feels that the children in our care are at risk, parents will be contacted and if needed, apprised of the situation. The Director will stay on sight till all children are picked up by parents or a designated emergency contact person.

## **TUITION AND FEES**

### **Current Rate Period**

The current fees are in effect beginning Jan 1, 2017. Weekly tuition fees remain the same for weeks where there is an absence or holiday closing. Parents will be notified in writing 30 days in advance of any rate increases.

### **Grants**

Trinity Lutheran Child Care Center accepts grants from second party institutes or individuals. Legal parent/ guardian is responsible for any balances left after grant ends. All parents, including grant parent/guardians are expected to follow TLCCC's "2 weeks written dismissal policy".

Any adjustment in fees can be made at the discretion of the Director.

### **Registration Fee**

A one-time, non-refundable registration fee of \$30.00 per child is required from each family upon the enrollment of their child. This fee will guarantee your child's spot in the program. Families who take extended leaves will be required to pay a re-enrollment fee.

### **Due Date for Fees**

Fees are due for each day a child is enrolled in the Center, for 52 weeks each year, by cash, check, or money order, in advance, weekly, by Friday before the week of service. Fees paid in advance are refundable if two weeks written notice is given before withdrawing a child. There is no tuition credit for sick days, holidays, or vacation days since operating expenses are on-going whether the child is there or not.

### **Coupons**

Families with fulltime children (cash paying only-no grants) will receive a coupon per fulltime student for every month their child(ren) are enrolled in the Center. (total - 12 per year) These coupons will be recorded on their monthly statement and are good for the equivalent of 1-day.

To use coupons, parents must indicate to office that they wish to use their coupons and how many by verbal statement or a note on or with payment.

### **Monthly Statements**

Parents will receive a monthly statement upon request, which will be prepared the last Friday of each month. These statements will be released to each family the first Monday of the new month. Delinquent accounts must be paid one week after receiving notice unless other arrangements have been made with the Director. Accounts not paid within that week will result in the child being dismissed from the Center. Year-end statement will be prepared and submitted to all parents by the end of January of the new year.

### **Family Rates**

A fee reduction of \$20.00 per week is provided to families with a second- child enrolled at the Center on a full time bases. An additional \$10.00 discount is added for a third child enrolled full time.

### **Part Time Enrollment**

A limited number of spaces may be available to families on a part time basis. Per day fees are adjusted to offset costs created by part time enrollment.

### **Equipment Fee**

Because of the constant need to replace worn-out equipment and toys, an annual \$50.00 fee will be charged for each child enrolled at the Center. The equipment fee will be divided into two payments the first will be due **April 1<sup>st</sup>** and the second will be due **October 1<sup>st</sup>** of every year. If the equipment fee is paid before the 1<sup>st</sup> of the above mentioned months, a discount of \$7.00 will be applied. Equipment fees must be paid before the end of the month they are due in. Equipment fees will be recorded on monthly statements.

### **Late Fees**

A late fee of \$10.00 will be applied if tuition is not paid by Friday of the week prior to service. This late charge will be applied on the next business day.

### **Late Pick-up Fee**

Out of respect for staff members of the Center, a late fee of \$1.00 per minute is charged for each child left at the Center after 6:00 P.M. If, or when this happens, the fee should be given directly to the teacher(s) attending your child.

Consistently picking up your child late from the Center may be cause for dismissal.

### **Returned Check Fee**

A fee will be charged for each non-sufficient fund check, and will automatically be added to the next week's tuition payment. Check return fees will be determined by Trinity Lutheran Child Care Center's Bank.

## **Staff and Volunteer Policy**

Volunteers must provide the same documentation, and go through the same screening procedure as staff.

### **Procedure:**

Before having contact with children, volunteers and staff will have on file an application, a health report signed by a licensed physician, and T.B. test results. Volunteers and staff must also have on file documentation from the DHS that he or she has not been placed on the central registry for substantial abuse or neglect, as well as a Criminal Background check performed through the Michigan State Police. All required training must be completed before working with children.

Volunteers, as in the case of staff, shall not be present in the Center if either of the following conditions applies:

- They have been convicted of child abuse or neglect.
- They have been convicted of a felony involving harm or threatened harm.

If the volunteer is a parent, then the above policy may be waived. In this case, the Center's **Parent Participation Policy** will be followed.

## **PARENT PARTICIPATION**

You, the parents are the most significant people in your child's life providing the love, security, and teaching necessary to live and function in our world. The school, for your child, is an extension of that security base, expanding and enriching their lives. Therefore, we believe that opportunities must be provided to parents so that they can be actively involved in the child's first school experiences.

The most important aspect of parent participation is the positive attitude you have towards learning and your child's school experience. You can show this by taking a genuine interest in his/her activities and projects, asking questions, displaying art work at home or at the office, repeating a project or recipe, or just talking with your child about things that interest him/her.

Please take advantage of the chance to come to the Center and have FUN with your child! Parents are welcome to visit the Center at any time for announced or unannounced visits!

### **Parent Participation Policy**

Parents volunteering in the Center will never be left alone with children or allowed to take children from the Center other than their own, unless written permission is given. Parent's visit in the Center will be supervised at all times.

### **Opportunities for Parent Involvement:**

**Lunch Times-** Parents are welcome to join their child for lunch. Children are usually very excited to have their mother or father join them for the noontime meal. Parents must supply their own lunch while visiting during mealtime. Children will be served the food that is prepared by the Center's cook. Grandparents are also welcome.

**Birthday-** Parents are invited to join their child in celebrating his/her birthday at the Center. Treats for special occasions are welcome. Please try to avoid sending candy, gum, or other sugary foods. Please make advance arrangements with your child's teacher to allow for any classroom changes or food allergies that may exist with classmates.

**Fundraisers-**To help finance various needs at the Center, fundraisers will be held periodically. We ask for parental assistance during these times.

**Field Trips-** In order for field trips to be possible, the Center relies heavily on parent support in regards to transportation and chaperoning. Field trip rules and regulations will be followed at all times. If you are interested, please see the Director or your child's teacher.

**Bulletin Board and Parent Resources-** Displays and posted resources will be available to parents and can be found near the entrance of the Center. Resources such as the monthly snack and lunch menus, a copy of the current newsletter, information on equipment recalls, pictures, helpful web sites and numbers, as well as various articles/flyers on child development and general interest are just some of the items that are available. Resources can also be located in the **Program Binder** located in every classroom.

**Family Enrichment Classes** will be offered occasionally through Trinity Lutheran and its affiliations. Trinity Lutheran Child Care Center will post these opportunities as they are presented. As always, parents and Trinity Lutheran employees are welcome to attend.

**Newsletter-** Annual newsletters contain pertinent information about up-coming events plus bring you up to date on what is happening in each of the classrooms.

**Suggestion box-** Trinity Lutheran Child Care Center's payment and suggestion box is located right outside the Center's main office. We welcome parent ideas.