



PARENT HANDBOOK

February 2021

**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** along with, policies, rules and procedures pertaining to the operation and safety of Trinity Lutheran Child Care Center's staff and families. This binder is located in the Center's office, and can be viewed upon request during office hours.

Handbooks, links to the State of Michigan, Ingham County Health Department, CPSC recalls and breaking news, as well as other helpful information can be accessed at www.childcatrtrinity.org.

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 safe, 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*).

Non-Discrimination Policy

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 socially in small and large groups.
- To provide 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 (TLCCC) is located in and operated by Trinity Lutheran Evangelical Church. TLCCC is licensed by the State of Michigan, and meets all requirements. 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 Year's Eve and Day	Memorial Day	Good Friday
Labor Day	Thanksgiving and the Friday before	
New Year's Eve and Day	Independence Day	
Christmas Eve and 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 Center's Director or the Child Care Board of Directors. Holiday closings will be posted in the monthly newsletter and on the main doors. Weekly tuition rates remain the same even if there is an absence or holiday closing.

Tuition and Fees

Current Rate Period

The current fees are in effect Sept 18, 2019. 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/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/week a child is enrolled in the Center according to the current tuition guidelines. Tuition may be paid by Zelle payment, check, or money order. Tuition is due on Friday before the week of service. If two weeks written notice is given before

withdrawing a child, fees/tuition paid in advance are refundable 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.

Full Time-Part Time Enrollment:

Care is encouraged to be on a full time basis. A limited number of spaces may be available to families on a part time basis. Please see the Center's Office for availability.

Monthly Statements

Parents will receive a monthly statement upon request or as needed. 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.

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

A late fee of \$1.00 per minute will be charged for each child left at the Center after 6:00 P.M.
Consistently picking up your child late from the Center may be cause for dismissal.

Returned Check Fee

A fee will be charged for each check returned to the Center by the bank, unpaid.

Enrollment 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. Unsecured, available spaces will be filled on a first-come, first served basis. Once the enrollment fee has been paid, your child's enrollment is secured up to 14 days unless other arrangements have been made. Enrollment fees are non-fundable.

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 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, 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 of Michigan.

All TLCCC's policies and procedures can be viewed in TLCCC's office upon request, or found at ["childcaretrinity.org"](http://childcaretrinity.org).

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. emergency card
3. Health Appraisal Sheet/Record of Immunization *
4. Parent agreement
5. Signed field trip permission slips (Chapel)
6. Photo release
7. Food Services package

* 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.

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.

Immunization/Health Screenings

The purpose of TLCCCs Health Plan on Immunizations and Health Screenings is to help teach TLCCC families and staff the importance of these services for good overall health. Immunizations are one of the most effective and scientifically proven measures to protect children and adults from harmful diseases. Health screening are a key part of an individual's overall health care. It can help identify concerns early. TLCCC administration will oversee records for staff and children in care annually to assure that they stay up to date and current. Families and staff will be informed if updates are needed, as well as be provided current educational materials on subjects such as, but not limited to Health screenings, local health care providers, age appropriate immunization schedules and milestones.

Health Code requires all children who attend preschool programs or licensed childcare centers in Michigan to have a valid, up-to-date immunization record or a physician (MD/DO) signed State of Michigan Medical Contraindication Form. An Immunization Statement must be on file the first day of attendance. A child who fails to meet these immunization requirements shall not be admitted into the program. Immunizations shall be reported to the Michigan Department of Health and Human Services (MDHHS) for all children enrolled using the method established through the Michigan Care Improvement Registry (MCIR)

Program Plan

Living the Christian faith is important at Trinity Lutheran Child Care Center. We believe it begins with the staff, flows into our interactions with the children and their families, and is reflexed through our daily activities. Classroom curriculums will be flexible and spontaneous within the framework of the daily schedule lending structure and security.

The program plan, as well as each age group's daily schedule, will be posted in all rooms. It 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 or volunteer. Head Teachers are full time, and have received training appropriate to their environment. Assistants/caregivers can be either full time or part time. Trinity Lutheran Center and its staff will always operate in a manner that is conducive to the welfare of the children in our care and their families.

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. Each child is assigned to a primary caregiver.

Respectful, responsive caregiving will be the basis for building trusting relationships. Primary caregivers and Infant groups will be maintained at a 4 to 1 ratio. Caregivers and infant groups are posted within the room. Caregivers will hold infants 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. Infants will be placed to sleep in cribs only. Blankets may be used temporarily while holding and rocking baby, but not in cribs. Tummy-time will be directly supervised by staff. Swaddling is allowed for infants up to 2 months of age. 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, large and small motor skills, indoor/outdoor play, as well as, opportunities for social- emotional development. Primary caregivers and Toddler groups will be maintained at a 4 to 1 ratio. Primary caregivers and toddler groups will be posted within the room. Information regarding meals, diaper changes or potty training schedules, napping, health and temperament will be recorded daily and sent home with parent.

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, 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.

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

To also assist in our preschooler's 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 parent's convenience.

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

Special needs and Cultural Competence Plan

The purpose of TLCCCs Special need and Cultural Competence Plan is to assure that all lesson plans and classroom experiences be developed with a goal towards safety, encouraging growth and development, as well as inspiring children to learn about other

cultures. TLCCC believes this is part of an important foundation in fostering and encourage respect and self-worth.

TLCCC recognizes that a Cultural Competence plan is crucial to ensuring that all children, families and staff have a sense of strong cultural identity and belonging. To assure that TLCCC continues to meet the needs of children, families and staff in our Center, classroom lesson plans and parent/teacher communication will reflect the language, custom and values present in our Center. Children will be encouraged to share their own unique traditions 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. If necessary, Individual educational plans will be developed and incorporated into the classroom lesson plans. When required, or upon the parent's request, Trinity Lutheran Child Care Center will collaborate with other programs, such as, but not limited to, Early On or ISD, to assure that the children in our care receive the best possible education and/or a smooth transition.

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 arranged. All referrals, communications and documentation will always remain confidential.

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, movement and 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

Communication

Daily/Weekly Reports & Newsletter

Family/Child Information

Proper communication between our parents and the teachers and staff of TLCCC is extremely important. Teachers will be sending home information on a regular basis. Infant and toddler parents will receive daily reports. You are welcome to call to arrange a meeting with your child's teacher--even just to become better acquainted! Concerns about any aspect of our program, or your child's care, may be expressed to the Center Director. Each child is provided with a cubby. Families with two households will be provided any communication each. Please check your child's cubby daily for notes, newsletters and daily reports. Remember to communicate in writing any changes in your child's schedule. We must be informed, in writing, regarding any changes in the person picking up your child. You may add or delete names of authorized adults allowed to pick-up your child on the Child Information Record.

Our main office must be informed of any of the following changes: • address and/or phone numbers, or e-mail address

- parent/guardian employment,
- health/immunizations up-dates, or;
- other pertinent information related to your child.

In addition, if you are a family that uses English as a second language we will make an effort to communicate to you in your chosen language if requested.

Confidentiality

Each family has the right to confidentiality. TLCCC keeps certain information on file regarding children and families that may be considered personal in nature. We maintain this information in confidence and do not discuss or release it to persons outside of TLCCC unless written permission has been obtained from the parent(s).

Staff and Volunteer Requirements

Comprehensive Background Checks-Staff and Unsupervised Volunteers

Before hiring or unsupervised volunteering and before contact with children in care, all potential child care staff will have a completed public sex offender registry search as well as a comprehensive background check.

Staff Health Requirement

a report signed by a licensed physician/health official, will be submitted stating that the each child care staff member or supervised/unsupervised volunteers who has contact with children at least 4 hours per week for more than 2 consecutive weeks is free from communicable tuberculosis (TB).

Staff Orientation Training

Before caring for children, childcare staff members and unsupervised volunteers shall have orientation training that includes information about infant safe sleep, caring for infant and toddlers, the prevention of shaken baby syndrome, abusive head trauma, child maltreatment, and recognition and reporting of child abuse and neglect.

Within 90 days of being hired, or the first day as an unsupervised volunteer, all staff members and unsupervised volunteers who work directly with children shall participate in orientation training. Training will consist of, but not be limited to:

- Administration of medication.
- Licensing rules and regulations
- Center policies and practices, Chain of Command
- Prevention of and response to emergencies due to food and

- allergic reactions, including CACFP and Food Program
- Prevention and control of infectious disease training, including immunizations.
- Building and physical premises safety.
- Emergency preparedness and response planning.
- Handling and storage of hazardous materials and appropriate disposal of bio-contaminants.
- Child development.
- Individuals rights to be free from sexual harassment and other discrimination

Annual Staff Training Plan

All childcare staff members who work directly with children shall complete a minimum of 16 clock hours of professional development annually on topics relevant to job responsibilities that include, but are not limited to, any of the following subjects:

- Updated information on Licensing rules
- Updated information and refreshers on subjects covered in orientation
- Health and Safety
- Child care center administrative rules.
- Refreshers on infant safe sleep, the prevention of shaken baby syndrome, abusive head trauma, child maltreatment, and recognition and reporting of child abuse and neglect
- Program Management
- CACFP and Food Program 2x a year
- Child development, Teaching and Learning, including Observation, Documentation, assessment, Interactions and guidance.
- Family and Community Collaboration
- First Aid, CPR Refresher
- Emergency preparedness and response planning. *Each childcare staff member shall be trained at least twice a year on their duties and responsibilities for all emergency procedures listed in TLCCC's Emergency Preparedness Plan.

Supervised Volunteers

A supervised volunteer shall not have unsupervised contact with children in care. A staff member will always have line-of-sight vision

on a supervised volunteer. Supervised volunteers will work under the guidance of a Center staff member.

Before volunteering and before contact with children in care, all potential child care staff will have a completed public sex offender registry search as well as a State Police records check.

Note: individuals listed on the public sex offender's registry cannot have contact with children in care.

Parent Volunteers (Supervised Volunteers)

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. TLCCC, for your child, is an extension of that security base, expanding and enriching their lives. Therefore, we believe that opportunities must be provided so that parents can be actively involved in their 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 always welcome to Center and church events.

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

Parent Participation Policy

Parent volunteers will work under the supervision and guidance of a Center staff member at all times. A staff member will always have line-of-sight vision on a supervised volunteer.

Parents volunteering at Center or Church events will never be left alone with children in care other than their own. Parent volunteers will not be allowed to take children from the Center other than their own, unless previously arranged and authorized on a child's Emergency Card

Nutrition/Food Service Plan

The purpose of the Nutrition/Food Plan is to teach good eating habits, as well as provide healthy, nutritious food to TLCCC children while in care. These goals will be accomplished through classroom activities such as cooking projects, and through partnerships with other agencies such as CAFSP and the Garden Project/Food Bank. Good nutrition is vital to children's overall development and well-being. In an effort to provide the best possible nutrition environment for the children in our facility, TLCCC has developed the following childcare nutrition policies to encourage the development of good eating habits that will last a lifetime.

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

USDA is an equal opportunity provider, employer, and lender.

Trinity Lutheran Child Care Center is "peanut-free"

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. The Center's menus meet the requirements of the Child Care Food Program, as administered by the Department of Education. Menus are Planned, dated and a copy posted in each classroom room and on the Parents Board by the Infant room. A copy of the monthly lunch/snack menu will also be sent home at the beginning of every month. Note: If changes need to be made to the menus, substitutions will be noted on the menus posted on the Parent's Board

All children are served the same meals, regardless of race, sex, color, religion, handicap, or national origin; there is no discrimination in the course of food service.

Food Allergies

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

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

Our eating schedules are as follows:

➤ **Infants**

Breakfast 6:30- 7:15

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

Lunch 11:15-12:00
P.M. snack 2:15-2:30

➤ **Toddlers**

Breakfast 6:30- 7:15
A.M. snack 8:30-9:00
Lunch 11:15-12:00
P.M. snack 2:30-3:00

➤ **Preschool & Pre-k**

Breakfast 6:30- 7:15
A.M. snack 8:30-9:00
Lunch 11:30-12:15
P.M. snack 2:30-3:00

Lunchtime count

Lunch counts are taking 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 after 10:00 am, and no call was made to the school, they will be given an alternative lunch (example: sandwich, fruit & vegetable) Any unclaimed meals will be thrown away at the end of the designated mealtime. Lunches and snacks will not be saved.

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, self-esteem, and cooperation. 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. Time-out will not be used on children under 3 years of age. Time out will not be for more than one minute per child
6. Staff will help children problem-solve disputes.
7. Supervised activities, 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. The safety of all the children will be ensured and the teachers will provide necessary supervision.

Trinity Lutheran has a “No Tolerance Policy” for the use of any physical, mental or emotional punishment as a disciplinary action. All of the following means of punishment are prohibited: Hitting, spanking, shaking, biting, pinching, or inflicting other forms of corporal punishment. Placing any substances in a child’s mouth, including but not limited to, soap, hot sauce, or vinegar. Restricting a child’s movement by binding or tying him or her. Inflicting mental or emotional punishment, such as humiliating, shaming, or threatening a child. Depriving a child of meals, snacks, rest, or necessary toilet use. Excluding a child from outdoor play or other gross motor activities. Excluding a child from daily learning experiences. Confining a child in an enclosed area, such as a closet, locked room, box, or similar enclosure.

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.

Health/Safety 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 100.5 degrees.
2. Any vomiting
3. Continuous Diarrhea (* 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 100.5 degrees, taken under the arm, is sufficient reason to determine exclusion due to illness. A Sick Child Report will be made for children and sent with them at pick up.
2. If it is determined that the individual is ill to the degree that they should not remain around others, the individual will be moved as soon as possible.
*If the individual is a child, they will be taken to an unoccupied section of the room. 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 or experience other conditions that may be contagious (i.e. pink eye, 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 State of Michigan:

1. Children must not be infectious according to the guidelines listed above.
2. A medicine permission slip completely filled out by the child's parent or legal guardian must be on hand before any medication may be given.
3. All medicines will be given at the time and with the dose specified on the medicine container. A written record will be kept.
4. **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 in a container other than the original container. Unused medicine will be returned to the parent.
5. **Tylenol** (only for teething or pain. **Not** for fever) **administered to children under age two** will need a doctor's note with dosage and times to be administered since dosage charts on medicine bottle usually indicates to contact your physician. Tylenol can be given **to children**

over 2 yrs. old by staff without a doctor's notice (only for teething or pain. **Not** for fever)

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

Topical nonprescription

Topical nonprescription medication requires written parental authorization annually. Topical nonprescription medication includes, but is not limited to:

Sunscreen, Insect repellent, Diaper rash cream, Antibiotic ointment, rubbing alcohol, Hydrogen peroxide, Essential oils.

Topical nonprescription medication does not include:

Hand sanitizer, Hand or body lotion, including petroleum jelly based products such as Vaseline, Lip balm.

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**, drills for emergencies like fire or tornado will be conducted throughout the year.

All staff members who work with children will receive First Aid and CPR training as mandated by the State of Michigan.

Trinity Lutheran's "Health Care and Safety Plan" will be followed in regards to caring for any child or adult injured or who becomes ill while attending the Center.

Notification Policy for Accidents, Illness, Incidents, and Injuries.

Parents will receive a written report for any minor accidents, incidents, or injuries their child may have been involved in/received while attending the Center. This report will be available at pick up, and will include circumstances, as well as any first aid measures that were administered.

For major accidents, incidents, or injuries, the Center will follow emergency procedures as written in the **Emergency Procedure Plan**

located in the **Licensing Notebook**. Parents will be notified by phone immediately.

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 or sanitizing solution. 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 sanitize the area daily, as well as, but not limited to washing walls, picking up towels, wiping up spills, stocking paper supplies and maintaining an odor free environment. Center bathrooms that are the responsibility of the Janitor will be clean, sanitized and stocked per their posted schedule.

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.

To assure the correct ratio is maintained and accurate tuition rates are applied, schedule changes must be given in writing 2 weeks prior to the change to receive credit.

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.

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.

Indoor Rules and Limitations:

- Running is limited to outside areas
- A reasonable noise level, such as an “inside voice”, is expected.
- 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 will stay out of all 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 will not be taken 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, accompany them to their classroom and to a Teacher/caregiver. 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 individuals 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 naptime, 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

Outdoor Play

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 a few times 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.

Please note: The Center reserves the right to refuse care if items necessary to the child's health and safety are not provided by parent/guardian:

Infants

1. Bottles and baby food enough for the day. All bottles and baby food jars must be labeled with the child's first and last name, date and ounces, and if not already labeled, contents. (example: Breast milk/formula)
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, ready- to- feed formula can be stored in your infant's cubby for emergency use. (please note: Staff cannot mix powdered formula)
7. A blanket (to be taken home and washed weekly) * Blankets will be used while holding and rocking baby, but not in cribs.

Toddlers

1. Bottles, if needed, must be labeled with first and last name, date, ounces and contents. (bottles will only be given at naptime) 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. Due to Licensing requirements, Trinity Lutheran Child Care Center's employees will not drive any Center children on field trips. Parents may ask another parent to help drive their child on field trips. This must be initiated by the parent and cannot be arranged by the Center. Appropriate child's safety seats must be used at all times. 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.

Non-Smoking Policy

Trinity Lutheran Church and Trinity Lutheran Child Care Center is a non-smoking/Vape-free facility. No smoking is allowed anywhere on the property.

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)

Inclement Weather Days:

Trinity Lutheran Child Care Center does not necessarily close when area public schools are closed. In extreme conditions, we reserve the right to close for our staff and parent's safety. Closing information will be announced at the following locations:

Channel 10 (NBC) T.V. news station

Facebook:

Trinity Lutheran Child Care Center

Please note: We are listed as **TLCCC of Lansing** at most of the above locations.

Emergency Closing:

In case of closure during the Center's hours of operation, parents will be contacted immediately and given a time that their child will need to be picked up. Emergencies might be, but not limited to, a utility outage or severe weather that develops during school hours, 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 appraised of the situation. The Director will stay on sight until all children are picked up by parents or a designated emergency contact person.