

# Trinity Early Childhood Center Parent Handbook



Trinity Lutheran Church, School, and Early Childhood Center  
38900 Harper Ave. Clinton Township, MI  
48036 586-463-2921  
[trinityct.org](http://trinityct.org)



*Exemplary School  
Quality*

*Pre School Winner*

*Demonstrating*

### ***Our Mission***

The mission of Trinity Lutheran Church Early Childhood Ministries is to make fully devoted followers of Jesus Christ through Christ-centered education and care.

### ***Our Purpose & Our Philosophy***

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We are part of the ministry of Trinity Lutheran Church. Our purpose is to serve families who desire Christ-centered education and care for their children. We work in partnership with parents who have the primary and most critical role of nurturing their children. Our goal is to provide a safe, caring, educational, and uniquely Christian environment for children, where they can grow and experience the love of Jesus. We hope to work together with parents to strengthen all families in accordance with God's plan and purpose. Trinity has trained counselors, family ministry professionals, educators, and pastors on staff to assist you with spiritual, physical, and emotional needs that may arise for you or your child. Trinity cares about you and your family and is honored to partner with you as we all navigate life together.

Luke 2:52 says: "And Jesus grew in wisdom and stature, and in favor with God and man." We believe that, like Jesus, children also grow in wisdom and stature. We are committed to the holistic development of the whole child. We are committed to a high standard of excellence in providing opportunities for each child to grow physically, mentally, socially, emotionally, and spiritually. The environment and programs are carefully planned to provide challenging and interesting activities. Plenty of time is allowed for meaningful play, a valuable learning tool, and a pleasant, enjoyable approach to discovery and creativity. Outdoor and indoor play, music, literature, art, large- and small-motor activities, science, and math are some experiences children enjoy daily. Through teacher interaction and Biblical instruction, children learn about the love of God through Jesus and the wonders of the world around them. Our staff are mature, committed Christians with a vision for ministry and a genuine love for children.

We partner with the State of Michigan in our Great Start Readiness Program. We cannot provide direct religious instruction during Great Start class hours, but we invite families to allow their child to stay after the class for additional biblical teaching.

### ***Open Invitation***

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You're ALWAYS welcome to visit and participate in your child's day! Please inquire about the current procedures. Please take time to read the information sent home, posted on the bulletin board outside your child's classroom, or on the bulletin board in the office. Please make sure you are connected to BRIGHTWHEEL to receive important messages and alerts. Arrival times are seldom conducive to in-depth discussion, but feel free to call or set up a time to meet with the teacher and take advantage of any scheduled parent-teacher conferences. In full-day programs, it is best to contact the teacher during rest times, as that is a time when the teacher is not busy with direct supervision and teaching children. Your questions, comments, concerns, and suggestions are welcome and appreciated!

### ***Licensing/Accreditation/Regulatory Agencies***

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We are licensed by the State of Michigan and meet or exceed their regulations for early childhood centers. The center maintains a notebook of all licensing reports along with a licensing rule book that is available at the front desk anytime we are open. This notebook contains all inspection and special

investigation reports since May 28, 2010. Licensing rules & reports from the past three years are also available at [www.michigan.gov/michildcare](http://www.michigan.gov/michildcare)

We are accredited through National Lutheran Schools Association (NLSA) and Michigan Association of Non-Public Schools (MANS) and have achieved exemplary status. We are also evaluated by Great Start to Quality in Michigan and demonstrate quality.

***Parent Notification of Program Evaluation GSRP*** Because we have a Great Start Readiness Program (GSRP), we work with the State of Michigan to measure the effectiveness of state-wide GSRP. Information about GSRP students only, their families and staff are sometimes shared as required. Program staff from the State of Michigan might ask parents questions about their child/family, observe children in the classroom, assess children's learning and ask teachers for assessment information. This information will not be shared with others in any way that you or your child could be identified. It is protected by law. Questions? Contact [mde-gsrp@michigan.gov](mailto:mde-gsrp@michigan.gov) or 571-373-8483 or the Office of Early Childhood Education and Family Services at 608 W. Allegan, PO Box 30008, Lansing, MI 48909. GSRP also requires that best practices are being used in the GSRP classroom. An Early Childhood Specialist will observe the teachers and use the Program Quality Assessment as a tool to document evidence of best practices.

### ***Trinity School***

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You can continue your child's Christian education beyond the center in our accredited school, which offers Kindergarten - 8<sup>th</sup> Grade. Enrollment preference is given to students in the Center. Students eligible for kindergarten will receive enrollment information in February.

### ***Admission***

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We admit children ages 6 weeks - 14 years of any race, color, religion, sex, and national or ethnic origin or any other protected cataloging. Waitlists are kept and spots filled on a first-come, first-served basis. Parents must provide a two-week notice of changes to schedules (such as dropping days or ending enrollment).

For admission to preschool, a child must reach the age of 3 before December 1<sup>st</sup> of that school year to be eligible for 3-year-old Preschool programs. A child must reach the age of 4 by December 1<sup>st</sup> of that school year to be eligible for 4-year-old Preschool programs. Please note that to enroll in kindergarten, children must be 5 years old by September 1<sup>st</sup>. This may affect which program you choose for your child now. For admission to the Great Start Readiness Program (GSRP), children must be 4 years old by September 1<sup>st</sup> of the school year.

### ***Referral Policy***

We will make every effort to accommodate all children. We do not have an early childhood special education program, but we will not refuse any child based on disability. We acknowledge that, although our ratios exceed licensing expectations, we cannot provide one-on-one care and inform parents of this upon enrollment. Our program can help children and families find resources that may be available in the community, such as Early On, local school systems, Macomb Family Services, Michigan Mental Health, or the Macomb Intermediate School System.

### ***Schedule and Center Closings – Weather Policy***

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The center is normally open Monday through Friday from 6:30 AM to 6:00 PM, year-round. We are closed on the following holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, the day after Thanksgiving, Christmas Eve, and Christmas Day. (We may close on Friday or Monday if a holiday falls on a weekend, and we will inform you ahead of time should this occur.) **The Half Day 3 & 4-Year-Old Preschool & GSRP classrooms follow Trinity Lutheran School's**

calendar and will be closed if the school is closed due to inclement weather. We will inform you via BRIGHTWHEEL.

**Full-day (childcare) programs and School Age Childcare (SAC) will be open if Trinity School is closed due to inclement weather.**

If the center should close for any reason, we will be listed under school closings on the local news as Trinity Lutheran Childhood Ctr. We will inform you via BRIGHTWHEEL if your child's classroom must close, once the decision has been made.

**Programs/Classrooms:** more information at [www.trinityct.org](http://www.trinityct.org)

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**Preschool** - We offer both Half-Day and Full-Day programs, as well as the Great Start Readiness Program (GSRP). Every program encourages all areas of development through a combination of teacher-directed and child-directed classroom time, gym, and outdoor play. Under the guidance of trained Christian teachers, your child is encouraged to develop communication and listening skills. All programs follow the Creative Curriculum. A typical day consists of devotions & prayers (except in the GSRP classrooms), music & literacy activities (including Zoo-phonics), playtime, art, math & science activities, snacks or lunch, outside & gym play. We offer a balance of individual, small-group, and large-group activities. Content areas include literacy, math, social studies, science, the arts, and processing skills, providing growth in all areas of development. Children must be using the toilet independently to enroll in a Preschool program (GSRP exempt). While we do not directly teach about the Christian faith during the GSRP's normal hours, we do offer Jesus Time after class each day at no extra cost.

### **Half-Day Preschool**

All half-day programs run from September through May, following a school year calendar.

**The 3-year-old preschool** has a class size of 16, with one teacher and one assistant. This program is offered from September through May in sessions on Tuesdays and Thursdays from 8:15 – 11:00 AM.

**4-year-old Preschool** – has a class size of 20 with one teacher and one assistant. This program is offered from September through May in sessions on Mondays, Wednesdays, and Fridays from 8:15 - 11:00 AM.

### **Full Day Preschool**

All full-day preschool programs are available year-round. You may choose a consistent schedule of up to five days a week from 6:30 AM to 6:00 PM. All full-day programs provide two snacks, lunch, and a rest time daily.

**Preschool 3** is a full-day 3-year-old preschool with a class size of 20 children, one teacher, and two assistants. The program is offered year-round from 6:30 AM to 6:00 PM.

**Preschool 4** is a full-day 4-year-old preschool with a class size of 24 children, one teacher, and two assistants. The program is offered year-round from 6:30 AM to 6:00 PM.

### **Great Start Readiness Program (GSRP)**

The Great Start Readiness Program, or GSRP, is a state-funded program available to qualifying families with a 4-year-old child (must be 4 by September 1st). If a child turns 4 between September 2nd and

December 1st and wishes to enroll in GSRP, we may enroll them after September 1st, provided space is available. GSRP runs from September through May, following a school year calendar. Income verification and an interview are required for enrollment in this free preschool. Additional childcare opportunities are available after class time at an hourly rate.



**Curriculum:** We follow the Creative Curriculum in all of our programs at Trinity, including GSRP. The Creative Curriculum is a comprehensive, research-based curriculum that emphasizes exploration and discovery as effective learning methods.

**Developmental Screening:** We use the Ages and Stages Questionnaire in the fall (at our home visit for GSRP), which is a research-based developmental screening tool. This helps us plan our learning opportunities to meet better the individual needs of the children in each classroom.

**Assessment:** We use the GOLD assessment, paired with the Creative Curriculum, to further assess your child's learning in 38 areas. We will share this information with parents multiple times throughout the year, both in formal parent-teacher conferences and through informal daily communication.

**Parent Participation:** We HIGHLY encourage and provide a variety of opportunities for parent involvement throughout the year. Participation opportunities below:

**Curriculum Night:** We invite parents to attend a curriculum night to learn more about the GSRP program. At this meeting, teachers will share what to expect for the year and provide time for parents to ask questions.

**Parent Education Nights:** Join us to learn! We invite parents to participate in our staff professional development and discover new ways to support children's success both inside and outside the classroom.

**Special programs** include events like grandparent night, moms night, dads night, Christmas concert, preschool graduations, field trips, and other after-hours activities that families are encouraged to participate in.

**Volunteering:** Parents are encouraged to volunteer in our classrooms. Your child's teacher will offer multiple opportunities to become involved in your child's learning experience. Licensing requires that all parents interested in volunteering with classroom activities must obtain clearance from the public sex offender registry. Trinity can assist you in obtaining this clearance at no cost.

**Conferences:** We invite you to join the teachers for Parent/Teacher conferences twice each school year to share information about your child's learning.

**Program Evaluation:** We also ask for your participation in our annual program evaluation. This will be done via BRIGHTWHEEL. We greatly appreciate a prompt response.

**Great Start Collaborative (GSC) Parent Coalition:** Each intermediate school district must include GSRP parent and family representatives in the regional Great Start Collaborative (GSC) Parent Coalition. These representatives work alongside other dedicated families to strengthen early childhood efforts within the community. In this role, GSRP parents and families serve as liaisons to local family engagement groups, sharing updates, ideas, and activities in person, virtually, or via email.

**School Readiness Advisory Committee (SRAC):** The SRAC is a work group of the Great Start Collaborative and provides an additional opportunity for participation in supporting school readiness efforts. The committee includes classroom teachers, parents or guardians of program participants, and representatives from community, volunteer, and social service organizations. Each year, the SRAC reviews and offers recommendations on GSRP program components. The committee also advises the GSC on broader community services to improve school readiness for all children.

**Home Visits:** Great Start requires teachers to make two home visits per year. One is in the fall and one in the spring. Teachers will work with parents to schedule a time that is convenient for everyone.

**Confidentiality Policy:** Children are enrolled confidentially. Information about enrollment must be shared with the State of Michigan for funding purposes. We value your partnership as we work together to help your child learn and grow.

**Attendance Policy:** We encourage children to attend school every day that it is in session and to arrive on time. We have a structured day, and your child's involvement in all aspects of the program is important for their learning. We kindly request that you please call by 9:00 AM if your child will not be attending.

**Mandated Reporters:** As Early Childhood Professionals, we are advocates for children's health and well-being and serve as mandated reporters for suspected child abuse or neglect.

**GSRP:** We offer a school-day program with two classes of 18 children, each with a teacher, an associate teacher, and a preschool assistant. Program hours are from 8:00 AM to 3:00 PM, Monday through Friday. After-care is available Monday through Friday from 3:20 to 6:00 PM. Your child is welcome to attend Biblical Instruction time from 3:05 -3:20 PM at no extra charge.

**GSRP Recruitment Plan:** All applicants for GSRP will apply prior to being screened by the Director or Assistant Director. At the time of screening, parents will be required to bring the child's registration form, birth certificate, health form, immunization record, proof of residency, and proof of income. A parent interview is conducted to determine eligibility for the program. Children living in Macomb County with income under 400% of the Federal Poverty Level will be placed first. All information is kept confidential. For more information about GSRP eligibility, please visit the front desk.

### **Infant/Toddler Programs**

We use Creative Curriculum for Infants and Toddlers in all our full-day Infant, Toddler, and 2-Year-old Programs.

**Infant Room:** Class size of 8 with a teacher and 1 assistant (1:4 ratio). Children are ages 6 weeks through 15-18 months. The curriculum in this classroom is tailored to the unique and personal care of each child. Special activities are planned for children depending on age, which include Jesus time, stories, sensory activities, small and large motor experiences, outdoor time, and gym activities (when developmentally ready). Each child is provided with their own crib. The program is offered year-round from 6:30 AM to 6:00 PM.

**Toddler Room:** Class size of 8 with a teacher and 1 assistant (1:4 ratio). Children are typically around 12 months old, begin to walk, usually take only one nap, and start eating table foods when they join the Toddler Room. The children rest on cots and are offered a variety of small and large motor experiences. Jesus time, stories, art activities, gym, and outdoor play are offered daily. The program is offered year-round from 6:30 AM – 6:00 PM.

**Transition Room** (transition from infancy to preschool): At around age two, children progress into the Transition classroom. The class size is 12 with a teacher and 2 assistants (1:4 ratio). Children remain in the Transition classroom until they are three and toilet-trained. The environment is set up like a beginning preschool classroom. The program is structured to include Jesus time, stories, art experiences, gym, outdoor play, and group activities. Toilet training and independent skills are a large portion of the curriculum. The program is offered year-round from 6:30 AM to 6:00 PM.

### **School Age Programs**

**School Age Childcare (SAC):** Before and after care for Trinity School and our partner school district, L'Anse Creuse. We are open during school half days and scheduled days off. School age parents must keep us informed about their needs for care on their school's scheduled days off. We do not provide care for students who are suspended or expelled from school. TLC also offers a summer camp program during summer vacation.

**Summer Camp:** We offer a dynamic Summer Camp Program for school-age children. The number of weeks offered may vary from summer to summer, depending on the school's schedule. Our camp offers a variety of child-chosen daily activities as well as engaging Bible study and opening and closing programs. Experiences in science, cooking, arts & crafts, gym & outdoor fun, first aid training, and other activities will be offered. We group children by age/grade in small groups with a camp counselor. Enroll early – we fill quickly!

### ***Parental Responsibilities:***

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Parents must **complete and return the following:**

1. Child registration forms: All forms must be updated yearly, due on the first Tuesday in September
2. Completed health appraisal for children ages 6 weeks to school age to be updated yearly for children less than 30 months, and every two years for children over 30 months.
3. Record of immunizations, including updates, for children ages 6 weeks up to school age. If you choose not to have your child immunized, you must obtain a waiver by contacting the Macomb County Health Department. We require a record of up-to-date immunizations or a waiver before your child can be enrolled.
4. Information and updates about any allergies or dietary restrictions.
5. Completed CACFP Participant Enrollment Form.
6. Income, CACFP Household Income Eligibility Statement, and age verification for the GSRP Program.

All information provided will be kept confidential. Some information must be shared with government agencies such as Childcare Licensing, the Health Department, or GSRP officials.

Please call when your child is ill or absent for any reason.

**If your child attends a full-day program or a school-day GSRP, we kindly request that you call by 9:00 AM if they will be absent, so we can provide an accurate lunch count to the kitchen.**

**Sign-In/Out Procedures:** All parents must, upon arrival at the classroom, ensure that a staff member is aware that they are dropping off or picking up their child. Additionally, please ensure that you sign in and out on the Brightwheel system in the office whenever you drop off or pick up your child.

**Children will not be released to anyone who is not listed on the child's information form.** We ask for picture identification if we do not know the person attempting to pick up a child. Any changes must be provided in writing. In the event of an emergency, please inform our staff at 586-463-8803. As a matter of courtesy, please let us know if someone new or another approved person will be picking up your child. Written permission must be on file for the child to leave our facility for special programs such as preschool, school, piano lessons, sports, or other extracurricular activities. Children can be released to either parent at any time. Please notify us of any concerns regarding custody. You must provide a copy of any court orders prohibiting a parent from picking up a child.

**Parking:** Parents must park in designated areas, either next to the building or in the large parking area adjacent to the soccer field.

- Please note that the area in front of the childcare center is one-way toward Oxford.
- Please do not enter from Oxford.

**Never Park under the canopy, at the stop sign, or in the road - even for short periods of time!**

**Illness:** Please keep your child home if he/she is vomiting, has repeated diarrhea, is running a fever (above 100.4°), has an unidentified rash, or is known to have a contagious condition. You must inform us if your child has been in the center with a contagious condition. Children must be excluded from care until they are no longer contagious, depending on the illness. Children are required to be fever-free for

24 hours without the use of medication before returning to the center. If your child's doctor prescribes an antibiotic, your child may return after 24 hours of the first dose. Staff and volunteers also follow this illness policy. We will inform you via BRIGHTWHEEL of any contagious conditions in your child's classroom. Therefore, please notify the front office of any contagious conditions, including but not limited to: COVID-19, strep throat, or Influenza.

**Medication:** If your child needs to be given medication, the parent must provide:

1. Written permission on our medication form.
2. Prescription medication must have a pharmacy label with the name of the child to whom it is to be given, the physician's name, the strength of medication, and instructions.
3. Over-the-counter medications must be in the original container, accompanied by directions for the child's age to whom it is to be administered. Written permission and instructions must be provided on our medication form. We will not administer over-the-counter medications for longer than five days without a signed consent from your child's physician. Over-the-counter medications require a physician's note if there are no clear directions on the bottle for the age of the child to whom it is to be given. Medication forms for "as needed" medications, such as an EpiPen or Benadryl, may be written to be dispensed as needed and renewed every 6 months.

**Clothing/Personal Belongings:** We take care to protect your child's clothing during art activities, etc. However, just in case, please dress your child in "play" clothes, as children may get dirty while playing and learning. *No sandals, Crocs, backless, or open-toed shoes.* Please label your child's coat, jacket, mittens, and boots. If your child attends a full-day program, please provide a change of clothing that can be stored in your child's cubby. ***Aside from a sleep toy, please do not allow your child to bring toys to school.***

**Infant/Toddler Necessities:** Parent must provide diapers, wipes, & bedding for cribs. See separate Infant/Toddler Information Sheet.

**Outdoor Clothing:** Our program provides daily outdoor play (for all programs that meet 3 hours or more) whenever possible, even in cold weather, provided conditions are safe. Staff use their **best professional judgment** to assess outdoor environmental safety, including temperature, wind chill, air quality, visibility, and ground conditions. Outdoor play will be limited or moved indoors if conditions pose a risk to children's health or safety. Families are asked to dress children appropriately for the weather so they can participate comfortably. Appropriate outdoor clothing includes, but is not limited to, Jackets, Snowpants, boots, gloves or mittens, and hats. If your child cannot participate in outdoor play, a doctor's note is required, as licensing rules dictate.

**Rest Time:** Children (not yet in kindergarten) who attend full-day school programs (including GSRP) require a rest period. Parents must provide bedding, if desired, which is sent home weekly for laundering. Please send small pillows and/or blankets. We provide a child-sized cot, a quiet atmosphere, and an appropriate time frame to allow children to rest.

## **Food**

**Half-day preschool.** Snacks are provided; however, if your child brings their own snack, please ensure it is a healthy option, including birthday treats (***NO Cupcakes***). A list of suggested snacks will be given at the fall open house and available at the front desk.

**Full Day Programs and GSRP** Lunch and snacks are provided as part of tuition. A monthly lunch and snack menu is given and is posted on our website. We follow FDA guidelines for nutrition and portioning. We do not provide breakfast but would be happy to serve breakfast from home between 6:30 and 8:00 AM. Please provide healthy options for breakfast, snacks, and meals.

- A morning snack is provided to children in attendance by 9:00 AM.
- Hot lunch is served between 11:00 and 11:40 (depending on your child's room)
- An afternoon snack is provided at approximately 3 PM

**\*If your child will be absent, please notify us by 9:00 AM so we can cancel their lunch order.\***

Please inform us of any special dietary needs, and have your physician complete a food substitution form for any food that requires substitution due to an allergy or personal preference. If you would like to send a snack for your child's birthday, please let us know and provide a healthy option— **NO cupcakes** and no homemade foods, please. A list of suggested snack items is available at the desk.

**Food Program:** We participate in the Child and Adult Care Food Program. In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex (including gender identity and sexual orientation), religious creed, disability, age, political beliefs, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA. Persons with Confr who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.) should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English. To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) ([http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html)) online, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov). This institution is an equal opportunity provider.

### ***Emergency Procedures***

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**In case of accident, incident, or injury:**

1. Basic first aid will be applied.
2. Parents will be notified immediately, calling the first person listed under the "Emergency Contact & Release of Child" section of the registration form if a child has more than a minor injury, or if they sustain a head injury. If the parent cannot be reached, we will call the other contacts listed in this section.
3. If the child needs medical attention due to a life-threatening situation, the child will be transported via ambulance to the hospital of choice as indicated on the child's information form. Parent will be notified immediately. Staff will accompany the child until a parent arrives.

**We have developed and implemented emergency response plans for tornadoes and severe weather, as well as for other emergencies/disasters, such as lockdowns or shelter-in-place situations, and for evacuations in the event of a fire. These also include crisis management plans. Our staff receive emergency training yearly from Lions Safety Consulting. In the event of an actual evacuation, we would contact parents via Brightwheel and phone to inform them of our location.**

### ***Health Care Plan***

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**Illness:** We will always inform you of any changes in your child's health by phone or Brightwheel, if you prefer. If your child becomes ill while in our care, we will call the first person listed under the

“Emergency Contact & Release of Child” section of the registration form. If this person cannot be reached, we will leave a message (if possible) and then call the second and/or third person listed in this section, leaving messages for them if they do not answer. If either parent was not listed in this section or no one can be reached, we will contact the parent not listed (unless there is a court order about that parent to prevent pick-up). If no one can be reached, we will attempt to email parents. We will repeat this process every 15 minutes until someone can be reached. We do not have facilities to care for a sick child. Please pick up a sick child as soon as possible or within one hour. Children will be sent home if in the opinion of the staff, a child is too ill to remain in the center (severe ear ache or extreme congestion, or change in personality such as needing to be constantly held) or if they show signs of: Pink eye, repeated diarrhea, vomiting, fever (*100.4 or above*), rash (unless parents bring a note from a physician that the rash is not contagious or the rash is a diaper rash), or head lice.

We inform parents of any confirmed diagnosis of contagious conditions via Brightwheel. Extra care is taken to sanitize the classroom when a contagious condition has been diagnosed.



**Staff and Child Hand Washing:** Staff will wash hands: prior to the starting of the workday, before caring for children, before giving medication, after toileting, after assisting children in toileting, after handling animals and pets and cleaning cages, after handling garbage, after diapering, after handling bodily fluids, before eating, before serving food or drink and when soiled. Children will be instructed (or assisted) to wash their hands after toileting or diapering, before eating or participating in food preparation experiences, after blowing their nose, after handling animals or pets, and when they are soiled. Staff will wash the Infants' and Toddlers' hands for them. Staff will follow universal precautions when handling body fluids and are trained in Bloodborne Pathogens yearly.

**Equipment Sanitation & Room Cleaning:** Equipment, toys, and other surfaces are cleaned and sanitized as needed, following Licensing guidelines. Floors and carpets are mopped or vacuumed daily, and bathrooms are sanitized on a daily basis. We are on a regular rotation for carpet cleaning.

### **Resources for Health Care Issues**

- Macomb County Health Department, 586.469.5520, [www.macombcountymi.gov/public health](http://www.macombcountymi.gov/public%20health)
- Macomb Intermediate School District – Early On 228.3331, [www.misd.net/earlyon/](http://www.misd.net/earlyon/)
- MSU Extension, 586.469.5180, [www.msue.msu.edu/](http://www.msue.msu.edu/)
- Childcare Licensing, [www.michigan.gov/dhs/](http://www.michigan.gov/dhs/)
- McLaren Macomb Hospital, 586.493.8000, [www.mcrmc.org](http://www.mcrmc.org)
- Lisa Rivera, our Parrish Nurse (on campus), 586-463-2921, Ext. 111

### **Discipline**

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Good communication between the teacher, child, and parent helps make the entire discipline experience a positive and beneficial one. We use positive methods of discipline, which encourage self-direction and good self-esteem in a firm, consistent manner. We will use the following methods:

- Give positive directions (explain to the child what they should do).
- Redirect the child to an appropriate activity.
- Talk to the child, and help the child express any feelings he/she is having.
- Provide opportunities for the child(ren) to problem-solve under our direction and offer suggestions for solutions when necessary.
- Allow the child a calm-down time (an appropriate time-out) before discussing any misbehavior. Children are encouraged to use the be-by-myself areas.
- Give choices whenever possible.

- We follow a six-step conflict resolution policy to help children resolve conflicts with their classmates.
- Give age-appropriate logical consequences for continued misbehavior. **Examples:** A preschooler continues to throw sand on the floor from the sand/water table. The child is given a small broom and dustpan to clean up the sand. A school-age child breaks game pieces in anger, resulting in a loss of game privileges for that day and a requirement to help repair what was broken.

Any discipline problems that persist will be brought to your attention so that we can develop a positive plan of action to help the child succeed at school. A conference will be held among parents, the teacher, and director(s) to develop and agree upon an Individual Behavior Plan, a written plan that outlines how to best meet the child's individual needs and eliminate challenging behaviors.

Children, including but not limited to school-age children, are expected to exhibit standards of Christian conduct. Therefore, behaviors such as public displays of affection, name-calling, bullying, fighting, profane language, and other actions that violate Christian values are prohibited during program hours and ECC functions.

### ***Partnership with Parents / Guardians***

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**Parental Involvement:** We encourage and provide opportunities for parent involvement throughout the year.

**Volunteering:** Parents are invited to volunteer in our classrooms. Your child's teacher will offer multiple opportunities to get involved in your child's learning environment. Licensing requires that all parents who wish to volunteer in the classroom with classroom activities must obtain public sex offender registry clearance. Trinity can help you obtain this clearance at no cost to you.

**Grievance Policy:** We desire to work in partnership with you and communicate openly. You may speak with us directly, contact us by phone at 586-463-8803, or email us. The teachers, assistants and caregivers are willing to discuss your child's progress, concerns, or problems. If your child attends a full day program and you need information during the day, please try to call while the children are resting. We kindly request that everyone try to speak privately, away from children. Our staff welcomes your comments and strives to work with each child's abilities. Additionally, written communication is provided daily to all parents in Infants, Toddlers, and Transition. This communication includes diapering, eating, sleeping, and other activities.

Our partnership is appreciated when children experience difficulties in any area of development or have trouble adjusting to the program or discipline. If difficulties occur, we will speak to you openly and honestly about the situation. We encourage you to observe through the classroom observation windows so that you may better understand the difficulty. We invite you to share your ideas and insights on the methods that may work best for your child, helping us better understand their needs. We may do some special assessments to better understand their needs. Recommendations to outside sources (such as the local school district, Early On, the child's physician) may be given. Our hope is that a positive plan can be developed between the school and home to address any difficulties. We will review and adjust the plan accordingly until the problem is resolved. Should the issue put the child, staff, or other children in the classroom at risk, you may be asked to dis-enroll your child from the program as a last resort. Should differences of opinion arise between classroom staff and parents, the Early Childhood Director may meet with all parties to facilitate open communication and resolve any differences in accordance with Matthew 18. We will always follow Licensing Rules and recommend what is developmentally appropriate for children.

At times, we need to pull together a special team of parents to help us with program management, such as hiring new teachers, changes to programming, and/or the accreditation process. If you are willing to serve in this capacity, please let the Director know of your willingness to serve. We will also send out yearly evaluation opportunities, and we appreciate your input. Together, we can make better learning opportunities for children!

**Child Abuse and Neglect Policy:** It is our duty as Early Childhood Professionals to report if we have reason to suspect child abuse or neglect. We are required by law, as mandated reporters, to do this, and we believe it is our role as advocates for children. The Early Childhood Center maintains its role as an advocate for every child in the center.

### **Assessments and Conferences**

We use the Ages and Stages Developmental Screening tool to assess children's development, as well as the Creative Curriculum Assessment tool, known as GOLD. We use this information to help us prepare lesson plans and activities. This helps ensure that we meet the developmental needs of all the children. We kindly ask that you complete an Ages and Stages Questionnaire in August, which will enable us to quickly assess the developmental stages of the children enrolled in each classroom. GSRP students will complete this form during home visits. We will share the results and invite you to a conference with us to discuss further details. We will assess all children throughout the year using the Creative Curriculum Gold Assessment tool. We will invite you to attend Parent-Teacher Conferences when they are offered in the winter and spring, where we will share the results of these assessments. Assessments are shared with GSRP parents in the fall as well as in the winter and spring. We are always open and available to meet at any time you have questions or concerns, of course, but we offer these times specifically.

### **Withdrawal**

We reserve the right to request withdrawal for any of the following reasons:

1. Delinquency of payments. (Financial aid is available from the State of Michigan for childcare/full-day program parents who qualify.)
2. Non-cooperation on the part of the child and or parents. If the problem persists, and after a conference between the parents, teacher, and director, the director will decide whether the child remains enrolled. We will consult the Macomb Intermediate School District for all GSRP students. We take into consideration the safety and welfare of all the children in the classroom.
3. Inability of the child to adjust to the classroom environment, taking into consideration that each child has different needs.

**Parents must notify the center if they decide to withdraw from the program and give at least a two-week notice prior to the withdrawal. The same two-week withdrawal policies apply to our summer camp program. Families must provide two weeks' notice of dropping a week of care to avoid being responsible for payment for those weeks.**

**GSRP Exclusion Policy:** Children will not be excluded or expelled because of the need for additional medical or behavioral support, assistance with toileting, or staff attitudes and/or apprehension.

### **Fundraisers**

In the fall, we offer our one fundraising opportunity. Order forms are given to all Early Childhood Center families (excluding SAC). Proceeds are used to purchase items for the center. Families are invited to participate, but it is not required.

### **Pest Management Plan**

The following is our policy/procedure for controlling pests (ants, bees, wasps, spiders, and/or mice). We will use products that are listed as having the lowest effective toxicity level possible. We will inform you

by BRIGHTWHEEL *and provide* written notice in the center at least 48 hours in advance of any treatment. If your child is absent, we will inform you by phone. We will inform you about the product, its active ingredients, how the product will be applied, and to which location within the center. Whenever possible, the treatment will be applied on a Friday evening after 6 PM. Please contact the national pesticide hotline at 1-800-858-7378 or go to [www.npic.orst.edu](http://www.npic.orst.edu) for more information on specific pesticides.

## ***Payment Procedures and Tuition Fees***

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### **Payment Procedures**

- ❑ Method: check or cash. Please make checks payable to Trinity Lutheran Church. You will be charged a \$35 fee for all returned checks. Payments may be made at the front desk.
- ❑ Method: Credit Card or Direct Debit ACH-E Payments can also be made online. Credit card Payments will be assessed a 2.9% fee plus a \$.20 transaction fee. Direct Debit payments will incur a \$ 0.90 transaction fee.
- ❑ Half-Day Preschool: tuition is due on the first day of the month that your child attends.
- ❑ Full-Day Programs, including School-Age Summer Camp: Tuition is due on Monday or the first day of the week your child attends.
- ❑ Current overtime charges are \$ 0.50 per minute per child after 6:00 PM closing.
- ❑ You will be assessed a \$20 late fee and risk expulsion from the program if payment is not made on time. Please contact the Director for special payment arrangements if necessary.
- ❑ Please let us know if you need a receipt with each payment. You can access receipts, including year-end receipts, on BRIGHTWHEEL.
- ❑ Siblings receive a 10% discount on the lower tuition

### **Tuition and Registration Fees**

**Childcare:** A registration fee of \$150 per child is due at the time of registration for new children to the program. Parents must re-register each year by the first Tuesday in September. Yearly registration fees are \$100 per child or \$125 per family. Full and part-time rates include a morning snack, hot lunch, and afternoon snack. Current rates are below.

#### **Full Time Weekly**

Infant	\$299
Toddler	\$294
Transition	\$275
Preschool – Full Day	\$243

#### **Part-Time Daily Rates**

Infant	\$ 72/day
Toddler	\$ 71/day
Transition	\$ 67/day
Full Day Preschool	\$ 60/day

**Before- and After-School Age Childcare for School-Age Children (Kindergarten – 8<sup>th</sup> grade):** A yearly registration fee of \$80 is required. Family rate of \$110. Fees for before or after-school childcare will be \$5.35 per hour. We provide care on half days, snow days, and holidays when the children do not have school. Please notify us in advance if your child will be attending. Snacks and lunch are included.

**School Age Summer Camp:** TLC offers a summer camp program for children who have completed Kindergarten through sixth grade. Additional information about the program, including enrollment opportunities, is provided in February. Weekly rates are \$180 for camp hours from 9:00 a.m. to 3:00 p.m. Before-care (6:30 a.m. – 9:00 a.m.) costs an additional \$30 per week, and after-care (3:00 p.m. – 6:00 p.m.) costs an additional \$45 per week. A non-refundable registration fee per child is required for Summer Camp (includes camp shirt). Fees are as follows: 1-4 weeks, \$60; 5-8 weeks, \$80; and 9-12 weeks, \$90. Payment is due on Monday for the current week. You choose the weeks your child will attend at the time of enrollment.

**Half-Day Preschool Rates:** Registration fee: \$150 per child for the first year or \$100 for returning students. We require payment of the registration fee and tuition for the last month at the time of enrollment. Monthly Tuition for the 2025-2026 school year is below.

3-Year-Old Half Day: \$160 T TH – 8:15 - 11:00

4-Year-Old Half Day: \$215 M W F – 8:15 – 11:00

**Great Start Readiness Program (GSRP):** GSRP is Michigan's state-funded Preschool program for four-year-old children. It is offered free to all age-eligible children. It is a full-day program. Contact the Early Childhood Center for more information. Childcare is available before and after the school day program for an hourly rate of \$5.10.

### ***Daily Routines***

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#### **Infant Room**

6:30 Center Opens/Choice Time  
 7:45 Sensory Play  
 8:15 Tummy Time  
 8:40 Mini-Gym  
 9:00 Morning Snack (if needed)  
 10:00 Art Opportunity  
 10:15 Outdoor Play  
 10:50 Jesus Time  
 11:00 Lunch (if needed)  
 12:00 Music & Movement/Choice Time  
 1:45 Tummy Time  
 2:30 Afternoon Snack (if needed)  
 3:00 Outdoor Play  
 3:30 Choice Time  
 6:00 Center Closes

#### **Toddler Room**

6:30 Center Opens/Choice Time  
 8:45 Morning Snack  
 9:15 Group Time/Music & Movement  
 9:30 Mini Gym  
 10:00 Choice Time  
 11:00 Jesus Time  
 11:10 Lunch  
 11:40 Read Aloud  
 11:50 Outdoor Play  
 12:30 Rest Time  
 2:30 Lights On/Choosing Time  
 3:00 Afternoon Snack  
 3:20 Outdoor Play  
 4:30 Choice Time  
 5:30 Mini Gym  
 6:00 Center Closes

## Transition Room

6:30 Center Opens/ Choice Time  
 8:30 Bathroom /Diapers  
 8:45 Morning Snack  
 9:00 Mini Gym  
 9:30 Bathroom/Diapers  
 9:45 Large Group  
 10:00 Small group  
 10:15 Choice Time  
 11:15 Wash Hands/Transition Activity  
 11:25 Lunch  
 11:50 Jesus Time  
 12:10 Outdoor Play  
 12:40 Bathroom/Diapers  
 12:45 Rest Time  
 2:45 Light On-Bathroom/Diapers  
 3:00 Afternoon Snack  
 3:20 Outdoor Play/ Choice Time  
 5:00 Mini Gym (Inclement Weather)  
 5:30 Choice Time (Combine with Toddlers)  
 6:00 Center Closes

## Full Day Preschool 3 Classroom

6:30 Center Opens/Choice Time  
 8:45 Read Aloud  
 8:50 Morning Snack  
 9:05 Large Group  
 9:20 Choice Time  
 10:20 Clean-Up Time  
 10:30 Small Group  
 10:50 Show & Share/Letter of the Week  
 11:00 Lunch  
 11:30 Outdoor Play/Mini Gym (inclement weather)  
 12:00 Jesus Time (Chapel on Thursdays)  
 12:15 Bathroom Break  
 12:30 Rest Time  
 2:30 Lights On/Tabletop Toys  
 2:50 Read Aloud  
 3:05 Afternoon Snack  
 3:30 Outdoor Play  
 4:30 Mini Gym (only for inclement weather)  
 5:00 Choice Time  
 6:00 Center Closes

## Half-Day Preschool

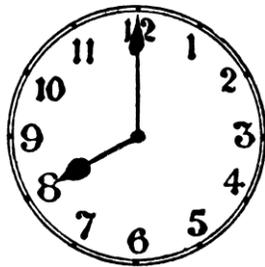
8:00 Arrival  
 8:15 Class Begins  
 8:20 Large Group Activity - Jesus Time  
 8:35 Small Group  
 8:50 Clean-up / Transition to washing hands  
 9:00 Snack  
 9:15 Choice Time  
 9:20 Clean up  
 10:25 Read Aloud /Literacy Activity  
 10:40 Outside / Mini-Gym  
 11:00 Dismissal for Half-day

## GSRP Classroom (School Day)

8-8:20 AM ARRIVAL/MORNING SNACK/GREETING TIME  
 8:20-8:35 LARGE GROUP TIME/READ ALOUD  
 8:35-8:45 PLANNING TIME  
 8:45-9:55 WORK TIME  
 9:55-10:05 CLEAN UP TIME  
 10:05-10:15 RECALL TIME  
 10:15-10:30 SMALL GROUP TIME  
 10:30-11 OUTSIDE TIME or MINI GYM  
 11-11:10 Read Aloud  
 11:10-11:20 BATHROOM/WASH HANDS/PREPARE FOR LUNCH  
 11:20-11:50 LUNCH  
 11:50-12:50 QUIET/REST TIME  
 12:50-1:50 WAKE/BATHROOM, PLAN/WORK/CLEANUP/RECALL  
 1:50-2:25 OUTSIDE TIME or MINI GYM  
 2:25-2:45 WASH HANDS/SNACK  
 2:45-3 MUSIC & MOVEMENT/Dismissal

## School Age Childcare Programs (SAC)

6:30 Center Opens/Choice Time  
 7:00-9:00 Children Depart for School  
 3:15-4:40 Children Arrive from TLC or Other Schools  
 3:15 Afternoon Snack  
 3:30-3:55 Mini Gym/Outdoor Play (weather permitting)  
 3:55-5:00 Homework Room (No Wednesdays)  
 3:55 Choice Time  
 6:00 Center Closes



## Summer Camp

6:30-8:30 Greet families and kids in Cabins.  
 9:00-9:20 Opening Program  
 9:25-9:55 Snack & Cabin Planning Time  
 9:55-10:20 Devotions  
 10:25-10:55 Activity Session 1  
 11:00-11:30 Activity Session 2  
 11:40 Lunch  
 12:20-12:50 Activity Session 3  
 12:55-1:25 Activity Session 4  
 1:30-2:00 Activity Session 5  
 2:05-2:35 Cabin Regroup Time  
 2:40 Closing  
 3:00-6:00 Childcare available in Cabins  
 3:15 Snack  
 3:40-5:40 Outdoor Play (weather permitting)  
 3:40-6:00 Games and Activities in Cabins (if not outside)  
 6:00 Center Closes

## Church at Trinity

You and your family are invited to worship with us in person on Saturday and Sunday or online (Sunday Morning Services only) at Trinity, as well as attend Bible Classes for the whole family. Our worship schedule is as follows:

Saturday 5:00 PM September through May  
 Monday 7:00 PM June through August  
 Sunday 9:00 AM Traditional worship  
 11:00 AM Contemporary Worship

Confidential counseling and support are available by appointment through the church office (586.463.2921). We offer pastoral counseling and train caring listeners through "Stephen Ministers".

You are welcome to attend E3, our Education Program for adults and children. E3 offers a light supper at 6 PM in our Community Center on most Wednesdays, along with Adult Education Classes and learning opportunities for Youth, School-Age, and Preschool-Age groups. Everyone is welcome!

### ***Telephone/Email***

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Our phone number is 586.463.8803. Our emergency number for a power outage: 586-464-0078. Our website is [www.trinityct.org](http://www.trinityct.org). We can be reached from 6:30 AM to 6:00 PM. We make every effort to answer the phone promptly and check voicemails very frequently. We apologize if we missed your call, and we will respond to your message promptly. Listed below are email addresses and phone extensions where you can reach our classroom or office staff:

Program Director: X165 Jessica Platte: [jplatte@trinityct.org](mailto:jplatte@trinityct.org)

Assistant Director: X141 Kaitlyn Bielman: [kbielman@trinityct.org](mailto:kbielman@trinityct.org)

Admirative Assistants: X140 Rachael Collins and Korey Kline: [tlcecc@trinityct.org](mailto:tlcecc@trinityct.org)

Infants: X132 Miss Casey Dobson: [cdobson@trinityct.org](mailto:cdobson@trinityct.org)

Toddlers: X133 Miss Randee Pacek: [rpacek@trinityct.org](mailto:rpacek@trinityct.org)

Transition: X134 Ms. Kim Walker: [kwalker@trinityct.org](mailto:kwalker@trinityct.org)

Preschool 3: X135 Miss Madylin LaMontagne: [mlamontagne@trinityct.org](mailto:mlamontagne@trinityct.org)

Preschool 4: X136 Mrs. Nicole Demopoulos: [ndemopoulos@trinityct.org](mailto:ndemopoulos@trinityct.org)

Preschool 1: X138 Mrs. Heidi Stockmeyer: [hstockmeyer@trinityct.org](mailto:hstockmeyer@trinityct.org) (Half Day 3- & 4-Year-Old Classes)

GSRP1: X139: Mrs. Nancy Guerra: [nguerra@trinityct.org](mailto:nguerra@trinityct.org)

GSRP2: X137: Miss Kelsey Sochocki: [ksochocki@trinityct.org](mailto:ksochocki@trinityct.org)

SAC: X139 Miss Debbie Miller: [dmiller@trinityct.org](mailto:dmiller@trinityct.org) (School Age Childcare/Before and After School)