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MISSION

The mission of Trinity Lutheran Church, School, and Early Childhood Center is to reach the world for Christ, making disciples by proclaiming the Gospel in Word and Sacrament through worship, Christian education, community outreach, and contagious sharing of the faith in word and deed.

Trinity Lutheran Early Childhood Center is a ministry of love to children and their families. We provide a program, in a Christian atmosphere, which promotes the social, emotional, spiritual, intellectual and physical growth and development of young children. Our center supports parents in the nurturing process of the “whole” child.

Our Child Care Center is an outreach program of Trinity Lutheran Church. Responsibility of the day-to-day operation of this program is that of the Early Childhood Center Director. The day school Principal serves as an advisor to the Director.

CONGREGATIONAL CONNECTION

Trinity Lutheran Early Childhood Center is a part of the ministry of Trinity Lutheran Church. Trinity believes that every child is a loved and forgiven child of God. We provide opportunities to learn of Jesus’ love through the use of puppets, songs, lessons and finger-plays. Caregivers work hard to model Christ’s love as they interact with children and other adults.

PROGRAM PURPOSE

Research indicates that the education children receive during the early years of childhood is very important. During this time, children need a stimulating environment, providing them with the experiences that will aid in their development. They need supportive, positive experiences that will help them develop a positive self-concept.

In light of this, our center offers a program that promotes the growth and development of young children. In a Christian environment, each child will be free to explore and receive guidance while participating in a wide range of activities. Appropriate learning experiences will be planned to meet the children’s developmental needs each day.

EDUCATIONAL PHILOSOPHY

Trinity Lutheran Early Childhood Center strives to provide a warm, loving and secure environment where children can learn through hands-on exploration. This first “School” experience should be one that develops a sense of joy, wonder, and interest in the world around them. Children should feel confident to ask questions, try new ideas, and most importantly, feel good about themselves as God’s children. Our programs will maintain a setting that challenges children’s physical and intellectual abilities while encouraging self-expression through a variety of experiences.

PLAY is a child’s “work”! Play lies at the heart of our educational experiences, providing an effective avenue for social, emotional, spiritual, intellectual, and physical growth. Children learn about other people and how to build relationships through play.

PRESCHOOL EDUCATIONAL STRUCTURE

LEARNING STATIONS are essential to our Preschool program. Stations, which will be periodically changed throughout the year, include Housekeeping, Science, Music, Books, Blocks, Painting and Art, Construction, Gross and Fine Motor, Language, Sand and Water, and Visual Perception. The children will have the opportunity to experience these stations during free-choice exploration and center-time.

Trinity Lutheran Preschool offers an integrated curriculum in which activities focus around thematic units. A foundation is built preparing children for future learning in the areas of reading, language arts, math, science, social studies and the arts.

Planned activities will revolve around the theme and will incorporate the various stations mentioned above. All activities are geared to the developmental readiness of the children, without pressure to do things for which they are not ready.

EDUCATION & TRAINING OF STAFF MEMBERS

All members of our staff are trained in Early Childhood safety, care, development and education. They are required to attend 16 hours of training in-services and workshops annually to continue their education. All members of the staff are required to have current CPR and First Aid. They are also trained in Shaken Baby, Infant Safe Sleep and Blood Borne Pathogen training. Lead caregivers are highly qualified in Early Childhood Education.

ADMISSION

Our center admits children of any race, color, nationality and ethnic origin to all rights, privileges, programs and activities generally accorded or made available in our church. We do not discriminate on the basis of race, color, national or ethnic origin in the administration of the educational policies, admission policies and other center-administered policies.

The following forms must be completed and be on file at the center BEFORE your child can attend:

- a. Enrollment Application
- b. Health Appraisal Form (immunization records and a physical)
- c. Emergency Information Form
- d. Registration Commitment Form
- e. Licensing Notebook – Parent Notification
- f. Photo Release Form
- g. Sunscreen Permission
- h. Registration fee
- i. Security Access Card Form
(All forms are confidential)

You will also receive:

- a. Lunch menu and payment envelope –childcare only
- b. Daily Routine
- c. Rate Sheet

TERMINATION OF ENROLLMENT

Termination of enrollment may occur if any of the following apply:

1. A written notice must be given two weeks in advance by a parent.
2. A mutual decision after an adjustment period.
3. Immediate failure to pay fees as stated under billing.
4. The inability of the parent to work within the Center's policies.
5. The inability of the Center to meet special needs of the child.
6. A child's failure to observe rules of the center.
7. A child is a threat to others.
8. Failure to submit required forms.

HOURS

The Center is open Monday through Friday, 6:00 a.m. to 6:00 p.m. unless previously announced.

We operate year round except for:

1. New Year's Day, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and Friday after, Christmas Eve Day, Christmas Day, and New Year's Eve Day. Additional closings will depend on the weather.
2. One week each summer, the week of July 4th, we are closed for extensive cleaning purposes.

Our center will be open even when Trinity School/Preschool is closed unless the weather and/or road conditions warrant closing. Closing is determined by the center Director and school Principal and proper closing procedures will be followed. See "School Closings" for more information. The safety of the children always comes first.

ABSENCES AND VACATIONS

1. To maintain our quality program and licensing regulations, we are required to engage staff based on the number of children enrolled. The center is not responsible to reduce or refund rates for daily absences due to weather, illness or vacation. It is not in our policy to allow for "make-up" days. Please inform the center any time your child is going to be absent.
2. Childcare fees are set with 4 weeks vacation and holidays built into the monthly cost for each child. Monthly costs are not reduced for vacation.
3. Childcare fees are due regardless of whether the child is sick, on vacation, at a doctor's appointment, etc.

REGISTRATION AND FEES

1. An annual NON-REFUNDABLE registration fee is required upon application. The fee is due every September thereafter. The fees are as follows:
 - Infant, Transition and Toddler: \$55
 - Traditional and Plus Preschool: \$100
 - Young 5's: \$150
2. If we reach the maximum limit for the classroom, a waiting list will be utilized. Trinity Church members and/or families already enrolled at Trinity will be offered the openings first. Openings are determined by birthdate. There will be a \$25 charge to be added to our waiting list.

3. A late fee of \$5.00 will be charged for every fifteen minutes past six o'clock that you pick up your child. Please be prompt in picking your child up by 6:00 p.m.
4. Families with a second child enrolled in **full time care** will receive a 10% discount for the second child's fees. There is no other discount for any other child.
5. Fees are subject to revision at any time. You will be given a 30-day notice of the change.
6. If you are contracted for full time care, you will be charged full time. When you take your child out of care or they are ill, full time charges still apply.

BILLING

1. 50% of the monthly rate is due by the 1st of the month. The full balance of the monthly rate is due by the 15th day of the month. If fees are not paid by the close of business on the third day after the due date, a late fee of \$25 will be charged and the child/children will not be allowed to attend until payment is made in full including all late fees.
2. There is a \$35.00 service charge for all returned checks. You will be notified as soon as possible of the returned check and will be required to immediately bring in cash to reimburse the check plus the service charge. If this is not done immediately, termination will occur.

SECURITY

Trinity Lutheran School and Early Childhood Center are secured by ADT Security Systems. The building is accessible by security access cards, or by entering at the school office (corner of Court and Pearl St) and signing in. One access card per child will be issued for no charge. If additional cards are needed we require a \$5.00 deposit per card. The deposit will be reimbursed as long as the card is returned in reusable condition. Please, familiarize yourself with the following policies:

1. Do not hold doors open for others, authorized users must be using their cards.
2. Card usage is logged in our security system; you are responsible for the use of your card.
3. If your card is lost you **must** tell the school or ECC office so your card can be deactivated.
4. Access cards do not take the place of identification. If someone unfamiliar will be picking up your child they will be asked to show a drivers license or other picture identification.

STAFF/VOLUNTEER POLICY

All Volunteers/Staff at Trinity ECC will not have any unsupervised contact with the children until they have on file a comprehensive background check, including FBI fingerprints indicating the volunteer/staff member has not been cleared by the state of Michigan to work in a childcare center. For more information on the state requirements please go to www.michigan.gov/lara

LICENSE

Trinity Lutheran Child Development Center is licensed by the State of Michigan. We maintain a licensing notebook which includes all licensing inspection reports, special investigation reports and all related corrective action plans. The notebook includes all reports issued and CAPS's developed on and after May 27, 2010 until the license is closed. This notebook is 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.

SCHOOL CLOSINGS

Trinity Lutheran School, Traditional Preschool and Half/Full day Young 5's will close when the St. Joseph School District closes due to weather emergencies.

If Trinity Lutheran School and Preschool should close for other emergency reasons, the same closing procedures will be followed as for weather related closing, namely, the radio and television stations will be contacted to air a closing message.

If children are present in school when closing becomes necessary, staff persons will telephone the emergency phone numbers of parents to enable safe dismissal of the children. The children will be released only to authorized parents, relatives, and/or drivers.

Generally, our child care programs will remain open unless it is specifically stated "Child Care Closed" in the announcement.

In the best interest of parents, children and staff we will make the decision on closing the Child Care by considering many factors. One of the factors we consider includes if a "Road Emergency" is put into effect by the Berrien County Sheriff. We would broadcast the information of the closing through radio and television. Often these stations will post closings on their websites. We advise checking their lists often for changes on poor weather days. Trinity ECC will be listed under Trinity Lutheran School. It is currently not list separately under Childcare. If Trinity ECC is closed it will list that closing as a sub heading under Trinity Lutheran School.

The following radio/ television stations, and websites will have the closing information:

RADIO STATIONS

WCNS-FM 94.9 WZTY-FM 103.7
WYTZ-FM 97.5 WIRX-FM 107.1
COZY-FM 98.3 WGMY-AM 940
WSJM-AM 1400

TV CHANNELS

WNDU Channel 16 – NBC
www.wndu.com
WSBT Channel 22 – CBS
www.wsb.com
WSJV Channel 28 – FOX

PEST CONTROL MANAGEMENT

Orkin Pest Control comes once a month to check on the traps they have placed around the building and replace them if necessary. Our policy follows The Natural Resources and Environmental Protection Act (1994 PA 451, MCL 324.8316).

- This handbook is your annual notification that pesticide application occurs in the building and on the premises.
- At least 48 hours before any application of pesticides anywhere on the premises you will be notified by a letter sent home with your student. The letter will include information about the pesticide, including the target pest or purpose, approximate location, date of the application, contact information at the center and a toll free number for a national pesticide information center recognized by the Michigan department of agriculture.
- We will not use liquid or aerosol insecticide applications in a room of the center unless the room will be unoccupied by children for not less than 4 hours or longer if required by the pesticide label use directions.

Notice will also be posted on all entrance doors and in other public, common areas at the center.

DISCIPLINE

Discipline is handled with forgiving and loving behavior and is modeled after our Lord.

1. No corporal punishment of any kind (spanking, slapping, or hitting,) will be permitted.
2. No verbal abuse or debasement.
3. No binding, tying or restricting.
4. No withholding snacks or meals or forced eating.
5. No punishment for lapses in toilet training.

Generally speaking, staff will take the following steps when inappropriate behavior is taking place:

1. Observe to see if the child(ren) can solve the problem on their own. Staff will immediately intervene if someone could be hurt or something broken.
2. Staff will intervene and help the child(ren) solve the problem. (Provide enough toys or materials for two to work with; remind the child(ren) of classroom rules; assist the child(ren) in “verbalizing” the problem.)
3. The child(ren) will be redirected into a different activity or area.

The child will be removed from the group – “time-out”. The minutes of “time-out” will be limited to one minute per year of the child’s age, or less. This will be done in a positive, loving manner. The teacher will discuss the problem with the child before the child returns to the group. **(Time-out is not used for children under 3 years of age)**

HEALTH AND SAFETY

1. Each child will be observed upon arrival and throughout the day for any symptoms of illness. If these symptoms, as described below, exist, the child will be isolated from the others and the parent, guardian, or designated person will be called to pick up the child immediately.
2. Please leave your child home and **call the center to report** if:
 - a. He/she has a fever or has had one in the past 24 hours.
 - b. He/she has been vomiting.
 - c. He/she has an unnatural and continued cough.
 - d. He/she has symptoms of a possible communicable disease. Symptoms are usually sniffles, reddened eyes, sore throat, ear infection, rash and/or fever.
 - e. He/she has diarrhea.
 - f. He/she has head lice.
3. When illness keeps your child at home, you must notify your child’s teacher/caregiver by phone. The County Health Department requires that we file a weekly health report. Your cooperation in this matter is greatly appreciated.
4. Children who are well enough to return to school are well enough to play outside unless other wise requested in writing by a doctor.
5. PLEASE NOTIFY THE CENTER IMMEDIATELY IF YOUR CHILD HAS BEEN DIAGNOSED WITH A COMMUNICABLE DISEASE. Such diseases are chicken pox, German measles, infectious hepatitis, measles, mumps, polio, scarlet fever, whooping cough, diphtheria, meningitis, strep throat or tuberculosis. Your child will not be permitted in the center without: a written authorization from

his/her physician, or has not been on medication for 24 hours, or the symptoms have disappeared.

6. All parents will be notified if a child in the center has been diagnosed with one of the above named diseases.
7. Medication will only be administered to a child in accordance with the Michigan law. This law states that medication, including sedatives, aspirins, dietary supplements or individual special medical procedure, shall be given or applied only with prior written permission from the parent or physician. The medication must be in the original container clearly labeled containing the child's name and instructions. *The label must clearly state the dosage for the child. If it does not, a written note from the child's physician stating the correct dose must accompany the medication.* A medication instruction form is available from the director or teacher. All medication given is recorded on the child's medication form and kept in the child's personal file when the child is finished taking the medicine. It is also recorded on the child's daily sheet for the parent to view daily.
8. Because some children may experience a reaction to medications, we ask that the parent administer all first doses of a medicine at least 12 hours before the child attends the Center.
9. It is Trinity's policy that all **Staff and Volunteers** follow the same guidelines as listed above. Staff members will be sent home or told not to come to work if they have any of the listed symptoms and will not be allowed to return to work until they are 24 hours symptom free and/or have a doctor's note. We want our children and staff to be happy and healthy. Working together we can curb the spread of disease.
10. **Minor accident and injuries** will be treated with soap, water, a Band-Aid and a hug. Parents will be notified, when the child is picked up by an accident report written at the time of the accident/injury. Minor incidents will be handled immediately. If a child has injuries to the head the parents will be contacted immediately.
11. **Major accidents, incidents and injuries** will be assessed immediately as to the severity of the injury and the steps needed. Notification will occur immediately via telephone call to parent for serious injuries/incidents. If unable to reach parent the emergency contact person will be contacted immediately. If parents and emergency contacts cannot be reached in a timely manner, EMS will be called. Trinity staff and/or EMS will provide on site care until the parent arrives or gives permission to transport the child to the hospital. Immediate transport will be provided if the injury is life threatening per the EMT's. If the accident doesn't warrant an EMS call, but is severe, Trinity will call the parents and develop a plan of action. Parents may choose to pick up their child or have Trinity call EMS to transport the child. This includes injuries, illness or incidents such as, but not

limited to, head injuries of any kind, injuries requiring medical attention, allergic reactions/rashes, seizures, asthma attacks, unconscious child, fever, vomiting child, or incidents involving lost children, physical discipline of a child by a staff member/volunteer, alleged sexual contact between children or between a child and staff/volunteer...etc.

12. The clean up of all body fluids will be done according to the OSHA standards; all staff will receive one hour of training a year to learn/review the proper procedures.
13. Each child will be observed for evidence of unusual bruises, lacerations, or burns. If evidence is found, it will be noted in the child's file and reported to the coordinator. All staff will be trained in the identification of child abuse and neglect and the state's law.
14. Each child shall have a physical examination as stated on the green health appraisal form not more than twelve months before, nor later than one month after admission to the center.
15. A child, whose parent(s) object to physical examinations, medical treatment, or immunization, may be admitted into the center with a signed waiver.

OUTDOOR PLAY

The department of Education has issued a ruling regarding outdoor play. The rule states, " A center operating with children in attendance for three (3) or more continuous hours per day shall provide for daily outdoor play unless prevented by inclement weather conditions." When talking about children this includes children ages two weeks through seventeen years, including infants and toddlers. The definition for inclement weather conditions- guide lines would include a temperature reading (with wind chill factor) of 20 degrees F or lower or extremely hot temperatures and storms. We will be implementing this rule using the following minimum guidelines:

Infants	5 minutes
Transition/Toddlers	10 minutes
¾ years	15-20 minutes
5+	20-30 minutes

Many parents have voice the concern that they don't want their child sick, so please keep them inside. Children are to be taken outside daily, (everyday) every season, except during extreme weather conditions, i.e. very cold or very hot. There is no medical evidence to suggest that a child, properly dressed for the weather, becomes ill from being outside. On the contrary, regular fresh air and sunlight are essential for good health and actually prevent colds. If you have any questions or concerns about this policy, please feel free to call or talk to the ECC office regarding this issue. Please provide appropriate clothing to help us implement the ruling required by the Department of Education.

EMERGENCY PROCEDURES

Emergency procedures are posted in each classroom. All classrooms have a crisis manual in their room and an emergency bag with first aid materials in it. Fire, tornado, and intruder drills are practiced and recorded according to state regulations. All staff is trained in emergency procedures.

HAND WASHING PROCEDURES

1. As used in this rule, hand washing means to cleanse the hands with soap and warm running water for at least 20 seconds.
2. All staff and volunteers shall wash their hands at all of the following times:
 - (a) Prior to starting the workday at the center.
 - (b) Prior to care of children.
 - (c) Before preparing and serving food and feeding children.
 - (d) Before giving medication.
 - (e) After each diapering. (Not applicable to preschool)
 - (f) After using the toilet or helping a child use the toilet.
 - (g) After handling bodily fluids.
 - (h) After handling animals and pets and cleaning cages.
 - (i) After handling garbage.
 - (j) When soiled.
3. Staff and volunteers shall assure that children wash their hands at all of the following times:
 - After entering the building
 - Before and after meals
 - Before and after snacks
 - After diaper changes/bathroom breaks
 - After handling bodily fluids
 - After coming back from the gym or outside whenever needed
4. Guidelines for hand washing shall be posted in food preparation areas, in toilet rooms, and by all hand washing sinks.
5. When soap and running water are not available during an outing, hand sanitizers, and/or single-use wipes may be used as a temporary measure.

GENERAL FOOD SERVICE POLICY

Breakfast: Trinity does not provide a breakfast daily, however, if a child brings a breakfast they are given ample time to eat the breakfast each day.

Lunch: Trinity offers a Hot Lunch program from September through May. This program is in accordance with the minimum meal requirements of the Child and Adult Care Food Program. Lunch menus will be provided monthly and any corrections or substitutions will be posted in the lunch room. Families may purchase lunches in advance and will be notified when there is a negative balance. During the summer months or when you choose not to participate in the hot lunch program, parents must provide a cold lunch for their child.

**A child will not be denied a lunch for any reason. Children who forget a cold lunch will be given Hot Lunch and the parents will be charged for the meal. Days that Hot Lunch is not available the center will have simple sandwiches and a drink for the child who forgets a lunch. **

Snacks: Healthy snacks, juice and milk are provided by the center twice daily, once in the morning and again in the afternoon. Parents who do not want their children to have the snack Trinity provides, must provide a replacement snack for their child.

On days when Trinity ECC is open for school age children due to days off or holidays IF Trinity School is in session Hot Lunch will be available to purchase. If Trinity is not in session parents will need to provide a cold lunch for their student. Advance notice will be given of lunch availability along with a menu and price sheet.

SPECIAL DIETARY NEEDS

Children with special needs may have individual requirements relating to diet, swallowing and other feeding needs that require the development of an individual plan PRIOR TO ENTRY INTO TRINITY ECC. Food, eating style, utensils, equipment, including furniture, may be adapted to meet the developmental needs of individual children.

Trinity will request explicit, written procedures for dietary modifications or substitutions. These written instructions must identify:

- The child's special needs
- Dietary restrictions based on the dietary needs
- Foods to be omitted from the diet and foods to be substituted.
- Pertinent special needs information.

GENERAL DRESS CODE POLICY

A person's heart, mind and soul are the essence of that person. A person's character is of greater value than his/her appearance. However, outward appearance is important, since outward appearance can distract or enhance one's Christian witness to the world. Since modesty and humility are basic Christian virtues, it is expected that a student does not wear clothing with the intention of drawing attention. The classroom teacher in consultation with the principal will ascertain appropriate and inappropriate dress in questionable cases. The teacher or principal will notify parents of any dress code infractions so that parents can bring appropriate clothing in order for their child to return to class.

The Appearance and Dress Code Policy aims to keep all students neat, clean, well groomed and appropriately dressed during school and school functions. **The dress code applies to students in Y5 through 8th Grade, but serves as a guideline for our ECC children.**

General Information

- All clothing must be kept neat and clean and must be of appropriate length and size. Appropriate length of shorts, skorts, jumpers, dresses, and skirts.
- All dress, hair styles, hair length, makeup (Grade 6-8 only), jewelry, nail polish, etc. should be modest and appropriate in appearance and not a distraction to the classroom environment, as determined by the administration of the school.
- We dress up for Chapel days to show our respect for God as we worship in His house.

Boys

Appropriate School Dress

- Pants, jeans or shorts in good condition
- Shirts: Casual, in good taste; shirts must have sleeves; Turtlenecks
- Sweaters; fleeces
- Trinity Logo/Spiritwear
- Shoes: Must be worn with socks; Sandals with heel strap may be worn with or without socks; **NO FLIP FLOPS**

Additional Guidelines for Chapel

- Pants: Dress slacks/shorts; Cords; Khakis (Generally have zippers, pockets, & belt loops)
- Sweaters – no sweatshirts
- Shirts: Collared; Polo; Buttoned; Shirts must be tucked in!

Girls

Appropriate School Dress

- Pants, jeans or shorts in good condition
- Shirts: Casual, in good taste; Turtlenecks; Sleeveless – NO spaghetti strap or racer backs, NO tank tops (5th-8th)
- Sweaters, fleeces
- Trinity Logo/Spiritwear
- Dresses, skirts, split-skirts, skorts, & jumpers
- Shoes: Must be worn with socks; Sandals with heel strap may be worn with or without socks; **NO FLIP FLOPS**

Additional Guidelines for Chapel

- Pants: Dress slacks/shorts; Cords; Khakis (Generally have zippers, pockets, & belt loops)
- Shirts/Blouses: Dressy
- Sweaters – no sweatshirts
- Dresses, skirts, split-skirts, skorts, & jumpers.

GYM SHOES

All students age 1 and up must have a pair of shoes at school that are used solely for play in the gym. These shoes can be kept at school and staff will notify parents if a change in size is needed throughout the year. They must be non-marking shoes, tennis shoes are the preferred choice.

CLASSES OFFERED

The following classes are being offered for the 2015-2016 school year, beginning in September:

Infant (6 weeks – 12 months)

Transition (12 -24 months)

Toddler (24-36 months)

IMPORTANT NOTE: All children admitted to any of the following Preschool Classes *must be toilet-trained and able to attend to their personal needs.*

3 year olds (Traditional) – Children must be 3 years old before **December 1st**

Tuesday & Thursday mornings 8:00 – 11:15 AM

3 year olds PLUS (Adventures) – Children must be at least 33 months

Childcare Monday through Friday 6:00 AM – 6:00 PM
(Daily Preschool curriculum in morning)

4 Year Olds (Traditional) – Children must be 4 years old before **December 1st**.

Monday, Wednesday & Friday mornings 8:00 – 11:15 AM

4 Year Olds PLUS (Explorers) – Children must be at least 45 months old

Childcare Monday through Friday 6:00 AM – 6:00 PM
(Daily Preschool curriculum in morning)

Young 5's Traditional and PLUS options–Children must be 5 years old by December 1st.

Traditional Option: Monday-Friday mornings 8:00 – 11:15am or 8am-3:10pm

PLUS Option: 6am -6pm Monday-Friday

Before and After Care for children in Kindergarten to age 12. This also includes full days during the summer and half days or no school days during the school year.

****Please be aware that an entrance requirement for Trinity Lutheran Kindergarten is that children must be 5 years old before September 1st.***

INFANT, TRANSITION & TODDLER CLASSES

RECORDS

Trinity shall record daily sheets for children up to 3 years of age including:

- a. Food intake
- b. Sleeping patterns and times
- c. Bowel movements
- d. Developmental milestones
- e. Medication intake
- f. Changes in your child's behavior

INFANT

Our infant program provides care for children from 6 weeks through 12 months of age. The ratio of children to caregivers is 4:1. The maximum number of children in the room is twelve. Children at this age are nurtured in their development through a loving, trusting and interactive environment. The room is equipped with many age-appropriate toys which are designed to stimulate exploration, discovery, growth and development. The children quickly learn the routine of the room and enjoy learning to play with others. As weather permits, the infants enjoy outside play and walks in strollers. The children advance to the transition room at approximately 12 months of age.

INFANT DAILY ROUTINE

6:00 – 8:30	Free Play / Arrival
8:30 – 9:30	Breakfast
9:30 – 10:30	Nap
10:30 – 11:30	Walks / Gym / Outside
11:30 – 1:30	Lunch
1:30 – 3:30	Nap
3:30 – 4:30	Snack
4:30 – 6:00	Free Play / Pick-up
6:00	Center Closes

This routine is for children once they are 9 months. Children younger than 9 months are encouraged to follow this schedule, but will eat and nap according to their individual schedules.

TRANSITION

Our transition age program provides care for children from approximately 12 months to age 2. The ratio of children to care givers is 4:1. The maximum number of children in the room is 12. The days will be organized with a planned theme of the week that includes introduction to circle time, stories, finger plays, Jesus time, art, games, outdoor play, movement, sensory experiences and other hands-on activities. They focus on communication and independence in this classroom.

TRANSITION DAILY ROUTINE

6:00-8:45	Greeting/Freeplay
8:45-9:00	Music Time/Diapers
9:00-9:15	Jesus Time/Bible Verse
9:15-9:30	Snack/Wash Hands
9:30-9:45	Circle Time
9:45-10:45	Gym/Outside
10:45-11:00	Diapers
11:00-11:30	Daily Core Learning Time
11:30-12:15	Lunch
12:15-12:45	Free Play
12:45-1:00	Diapers/Transition
1:00-3:00	Nap!
3:00-3:15	Diapers/Transition
3:15-3:30	Snack/Wash Hands
3:30-5:00	Free Play
5:00-6:00	Closing Routine/Diapers

TODDLER

Our toddler program provides care for children from approximately 2 years old through age 3. The ratio of children to care givers is 4:1. The maximum number of children in the room is 12. The days will be organized with a planned theme of the week that includes circle time, stories, finger plays, Jesus time, art, games, outdoor play, movement, sensory experiences and other hands-on activities. Talking, listening and singing with these children is essential for their language development.

TODDLER DAILY SCHEDULE

Open – 9:00 a.m.	Free Choice Play
8:00 a.m.	Diaper / Potty
9:00 – 9:30 a.m.	Snack Time
9:30 – 9:45 a.m.	Story/ Jesus Time
9:45 – 10:45 a.m.	Outside Play / Gym
10:00 a.m.	Diaper / Potty
10:45 – 11:15 a.m.	Circle Time (Daily Activity or Craft)
11:15 – 11:45 a.m.	Group Play
11:45 – 12:15 a.m.	Lunch
12:15 – 12:45 a.m.	Diaper / Potty / Quiet Reading
12:45 – 3:30 p.m.	Nap (Diaper / Potty as children wake)
3:30 – 4:00 p.m.	Snack Time
4:00 – 4:15 p.m.	Story / Song Time
4:30 p.m.	Diaper / Potty
4:15 – Close	Free Choice Play

PARENT ROLES AND RESPONSIBILITIES

1. Trinity Lutheran Early Childhood Center has an open door policy in that parents are welcome any time to observe or visit.
2. Parents should bring the children in to the classroom each day and pick up at the room at the end of the day.
3. Parents are always welcome and encouraged to come to the Director with any question, concerns or suggestions.
4. Your child should be dressed in clothing appropriate for active play, messy work (such as mashed potatoes, paint, water, pudding, etc.) and outdoor/gymnasium play.
5. You can send a clean outfit for the end of the day. Staff will change your child before pick up so they are ready for an after school outing.
6. **Everything brought to the center should be clearly labeled.**
7. **Food items need to have name, date and contents labeled on each item.**
8. **Toddlers and walking infants must have a pair of shoes for gymnasium play. These can be left at school. This helps Trinity keep the gym clean and safe.**
9. The infant room is a no-shoe environment for adults.
10. Any unused food must be taken home or thrown away each evening.
11. Trinity is not responsible for any lost items.

SLEEPING EQUIPMENT

1. Children less than 12 months of age shall sleep in a crib on a firm mattress. Children 12 months of age and older shall sleep on cots or mats. Each sleeping device shall have washable, waterproof covering and appropriate bedding.
2. Each child will have their own crib, cot or mat clearly labeled for that child. These are provided by the center.
3. Transition age children and toddlers may bring small, (and labeled,) bedding that is appropriate for their age. Cot and crib sheets are provided by Trinity for Infants and Transition. Toddlers may send a crib sheet to fit over the sleeping mat. Infants may have nothing in their bed. Parents or the center will provide sleep sacks for use by the children.
4. Infants make their own sleeping schedule and the caregivers will adjust accordingly.
5. Transition age children and toddlers will have a rest/nap time from 1-3 p.m. daily. Transition age children may have a morning nap as needed.

MEALS AND SNACKS

1. Infant parents are to bring all meals and snacks for their child, daily.
2. Transition and toddler parents are to bring breakfast, if applicable, and lunch daily. Trinity provides the a.m. and p.m. snacks, daily.
3. When your infant/toddler is ready for hot lunch, one can be purchased from the hot lunch program the school offers. It is only offered when school is in session. During the summer months or when Trinity School is not in session, a lunch must be brought from home. Parents will be notified in advance when this happens.
4. Mothers are welcome to visit the center in order to breast-feed their infant.
5. A child too young to sit in a high chair or at a feeding table shall be held or placed in an infant seat while being fed.
6. A child who is unable to hold his or her bottle shall be held when the bottle is given. (Bottle propping is prohibited)
7. Solid foods shall be introduced to the individual child according to the parent's or a licensed physician's instructions.
8. Commercial baby food containers that are opened, and foods prepared in the center which are stored, shall be covered, dated, and labeled as to the contents, the specific child for whom it is intended and refrigerated. The contents shall be used or discarded within a 36-hour period. A child shall not be fed directly from baby food containers if the contents are to be fed to the child at more than one sitting.
9. Upon enrolling a child, the parent agrees to the above and following rules: (Agreeing that ALL food brought must be prepared by the parent.)
 - a. Formula shall be prepared at the child's home and placed in an assembled bottle unit before being brought to the center.
 - b. Formula, milk, and perishable foods needing refrigeration shall be refrigerated.
 - c. Each bottle and nipple supplied by a parent shall be used for a single feeding only and then returned to the parent daily.
 - d. Formula and milk left in a bottle at the end of a feeding shall be discarded.
10. Expressed breast milk shall meet the following requirements according to licensing rule (R400.5205a):
 - a. Arrive at the center in a clean, sanitary, ready-to-feed assembled bottle labeled with the child's full name and bearing the date of collection.
 - b. Be immediately stored in the refrigerator or freezer upon arrival at the center and kept refrigerated until used or discarded.

- c. Be thawed under cold running water or in the refrigerator and shall be used within 24 hours.
- d. Be discarded at the end of a feeding.

DIAPERING; TOILET TRAINING PLAN

1. Diapers shall be disposable. If a child's health condition necessitates that disposable diapers cannot be used, alternative arrangements may be made according to the parent or a licensed physician's instructions. (Disposable diapers are preferred)
2. Diapering shall be done in a designated diapering area.
3. A center shall maintain a diapering area, and all supplies and equipment shall be maintained in a safe and sanitary manner.
4. The caregiver and child shall thoroughly wash their hands after each diapering, and after cleaning up bodily fluids, using soap and running water.
5. A washcloth or towel, or both, used in diapering shall not be used subsequently on another part of the body or for any other purpose.
6. Toilet training shall be planned cooperatively between the child's primary caregiver and the parent so that the toilet routine established is consistent between the center and the child's home, and at a minimum, shall include washing hands after toilet use.
7. The caregiver shall change diapers when soiled or wet.

TRADITIONAL AND CHILDCARE PRESCHOOL PROGRAMS

ARRIVAL AND DEPARTURE PROCEDURES

TRADITIONAL PRESCHOOL

Traditional and Young 5 classroom doors will be opened 5 minutes prior to the beginning of class time at 8:00 am. Children should not arrive before this time. Our staff uses the valuable time prior to each session to prepare the activities for the day. **Children must be brought into the Preschool classroom by the parent or another adult.**

Your child **will be brought out to your car** at the end of the Preschool session (TRADITIONAL ONLY). We ask that you **wait in your car** to eliminate the risk of your child dashing into the parking lot to greet you. Specific information will be given at the Parent Orientation.

Our traditional classrooms and half day Young 5's will try to dismiss promptly at 11:15 AM and appreciate your promptness in picking up your child. Please call to let us know if you are unavoidably detained so we can reassure your child.

Occasionally, you may find ORANGE CONES blocking the entrances to the parking lot. These indicate that the parking lot is in use by our older school children for recess or gym classes. **Please do not remove the cones or drive around them**, but wait until the parking lot is clear and the cones are removed before driving in. If you are planning to be in the Preschool for a portion of the day, or are leaving your car while attending a fieldtrip with us, please park in one of our adjacent parking lots. Our entire school staff appreciates your cooperation!

CHILDCARE CLASSROOMS

Childcare classrooms open at 6am. Parents must bring their child to the classroom each morning and pick them up each evening. Upon pick up, parents must initial the sign in/sign out sheets to verify the drop off and pick up times. This also gives the teacher or caregivers an opportunity to speak to parents about the day.

TYPICAL DAILY ROUTINE

- 6:00- 8:30 Breakfast (provided by parents) / Free Choice
- 8:30-9:00 Gym Time
- 9:00- 9:10 Bathroom Break and Drinks
- 9:10-9:20 Circle Time –calendar, weather, Songs
- 9:20-9:40 Jesus Time
- 9:40-10:00 Zoo Phonics
- 10:00-10:15 Bathroom Break and Snack
- 10:15-10:20 Book Time
- 10:20-10:30 Music and Movement
- 10:30-11:00 Centers
- 11:00-11:15 Story Time/Outside recess
- 11:15-11:20 Lunch Prayer
- 11:20-11:30 Bathroom Break and Wash Hands
- 11:30 Lunch
- 12:00-12:30 Free Play
- 12:30- 12:45 Clean up and Story
- 12:45-1:00 Bathroom Break
- 1:00-2:45 Nap
- 2:45-3:00 Bathroom Break
- 3:00-3:20 Snack
- 3:20-3:30 Books/Story Time
- 3:30-Pickup Outside play/ Free Play

Specials

- Library – once a week
- Physical Education- once a week
- Chapel – once a week
- Show and Tell – once a week

TRANSPORTATION

Trinity Lutheran Preschool does not provide transportation for its students to and from school. Responsibility for transportation arrangements rests with the parents. Class lists will be provided for “car-pooling” possibilities.

FIELD TRIPS

Field trips will be a part of all Preschool curriculums and will usually relate to the thematic unit. Parents will always be informed prior to any trip and permission slips will be sent home.

A bus will be provided for our *Preschool Plus and Y5 classes*. Parents are welcome to drive their own child to the field trip or if space allows, ride on the bus. The parents may make arrangements with another family for their child's transportation; however, Trinity cannot be directly responsible for transportation due to state regulations regarding child restraints/car seats.

For any field trips taken by the *Traditional 3 and 4 year old classes*, the parents will be notified in advance of the day, time, and location. Parents will then **meet the teachers at the site**, transporting their own child. The parent may make arrangements with another family for their child's transportation; however, the Preschool cannot be directly responsible for transportation due to state regulations regarding child restraints/car seats.

It is your responsibility to inform the childcare staff and the preschool teachers of any special arrangements made for fieldtrips.

FOOD SERVICE POLICY/DAILY SNACK

Traditional Preschool and Young 5's families are asked to take turns providing the daily Morning snack. Parents will receive a snack schedule for the school year in September. The cups and beverage (fruit juice or milk) are provided by the ECC. We encourage nutritional eating habits and ask parents to consider such items as cheese, crackers, pretzels, peanut butter & jelly, and fruit or vegetables (the children also love to "dip"). Please inform the teacher of any food allergies that your child might have. Although you have listed any allergies your child has on the green Health Appraisal form, please verbally discuss these allergies with the classroom teacher.

In the Preschool Plus classes parents can send a breakfast in the morning with their child and then the morning and afternoon snacks are provided by the ECC. A schedule of these snacks is posted in each room and substitutions are posted on these in each classroom when necessary.

Preschool plus and Young 5's classes also have an opportunity to participate in our Hot Lunch program from September through May. This program is in accordance with the minimum meal requirements of the Child and Adult Care Food Program. Children with special dietary needs will be accommodated. Menus are sent home monthly and posted in each classroom. Any substitutions will be made on the menu in each classroom.

Parents will need to provide a lunch for children at the following times: During the summer months of June, July and August; if you choose not to participate in the Hot Lunch program during the school year; days the childcare is open, but Trinity does not provide Hot Lunch. Notice will be given in advance if this will occur. If a child forgets his/her lunch the center will provide a lunch for that child and charge the parents accordingly. No child will go without lunch. Free and reduced lunch forms are available where applicable.

BIRTHDAYS

Birthdays are a very special time for the children, and we will observe them in the classroom. The Traditional classroom snack schedule will coincide as closely as possible with your child's birthday – the children usually enjoy bringing a “special” treat (i.e. cupcakes, cookies) on that day! Children with summer birthdays will also have a designated day to celebrate a half-birthday!

SHOW & TELL

Each Preschool and Young 5 child will have a weekly opportunity to bring an item from home to present to the group. This language experience serves to foster vocabulary development and build self-confidence and self-esteem. The teacher may give suggestions in the newsletter as to a theme for Sharing Time. Your guidance will be helpful in choosing an item that might be of interest to the class. Guns, weapons, or violent types of toys or figures are not appropriate and should not be brought to the school.

The teacher may also encourage special items of interest be brought for the science table during a particular unit. We have magnifying glasses for the children to examine such things as birds' nests, bugs, rocks, etc.

With the exception of Show & Tell, the children should not bring toys or special objects from home to play with. The other children do not always understand that this is not a “Preschool” toy and we will all feel badly if something is lost or broken.

CHILD'S ATTIRE

In addition to the dress code listed earlier in the handbook, please keep our changing climate in mind. We ask that you please send appropriate outerwear everyday. If weather permits, all classes will go outdoors at least once a day. The opportunity for outdoor play is jeopardized when all are not dressed for the weather.* **Please label all articles of clothing, especially coats, sweaters, snow pants, boots, hats and mittens.**

PARENT VISITS AND CONFERENCES

Parents are welcome to visit the preschool classrooms and we encourage you to do so. The teacher will appreciate being contacted in advance of your visit. We also appreciate your help in the classroom on special days that the teacher may have planned (holidays, special events, etc.).

Parent/Teacher conferences will be scheduled twice a year so that the teacher and parents can discuss the child's school experience. However, parents should feel free to discuss questions and/or concerns at any time. We encourage open communication between home and school so that we can work together to make this the best possible experience for your child.

FIRST DAYS OF SCHOOL

On the first days of school, parents may wish to allow a few extra minutes to stay in the classroom if their child appears to be apprehensive. You can explore the Preschool environment together.

While most children adapt easily to preschool and separate from their parent with no problems, it is not unusual for some children to feel anxious or perhaps even cry for a short time on the first few days. We encourage parents to speak positively to their child about school and reassure them that you will be back to pick them up soon.

Do not excessively prolong your departure! Most children stop crying within minutes after you leave! If you have a concern in this area, speak to your child's teacher and then follow his/her lead to make the separation easier. Once you have left, RELAX! Look forward to pick-up time, and be ready to praise any works of art and adventures that your preschooler shares with you.

NEWSLETTERS – HOME/SCHOOL COMMUNICATIONS

Open communication between home and school proves to be a valuable tool in reinforcing what is being learned in the classroom. Each teacher will send home a monthly calendar to outline upcoming classroom events. Additionally, the teacher will send a regular newsletter detailing class activities.

Families will also receive the KINGSMAN, our school newsletter. In this publication, you will read items of interest concerning our school as a whole.

HELPING YOUR CHILD PREPARE FOR PRESCHOOL

There are a number of things that parents can do to help their child prepare for the preschool experience. You may find the following list of suggestions helpful:

Read to your child on a daily basis.

Encourage independence and self-reliance.

Encourage language development in your child. Answer his/her questions; have many conversations! Foster the proper use of grammar and vocabulary.

Encourage your child to express feelings verbally rather than physically when angry or frustrated.

Encourage your child to dress himself/herself. Help him/her to recognize and hang up his/her own clothing.

Allow your child to make things with his/her hands and to explore things around him/her.

Show genuine interest in your child's activities and attempts at new things.

Teach good toilet habits and ability to attend to his/her own needs. Teach the proper use of tissues, including throwing them away when finished.

Keep regular eating and sleeping habits. Make sure your child is well rested and has eaten breakfast (or lunch) before coming to school.

It is important that the parents have a positive attitude about school, learning, trying new things, and teachers. Your child is likely to reflect your attitudes about these areas.

Encourage friendships with children and adults outside of your immediate family.

Pray and worship together as a family.

SCHOOL AGE CARE PROGRAM

TYPICAL DAILY ROUTINE

Before Care

6am –Doors open

6am-8am – Free time / Reading/ Studying

7:30-8am Children are taken to bus stop for public school or dismissed to go up stairs for class at Trinity.

After School Care

3:10 Trinity children are dismissed to Care

3:15-4:00 Reading/ studying/ games

4:00 Public School children picked up from the bus stop

4:15-6:00 Outside or gym time / free time/ games, homework, etc.

Full/Half Day

6:00am-8:30am Free Time / Breakfast

8:30-9:00 Devotion

9:00-9:30 Morning Snack

9:30-10:00 Outside Time

10:00-11:00 Library/Quiet Reading Time

11:00-12:00 Gym/Organized Activities

12:00-12:30 Lunch

12:30-2:30 Centers

2:30-3:00 Gym/ Free Play

3:00-3:30 Afternoon Snack

3:30-5:00 Outside/Inside Games and table activities

5:00-6:00 Free Time/Pick up

FIELD TRIPS

Field trips will be a part of summer school age care programming and will usually relate to the thematic unit. Parents will always be informed prior to any trip and permission slips will be sent home.

A bus will be provided for our School Age classes or we will walk to our field trips. Parents are welcome to drive their own child to the field trip or if space allows, ride on the bus. They are also welcome to walk along with us. The parents may make arrangements with another family for their child's transportation; however, the Preschool cannot be directly responsible for transportation due to state regulations regarding child restraints/car seats.

ELECTRONIC DEVICES

Personal electronic devices will only be allowed on certain days in our School Age Program. This day is usually Friday, but parents and students will be notified if this changes. If your child brings a personal electronic device to SAC, Trinity will not be held responsible for any loss or damage to said devices or games. All games brought to Trinity must be **rated "E"** and Trinity Staff will monitor such games and devices carefully for appropriate games. Such devices are allowed for no more than two hours a week. They are intended to be a special addition to the week and not a normal part of our programming.

TRINITY LUTHERAN CHURCH AND SCHOOL OFFICES

TRINITY LUTHERAN CHURCH OFFICE 983-5000

619 Main Street, St. Joseph, MI 49085

Pastor Michael Roth, Senior Pastor

TRINITY LUTHERAN SCHOOL OFFICE 983-3056

613 Court Street, St. Joseph, MI 49085

Mrs. Terry Bird Ext. 101

Mrs. Jenna Wood, Office Manager, Ext. 100

TRINITY LUTHERAN EARLY CHILDHOOD CENTER OFFICE 983-0040

613 Court Street, St. Joseph, MI 49085

Mrs. Robyn Adams, Director, Ext. 201

Mrs. Tracie Berghaus, Administrative Assistant, Ext. 200