

"Engaging and Connecting all people to the love of Jesus."



Trinity Lutheran

Early Childhood Development Center

Preschool Kindergarten Readiness Handbook

2024-2025

A MINISTRY OF:

TRINITY LUTHERAN CHURCH
721 PINE STREET
PAW PAW, MI 49079
269-657-5921

TABLE OF CONTENTS

MINISTRY STATEMENT	PAGE 3	INCLEMENT WEATHER OR EMERGENCIES	PAGE 16
OUR MISSION OF FAITH	PAGE 3	WEAPONS POLICY	PAGE 17
OUR MISSION/PHILOSOPHY	PAGE 3	MEDICATION POLICY	PAGE 17
STUDENT RESPONSIBILITIES	PAGE 4	EMERGENCY PROCEDURES	PAGE 17
LETTER FROM THE DIRECTOR/ PRINCIPAL	PAGE 5	PARENT TEACHER LEAGUE	PAGE 18
STAFF CONTACT	PAGE 6	DISCIPLINE POLICY/BITING POLICY	PAGE 18-19
CHILDCARE CALENDAR	PAGE 7	SEXUAL HARASSMENT	PAGE 20
INTRODUCTION/PHILOSOPHY	PAGE 8	VISITOR POLICY	PAGE 20
NON-DISCRIMINATION POLICY	PAGE 9	FIELD TRIP	PAGE 20
PARENT CONDUCT	PAGE 9	LOCKERS	PAGE 21
PROGRAM INFORMATION	PAGE 9-10	STUDENT PHOTOGRAPHY	PAGE 21
HOURS OF OPERATION/ PROGRAM HOLIDAYS	PAGE 9	STUDENT INFORMATION & RELEASE POLICY	PAGE 21
PROGRAM SCHEDULE	PAGE 10	CONFIDENTIALITY	PAGE 22
ENROLLMENT REQUIREMENTS	PAGE 10-11	NUTRITION AND FOOD SERVICE POLICY	PAGE 22
PROGRAM ATTENDANCE	PAGE 11	CHILD ABUSE	PAGE 23
TUITION AND FEES	PAGE 12	KR/ PK HANDBOOK PERMISSION	PAGE 23
CARE OF SCHOOL PROPERTY	PAGE 12	PARENT NOTIFICATION OF LICENSING NOTEBOOK	PAGE 23
DRESS CODE	PAGE 12	PARENT HANDBOOK ACKNOWLEDGEMENT & RIGHT TO MODIFY	PAGE 23
CURRICULUM	PAGE 13	TECHNOLOGY AGREEMENT	PAGE 24
CHAPEL/ RECESS	PAGE 13	ENROLMENT PAPERWORK	PAGE 25
ILLNESS POLICY	PAGE 13-15	CCL-4340	PAGE 26
HEALTH AND SAFETY	PAGE 15-16		

MINISTRY STATEMENT

Trinity Lutheran School and Early Childhood Development Center are ministries of Trinity Lutheran Church, that believe the Holy Bible is the inspired, inerrant Word of God. It is useful for “teaching, reproof, correction, and training in righteousness (2 Tim 3:16).” This is the purpose of our ministry: to engage people with the Truth of God and connect them to His gracious heart.

God has given His Church the mission to “care for the orphan and the widow (James 1:27)”. We understand this to mean that we lift up the downtrodden, and protect the weak.

OUR MISSION OF FAITH

As Lutherans, first, we believe in the infallible Word of God. The basic tenets of our faith are laid out in the Apostles, Nicene, and Athanasian Creeds which confess God as Father, Son and Holy Spirit, and Jesus Christ as the only Lord and Savior. The Bible teaches that Jesus Christ is both true God and true man, who was virgin born, and who suffered, died and rose again for our justification. We believe that we are saved by grace through faith in Jesus’ death and resurrection for us. The Holy Spirit leads us to confess Jesus Christ as our Lord and nourishes us in this faith relationship through the Word and the Sacraments of Baptism and the Lord’s Supper. The Christian life is a daily relationship with God of repentance, faith, and forgiveness, empowering us to serve God in our daily life by caring for one another and for the world around us. We believe the small and large Catechisms of Martin Luther, the Augsburg Confession, and the Smalcald Articles, to be a faithful explanation of Biblical teaching and doctrine.

OUR MISSION

Trinity Lutheran School and Early Childhood Development Center is engaging and connecting all people to the love of Jesus.

OUR PHILOSOPHY

Luke 18:16

“Jesus said, Let the little children come to and to not hinder them for to such belongs the kingdom of God.”

Children are little people and need a loving, Christ-centered, play-based environment where they can function and enjoy being themselves. Every child is an amazing creation of God who has a variety of individual needs that must be recognized. The early years are critical in a child’s development and the quality of care and service they receive at this time in their lives will be of lasting importance. A good beginning with Jesus has no end.

OUR VISION

Trinity Lutheran School and Early Childhood Development Center in ministry are dedicated to the Engaging and connecting all people to the love of Jesus which means:

1. Engaging all people through vibrant worship and quality education.
2. Connecting with others with words and action.
3. Understanding that we are all broken and only healed by faith, intentionally provide opportunities for students to serve each other, school, church and community.

STUDENT RESPONSIBILITIES

At Trinity Lutheran students will SOAR.

Serve

“Each one should use whatever gift he has received to serve others, faithfully administering God’s grace in its various forms.” 1 Peter 4:10

- Clean up after yourself and others
- Help other students and staff
- Pray for your school, teachers, and fellow students

Ownership

“Whoever conceals his transgression will not prosper, but he who confesses forsakes them will obtain mercy.” Proverbs 28:13

- State when you have made a mistake
- Accept responsibility for your own actions
 - Come to school on time
 - Have all necessary materials
- Complete all assignment to the best of your ability

Attitude

“Finally, brothers, whatever is true, whatever is honorable, whatever is just, whatever is pure, whatever is lovely, whatever is commendable, if there is any excellence, if there is anything worthy of praise, think about these things.”

Philippians 4:18

Listen to those in authority and follow school rules.

Respect

“Therefore, however you want people to treat you, so treat them, for this is the Law and the Prophets” Matthew 7:12

- Respect property of others
- Respect your own property
- Clean up after yourself
- Use materials and equipment for their intended purpose



Trinity Lutheran School
 Early Childhood Development Center
Connecting and Engaging all people to the love of Jesus
 725 Pine Street
 Paw Paw, MI 49079
 School/ECDC Office: (269)-657-5921
 Mrs Jody Tuls, Principal
 Ms Teliza Walters, ECDC Director



Dear Trinity Lutheran Parents,

Welcome back Trinity Lutheran School and Early Childhood Development Center. We are so excited and blessed to be a part of your child's educational journey.

Our students are taught to SOAR at Trinity. They SOAR through service, ownership, attitude and responsibility. We will use these key values to guide your child's educational path.

Our students have so much potential and Trinity is dedicated to helping each child find their God-given calling. This is a large task that can only be accomplished with a strong collaboration between school and families. Trinity invites parents to take a front seat to their child's education. There are many opportunities for families to be involved.

This year our staff is working hard to increase communication and parental involvement as we come out of the pandemic together. We will be having parent volunteers in the classroom and invite you to be a part of our Parent Teacher League.

This handbook does include some changes from prior additions. These changes were made to improve the safety and education that your child will receive during the 2024-2025 school year.

Thank you for choosing Trinity for your child's education. Welcome to the Trinity Lutheran Family.

Blessings,

Jody Tuls
Jody Tuls

Teliza Walters
Teliza Walters

CHILDCARE STAFF CONTACT INFORMATION

School Office Contact Information

269-657-5921

Jody Tuls	Principal	jtuls@trinitylutheran.com
Jodi Cox	Administrative Assistant	jcox@trinitylutheran.com
Pastor Phifer	Pastor	pastorphifer@trinitylutheran.com
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Kim Trumbull	GSRP Teacher	ktrumbull@trinitylutheran.com
	Kindergarten Readiness Teacher	@trinitylutheran.com
Patti Rittenhosue	ESC Teacher	prittenhouse@trinitylutheran.com
James Tuls	School Board President	jrtuls@yahoo.com

**August**

22nd - Eagle Lift Off
 26th- ½ Day of School

September

2nd- Labor Day No School
 13th - No school
 27th- ½ day - Teacher PD

October

2nd- Count Day
 15th- Conferences 5p-7p
 17th Conferences 5p-7p
 18th- ½ Day of School
 25th-½ Day of school (End of Q1)
 31st- ½ Day of School

November

25th- No School- Teacher PD
 26th- No School- Teacher PD
 27th- No School- Teacher PD
 28th-29th- Thanksgiving Break

December

20th- ½ Day of School
 13th- Preschool Christmas Program
 19th- KR-5th Christmas Program
 20th- ½ Day School
 23rd- Christmas Break Begins

January

6th- Return from Break
 17th - ½ Day of school-End of Quarter
 26th-31st - Lutheran Schools Week

February

7th-10th- Mid-Winter Break
 12th- Spring Count Day
 25th- Conferences 5p-7p
 27th- Conferences 5p-7p
 28th- ½ day of School

March

21st - ½ Day of School- End of 3rd Quarter
 28th-31st- Spring Break - No School

April

1st-4th- Spring Break- No School
 7th- Return from Break
 18th - No School - Good Friday
 25th- ½ day of School

May

2nd- ½ day of School- Teacher PD
 26th- Memorial Day- No School
 30th- Last Day for Preschool & Preschool Graduation
 @ 11:00am

June

5th- Last day of School- ½ day of school
 KR & Kindergarten Graduation 6:30pm

* All dates subject to change
 * Event calendar can be found on our website.
 Trinitylutheran.com

INTRODUCTION

Trinity Lutheran School and Early Childhood Development Center (hereafter referred to as TLS or ECDC) would like to extend its warmest welcome to all of our parents and their children who will be attending. We pray that all of you have an enjoyable and blessed experience this year.

This handbook has been prepared to help all parents and families better understand our school and the expectations for this year. This handbook was carefully and thoughtfully prepared by our Administrative Team, School Board, and Church.

TLS and ECDC is an outreach ministry of Trinity Lutheran Church and is governed by the Board of Education. The Board of Education oversees the Childcare ministry as well as the School. All questions regarding our school will be directed to our School Principal/ Director. Questions regarding our childcare programs, policies, and or procedures can be directed to our Director. When necessary, the Principal and or Director may need to take concern to the governing board.

Parents and families who do not belong to the Lutheran Church are invited to attend classes on the teachings of the Lutheran Church. If you are interested in attending a class please reach out to our Pastor or Church administrator.

This handbook has been developed for Preschool and Kindergarten Readiness program participants and their parents and guardians. This handbook intends to summarize the policies and expectations of the Preschool and Kindergarten Readiness program. Each participant is accountable for the policies as outlined in this handbook. All policies are subject to change as needed for review and revision. Any changes in this handbook will be made available within 30 days of changes. The Summer Program is part of ESC.

PHILOSOPHY

Trinity Lutheran ECDC is to build a solid Christ-centered foundation for life by nurturing students spiritually and challenging them academically and physically, for Christ said,

*“Therefore everyone who hears these words of mine and puts
them into practice is like a wise man who built his house on the rock.
The rain came down, the stream rose, and the winds blew
against that house; yet it did not fall, because
it had its foundation on the rock.” Matthew 7:24-25*

Trinity Lutheran ECDC strives to make data driven decisions, unique educational experiences, and strong christian education.

NON-DISCRIMINATION POLICY

Trinity Lutheran ECDC believes that educational opportunities and programs should be open to all children on an equal basis, and that employment opportunities should be available to all individuals equally. This is also prescribed by Title IX of the Education Amendment of 1972. We, therefore, do not discriminate on the basis of gender in administering our educational policies, programs, activities and employment practices. We believe in giving access to God's word to all children. Trinity Lutheran School does teach the bible and follows its teachings closely. We agree with the teachings and doctrine of the LCMS church.

Trinity Lutheran ECDC admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school administered programs.

PARENT CONDUCT

Trinity Lutheran School and Early Childhood Development Center advocates the importance of parents' professional and rational behavior on the premises. All communication will be through school sanctioned communication when regarding school related events. The following actions or behaviors, depending on the severity, could be grounds for a conference with the Director/ Principal or for dismissal.

- Acts of violence, including but not limited to assault and battery
- Harassment of or threats against the staff, other parents, or children
- Possession of illegal substances or firearms
- Verbal or physical abuse of any child
- Profanity

PROGRAM INFORMATION

Trinity Lutheran School and Early Childhood Development Center offer 2 preschool programs: Kindergarten Readiness and Preschool.

Preschool:

Our Preschool program is a 4 day program. We have half day and full day programs. This program is designed for children ages 3 or 4. It is recommended that a child be 3 years old on or before September 1st to be enrolled in this class. If you wish to enroll your child before this date, you will need to sign a waiver and your child will have to complete an assessment to be enrolled. The full day program is from 8:30am until 3:30pm. The Half Day program begins at 8:30am and ends at 11:30pm. All children enrolled in preschool must be potty trained.

Kindergarten Readiness:

This class is held Monday through Friday 8:30am-3:30pm. This class is for children who will be entering Kindergarten in the Fall of 2023. Children enrolled in this class must be four years of age before September 1st. All children enrolled in Kindergarten Readiness must be potty trained.

HOURS OF OPERATION

Program	Hours	Days
Preschool	8:30am-3:30pm	Monday-Thursday
Kindergarten Readiness	8:30am-3:30pm	Monday- Friday

ARRIVAL AND DISMISSAL PROCEDURES

Please do not allow your child(ren) to sit in your vehicle unattended.
 Keep your speed under 5 miles per hour in the parking lot. Please watch out for children.
 Parents can park their cars in the parking lot in front of the school building. (Parents are not allowed to park on the circular driveway at the front or side of the school. The driveway in front of the school is designated as a FIRE LANE and is only to be used in order for dropping off students in Grades K-8, and the driveway at the side of the school is the bus turnaround only.)
 All vehicle engines MUST be turned “OFF” before you enter the building.
 If there is some change in who will be picking up your child, a written note must be sent to the school alerting the staff. The staff must know the name of the person picking up the child. The staff will not dismiss a child to anyone except the parent/guardians of the child and or to the release persons indicated on the child’s information card.

EXTENDED SCHOOL CARE

Trinity Lutheran Preschool and Kindergarten Readiness offers before and after school care for students at our school. This program is called Extended School Care or ESC. Students can be dropped off at as early as 6:30 am and are able to stay until 6:00 pm. School students who are not enrolled in the ESC program and who are not picked up by 3:30 PM on any given day will be placed in ESC and the family will be charged for the full ESC charge.

ENROLLMENT REQUIREMENTS

Registration should be completed by the child’s parent and turned into the school office PRIOR to the student beginning attendance. Forms and payment of a non-refundable \$75 enrollment fee should be completed annually and are required at the start of each school year.

Registration is accepted on a first-registered basis, and limited space is available. When spaces are full, students may be placed on the program waitlist by completing the enrollment form and paying the non-refundable enrollment fee to hold the spot.

When space becomes available, parents with children on the Waitlist will be contacted with a start date for their child. When contacted regarding the waitlist and availability, the parent will have 2 business days to respond with either acceptance of the space or rejection. If there is no response from the parent, the next student on the Waitlist will be offered the space and so forth.

To enroll at Trinity Lutheran Preschool and Kindergarten Readiness you will need to:

1. Complete enrollment paperwork
2. The non-refundable enrollment fee (if applicable) and technology fee
3. An up to date immunization record (this MUST be on record the first day your child attends).
4. A complete physical health form signed by your physician (this MUST be on record the first day your child attends)

5. A completed “white card” or emergency contact card.
6. Students need a birth certificate on file
7. Concussion Awareness form
8. Automatic Payment form for paying tuition
9. Financial Agreement
10. Technology Agreement

TUITION AND FEES

Preschool-8th grade tuition is collected through a system called Gradelink. This program is available on our website trinitylutheran.com. It is mandatory that all parents have set up automatic payments for their child’s tuition. There is no cost to parents to set up automatic payments.

It is essential that parents pay tuition in a timely manner so that we can meet our financial obligations such as curriculum expenses, payroll, mortgage, etc. A late fee of \$30 may be assessed to all tuition accounts, exceeding 30 days. An additional fee of \$10 will be assessed for insufficient funds. If there are special circumstances surrounding late payments or insufficient funds, arrangements need to be made with the principal. Trinity Lutheran School holds the right to withhold student records until any outstanding tuition balance is satisfied.

- All families are expected to sign financial agreements at the beginning of each year agreeing to pay 100% of their tuition costs
- Families whose accounts become 90 days delinquent will not be allowed to re-enroll until the account is paid in full.
- Families are required to pay all costs incurred by Trinity Lutheran Church, School and Early Childhood Development Center to collect past due accounts (including attorney and legal fees).
- If families are unable to satisfy required tuition payments they are expected to contact the School Principal or the School Board. In the event the tuition is not paid, legal means may be used for collection.

Fees/ Payments/ Withdrawals

All payments must be made through the automatic payment system. A payment authorization equal to the maximum amount of days is required. Withdrawals: Parents requesting to withdraw students from the Preschool or Kindergarten Readiness program are responsible for notifying the school office no later than 2 weeks prior to withdrawing. Written notification is required when withdrawing a student. You will still be required to pay out the year tuition. Or you may appeal to the school board requesting to break the tuition contract.

ABSENCES AND VACATIONS

There will be no reduction in tuition for absences due to illness or vacations. Your tuition is used to maintain our quality program. Licensing regulations require us to engage staff based on the number of children enrolled.

CARE OF SCHOOL PROPERTY

Textbooks/ Library Books:

Textbooks should be returned at the end of the school year showing reasonable wear for the condition in which they were distributed to the student. Parents/ Families are responsible for all replacement costs of property and materials that are damaged or lost due to the negligence of their children.

Technology & Trinity Property:

All students that will be taking home a chromebook and or assigned a chromebook will pay a \$50 non-refundable deposit to use technology. Any repairs to the chromebooks will be billed to the parents accordingly. Parents/ Families are responsible for all replacement costs of property and materials that are damaged or lost due to the negligence of their children.

FINANCIAL AID

Trinity Lutheran School has financial aid opportunities available to families. The Scholarship Board meets yearly to evaluate family requests. The Board looks at finances, school attendance, and student academic performance. If you need an application please contact the office. Financial Aid is available to students Preschool- 8th grade. Precedence is given to K-8 students.

DRESS CODE

Trinity Lutheran Early Childhood Development Center is an institution of Christian learning. We believe that childcare should maintain a quality of dress that complements our general school and academic standards. The basic consideration for student appearance is that it should be decent, in good taste, neat and clean and will not be distracting to the learning environment, and the clothing will reflect a Christian image. Parents/guardians have the responsibility of sending their children to school properly attired. Final decisions regarding “appropriate appearance” will be made by the administration. We require that all students at Trinity Lutheran School adhere to the following guidelines:

- All students must wear closed toed-shoes. No flip flops. Sandal are acceptable
- No visible undergarments
- Skirt, dresses, and shorts must be mid-thigh
- Shorts must be mid-thigh, fit appropriately, and not worn below the belt line
- Shirts should cover midriff and should not have open backs.
- No halter tops
- No spaghetti strap tops. Tank tops need to be at least 3 fingers in width and cover bra straps.
- No shirts, hats, pants, or other clothing with inappropriate messages including but not limited to alcohol, tobacco, profanity, sexual references, or drugs.
- It is required that each student registered in one of our program dresses and uses the restroom in conformance with their individual biological sex.

CURRICULUM

Students in the Preschool and Kindergarten Readiness will be introduced to a rigorous curriculum. Trinity uses a *Creative Curriculum* which brings imagination and hands-on learning into the classroom. This program is based on milestones and developmental preparedness. Preschool and Kindergarten Readiness classes use assessment to drive their instruction. This helps make sure each student's needs are met. Our religion curriculum is *Enduring Faith*.

CHAPEL

At Trinity Lutheran School all students Preschool-8th grade are required to attend Chapel weekly. Parents are welcome to attend Chapel.

HOMEWORK

Homework in grades Preschool-8th Grade is an expected activity and should receive top priority. Please see class syllabus for specific details regarding your child’s homework expectations. Homework is an expectation at Trinity Lutheran School. Homework provides an opportunity for students to practice skills and concepts taught in the classroom

and to develop independent work habits. Homework may include: fluency drills, reading or writing activities, mathematical problems, skill and drill activities, special projects, and studying for assessments.

REPORT CARDS

All students in Preschool-8th grade will receive a formal “report card” four times a year. For grades preschool-2nd grade students will be graded based on the mastery of skills in core areas. The scale is noted below:

E= Exceeds Expectations
 M= Meets Expectations
 D= Developing toward Expectations
 N= Needs to Improve

RECESS

Research shows that recess improves memory, concentration, and social interactions. Trinity Lutheran Students will go outside for recess everyday (weather permitting). Children who are well enough to childcare school are well enough to play outside. Please make sure your child is dressed for outside play and has an extra pair of shoes and socks in their locker.

ILLNESS POLICY

Trinity Lutheran School and Early Childhood illness policy subject to change based on COVID 19 status and health department requirements.

Most children, staff and volunteers with mild illnesses can safely attend childcare and work. However, a child, staff member or volunteer may be too sick if:

- The child, staff member or volunteer does not feel well enough to participate comfortably in the program’s activities
- The staff cannot adequately care for the sick child without compromising the care of other children.
- The staff member or volunteer cannot adequately care for the children in care or perform other related tasks.
- Children, staff members or volunteers will be excluded from the center if he/she has any of the following symptoms (unless a health care provider determines that the child, staff member or volunteer is well enough to attend and that the illness is not contagious).
 - Fever of over 100.4 degrees Fahrenheit accompanied by behavior changes or other signs or symptoms of illness.
 - Signs or symptoms of possibly severe illness (e.g. persistent crying, extreme irritability, uncontrolled coughing, difficulty breathing, wheezing, lethargy).
 - Diarrhea: Changes from the child’s or adult’s usual stool pattern - increased frequency of stools, looser/watery stools, stools run out of the diaper or the person can’t get to the bathroom in time.
 - Vomiting more than once in the previous 24 hours.
 - Mouth sores with drooling.
 - Rash with a fever or behavior changes.

- Rash where the cause of which is unknown. In children, any yeast or diaper rash that is bleeding or has open sores.
- Severe nasal discharge - green mucus from the nose.
- The child, staff member or volunteer should be kept home if they have been diagnosed with a condition by their health care provider:
 - Infectious conjunctivitis/pink-eye - until 24 hours after treatment has begun
 - Scabies, head lice, or other infestation - until 24 hours after treatment and free of nits.
 - Impetigo - until 24 hours after treatment has begun
 - Strep throat, scarlet fever or other strep infection - until 24 hours after treatment has begun and the child or adult is free of fever without a fever reducer
 - Pertussis - until five days after treatment has begun
 - Tuberculosis - until a health care provider determines that the disease is not contagious
 - Chicken pox - until six days after the start of the rash or all sores have crusted over.
 - Mumps - until nine days after start of symptoms (swelling cheeks)
 - Hepatitis A - until seven days after start of symptoms (e.g. jaundice)
 - Measles - until six days after start of rash
 - Rubella (German Measles) - until six days after the start of the rash
 - Oral Herpes - until the lesions are healed over (unless the child is drooling or lesions cannot be covered)
 - Shingles - (if lesions cannot be covered) until lesions are dry
 - MRSA - lesions must be fully covered and permission must be given by a health care provider for the person to return to the center for care or work
- If your child has had any of these above symptoms, please keep him/her home for a full 24 hours after he/she is free from symptoms when not taking a fever reducer(unless otherwise specified). This will prevent the spread of disease to others and the possibility of your child coming down with the original infection again.
- If your child has been exposed to anything unusual at the center, the center will send home a note alerting you of the exposure.
- If your child is diagnosed with an illness that is contagious, it is your responsibility to notify the center director as soon as possible.
- The center will take every precaution but cannot guarantee containment of any condition or illness to which the children may be exposed.
- Parents will be called if their child becomes ill while attending the center. A sick child should be picked up within one hour after the center contacts the parents.
- All sick children will be separated from the group until they are picked up. Any staff member or volunteer that becomes sick at the center will be sent home if they are too ill to remain. We reserve the right to handle each case on an individual basis.
- Please make sure your child has a good night's sleep!

HEALTH AND SAFETY

Parents should call school after 8:15 AM when a child will be absent. Chicken Pox, Strep Throat, Conjunctivitis (Pink Eye), and other contagious illnesses must be reported.

Children, Staff, and Volunteers will be excluded from the center if he/she has a fever (100.2 degrees) accompanied by any of the following :

- Sore Throat
- Diarrhea
- Strep Infection
- Skin Rash
- Enlarged Glands
- Ear ache
- Nausea & Vomiting
- Staph Infection
- Unexplained irritability/ lethargy
- Inflamed eyes
- Any contagious conditions

If your child has had any of these symptoms, please keep him/her home for a full 24 hours after he/she is free from symptoms when not taking a fever reducing medication. This will prevent the spread of disease to others and the possibility of your child coming down with the original infection again.

If a student is found to have live lice or nits, parents will be contacted to pick up their students so that treatment can begin. Students should be able to return 24 hours after treatment. Please bring your child to be checked at the office before they return to the classroom. If not are still found, the student will remain with the parent for further treatment

HEALTH RECORDS

Before a child can enter the program, the parent must present to the center a copy of the child's updated immunization record. The center shall, within 30 days of initial attendance, keep on file a signed report on the state of the child's health, based on an evaluation by a licensed physician. Subsequent evaluation shall be made every 12 months.

Each time a child receives an immunization shot or a booster, parents are required to present in writing to a staff member the type of shot, date of shot, and the child's name.

INCLEMENT WEATHER OR EMERGENCIES

In the event of severe weather or weather-related emergencies, the following procedures will be followed:

School Delay- if school is delayed, the Extended School Care program will open at 6:30 and remain in session until the delay has concluded.

School Early Dismissal- if school is dismissed, the early program will operate as permitted.

Snow Day Care - Care is available for enrolled students of Extended School Care if there is a school snow day. We will make all efforts to remain open during snow days where school has closed. In the event that the weather is too severe to remain open, notifications of closing will be listed on local news channels 3 and 8, as well as posted on Facebook.

Parents will be notified of school closure and delay through Gradelinks automated calling services, as well as on facebook and through brightwheel messaging.

SECURITY

For the safety of all children, ALL DOORS will remain locked. You must ring to gain admittance. All parents or guardians checking out a child will need to sign them out in the office. They MAY NOT go directly to their child's classroom.

WEAPONS POLICY

Trinity Lutheran and the School Board prohibit students, staff, and visitors from possessing, keeping, manufacturing, threatening to use, or using a weapon in any setting on or off campus which is under the control and or supervision of the school for the purpose of school activities approved and authorized by Trinity Lutheran School and School Board.

Definition of a Weapon: The term "weapon" means any object which could be used to inflict serious bodily harm or property damage, as well as used to endanger the health and safety of people. Weapons include, but are not limited to, firearms, guns of any type including air and gas powered guns (whether loaded or unloaded), tasers, knives, daggers, dirks, stilettos, razors, clubs, electric weapons, metallic knuckles, martial arts weapons, ammunition, explosives, slingshot as examples.

School suspension or expulsion will also result from crimes such as false fire alarms, bomb threats, or intentional calls to falsely report a dangerous situation.

MEDICATION POLICY

Medications & Topical protective material including: antibiotics, tranquilizers, sedatives, analgesics, dietary supplements, diaper ointment or powder, petroleum jelly/hand cream, sunscreen, insect repellent or individual special medical procedures shall be given or applied only with prior, written permission from the parent.

- Prescription medication must have the pharmacy label indicating the physician's name, child's name, instructions, prescription number, medication name and strength. Medications will be stored out of the child's reach. A record of the date, time, amount, and administration of all medication will be kept in your child's file.
- Please make sure your child has received at least one dose of medication before you ask the center to continue said medication. This will help minimize your child's chance of having a reaction when you are not present.
- All products must be provided by the parent or guardian. Non-prescription topical products may be shared between family members but will not be shared with other children enrolled in the center.

EMERGENCY PROCEDURES: Accidents, Injury, Illness, Incidents

In case of serious accident, injury, illness, or incident the lead teacher will attend to the child while the second teacher calls for help and attends to the other children. The parent will be called. If the parent is not available, the emergency number on the CHILD INFORMATION CARD will be called. (It is essential that emergency numbers be kept current.) If the parent or the emergency person is not available, the child's doctor will be contacted. If the doctor cannot be reached, the child will be taken to the emergency room. If emergency medical care is needed (permission for the center to seek emergency medical attention was granted on the child information card) parents will be held responsible for fees incurred.

In the case of minor accidents or incidents, a staff person would administer first aid and comfort the child. Parents will be informed of the details concerning the incident or accident that day in writing. All accidents and incidents will be documented in your child's folder.

PARENT TEACHER LEAGUE

Trinity Lutheran School has an active Parent Teacher League otherwise known as PTL. This organization tries to establish closer cooperation between the home and school. The role of the PTL is to support Trinity Lutheran School and Early Childhood Development Center, communicate and interact with the teachers, organize and work to achieve successful fundraisers and activities, and to establish a resource/network group of parents to help Trinity Lutheran School reach its goals.

DISCIPLINE POLICY

Positive reinforcement of acceptable behavior is our primary form of discipline. Encouraging children to recognize the specific rules and follow them promotes positive self-esteem and self-discipline. The environment is arranged and activities are planned to reduce conflict and encourage independent choices and non-competitive experiences. Christian training further encourages consideration of others.

Basic rules for children defined by TLC Early Childhood Development Center are:

- a. Show respect and courtesy to all students and adults.
- b. Demonstrate care for the building and equipment.
- c. Behave in a manner that maintains a proper learning and cooperative environment.
- d. Use language befitting a Christian.

If a child exhibits inappropriate behavior, a reminder of the rules will be given to the child with encouragement to exhibit the appropriate behavior. All guidance will have a positive emphasis. TLC Early Childhood Development Center does not allow physical punishment of any sort, for any reason. Staff will document behavior challenges. Documentation will be placed in your child's file. If the Positive reinforcement of acceptable behavior is our primary form of discipline. Encouraging children to recognize the specific rules and follow them promotes positive self-esteem and self-discipline. The environment is arranged and activities are planned to reduce conflict and encourage independent choices and non-competitive experiences. Christian training further encourages consideration of others.

- e. The director/teacher or lead caregiver will discuss extreme behavioral problems with the parents. Every effort will be taken to create a plan that would encourage the child to improve his/her behavior.
- f. If the behavior continues to be unmanageable, TLC Early Childhood Development Center reserves the right to remove the child from the program.

BITING POLICY

Biting is unfortunately not an unexpected behavior for toddlers. Some children and many toddlers communicate through this behavior. However, biting can be harmful to other children and to staff. This biting policy has been developed with both of these ideas in mind. As a childcare center, we understand that biting, unfortunately, is a part of the childcare setting. Our goal is to help identify what is causing the biting and resolve these issues. If the issue cannot be resolved, this policy serves to protect the children that are bitten. If a biting incident occurs, state regulations require that the parent of the child biting and the parent of the child who was bitten be contacted. Names of the children are not shared with either parent.

When Biting Does Occur:

Our staff strongly disapproves of biting. The staff's job is to keep the children safe and help a child that bites learn different, more appropriate behavior. We do not use techniques to shame, alarm, hurt, or frighten children such as biting back or washing a child's mouth out with soap.

For the child that was bitten:

1. First aid is given to the bite. It is cleaned with soap and water. If the skin is broken, the bite is covered with a bandage.
2. Parents are notified.
3. The Incident Report is filled out documenting the incident.

For the child that bit:

1. The teacher will firmly tell the child "NO! Do Not Bite! Biting Hurts!"
2. The child will be moved to a safer area to work one on one with an assigned teacher. They will remain in this area for 1 to 2 minutes.
3. The parents are notified.
4. The Incident Report is filled out documenting the incident.

When Biting Continues:

1. The child will be shadowed (assigned one teacher) to help prevent any further biting incidents.
2. The child will be observed by the classroom staff to determine what is causing the child to bite (teething, communication, frustration, etc.) The administrative staff may also observe the child if the classroom staff is unable to determine the cause.
3. The child will be given positive attention and approval for positive behavior.

When Biting Becomes Excessive:

1. If a child inflicts 3 bites in a one week period (5 weekdays) in which the skin of another child or staff member is broken or bruised or the bite leaves a significant mark, a conference will be held with the parents to discuss the child's behavior and how the behavior may be modified.
2. If the child again inflicts 3 bites in a one week period (5 weekdays) in which the skin of another child or staff member is broken or bruised or the bite leaves a significant mark, the child will be suspended for **2 business days**.
3. If a child once again inflicts 3 bites in a one week period (5 weekdays) in which the skin of another child or staff member is broken or bruised or the bite leaves a significant mark, **the parents will be asked to make other day care arrangements.**

If a child, who has been through steps 1 and/or 2, goes 3 weeks (15 business days) without biting, we will go back to step one if the child bites again.

If a child bites twice in a 4-hour period, the child will be required to be picked up from day care for the remainder of the day. This will not count towards the 2 day suspension.

***This biting policy is effective September 13, 2017. All biting occurrences from this day forward will be counted towards a child's total biting incidents.

SEXUAL HARASSMENT

Sexual harassment of or by any student at Trinity Lutheran shall not be tolerated and may result in disciplinary and or legal action, including possible suspension or expulsion.

Sexual harassment is defined as unwanted and unwelcome behavior of a sexual nature that interferes with the right to receive an equal educational opportunity.

VISITOR POLICY

Ample opportunity is provided to volunteer your services. Volunteers include: field trip drivers, room parents, lunchroom aides, playground aides, classroom aides, library aides, etc. All parents will be asked to fill out a volunteer form at the beginning of the school year. PLEASE NOTE: In compliance with state law, forms for clearance with the Department of Human Services will be issued to all parents/guardians who volunteer. All volunteers and visitors must “sign in” at the school office upon arrival and receive a “Volunteer/Visitor” badge to wear. Please return the badge to the school office and “sign out” before leaving the school building.

Parents bringing items to their children when childcare/school is in session, are required to leave the items in the office. The staff will deliver the item to the child. If a parent needs to speak directly to a student, the student will be called down to the office. This will assure the least amount of disruption to the teacher and the students.

Teachers generally welcome parents who wish to visit the classroom and are happy they are interested. Please prearrange visits.

FIELD TRIPS

Part of the educational experience at Trinity Lutheran School includes field trips that take students away from school. Trips are planned by the teachers with the approval of the Administration. Trips are properly supervised with the help of parents, guardians, grandparents, school aides, and other adult volunteers. Fees may be assessed to cover field trip expenses. Please do not include your field trip fees with

tuition/lunch/other payments. Parents will give field trip fees to the classroom teacher in charge of the trip.

Parents who are planning to chaperone a field trip should not bring other children as they may distract from the chaperones duties. Due to allergies, parents are also asked not to provide snacks on a field trip unless asked by a teacher. No tobacco, vaping, drugs, and/or alcohol use is permitted on field trips or school sponsored events.

TRANSPORTATION

Trinity Lutheran School cannot assume responsibility for the transportation of its students to and from school. Such responsibility for transportation of students must rest with individual parents. **CARPOOLS MUST BE ARRANGED BY PARENTS.**

LOCKERS

Lockers are property of Trinity Lutheran School and Early Childhood Development Center and students are able to use them without charge. Students are responsible for the contents of their locker and their lockers are subject to search at any time by school staff. The principal or his or her designee may, with reasonable cause, search a student’s locker and the locker’s contents. In the course of a search conducted pursuant to this policy, the privacy rights of the student shall be respected regarding any items that are not illegal or against school policy. Any illegal contents obtained as a result of a search of a student’s locker or locker's content may be admissible in any court or administrative proceedings. At the request of the school principal or his or her designee, law enforcement agencies having jurisdiction over the school may assist school personnel in conducting a search of a student’s locker and the locker’s contents.

STUDENT PHOTOGRAPHY

No photographs/ videos take of children while at Trinity or within Trinity sponsored activity shall be posted on the internet or otherwise by Trinity unless all the following occur:

- Parent permission is obtained
- No last names of children or families are mentioned.
- Photographs are only placed on school-sanctioned websites or within school sanctioned materials

Trinity is not responsible for any photographs that are taken by parents, congregation members, etc at school or at a school sponsored event that are placed on the internet.

STUDENT INFORMATION AND RELEASE POLICY

Upon enrolling in the Preschool and Kindergarten Readiness Program, parents must fill out a student information card. The information card includes personal student information, emergency contacts, full names of persons authorized to pick the students up, and health information.

The student's parents, as well as emergency contacts listed on the information card, are allowed to pick the students up. They will also be contacted in the event of illness/injury or other emergencies related to the child, if the parents cannot be reached.

For the safety of all students, no child will be released to an individual who is not listed on the information card. If a parent needs to add additional names to the card, they must contact the school office or a staff member to do so.

Any person designated as an authorized person to pick a student up, including the child's parents, will be required to show valid ID to staff.

Any families with Divorce/Custody Restrictions are required to provide this information to staff. When necessary for the student's safety, a copy of this documentation will be kept on file and supplied to any teachers or other staff members.

CONFIDENTIALITY

Confidential and sensitive information will only be shared with employees of the Preschool and Kindergarten Readiness Program on a "need to know" basis in order to provide the most appropriate care for the student. All Trinity Lutheran staff are required to keep student information and records confidential.

NUTRITION AND FOOD SERVICE POLICY

Snack (A.M. only on full days and P.M. all days) will be made available to all children who are attending the program. The snacks will be in accordance with the minimum meal requirements of the Child and Adult Care Food Program.

Lunch is provided by the parents. Lunch will be served between 11:30 a.m. and 12:30 on full days.

You must send a cold lunch for your child when full day care is needed. If a lunch is not sent, a parent will be notified immediately that one is needed.

Lunch needs to be brought to the center in a container with your child's FIRST and LAST name and Date on it in clear sight. Most children like to bring lunch boxes or bags with printed characters on them. A brown paper bag is also acceptable. Children bringing lunch from home need to bring their own table service. Please pack your child a nutritious lunch. Do not forget to send a beverage. Please include an icepack if necessary. Lunch will be kept in backpacks (or lockers if one is assigned to your child).

The center will comply with rule 400.8330(3) to ensure children with special dietary needs receive snacks in accordance with the child's needs.

SNACK POLICY

A regular monthly snack calendar will be provided each month with snacks assigned to a specific child. We encourage good eating habits and ask parents to consider such items as crackers, cheese, vegetable strips, fruit slices, pretzels, raisins, etc. These have higher nutritional value and lower sugar content than most cookies. All snacks must be commercially pre-packaged or purchased from a licensed kitchen (bakery, deli, etc.) A beverage will be provided each day to accompany the snack. **NO CAKES OR CUPCAKES, please.** Children may celebrate a birthday at school and are allowed to bring a birthday snack to share with friends. Parents will be asked to sign up for special PARTY DAYS throughout the school year.

PARTY DAYS

We will be having special seasonal parties during the year. You will be notified in advance of the time and date of the party. Anyone wishing to bring snacks should look for a special treat sign-up sheet in the hallway.

CHILD ABUSE POLICY

It is the policy of TLC Early Development Center and our legal obligation as mandated reporters to contact the Department of Human Services immediately if the center suspects any type of child abuse concerning any child attending the center.

Such information is kept confidential.

Family Independence Agency's Protective Services must speak to the child within 24 hours.

All child care staff must undergo fingerprinting which verifies that they have no record of previous child abuse.

PARENT NOTIFICATION OF THE LICENSING NOTEBOOK REQUIREMENT

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

- This center maintains a licensing notebook of all licensing inspection reports, special investigation reports and all related corrective action plans.
- The notebook will be available to parents for review during regular business hours.
- Licensing inspection and special investigation reports from the past two years are available on the Bureau of Children and Adult Licensing website at www.michigan.gov/michildcare.

PARENT HANDBOOK ACKNOWLEDGEMENT & RIGHT TO MODIFY

I/We have received a copy of TLC Extended School Care/Summer Program Handbook.

I/we will read and do agree to comply with the policies contained in the Program Handbook which govern the terms of the child care contract, and have the opportunity to ask questions about the content of the Program Handbook.

I/we understand that the Program Handbook reflects the most current fees, policies and procedures of the center and that it replaces and supersedes any prior fees, policies, procedures, or handbooks.

I/we agree to conform to these policies and procedures and understand that the fees, policies and benefits may be amended, modified, terminated or replaced by TLC. There will be a 30 day advance written notice of any changes.

Preschool/ Kindergarten Readiness Permissions

Please initial at each designated line, sign at the bottom and return.

I/We agree to follow the food and nutrition policy for my child while attending TLC Early Childhood Development Center as explained in this handbook. Parents will be required to provide breakfast lunch from home, if one is not provided, a parent will be contacted immediately, and hot lunch is available at a cost to you. The center shall provide two snacks during the day (one in the morning and one in the afternoon). **Initial** _____

I/We acknowledge the Health Policy of TLC Early Childhood Development Center as explained in this handbook and will abide by its guidelines. **Initial** _____

I/We give TLC Early Childhood Development Center permission to apply topical protective or medicinal materials that **I/we provide** as explained in this handbook. I/We understand that if the topical protective or medicinal materials are not provided, none will be applied. **Initial** _____

I/We understand that TLC Early Childhood Development Center has a licensing notebook available to parents/guardians for review during regular business hours as explained in this handbook. **Initial** _____

I/We (**give**) or (**do not give**) TLC Early Childhood Development Center photography permission as explained in his handbook. **Initial** _____ (*please circle give or do not give*)

I/We the parents of _____ acknowledge and agree to the terms explained in this handbook regarding the Parent Handbook Acknowledgement and Right to Modify. **Initial** _____

Guardian signature: _____ Date: _____

review date _____ initials _____

review date _____ initials _____

Student Name: _____

Code of Conduct

I have read, reviewed, and agree to abide by the conditions of the student and parent handbook. I agree to take full responsibility for abiding by the student and parent handbook. When in violation of the student and parent handbook, I am responsible for the consequences that follow. I understand that the purpose of the student and parent handbook is to keep all students, staff, and families safe and maintain an orderly learning environment.

Parent/Guardian Signature

Student signature

The code of conduct needs to be signed and dated and returned to the school before the end of the first week of school.

Trinity Lutheran School Technology Contract

*All students Preschool- 8th Grade need to complete

Rules:

1. All students have a non-refundable \$50 deposit to use technology.
2. Each student will be assigned a specific Chromebook and will be responsible for the use and care of it.
3. Each student will use his/her assigned Chromebook while seated at a desk or table.
4. Each student will be responsible for returning his/her assigned Chromebook to the Chromebook cart for recharging at the end of the each class period
5. Each student will be held accountable for using his/her assigned Chromebook for curricular classroom work assigned by the teacher
6. A student who chooses to break any of the above rules will immediately forfeit the use of his/her assigned Chromebook for a week.
7. Should damage occur to the Chromebook, a replacement amount up to \$200 will be required.

I have read and understand the above rules. I also understand that I will be held responsible for the care of the Chromebook as well as held accountable for the use of the Chromebook as well as held accountable for the use of my assigned Chromebook.

Student Signature: _____ Date: _____

I have discussed the rules with my child and understand this contract.

Parent/ Guardian’s Signature _____ Date: _____

WRITTEN INFORMATION PACKET DOCUMENTATION

Michigan Department of Licensing and Regulatory Affairs
Child Care Licensing Bureau

Child(ren)'s Name(s) (Last, First) _____ _____ _____	Facility's Name and License Number Trinity Lutheran Early Childhood Development Center DC800414441 Trinity Lutheran TLC DC800018763
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A written information packet has been provided at the time of enrollment. The packet included all the following information (*R 400.8146 (1-2)*):

- Criteria for admission and withdrawal.
- Schedule of operation, denoting hours, days, and holidays during which the center is open, and services are provided.
- Fee policy.
- Discipline policy.
- Food service program.
- Program philosophy.
- Typical daily routine.
- Parent notification plan for accidents, injuries, incidents, and illnesses.
- Transportation policy, if applicable.
- Medication policy.
- Exclusion policy for child illnesses.
- Notice of the availability of the center's licensing notebook. **(CENTER MUST CHECK ONE)**
 - The center keeps a licensing notebook containing a summary sheet, all licensing inspections and special investigation reports, and related corrective action plans for the last 5 years. The licensing notebook is available to parents/guardians during regular business hours. Reports from at least the past three years are available at www.michigan.gov/michildcare.
 - The center does not keep a licensing notebook, but internet is available onsite. Reports from at least the last three years are available at www.michigan.gov/michildcare.
- Other _____

I certify that I received all of the above items.

Parent/Guardian Signature

Date

Note: A single CCL-4340 form may be used for all children in the same family.

LARA is an equal opportunity employer/program.