

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



# Trinity Lutheran

Early Childhood Development Center

## Childcare Handbook

2025-2026

A MINISTRY OF:

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

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## **MINISTRY STATEMENT**

Trinity Lutheran School and the Early Childhood Development center are both ministries of Trinity Lutheran Church, where 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 me, and do 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 are dedicated to engaging and connecting all to the love of Jesus which means:

1. Engaging all people through vibrant worship and a quality education.
2. Connecting with others through 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, and 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 and 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

- List 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

1. Respect property of others
2. Respect your own property
3. Clean up after yourself
4. 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 to 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 in 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. 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	
Danielle Foll	Director of Christian Education	dfoll@trinitylutheran.com
Dave Moneta	Church Administrator	dmoneta@trinitylutheran.com
Lupita Nunez	Administrative Assistant	lnunez@trinitylutheran.com
Teliza Walters	Director of Child Care	twalters@trinitylutheran.com
Joan Brewer	Assistant Director	jbrewer@trintylutheran.com
Jessica Wager	Little Sprouts Teacher	jwager@trinitylutheran.com
Holly Martin	Little Bloomers Teacher	hmartin@trinitylutheran.com
Nancy Vasques	Little Movers Teacher	nvasquez@trinitylutheran.com
Leticia Zaragoza	Little Learners Teacher	hmartin@trinitylutheran.com
Amanda Brown	Big Learners Teacher	abrown@trinitylutheran.com
Hilary Schreuder	Preschool Teacher	hschreuder@trinitylutheran.com
Kim Trumbull	GSRP Teacher	ktrumbull@trinitylutheran.com
	Kindergarten Readiness Teacher	
	ESC Teacher	
James Tuls	School Board President	jrtuls@yahoo.com

**August**

25th- ½ Day ESC available  
29th- ESC available

**September**

1st- Center Closed  
26th- ½ Day ESC available

**October**

14th - Conferences 5pm-7pm  
16th - Conferences 5pm-7pm  
23rd – Picture Day  
24th - ESC Available  
31st- ½ Day ESC Available

**November**

3<sup>rd</sup> – ESC Available  
6<sup>th</sup> – ½ day ESC available  
24th- Center Closed -PD Day  
25th- Center Closed – PD Day  
26th- Center Closed – PD Day  
27th-28th- Center Closed – Thanksgiving Break

**December**

19th- ½ day ESC available  
22<sup>nd</sup>-23<sup>rd</sup> - ESC available  
24th-25th- Center Closed  
26th- ESC Available  
29th- ESC Available  
30th- ESC Available  
31st- ESC Available

**January**

1st- Center Closed  
2nd - ESC Available  
16th – ESC Available  
25th-30th - Lutheran Week

**February**

6th- ESC Available  
9th- ESC Available  
23<sup>rd</sup> -1/2 day ESC available  
24th - Conferences 5pm-7pm  
26th- Conferences 5pm-7pm

**March**

1st- Open Enrollment for Summer Care  
9th- ESC Available  
12th -1/2 Day ESC Available  
27<sup>th</sup> - ESC available  
30<sup>th</sup> - ESC available  
31<sup>st</sup> – ESC Available

**April**

1st- ESC Available  
2nd- ESC Available  
3rd- Closed- Good Friday  
10th- Summer Care Applications Due  
25th- ½ Day ESC Available

**May**

1st- Notified of Summer Care acceptance  
1st- ½ Day ESC Available  
25th- Center Closed  
28th- Last day of Preschool  
28<sup>th</sup> - Preschool Graduation 11:00am

**June**

4th- ½ Day ESC Available  
5th- Center Closed Professional Development Day  
8th- First Day of Summer Care

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

## INTRODUCTION

Trinity Lutheran School and the 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 Program 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 the Early Childhood Development program participants and their parents and guardians. This handbook intends to summarize the policies and expectations of the childcare 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.

## PHILOSOPHY

Trinity Lutheran ECDC philosophy is to build a solid Christ-centered foundation for life by nurturing students spiritually and challenging them both 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 and beat against that house, yet it did not fall, because it had its foundation on the rock.” Matthew 7:24-25 (NIV)*

Trinity Lutheran ECDC strives to provide 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 Lutheran Church Missouri Synod.

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

## **PARENT EXPECTATIONS**

Each day upon arrival parents are required to bring their child(ren) into their classroom and promptly sign them in using Brightwheel.

Parents must bring their child(ren) to childcare on time, according to your prearranged schedule. All children must be picked up by 6:00 pm.

Parents are responsible for calling the center when they are aware of a change in their child's drop off time and/or pick up time.

Parents will be charged \$5.00 per minute when their children remain at the center after 6:00pm.

Parents will provide at least three (3) individuals on their child's emergency card of people who are allowed to pick up their child in event of an emergency. See "Release Provisions."

Parents should disclose any information that would result in their child having unusual behavior such as illness, death in family, divorce, etc.

Parents should check the parent bulletin board in their child's classroom or building for updated information.

Parents must remove wet shoes/ boots before entering the gated infant and toddler area.

Parents must notify the center of any changes to their address, telephone number, place of employment, emergency contact, etc.

Parents should not leave children unattended when dropping off and picking up children.

## PROGRAM INFORMATION

### Little Sprouts:

Little Sprouts accepts children 6 weeks to 12 months of age. They have a maximum group size of 12 and their staff to student ratio is 1:4.

### Little Bloomers:

Little Bloomers is a toddler room. This room accepts children 12 months to 1 ½ -2 years of age. They have a maximum group size of 12 and their staff to student ratio is 1:4.

### Little Movers:

Little Movers is a toddler room. This room accepts children 1 ½ years to 2 ½ years of age. Little Movers has a maximum group size of 12 and their staff to student ratio is 1:4.

### Little Learners:

Little Learner accepts children 2 ½ years to 3 ½ years of age. Little Learners has a maximum group size of 16 children and their ratio is 1:8. This class is designed to get students ready for preschool. This class is not designed to take the place of preschool

### Big Learners:

Our Big Learners class is designed to get students ready for kindergarten. All students in this class **MUST** be potty trained. The ages for this class are 3 years old to 5 years old. This class is not designed to take the place of Preschool. The ratio for this class is 1:10.

### Preschool:

Our preschool program is a four-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, 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 8:30 am until 3:30 pm. The Half Day program begins at 8:30 am 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 2024. Children enrolled in this class must be four years of age before September 1st. All children enrolled in Kindergarten Readiness must be potty trained.

### GSRP Program:

The Great Start Readiness Program (GSRP) is Michigan's free PreK program for all four-year-olds. *(by December 1<sup>st</sup>)* It's a safe place where children learn how to get along with others, share, take turns, and make friends. Math, reading, and thinking skills are taught every day through fun, hands-on activities. GSRP will help make sure your child is ready for kindergarten and beyond. This class is held Monday through Thursday 8:30am-3:30pm.

## HOURS OF OPERATION

Program	Hours	Days
Childcare Programs	6:30am-6:00pm	Monday-Friday
Preschool	8:30am-3:30pm	Monday-Thursday
Kindergarten Readiness	8:30am-3:30pm	Monday- Friday
GSRP	8:30am-3:30pm	Monday-Thursday

## **PROGRAM HOLIDAYS**

The program is closed the following days:

- Labor Day
- Thanksgiving Day and the following Friday
- Christmas Eve and Christmas Day
- New Year's Eve and New Year's Day
- Good Friday
- Memorial Day
- 4<sup>th</sup> of July

The period of time between Christmas and New Year's Day and the week of Spring Break are optional weeks. If you need care for your child(ren) during these weeks, we will be open and can accommodate your schedule. You will be asked to commit to a schedule prior to this week so that we may staff and bill appropriately.

No payments will be expected for the center-closed holidays.

Any other center-initiated closings will be posted well in advance. No payment will be expected when the center initiates closure.

Parents will be notified of unexpected closures due to fire damage, an outbreak of communicable disease, power failure, etc.... as soon as possible via the telephone, printed notes, and television announcements. Parents will be responsible for arranging alternate childcare. No payment will be expected when the center initiates closure.

## **TYPICAL DAILY ROUTINE**

This is a typical daily routine. Each class has a specific schedule posted in their classroom and a copy of it is available upon request.

- i. 6:30-8:00: Arrival/Breakfast
- ii. 8:00-9:00: Circle Time/Music/Bathroom or Diapers
- iii. 9:00-9:15: Snack (TLC Provided)
- iv. 9:15-10:30: Centers/Activities
- v. 10:30-11:30: Free Choice/ Outdoor Play/Bathroom or Diapers
- vi. 11:30-12:00: Lunch (Parent Provided)
- vii. 12:00-2:45: Rest time or Nap
- viii. 2:45-3:00: Bathroom or Diapers/Afternoon circle time/Music
- ix. 3:00-3:15: Snack (TLC Provided)
- x. 3:15-6:00: Free Play/Outdoor Play

## **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 two business days to respond with either acceptance (or rejection) of the space. 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 complete “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

### ANNUAL REGISTRATION FEE

A registration fee of \$100 will be required for each child enrolled in childcare. This is a one-time fee that remains in effect until there is a lapse in care of 30 days or more.

### RATES:

#### Potty Trained Rates

#### Not Potty-Trained Rates

#### School Age Summer Care Rates

NUMBER OF DAYS	RATE	NUMBER OF DAYS	RATE	ESC	NUMBER OF DAYS	RATE
5 DAYS	\$247	5 DAYS	\$273	\$46 / DAY	5 DAYS	\$206
4 DAYS	\$216	4 DAYS	\$242	\$25.50 / ½ DAY	4 DAYS	\$175
3 DAYS	\$191	3 DAYS	\$206	\$15.50 / SESSION	3 DAYS	\$134
2 DAYS	\$155	2 DAYS	\$165	AM OR PM	2 DAYS	\$93

### DISCOUNTS

There is a 10% discount for the oldest child in *childcare*, when more than one child is enrolled in the program full time. ***Each child must be enrolled for 5 days per week to receive this discount.***

Trinity Lutheran accepts DHS payments. Parents/ Guardians must make arrangements with DHS case workers to fill out the proper paperwork. Parents or guardians are responsible for any amount that DHS will not cover.

### PAST DUE PAYMENTS

Payments must be made current. If the family is behind after 2 weeks, services will not be available until full payment has been brought to a current status.

### HOLDING A SPOT

If your child is already enrolled and you wish to take an extended leave of absence, the cost is \$100 per week to hold your child's spot. If you wish to enroll a new infant, the program registration fee holds your spot.

### WITHDRAWALS

Parents must provide the center with two weeks written notice before removing their child(ren) from the program. Written notice may be made via email or by written note. All notices MUST be given to the program director.

In the event that parents do not provide the center with two weeks' notice, parents will be required to pay the center an amount equal to two weeks of childcare fees.

Trinity Lutheran Early Childhood Development Center reserves the right to withdraw a child from the program without notice for any reason at any time.

### **ABSENCES AND VACATIONS**

There will be no reduction in tuition for absences due to illness or vacations for anyone attending less than 5 days per week, year-round. The only exceptions would be the week between Christmas and New Year, and the week of Spring Break (as scheduled by Trinity Lutheran School). We are open during those weeks, however, if you let the center know ahead of time, you will not be charged.

For full-time year-round families, there will be an award of 10 benefit days to be used individually or consecutively as needed and at your discretion. Benefit days are defined as free of charge. 5 benefit days will be awarded January 1 through June 30 of the same year. Another 5 days will be awarded for the period of July 1 through December 31. The first 5 days may be saved for the second half of the year; however, benefit days cannot be carried over into the next calendar year. Days will be prorated for families joining the center after January. In case of illness or injury, please make sure to inform staff of your intent to use benefit days when you call in the absence. Please inform staff in advance about all other absences. Once billing has taken place for the week, it will not be changed to reflect benefit days. Benefit days CANNOT be used in place of the 2-week separation notification.

### **CARE OF SCHOOL PROPERTY**

Parents/ Families are responsible for all replacement costs of property and materials that are damaged or lost due to the negligence of their child(ren).

### **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, 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 close-toed shoes. No flip flops. Sandals are acceptable
- No visible undergarments
- Skirts, 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 straps. Tank tops need to be at least three 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 programs dresses and use the restroom in conformance with their individual biological sex.

Children coming to the center should.....

- a. Wear comfortable, washable play clothes.
- b. Wear a pair of gym shoes with non-scuffing soles.
- c. Bring a complete change of clothes, including pants, shirt, underwear, socks, sweater, or jacket, and an old pair of shoes. All of it should be left at the center.
- d. All personal belongings should be clearly marked with your child's name in large, bold print.
- e. Bring a small blanket, small sheet, and a small pillow for a nap or rest time. These items should be marked and left at the center.
- f. To avoid confusion, breakage, and hurt feelings, the center has a "NO TOYS FROM HOME!" policy for children in the infant through primary age programs. The center provides enough toys and opportunities to keep the children busy.

### **CURRICULUM**

Students in the Extended School Care and Summer Care Program, as well as our Infants/Toddlers/Preschool age children will still be provided with a strong Christian Education. Each day the class will be having biblical discussion and activities that align with LCMS beliefs. Due to the unique nature of this program. Our curriculum is uniquely tailored to the needs and design of the program by our Pastor and Director of Christian Education.

We use age appropriate Christ-centered themes, which are taught through One In Christ, Enduring Faith, Creative Curriculum, books, poems, songs, dramatic play, art projects, group activities, and real-life experiences.

Our daily activities and relationships offer opportunities for the developmental growth of each child in all of the following areas:

- Physical development, including large and small muscle
- Social development, including communication skills
- Emotional development, including positive self-concept
- Intellectual development
- Spiritual development

### **CHAPEL**

At Trinity Lutheran Early Childhood Development Center children in Preschool and Kindergarten Readiness Program will be attending Chapel one time per week. Parents are welcome to attend.

### **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 attend 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.

## **REST TIME**

Children attending childcare for more than four (4) consecutive hours will have an opportunity to rest or nap. Quiet music, for infants, toddlers, and primary children will be played and the lights will be lowered to create a quiet atmosphere.

The State of Michigan does not allow pillows, bumpers, stuffed animals or blankets in the beds of infants. Please make sure your child is dressed comfortably. You may bring in a nap sack for your child in lieu of a blanket.

Bedding, such as blankets and sheets, need to be taken home every week to be washed. Please remember to return the bedding to the center. When not in use, pillows, blankets, and sheets will be stored individually within the room or locker. Mats and cots will be cleaned and disinfected on a daily basis.

## **ILLNESS POLICY**

Trinity Lutheran School and Early Childhood illness policy is 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 whether 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
- Earache
- 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 live lice or nits 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.

### **RECORDS**

The center shall maintain a continuing record for children up to 12 months of age in the following areas:

1. Food intake
2. Sleeping pattern
3. Bowel movements
4. Developmental milestones, such as sitting, focusing on objects, smiling, rolling, and so on.
5. Unusual behaviors

Parents of children from age 6 weeks to 2 ½ years of age have all the information above available to them on our Brightwheel app. Parents are able to request a hard copy of this information if needed. Requests must be made to the center director for a paper copy. Parents are required to enter in food intake, bowel movements and other information in Brightwheel when dropping off their child.

## **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 6:30AM 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 at Extended School Care if there is a school snow day. We will make all efforts to remain open during snow days when 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.

## **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, directs, 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 a 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, as well as 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.

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

- e. Show respect and courtesy to all students and adults.
- f. Demonstrate care for the building and equipment.
- g. Behave in a manner that maintains a proper learning and cooperative environment.
- h. 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 behavior continues, the child may be directed to another area or activity and will be given another verbal reminder. Negative action a third time results in removal from the situation (timeout) with an explanation as to why he/she was removed from the group and an opportunity to think about what he/she can do to fix the situation. Timeout is used as a last resort. Timeout will only be used for children 3-years-old and older and for no more than 1 minute per year of age. Children are encouraged to return to the group activity when ready. After the third attempt to change the inappropriate behavior, an incident report will be issued to the parents. The incident report will contain the date, time, and nature of the incident. It will explain what steps the staff members took and the child's reactions to these steps. The incident report will be placed in the child's file. The teacher will discuss the incident with the parent and the child. This report will have been shared with the Child Care Director.

- i. 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.
- j. 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 the chaperones from their 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.**

Children will not be transported in a vehicle anywhere by staff.

Paw Paw Public School Transportation will transport children aged 4 and older.

Parents will be responsible for signing a transportation permission slip for each field trip, as well as for any transportation fees.

## **BABYSITTING**

The childcare staff is prohibited from giving referrals for babysitting. If you arrange with a caregiver, employed by TLC, you and the caregiver **MUST** both sign a waiver. Please ask the teacher in your child's room to receive the form and any further information.

## **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 content 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 Extended School Care Program, parents must fill out a student information card. The information card includes personal student information, emergency contacts, full names of people 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.

ECDC Parents are required to clock in and clock out their child each day.

## **CONFIDENTIALITY**

Confidential and sensitive information will only be shared with employees of the ESC Program on a "need to know" basis in order to provide the most appropriate care for the student. All ESC Care 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.

Breakfast and Lunch are provided by the parents. Breakfast will be served by 8:00 and lunch will be served between 11:30 a.m. and 12:30 on full days.

Parents will be required to provide breakfast (for children who arrive between 6:30am-8:00am) and lunch from home, if one is not provided, a parent will be contacted immediately, and a hot lunch is available at a cost to you (during the school year). The center shall provide two snacks during the day (one in the morning and one in the afternoon).

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 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.

## INFANTS AND TODDLER FORMULA AND FOOD SERVICE POLICY

Parents are to provide formula and/or baby food for their children.

- a. Formula shall be prepared at the child's home and placed in an assembled bottle unit before being brought to the center.
- b. Bottles are to be labeled with the child's FIRST and LAST name, the date, and the contents of the bottle.
- c. Formula, milk, and perishable foods needing refrigeration shall be refrigerated.
- d. Formula will not be stored longer than 24 hours after opening.
- e. Foods will be covered and labeled as to the contents, the date of opening, and specific child for whom its use is intended.
- f. Foods other than formula will be used or discarded within a 36-hour period after opening.
- g. Each bottle and nipple supplied by the parent shall be used for a single feeding only.
- h. Formula and milk left in a bottle at the end of a feeding shall be discarded.
- i. Mothers are welcome to come to the center to breastfeed their child(ren).
- j. When your child is ready for table food, you can make arrangements with our staff to order a hot lunch for your child or you can pack your child's lunch. (Make sure your child's lunch is marked with their FIRST and LAST name and date.)
- k. Two snacks will be provided daily for toddlers through Big Learners. A monthly snack calendar will be posted in each room.
- l. All food provided by parents must be labeled with the child's FIRST and LAST name.

### **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.

The Department of Health and Human Services must speak to the child within 24 hours.

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

### **DIAPERING AND TOILET TRAINING POLICY**

Diapers **MUST** be disposable. We do not have facilities for diapers from a commercial diaper service. When a child's health condition necessitates that disposable diapers or diapers from a commercial service cannot be used, an alternative arrangement may be made according to a licensed physician's instructions.

Parents must provide wet wipes for diapering purposes. Otherwise, white paper towels and warm water will be used for diapering.

Toilet training shall be planned cooperatively between the child's primary caregiver and the parent so that the toilet routine established is constant between the center and the child's home.

Diapers will be changed when wet or soiled.

Diapering and use of the toilet will be documented on Brightwheel.

## **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 CAPs developed on and after May 27, 2010, until the license is closed.

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

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

## **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 childcare 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.

## **RELEASE PROVISION**

On the child information card is an area designated for names of individuals who you choose to pick up your child in the event of an emergency. Please make sure information for at least three (3) pick up names are in this area. Inform your pickup persons, that for identification purposes only, they must show a valid driver's license before your child will be released to them.

For the safety of your child, all release instructions are to be presented to the staff in writing.

Children will not be released to anyone who is not listed on the information card.

Should you need to have a special exception to the above provision, the parent is required to leave a signed and dated written note with a staff person the morning of the release. Trinity assumes no responsibility for any injury or harm to the child who has been released to a person on the child release card or identified in the written exception request.

If a preschool or school-age child is being picked up during school hours for any reason and not planning on returning to the center, it is YOUR responsibility to inform the center. Please do not depend on your child or the school to relay this important information.

Trinity's staff members are not properly trained to make assessments relating to intoxication or impairment and therefore assume no responsibility to assess the competency or condition of any individual appearing to pick up your child.

If a separation occurs between parents, until custody has been established by a court order, neither parent may limit the other parent from picking up your child. Please do not put the center in the middle of your personal issues. (Under Michigan law, non-custodial parents have rights to obtain information about the child's care, if court order does establish custody in favor of one parent and visitation rights in another.)

## Childcare / 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. Any child that will be at the center more than 10 hours a day, Parents will be required to provide breakfast (for children who arrive between 6:30am-8:00am) and lunch from home, if one is not provided, a parent will be contacted immediately, and hot lunch is available at a cost to you (during the school year). 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 \_\_\_\_\_

## WRITTEN INFORMATION PACKET DOCUMENTATION

Michigan Department of Licensing and Regulatory Affairs  
Child Care Licensing Bureau

<b>Child(ren)'s Name(s) (Last, First)</b> _____ _____ _____	<b>Facility's Name and License Number</b> Trinity Lutheran Early Childhood Development Center DC800414441 Trinity Lutheran TLC DC800018783
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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](http://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](http://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.