



Trinity Lutheran
Early Childhood Development Center

Extended School Care & Summer Program Handbook 2025-2026

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1. MISSION STATEMENT

To nurture children spiritually while providing loving care for them, emphasizing God's involvement in all aspects of their lives. For Jesus said, "Let the little children come to me, for the kingdom of God belongs to such as these" Matthew 19:14.

2. NON-DISCRIMINATION POLICY

TLC Early Childhood Development Center will maintain and conduct all practices relating to enrollment, discipline, and all other terms and benefits of childcare services provided in a manner which does not discriminate against any child, parent, or family on the basis of race, color, religion, national origin, sex, handicap, or any other protected classification.

3. PURPOSE OF THIS HANDBOOK

This handbook has been developed for Extended School Care(ESC) program participants and their parents and guardians. This handbook intends to summarize the policies and expectations of the ESC care 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.

4. PHILOSOPHY

Children are little people and need a loving environment where they can function and enjoy being themselves. Every child is an individual with 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.

5. PROGRAM INFORMATION

Trinity Lutheran School's Extended School Care Program offers care to school-age children and provides homework/study time and recreational activities to students enrolled. Care is available for children enrolled in Kindergarten Readiness through age 12. The program is held in the school building. Contact information for this program is: (269) 657-5921 ext 107 or (269) 657-5236.

6. HOURS OF OPERATION

Before School	Monday-Friday	6:30 am- 8:15 am
After School	Monday- Friday	3:45 pm- 6:00 pm
Summer Program (School aged)	Monday- Friday	6:30 am- 6:00 pm

7. 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
- 4th of July

Program end dates vary.

8. 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/Brightwheel.

9. DAILY SCHEDULE OF ACTIVITIES for Extended School Care (ESC)

Each day the program will provide a safe, fun environment for the children. The schedule for each day will be as follows:

Before School Care: (times are tentative until we get pick up times from Paw Paw)

- 6:30-7:45 Attendance/Breakfast(parent provided)/Homework/Centers/Free Play
- 7:45-7:55 Paw Paw students--Clean up prepare for bus (If Paw Paw reverts)
- 8:00-8:15 Kindergarten Readiness bathroom/free play
- 8:15: Trinity students-- Dismissal to school
- 8:15-8:30 Sharing time/Group game/ prepare for bus(If Paw Paw maintains)

After School Care: (times are tentative until we get drop off times from Paw Paw)

- 3:00-3:10 Bus Arrival/Attendance(If Paw Paw maintains)
- 3:10-3:25 Snack for Paw Paw students (provided by center)
- 3:25-4:30 Free play for Paw Paw Students
- 3:45- Snack for Trinity students (provided by center)
- 4:00- Bus Arrival/Attendance(If Paw Paw reverts to previous year)
- 3:45-4:30 Homework/ Bible Story or Bible Songs then Free Play
- 4:30-5:00 Clean Up and Chores/Reading/Bathroom
- 5:00-6:00 Gym/Outside/Free Play/Departure

Full-day Care:

- 6:30-8:00: Arrival/Breakfast(parent provided)/Centers/Free Play
- 8:00-9:05: Centers/ Free Play/Art---Clean up
- 9:05-9:25: Snack (provided by center)
- 9:25-11:00: Free Play/Art
- 11:00-11:10: Pick up and Clean up
- 11:10-12:00:Bathroom/Lunch(parent provided)/Clean up
- 12:00-1:00: Outside
- 1:00-2:00: Quiet/Rest time
- 2:00-3:00: Bible Story/Songs/Free Play/bathroom
- 3:00-3:30: Snack (provided by center)
- 3:30-4:45: Clean up/chores/bathroom/reading
- 4:45-6:00: Outside/Gym/Puzzles & Coloring/Departure

10. REST/ QUIET TIME: (ON FULL DAYS)

School age children's rest time may involve reading, coloring, quiet table activities, listening to music or actually napping if they're tired. (Sleeping is not required)

11. REGISTRATION AND ENROLLMENT

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 \$100 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 begin the Extended School Care program on the first day of school, the student MUST be registered prior to that day.

12. 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 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.

Student and Family Badges

Picture badges issued for use with the Praxi timeclock, used for attendance, may be used as valid ID if the adult and child are both pictured.

13. 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.

14. NON-REGISTERED PARTICIPANTS

The ESC Program **DOES NOT** provide drop-in services. All students participating in the program are required to be enrolled.

15. PROGRAM ATTENDANCE

In order to ensure correct staff-student ratio requirements, all parents will be required to fill out an attendance form when enrolling their child in the ESC Program. Parents must turn in the attendance form with enrollment forms. If additional attendance requirements change, parents need to inform TLS as soon as possible.

16. FEES, PAYMENTS, AND WITHDRAWAL

All payments must be made through the automatic payment system. A payment authorization equal to the maximum amount of days is required. For example, if your child attends 5 sessions per week, the authorized amount would be \$75, etc. This program will take payment for the balance due. So if you authorize payments of \$100 but have a balance of \$75, it will only take \$75 from your account.

The program cost for ESC is as follows:

1 session: Trinity student \$15.50 Non-Trinity student \$15.50 (both A.M. and P.M. care equals 2 sessions)

Half-day: Trinity student \$25.50 Non-Trinity student \$25.5

Full-day: Trinity Student \$46 Non-Trinity student \$46

The program cost for Summer is as follows:

1 Day: Trinity Student \$46 Non-Trinity student \$46

2 Day: Trinity Student \$93 Non-Trinity student \$93

3 Day: Trinity Student \$134 Non-Trinity student \$134

4 Day: Trinity Student \$175 Non-Trinity student \$175

5 Day: Trinity Student \$206 Non-Trinity student \$206

Billing will be submitted weekly according to the child's attendance. The billing week for ESC is Monday-Friday. Parents are responsible for informing office staff of all schedule changes that require invoice adjustment at least 2 weeks in advance.

Parents can access account information through the Brightwheel billing system. Login information will be emailed to families upon enrollment. A hard copy of statements and/or invoices will be given upon request.

Any outstanding accounts will result in withdrawal from the program. Parents will be notified of unpaid balances through the school/childcare office.

Withdrawals: Parents requesting to withdraw students from the ESC program are responsible for notifying the school office no later than 2 weeks prior to withdrawing. Written notification is required when withdrawing a student.

17. DISCIPLINE AND GUIDANCE POLICY

- a. 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.
- b. Basic rules for children defined by TLC Early Childhood Development Center are:
 - i. Show respect and courtesy to all students and adults.
 - ii. Demonstrate care for the building and equipment.
 - iii. Behave in a manner that maintains a proper learning and cooperative environment.
 - iv. Use language befitting a Christian.
- c. 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 year 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.

- ii. If the behavior continues to be unmanageable, TLC Early Childhood Development Center reserves the right to remove the child from the program.

18. HEALTH POLICY

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:

- a. The child, staff member or volunteer does not feel well enough to participate comfortably in the program's activities
- b. The staff cannot adequately care for the sick child without compromising the care of other children.
- c. 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.):

- i. Fever of over 100 degrees Fahrenheit accompanied by behavior changes or other signs or symptoms of illness.
 - ii. Signs or symptoms of possibly severe illness (e.g. persistent crying, extreme irritability, uncontrolled coughing, difficulty breathing, wheezing, lethargy).
 - iii. 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.
 - iv. Vomiting more than once in the previous 24 hours.
 - v. Mouth sores with drooling.
 - vi. Rash with a fever or behavior changes.
 - vii. Severe nasal discharge - green mucus from the nose.
- d. The child, staff member or volunteer should be kept home if they have been diagnosed with a condition by their health care provider:
- i. Infectious conjunctivitis/pink-eye - until 24 hours after treatment has begun
 - ii. Scabies, head lice, or other infestation - until 24 hours after treatment and free of nits.
 - iii. Impetigo - until 24 hours after treatment has begun

- iv. 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
 - v. Pertussis - until five days after treatment has begun
 - vi. Tuberculosis - until a health care provider determines that the disease is not contagious
 - vii. Chicken pox - until six days after start of rash or all sores have crusted over.
 - viii. Mumps - until nine days after start of symptoms (swelling cheeks)
 - ix. Hepatitis A - until seven days after start of symptoms (e.g. jaundice)
 - x. Measles - until six days after start of rash
 - xi. Rubella (German Measles) - until six days after the start of the rash
 - xii. Oral Herpes - until the lesions are healed over (unless the child is drooling or lesions cannot be covered)
 - xiii. Shingles - (if lesions cannot be covered) until lesions are dry
 - xiv. 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
- e. 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.
 - f. If your child has been exposed to anything unusual at the center, the center will send home a note alerting you of the exposure.
 - g. If your child is diagnosed with an illness that is contagious, it is your responsibility to notify the center director as soon as possible.
 - h. The center will take every precaution but cannot guarantee containment of any condition or illness to which the children may be exposed.
 - i. 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.
 - j. Please make sure your child has a good night's sleep!

19. MEDICATIONS & TOPICAL PROTECTIVE MATERIALS

Medications & Topical protective material including: antibiotics, tranquilizers, sedatives, analgesics, dietary supplements, 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.

20. 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.

21. NUTRITION AND FOOD SERVICE POLICY

- a. 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.
- b. 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.
- c. 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.
- d. Lunch needs to be brought to the center in a container with your child's FIRST and LAST name 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).

- e. 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.

22. PHOTOGRAPHY

Occasionally TLC Early Childhood Development Center will use pictures of children for news releases, advertisements, and for display on their website and social media. TLC Early Childhood Development Center will never display the child's name with the picture. Please indicate your choice by circling give or do not give and initial the photography permission area on the back page of this handbook. Your choice will be respected.

23. CHILD ABUSE POLICY

- a. 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.
- b. Such information is kept confidential.
- c. Family Independence Agency's Protective Services must speak to the child within 24 hours.
- d. All child care staff must undergo fingerprinting which verifies that they have no record of previous child abuse.

24. 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.

25. PARENT HANDBOOK ACKNOWLEDGEMENT & RIGHT TO MODIFY

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

26. SUMMER SPECIFIC INFORMATION

Waterday

During the summer school-age program TLS will try to hold one water day per week. TLS staff will look at the weather on Monday and try to pick the warmest day. Please bring water day items on Monday and leave them in your child's locker, as weather changes frequently and the day may change.

Please bring:

1. Clothes to get wet in (can be a swimsuit-tankini/one piece, no bikinis please, shorts and shirts) must have something dry to change back into.
2. Towel
3. Sunscreen (please make sure permission to apply has been initialed)
4. Bag for wet items
5. Water shoes or sandals (optional)

Children who do not have the above items will not be able to participate.

Please label everything with name or initials to prevent lost items. Water day clothing should go home at the end of the day. Please do not leave wet items in lockers.

Toys From Home

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.

Summer Program Exception: Electronics are permitted at certain times during the day. Electronic privileges may be revoked if they're being misused or being used when not allowed. TLS is not responsible for broken or lost items.

Field Trips

TLS staff will try their best to plan walking field trips to nearby locations like Kids Paradise or The Strand Movie theater (costs tbd). Permission slips will be sent out to be signed before each trip.

Water Bottles

TLS strives to be a Green School, with that being said we try to save cups by using reusable water bottles. Please send a water bottle each day/week.

Extra Clothes

All students should have an extra change of clothes stored in their locker in case of any type of accident.

Tentative Summer Schedule

Arrival-8	Quiet time (table toys,books,puzzles)
8-9	Playtime
9:30-10	Calendar/ASL/Religion
10-10:30	Snack
10:30-11:15	Learning (theme for the week)
11:15-12	Playtime
12-12:45	Lunch
12:45-12:55	Fill water bottles/bathroom break
12:55-3	Outside time
3-3:30	Quiet time (table toys,puzzles,books,electronic)
3:30-4	Snack
3:30-departure	Playtime