

TRINITY LUTHERAN PRESCHOOL

Family
Handbook



"Teaching through experience, learning with imagination"

Contact Us

Andrea Berchert, Preschool Director

Email • trinitylutheranpreschool@gmail.com

Preschool Office • (989) 631-0692 ext. 231

Preschool Classroom • (989) 631-0692 ext. 230

Program Purpose

Trinity Lutheran Preschool is a private, high caliber, play-based program which uses research-based curriculum focusing on the individual needs of each child; implementing developmentally appropriate early childhood education in a nurturing environment.

Program Philosophy

We take education seriously, and we understand what is required of today's child. We also believe it is important for your child to have experiences with their peers and caring adults in a fun, safe, and positive environment. Socialization and age appropriate curriculum, along with gentle guidance in a positive atmosphere is imperative for success. The mission of TLP is to provide this experience in a Christian atmosphere, based on the need and age level of each child.

- We believe children should explore their own interests while introducing new concepts.
- We believe children learn through a variety of hands on experiences.
- We believe children develop a love for learning through a variety of play based concepts.
- We believe learning is achieved through attainable, individualized goals based on your child's needs.



3701 Jefferson Avenue
Midland, Michigan 48706

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Health Related Resources

Trinity Lutheran Preschool is involved with a wide variety of agencies in and around Midland County. Information is shared and referrals are made to agencies such as:

- Midland County Health Department
- Community Mental Health
- Child Protection Council
- Midland County ESA
- Shelterhouse

Licensing Notebook

Trinity Lutheran Preschool maintains a licensing notebook which includes inspection reports, special investigation reports, variances, and all related corrective action plans (CAP). This notebook includes all reports issued and CAP's developed since the start of Trinity Lutheran Preschool in 1965, per licensing requirements. This notebook is available for parents to review during regular business hours. Any licensing inspections and special investigation reports from the past two years are also available on the Bureau of Children and Adult Licensing website at www.michigan.gov/michildcare. R.400.1846 (1)(l,m)

Pest Management Plan

Pesticide application may occur during the year if there are pest issues in the

classroom and on the church grounds. You will receive advanced notice of these applications through two means: a sign outside of the classroom in the preschool lobby, and a letter sent home. This advance notice shall contain information about the target pest or purpose for the pesticide application, information about the pesticide to be used, approximate location of application, date of application, who to contact at TLP for more information and the National Pesticide Information Center phone number. The safety of your children is of the utmost importance to us and under no circumstances will their health or safety be jeopardized in any way.

Field Trips

Trinity Lutheran Preschool will make every effort to schedule field trips outside of the classroom. TLP will cover the cost of all preschoolers and staff. Staff are required to be in attendance. Transportation must be provided by the families, and families are welcome to attend.

Cost for parents, caregivers, and additional siblings are not covered by the preschool. Communication with details concerning the field trip will be given far in advance so parents and caregivers can plan accordingly.



Cleaning & Sanitizing of Equipment

TLP staff shall complete regular cleaning and sanitizing of equipment, toys, and surfaces. Cleaning procedures shall be conducted according to the guidelines administered by the local health department and the timeline below. Cleaning will be administered daily and whenever a child contracts a communicable disease.

Area	How Often?	With What?
Countertops & Tables	Between classes, when soiled, and before & after food is served	Spray/bucket bleach solution
Cubbies (if used)	Between uses by different children	Spray/bucket bleach solution or other EPA approved disinfectant
Bare floors	Swept daily, mopped weekly, or when visibly soiled	Commercial floor cleaner
Small rugs	Vacuum daily, launder when visibly soiled	Laundry detergent
Carpets & large area rugs	Vacuum daily, shampoo every 3 months or when visibly soiled. Must dry .	Commercial cleaner
Door & cabinet handles	Between classes, after being touched by an individual displaying symptoms of infectious disease or when visibly soiled	Spray/bucket bleach solution or other EPA approved disinfectant
Telephone receivers	Daily	Spray/bucket bleach solution or other EPA approved disinfectant
Toys (not contaminated by bodily fluids)	Daily or between classes as needed	Spray/bucket bleach solution or other EPA approved disinfectant or dishwasher
Dress up clothes, stuffed toys (if used)	Bi-weekly /head lice or skin infection	Laundry detergent
Water tables (if used)	Daily or between classes as needed	Spray/bucket bleach solution or other EPA approved disinfectant
Trash cans	Emptied and exterior sprayed daily	Spray/bucket bleach solution or other EPA approved disinfectant
Food preparation & food service area	Before and after food activity; between preparing raw and cooked foods	Spray/bucket bleach solution
Eating utensils	After each use	Dishwasher
Refrigerator	Monthly or visibly soiled	Spray/bucket bleach solution
Handwashing sinks, faucets, counter tops, soap dispensers, cabinet handles & floors	Daily, after being touched by an individual displaying symptoms of infectious disease or when visibly soiled	Spray/bucket bleach solution or other EPA approved disinfectant
Toilet seat, flush handles, door knobs, stall handles	Daily, after being touched by an individual displaying symptoms of infectious disease or when visibly soiled	Spray/bucket bleach solution or other EPA approved disinfectant
Toilet bowls/urinals	Daily, after being touched by an individual displaying symptoms of infectious disease or when visibly soiled	Spray/bucket bleach solution or other EPA approved disinfectant
Any surface contaminated with bodily fluids	Immediately	Spray/bucket bleach solution

How We Teach

Today's demands require so much of children, making the need for early childhood education even more important. To prepare children for a lifetime of learning, teachers and educators must provide a high quality environment, dedicated to the safety and wellbeing of your child. At Trinity Lutheran Preschool, your child will engage in constructive, play based learning activities that focus on a developmentally age appropriate curriculum. We provide a safe and nurturing environment, based on the needs of your child through individualized instruction. We believe



early education is the foundation to your child's success as they begin the journey of their educational careers. We use a combination of the two best researched based curriculums. The Creative Curriculum® includes developmentally appropriate goals and objectives for children within four main categories of interest: social/emotional, physical, cognitive and language. This curriculum allows children to learn at their own pace, covering all aspects of development; including socializing with their peers, the development of large and small motor skills, problem solving & critical thinking, and communication skills. The Highscope® curriculum is a play-based, child centered approach featuring active learning at its core.

What We Teach

By using a combination of both curriculums, we can provide the best aspects of two, highly acclaimed programs within the field of early childhood development and education. Your child will thrive in all aspects of development in a positive and nurturing environment. The core of our program is based on the relationship developed through trust and guidance from our highly talented and caring staff. Your child will be exposed to the following aspects of both curriculums:

★ **Physical Development** through large and small muscle groups; learning to take care of one's own physical needs

★ **Social Development** through interpersonal skills and respect for others. They will understand how to function in a group and develop a positive attitude toward their teacher and their school

★ **Emotional Development** by fostering a child's sense of personal worth and value. Children will develop a positive self image, learn acceptable outlets for emotions, freedom of expression, and understanding acceptable limitations and boundaries

Intellectual Development through the ★ qualities of curiosity, imagination, and independent thought. Children will learn to think, problem solve, and analyze through math, science, language, and the arts

Moral Development through courtesy, ★ respect, honesty, kindness, and tolerance for each person's well-being.

The Importance of Play

The silliness of play, the apparently random weirdness of it all, is what makes it so effective. Play lets children learn by randomly and variably trying out a range of actions and ideas, and then working out the consequences. Children who pretend, and grown-ups who immerse themselves in the imaginary realms of fiction and drama, are considering what would happen if the world were different and working out the consequences. Play enhances confidence and fortitude, making it easier for children to face future challenges. Play is the building block for success.



Class Structure & Daily Routine

TLP staff prepare the classroom for children to learn through active exploration and interaction with materials, other children, and adults. Experiences are offered that meet children's needs and stimulate learning. A structured, daily routine is offered so your child can feel comfortable and knows what to expect each day. The daily plan can also be altered based on the needs of a particular class and its children.

Arrival & Check In

Parents & Caregivers arrive prior to the start of class and wait in our Preschool Lobby. Once the door opens, class is ready to begin.



Group Time/Opening Circle

Children will sit together in circle time, under the direction of the Lead Teacher. Activities such as opening song, sharing, the day's objectives, the weather, counting, and job assignments will take place.

Choice Time & Individual Activities

Children will have availability to entire classroom for self directed play. Children will also be directed to learning centers throughout this time for individual learning.

Clean Up

The entire class will work together as they help clean up the classroom and put things back in place.

Group Time

The entire class will join together in the circle to enjoy quiet time and listen to a story being read.

Snack

Children and staff will wash their hands, use the restroom, choose a seat, say the classroom prayer, and enjoy their snack with each other's company. Children will clean their snack area, deposit their garbage, and then join each other at the circle.

Group Time/Closing Circle

Children will engage in outdoor play for the remainder of the day. During inclement weather, the class will participate in large motor activities, such as dancing, music, instruments, indoor obstacle courses, and play structure.

Chapel Time

Children will participate twice per month in chapel activities with the Associate Pastor. Simple bible stories, songs, and story books will engage children in learning God's love. Class is voluntary and families are not obligated to participate.

Departure

Children gather their personal belongings, line up, and are escorted to their cars.

Handling Bodily Fluids

Trinity Lutheran Preschool staff shall use universal precautions (i.e., protective gloves) when handling potential exposure to blood, including blood-containing body fluids and tissue discharges. Treat all situations involving potential contact with blood, body fluids, or medical waste with caution.

1. Wash hands after contact with any bodily substance or articles contaminated with a bodily substance. Use liquid soap from a dispenser; not bar soap.
2. Wear protective gloves on both hands for anticipated direct hand contact with blood, body fluids, medical waste or contaminated objects or surfaces. Wash hands immediately after removing protective gloves.
3. When unanticipated exposure occurs, remove contaminated substances by washing hands and other skin surfaces immediately and thoroughly. If splashed in the eyes, nose, or mouth—flush with water immediately. Notify supervisor immediately. It is recommended that medical help be sought within 2 hours of exposure. Employees are not to risk their personal health by waiting to seek treatment if they feel that immediate treatment is needed. Any approval that the employee feels that they need from their supervisor is to be "assumed" in exposure situations.
4. Treat all linen soiled in blood and/or bodily fluid as infectious. Soiled linens and materials should be handed as little as possible and with minimum agitation. All linen should be bagged in a red-labeled biohazard bag at the location where it is used.
5. Trash must be placed in covered containers bagged in impervious bags;

secure tops when filled, double bag only if break through is anticipated.

6. Areas, surfaces, or articles that are grossly soiled with blood or body fluids must be cleaned with detergent/disinfectant.



Controlling infection

If a child becomes ill while at TLP the child's parents will be called immediately to pick up that child. The child will be moved away from the rest of the group and made comfortable until the parent arrives. If the child handled any toys or other items in the classroom, those items will be removed and sanitized to reduce the risk of other children contracting the illness.

Communicable disease reports must be submitted to Midland County Environmental Health weekly or when symptoms of a potential communicable disease are presented among children or staff. When performing tasks that involve body fluids, employees will adhere to the following Universal Precaution procedures.

Accidents, Injuries, Incidents

All accidents, incidents, and injuries will be documented completely and in full detail, with copies kept on file at TLP. If necessary, the State of Michigan Licensing consultant will be notified. In all cases, parents of children involved with these types of situations will be notified immediately.

TLP Health Care Plan

Many communicable diseases can be prevented through appropriate hygiene and sanitation practices. Contamination of hands, toys, and other equipment in the room has appeared to play a role in the transmission of disease in child care settings. Illnesses may be spread by the way of human waste, such as urine & feces; body fluids, such as saliva, nasal discharge, eye discharge, open skin sores & blood; direct skin-to-skin contact; touching a contaminated object or the air, in droplets that result from sneezes and coughs.

Since many infected people carry communicable diseases without symptoms, and many are contagious before they experience a symptom, caregivers need to protect themselves and the children they serve by carrying out, on a routine basis, universal precautions & sanitation procedures that approach every potential illness-spreading condition in the same way. With this in mind, the following policies shall be implemented at TLP.

Handwashing

Staff & Volunteers must wash their hands:

- When arriving at school
- Prior to caring for children
- Preparing or serving any food or drink
- After handling animals, insects, or cleaning cages
- After sneezing or blowing the nose
- After handling bodily fluids
- After handling garbage
- When hands are dirty
- Before administering medication
- Before & after giving first aid (when appropriate)
- After using the restroom
- After washing hands, it is important not to touch anything (such as a child, chair, doorknob, etc.) before handling food

- If you are using gloves to prepare food, you should still wash your hands before putting gloves on
- After any contact with a child's bodily fluids—including blood, vomit, sputum, and mucus (from wiping noses) your hands must be washed



Children must wash their hands

- When arriving at school
- Before eating
- After using the toilet
- After sneezing or blowing the nose
- After playground activities
- After handling animals or insects
- When hands appear to be dirty

How hands should be washed

- Wet both hands
- Apply a small amount of liquid soap
- Rub hands together for at least 20 seconds to work up a good lather
- Be sure to wash between fingers, under nails and all hand surfaces from the tips of the nails to beyond the wrists
- Rinse hands well under a stream of warm running water
- Leave water running while drying hands—do not turn off dirty faucet with clean hands
- Dry hands well
- Use the towel to turn off the faucet
- Dispose of the towel in the trash
- Consider the use of hand lotion to prevent dry, chapped/cracked skin

Teaching the Children

- Time should be taken to teach your children the correct hand washing techniques as outlined above
- When to wash hands
- How to wash hands (demonstrate correct hand washing)
- Observe the child washing their hands
- Correct his/her technique as necessary

School Year Schedule & Sessions

Trinity Lutheran Preschool offers preschool for ages 3-5 years. *Children must be of age by September 1st to be eligible for enrollment.* All children must be toilet trained and of age by the start of the school year. The 2023-24 session will run from September through May. TLP is a 9 month program and requires commitment for the entire school year. Trinity Lutheran Preschool does not discriminate in race, color, religion, gender, national or ethnic origin.

Days of the Week	Class	Ages	Times
Mon/Wed/Fri	Preschool	4 year olds	9:00-12:00 pm
Tues/Thurs	Early Preschool	3 year olds	9:00-12:00 pm
Mon/Wed/Fri	Pre-kindergarten	Older 4's/5 year olds	9:00-2:30 pm

Clothing—Dress to Play!

A play based program can be messy! Help your child get the most out of their experience by dressing them in clothes that can get dirty and are appropriate for the weather. We want your children to be free to engage in all kinds of sensory experiences, without worrying about their clothing. Children will also need safe, comfortable shoes that are appropriate for indoor and outdoor use.

Family Involvement

TLP encourages families to be involved with their child's preschool experience. In order to help with the transition from home to school, talk regularly with your child about their new experiences. Ensure them you will arrive on time at the end of the day and engage with after school. To help your child succeed, we ask your involvement to include:

- Attend the Parent Orientation
- Attend the Classroom Visit prior to the first day of school.
- Provide an accurate email and phone number. Make sure your voice mailbox is empty so you can receive messages.
- Read all emails in a timely manner.

Registration Requirements

Documentation

Various documents are required to be completed and kept on file by the State of Michigan and TLP. All paperwork will be completed at the Parent Orientation except for the following:

- Health Appraisal (physical) signed by a licensed physician
- Proof of Immunizations (or waiver)

A wellness check is required for entry into the program. The physical form is required prior to the first day of school. Your child will not be able to attend unless the form is completed in full and submitted by the first day. All children's immunizations must be up to date before entering the program.

Scholarships

Funding for partial scholarships are available for families who qualify. Families who are in need of support must fill out the Scholarship Application and submit it to the Director upon registration. TLP is dedicated to helping families in need.



Arrival of Students

It is very important your child has a great start to the beginning of their day. Trinity Lutheran Preschool has developed a protocol to follow to ensure your child is off to the right start. Please follow these guidelines as you enter the church:

- Children must be escorted through the building and downstairs to the preschool lobby. Children should never be left unattended or sent in without an adult.
- Coat hooks are available for your child's belongings. Please look for your child's name and hang any belongings they will not be wearing into the classroom.
- Once the classroom door opens, the staff is ready for your child to enter. While you are waiting, please use our reading center, located in the lobby to occupy your child. For your child's safety, please do not allow them to run down the ramps or climb on the railings.
- If your child is late, please use the house phone to call into the classroom. Once all children have entered the classroom, the door is locked for the safety of your child and our staff.
- Separation can be difficult at times for the child and the parent. We

encourage you to say a brief goodbye at the door and then leave. Your child will be

in good care and we will update you if they had a hard goodbye for the day.



Departure of Students

At the end of class Trinity Lutheran Preschool will escort your child to you for your convenience. For the safety of your child, a strict protocol is followed and enforced. Please follow these guidelines when you pick up your child:

- Parents & caregivers are required to be at the Preschool promptly at dismissal time in order to avoid distress for your child and inconvenience of the staff members.
- Please enter the parking lot and follow the curb past the main doors and continue near the playground. Please park in a single line next to the curb. Please turn your car off.
- A dashboard sign was given to you at Parent Orientation. Please display this sign in your dashboard so TLP staff knows you are connected to the preschool.
- TLP staff will escort your child out of the building and walk along the sidewalk to the appropriate cars.
- Once your child has reached your vehicle, step out of your car, greet your child, assist them into the vehicle, and safely buckle them in.
- When children are safely fastened and ready to go, you *must wait* for the car ahead of you to leave first. Once the first car in line leaves, all other cars will follow in order. **Cars will not be allowed to exit the line out of order.**
- If someone other than the parent picks up your child, and is not recognized by the staff, a driver's license will be requested. **A child will never be released if there is any question of identity.**
- *When greeting your child, please refrain from using your cell phone at this time. Thank you!*

Staffing Procedures

Trinity Lutheran Preschool has developed a strong reputation by providing a top quality program to many families throughout the community. The quality and integrity of the staff is a major component for our reputation. Some policies the staff must adhere to are as follows:

- Staff & Volunteers shall not be present in TLP if they have been convicted of child abuse, neglect, or of a felony involving harm or threatening harm. Any individual registered on the public sex offender registry (PSOR) is prohibited from having contact with any child in care. R.400.81225(4).
- Staff will provide TLP with documentation from the Dept. of Human Services that he or she has not been placed on the central registry for substantial abuse or neglect.
- Parents volunteering in the classroom shall receive a PSOR clearance before having any contact with a child in care. R.400.8125(3). TLP will conduct a PSOR check prior to volunteering in the classroom, provided through the State of Michigan. A staff person will always be present.

TLP staff members must also adhere to certain policies and certifications for employment, such as:

- Staff qualifications must meet or exceed the requirements of the Michigan Department of Consumer & Industry.
- Staff will have current CPR, First Aid, & BBP training & certification.
- Staff must document 16 hours of early childhood education training each academic year.

Attendance & Health

Regular attendance is very important to your child's success in preschool. Children thrive on routine and when they arrive on time and have good attendance, they are more productive, feel involved, and friendships are made in the classroom.

At times there are times when your child should NOT attend. If your child has one or more of the following symptoms, please keep them home:

- If they have a fever. After the fever has subsided without the use of medication for 24 hrs., they are allowed to return.
- An infectious disease or rash. Doctor's clearance to return may be requested.
- Vomiting or upset stomach.
- A child with a "heavy cold" should stay home.

Medication shall be administered with prior written permission and explicit directions from the parent. Medication must be in its original container, with the pharmacy label indicating the physician's name, child first & last name, instructions, name & strength of the medication. If the instructor does not feel comfortable administering the medications, the instructor can deny the request and the parent must make accommodations to do so. R.400186(j); 400.8152(1-4). You will be notified if your child has been exposed to a contagious disease. It is requested that you inform TLP if your child has been exposed to or contracts any communicable disease. Please take into consideration the rest of the children & staff. Please call 989-631-0692 ext. 230 if your child will not be in preschool.





Holidays & Birthdays

Trinity Lutheran Preschool celebrates and embraces the holidays. We enjoy spending these special days with you and your children and encourage participation in the classroom. Throughout the year special occasions will be observed, such as Halloween, Thanksgiving, Christmas, and Easter. Special activities will also focus on famous birthdays, such as Dr. Seuss, and Dr. Martin Luther King. And of course, we love to celebrate the day your child was born. Families are invited to send in a special birthday treat to help celebrate, and our only requests are to avoid large frosting filled cupcakes/cookies and any item with red dye. Some other alternatives are cake pops, mini cupcakes, small cookies, or fruit.

Snacks

A variety of snacks are requested from families at the beginning of the school year. A snack list is provided at the parent orientation and parents are asked to drop off items during the first week of school. Snack is provided daily to your child. If your child has a food allergy, please notify the Preschool Director so special arrangements can be made to accommodate your child's needs. A copy of the snack schedule will be posted weekly in the preschool lobby and classroom.

Lunchtime Learners

Trinity Lutheran Preschool offers a Lunchtime Learners Program designed for children to stay and have lunch after the completion of their class. This segment offers supervision by the preschool staff, giving children an extended day to familiarize them with a longer day. The lunch time program is available from 12:00 -1:00 pm Mondays, Wednesdays, and Fridays for 4 year olds. Cost is \$8.00 per visit, with punch cards available for your convenience. Visits must be paid in advanced, registration is required. No refunds will be issued on unused punch card visits.

Funeral Protocol

Trinity Lutheran Church may hold a funeral during designated class times. Families will be notified as soon as the Preschool is notified of the details. Under normal funeral protocol, TLP will not cancel class for such events. If a funeral does take place during your child's normal class time, use the following pick up procedure for your child:

- At the end class, your child will be escorted out of the classroom, through the west stairwell, and upstairs to the main level of the church by the kitchen.
- The class will exit outside in the side parking lot to the back of the church courtyard, located near Paul Court.
- Parents will park on Paul Ct. and the adjacent side streets. Parents will leave their cars and gather their child.

TLP reserves the right to cancel class if a funeral is believed to be too large and will affect the daily operation of the preschool and it's classes. Parents will be notified in advance if such an event occurs.

Communication

Trinity Lutheran Preschool believes parental involvement will provide a wholesome environment for children. We encourage you to take an active role in your child's preschool years by joining the activities that are scheduled throughout the year. It is also important to stay in touch with the staff. Communication will take place through the following channels:

- Your child's teacher will send weekly emails regarding class details and subject matter at the beginning of each week.
- The Preschool Director will send emails as necessary, covering topics such as tuition, registration information, licensing requirements, calendar reminders & changes, and any other administrative topics that happen throughout the year.
- Formal telephone and In Person conferences will be scheduled in January and late April. At this time the teacher will discuss your child's progress not only in the classroom, but how they have grown as an individual. It is our absolute pleasure working with your child and we would like to share with you how much we appreciate our time spent with them.
- The staff of TLP are always available to speak with parents. *Communication is the key to success.*



Activities & Events

At times throughout the school year, we will plan activities and events where parents and families are invited to attend or participate. Some activities are centered around community involvement, and others are gatherings where you are invited into the classroom. Advanced notice will be given so families can plan accordingly.

Information regarding TLP and Trinity Lutheran Church can be found on our website at www.tlcmidland.org. Trinity Lutheran Preschool families are invited to join the members of Trinity Lutheran Church in worship.

Tuition Payment Schedule

Families must complete and submit a Registration Application with the registration fee to be eligible for enrollment. Upon placement, families have 10 business days to submit the deposit. This non-refundable, non-transferable deposit will be applied to your total tuition payment and secure your child's space on the roster. Tuition is expected to be paid at the designated time, unless other arrangements are made with the Preschool Director. Payments can be made monthly, quarterly, or in a lump sum. Monthly payments are due the 1st of each month, after the 1st quarterly payment is made, and completed by April 1st. Quarterly payments are due on the dates listed in your registration packet. Payments can be made by check (*payable to Trinity Lutheran Preschool*), money order, cash, or by Venmo. Invoices will be sent regarding payments. A payment drop box is available in the preschool lobby. If families are in need of special arrangements, please contact the Preschool Director.

Late Fee & NSF Policies

Trinity Lutheran Preschool makes every attempt to notify families of payment due dates prior to and during the school year. If a payment is not received by the scheduled date, the following procedures to collect the payment will be as follows:

- Written notification will be sent home to the family informing them of the missed payment.
- If within 3 days the payment is not received, the Preschool Director will call or email the parent of the child informing them of the missed payment.
- A \$20 late fee will be assessed for every 3 days the payment is late.
- Failure to pay may result in your child not being able to attend class until payment and all late fees have been made.
- Trinity Lutheran Preschool, under the guidance of its Board of Directors, reserves the right to seek legal action to collect all unpaid tuition and fees.
- Families will be required to pay the non sufficient funds bank charge.

Withdrawal Policy

It is required that families fulfill the responsibilities outlined in this manual. If problems arise, most can be overcome with good communication and a willingness to work together.

- Families who withdrawal will not be refunded the registration fee or deposit, and must submit written notice to the Preschool Director.
- If a parent of the student request a withdrawal, the parents may apply to the Preschool Director for a refund of 50% of the unused tuition. If a scholarship is awarded, the total amount used to date will be deducted from the total amount returned.
- If a parent of the student decides to withdraw their child after August 1st for any reason, TLP reserves the right to obtain all paid tuition payments.

School Closings

Trinity Lutheran Preschool follows Midland Public Schools for weather related school closings. *It is recommended that parents use their discretion when bringing their child to school during inclement weather.*

In case of bad weather the following guidelines are in effect:

- Snow Days: If MPS schools are closed for a snow day, TLP will also be closed.
- Fog Delay: Due to the seldom MPS cancellation for fog, classes will be held as normally scheduled unless you receive a phone call or email from TLP.

Maintaining Confidentiality

The Trinity Lutheran Preschool teachers and staff will not discuss private and confidential information regarding the programs, fellow employees, families or children with anyone outside of the Preschool. Teachers and staff will also not discuss your child's development or situation with any other parents in the program. The only exception is for authorized personnel on a need to know basis, as it relates to mandated reporting laws.

Special Needs Statement

Students requiring classroom accommodations or modifications because of a documented disability should discuss this need with the Preschool Director prior to the first day of school. Once enrollment is granted and the child's objectives and needs are not being met, then outside sources may be obtained to ensure the success of the child and the overall classroom.

Child Guidance & Discipline Policy

Trinity Lutheran Preschool believes children learn best through experiences. The teachers and staff will guide and

redirect children to help them learn to cooperate with their peers and to have positive, educational experiences. In certain instances where a change in direction needs to be made, the following activities may be used:

- Having a variety of activities available
- Using group management techniques; having sufficient materials as well as the opportunity for constructive interactions.
- Speaking with the child if behavior is inappropriate
- Using positive language and praise for appropriate behavior
- Redirecting a child to another area

After attempting the above mentioned methods and a child continues with inappropriate behavior, the child is asked to sit with a staff member and discuss their behavior by using better ways to handle the situation. Children with consistent difficulties are taken through the above steps and the parents are consulted regularly. When the health, safety, and welfare of the child or other children are at risk the child may be asked to leave the program.

TLP strives to create a consistent and safe environment for all. TLP staff have gone through extensive screening and training to be employed by the preschool. All members have been selected based on their strong moral & ethical behaviors. Any form of seclusion, hitting, corporal punishment, abusive language, ridicule, harsh, humiliating, or frightening treatment is illegal and against Trinity Lutheran Preschool philosophy. These behaviors and types of discipline will NOT be use nor tolerated at Trinity Lutheran Preschool.