



trinitylutheran

worship, grow, serve, share

*Early Childhood Center
Parent Handbook*

*38900 Harper Ave
Clinton Township, MI 48036*

586-463-8803

www.trinityct.org



Exemplary School



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Trinity Lutheran Church Early Childhood Center

Our Mission

The mission of Trinity Lutheran Church Early Childhood Ministries is to make fully devoted followers of Jesus Christ through Christ centered education and care.

Our Purpose & Our Philosophy

We are part of the ministry of Trinity Lutheran Church. Our purpose is to serve families who desire Christ-centered education and care for their children. We work in partnership with parents who have the primary and most critical role of nurturing their children. Our goal is to provide a safe, caring, educational, and uniquely Christian environment for children in which they can grow and experience the love of Jesus. We hope to work together with parents to strengthen all families according to God's plan and purpose. A Minister for Families with Young Children is on site to further assist families at Trinity in their parenting role.

Luke 2:52 says: "And Jesus grew in wisdom and stature, and in favor with God and man." We believe that like Jesus, children also grow in wisdom and stature. We are dedicated to this growth of the whole child. We are committed to a high standard of excellence in providing opportunities for each child to grow physically, mentally, socially, emotionally and spiritually. The environment and programs are carefully planned to provide challenging and interesting activities. Plenty of time is allowed for meaningful play, a valuable learning tool and a pleasant, enjoyable approach to discovery and creativity. Outdoor and indoor play, music, literature, art, large and small motor, science and math activities, are some experiences children enjoy daily. Through teacher interaction and Biblical instruction, children learn about the love of God through Jesus,

and the wonders of the world around them. Our staff are mature, committed Christians with a vision for ministry and a genuine love for children.

We partner with the State of Michigan in our Great Start Readiness Program. We cannot provide direct religious teaching during Great Start class hours, but invite families to bring their child before or after the start of class for Biblical teaching.

Open Invitation

You are ALWAYS welcome to visit and participate in your child's day! Please take time to read information sent home and posted on the bulletin board in the office as well as outside your child's classroom. Arrival times are seldom conducive to in-depth discussion, but feel free to call or set up a time to meet with the teacher and take advantage of any scheduled parent-teacher conferences. In full day programs, it is better to contact the teacher during naptimes as that is a time when the teacher is not busy with direct supervision and teaching of children. Your questions, comments, concerns and suggestions are welcomed and appreciated!

Licensing/Accreditation/Regulatory Agencies

We are licensed by the State of Michigan and meet or exceed their regulations for early childhood centers. The Center maintains a notebook of all licensing reports along with a licensing rule book that is available at the front desk anytime we are open. This notebook contains all inspection and special investigation reports since May 28, 2010. Licensing reports are also available at www.michigan.gov/lara

We are accredited through National Lutheran Schools Association (NLSA) and Michigan Association of Non-Public Schools (MANS) and have achieved exemplary status.

We are also rated by Great Start to Quality in Michigan and have achieved a 4 start rating.

Parent Notification of Program Evaluation GSRP Because we have a Great Start Readiness Program (GSRP), we work with the State of Michigan to measure the effect of state-wide GSRP. Information about GSRP students only, their families and staff is sometimes shared as required. Program staff from the State of Michigan might ask parents questions about their child/family, observe children in the classroom, assess children's learning and ask teachers for assessment information. This information will not be shared with others in any way that you or your child could be identified. It is protected by law. Questions? Contact mde-gsrp@michigan.gov or 571-373-8483 or the Office of Early Childhood Education and Family Services at 608 W. Allegan, PO Box 30008, Lansing, MI 48909. GSRP also requires that best practices are being used in the GSRP classroom. An Early Childhood Specialist will observe the teachers and use the Program Quality Assessment as a tool to document evidence of best practices.

Trinity School

You can continue your child's Christian education beyond the Center in our accredited school, which offers Kindergarten - 8th Grade. Enrollment preference is given to students in Center. Students eligible for Kindergarten will receive enrollment information in February.

Admission

We admit children ages 6 weeks - 14 years of any race, color, religion, sex, and national or ethnic origin or any other protected cataloging. Waiting lists are kept and spots filled on a first come first serve basis. Parents must provide a two week notice of changes to schedules.

For admission to preschool, a child must reach the age of 3 before December 1st of that school year to be eligible for 3 year old Preschool programs. A child must reach the age of 4 by December 1st of that school year to be eligible for 4 year old



Preschool programs. Please remember, in order to enroll in Kindergarten, children must be 5 by September 1st. This may affect which program you choose for your child now. For admission in the Great Start Readiness Program (GSRP), children must be 4 by September 1st of that school year. Enrollment in this program is based on income eligibility that is determined by the State of Michigan.

Referral Policy

We will make every effort to accommodate all children. We do not have an early childhood special education program but we will not refuse any child based on disability. We embrace that while our ratios exceed licensing expectations, we cannot provide one on one care and make parents aware of this upon enrollment. Our program can help children and families find resources that may be available in the community such as Early On, local school systems, Macomb Family Services or the Macomb Intermediate School System.

Schedule and Center Closings – Weather Policy

The center is normally open Monday through Friday from 6:30 AM – 6:00 PM, year round. We are closed on the following holidays: New Year’s Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day. (We may close on Friday or Monday if a holiday falls on a weekend and will inform you ahead of time should this occur.)

The half day 3 & 4 Year Old Preschool, Young Fives , Terrific Twos & GSRP classrooms follow Trinity Lutheran School’s calendar and will be closed if the school is closed due to inclement weather.

The full day programs will be open if Trinity School is closed due to inclement weather.

If the center should close due to a building problem, we will be listed under school closings on the local news as Trinity Lutheran Childhood Ctr.

We will inform you via email if your classroom is closed for the day as soon as that decision has been made.

Programs/Classrooms *more information at www.trintyct.org*

Preschool - We offer both Half Day and Full Day programs as well as Great Start Readiness Programs (GSRP) here at Trinity. Every program encourages all areas of development through teacher-directed and child-directed classroom time, gym, and outdoor play. Under the guidance of trained Christian teachers, your child is encouraged to develop communication and listening skills. All programs follow the Creative Curriculum. A typical day consists of: devotions & prayers (except in the GSRP classrooms), music & literacy activities (including Zoo-phonics) playtime, art, math & science activities, snacks or meals, outside & gym play. We provide a balance between individual, small group and large group activities. Content areas include literacy, math, social studies, science, the arts and processing skills in order to provide growth in all areas of development. Children must be using the toilet independently to enroll a Preschool program (GSRP exempt). While we do not directly teach about the Christian faith during the GSRP's normal hours, we do offer Jesus Times before and/or after at no extra cost.

Half Day Preschool

All half day programs run from September through May, following a school year calendar. Summer Programs may be offered at one week intervals during June through August.

3 year old Preschool – has a class size of 16 with one teacher and one assistant. This program is offered from September through May in sessions on Tuesday and Thursday from 8:30 – 11:15 AM or 12:15 – 3:00 PM.

4 year old Preschool – has a class size of 20 with one teacher and one assistant. This program is offered from September through May in sessions on Monday, Wednesday and Friday from 8:30 - 11:15 AM and 12:15-3:00 PM .

Terrific Twos - is an introduction to preschool for children ages 2 - 3. The class size is 12 with a teacher and 2 assistants. A similar schedule to the preschool will be followed in a condensed form. This program is offered from September through May from 9:00 – 11:30 AM on Friday only. Toilet training is not necessary.

Full Day Preschool

All full day preschool programs are available year round. You may choose a consistent schedule of up to five days weekly from 6:30 AM - 6:00 PM. All full day programs provide two snacks, lunch and a rest time daily.

Preschool 3 – is a full day 3 year old preschool with a class size of 20 children with one teacher and two assistants. The program is offered year –round from 6:30 AM – 6:00 PM.

Preschool 4 – is a full day 4 year old preschool with a class size of 24 children with one teacher and two assistants. The program is offered year –round from 6:30 AM – 6:00 PM.

Great Start Readiness Program (GSRP)

Great Start Readiness Program or GSRP is a state-funded program available to qualifying families with a 4 year old child (must be 4 by September 1). If a child has turns 4 between September 2 and December 1 and wants to enroll in GSRP, we may enroll them after September 1 only if there is space available. GSRP runs from September through May, following a school year calendar. Income verification and interview are required to enroll and parents must fall within the GSRP income guidelines to be eligible for this free preschool. We are allowed to enroll some students whose families may be above these income guidelines but these families must pay a weekly rate determined by the State of Michigan on a sliding scale below (2016-17 school year):



½ day: Greater than 250%-350% Federal Poverty Level:

\$181.25/yrly Above 350% of Federal Poverty Level: 362.50/yrly

School Day: Greater than 250%-350% Federal Poverty Level: \$362.50/yearly Above 350% of Federal Poverty Level: \$725/yrly
There are additional childcare opportunities available before, after and on days off for the school day classroom at an hourly rate.

Curriculum. We follow Creative Curriculum in all of programs at Trinity, including GSRP. Creative Curriculum is a comprehensive, research based curriculum that features exploration and discovery as a way of learning.

Developmental Screening: We use the Ages and Stages Questionnaire at our home visit in the fall, which is a research based developmental screening tool. This helps us plan our learning opportunities to better meet the individual needs of the children in each classroom.

Assessment: We use the GOLD assessment that is paired with the Creative Curriculum to further assess your child's learning in 38 areas and will share this information several times throughout the year with parents in both formal parent teacher conferences and informal daily communication.

Parental Involvement: We encourage and provide opportunities for parent involvement throughout the year.

Volunteering: Parents are invited to volunteer in our classrooms – your child's teacher will be able to help you decide the best way to be involved.

Home Visits: Great Start requires that teachers make two home visits each year – in the fall and spring. Teachers will schedule a time that is convenient for everyone.

Conferences: We invite you to join the teachers for Parent/Teacher conference twice each school year to share information about your child's learning.

Parent Meeting: We invite you to attend a curriculum night to learn about the GSRP program as well as two parent education nights each school year. We invite you to be a part of our Parent Advisory Group as well. Trinity also hosts a couple of

fellowship events – the Parish Pizza Pumpkin Picnic in the fall and Kite Day in the spring that we hope you family will enjoy.

Program Evaluation: We also ask your participation in our annual program evaluation. This will be done via Survey Monkey and we appreciate your prompt response.

Confidentiality Policy: Children are enrolled confidentially. Information about enrollment must be shared with the State of Michigan for funding purposes. We value your partnership as we work together to help your child learn and grow.

Attendance Policy: We encourage children to attend each day that school is in session and to come on time. We have a structured day and your child's involvement in all aspects of the program is important for their learning. Please call if your child cannot attend.

Mandated Reporters: As Early Childhood Professionals, we are advocates for children's health and well-being and serve as mandated reporters for suspected child abuse or neglect.

GSRP Full Day: our school day program has a class size of 18 with a teacher, and assistant teacher and an assistant. Program hours are 8:00 AM – 3:00 PM, Monday through Thursday with childcare available before and after school and on Fridays from 6:30 AM – 6:00 PM. You are welcome to attend Biblical Instruction time from 7:45-8:00 AM and 3:00 -3:15 PM at no extra charge.

GSRP Recruitment Plan: All applicants for GSRP will submit a per-application prior to being screened by the Director. At the time of screening, parents will be required to bring: child registration form, birth certificate, health form and immunization record, and proof of income. A parent interview is conducted to determine eligibility for the program. Children living in Macomb County with income between 101-250% of Federal Poverty Level will be placed first. All information is kept confidential. More information about GSRP eligibility is available at the front desk.

Other Full Day Programs

Infant Room - has a class size of 12 with a Teacher and 3 assistants (1:3 ratio). Children are ages 6 weeks through 15-18 months. The curriculum in this classroom is tailored to the unique and personal care of each child. Special activities are planned for children depending on age that includes Jesus time, stories, sensory activities, small and large motor experiences, outdoor time, and gym activities (when developmentally ready). Each child is provided with their own crib. The program is offered year –round from 6:30 AM – 6:00 PM.

Toddler Room - has a class size of 12 with a Teacher and 3 assistants (1:3 ratio). Children are about 12 months, are beginning to walk, usually taking only one nap, and are beginning to eat table foods, when they join the Toddler Room. The children rest on cots and are offered a variety of small and large motor experiences. Jesus time, stories, art activities, gym and outdoor play are offered daily. The program is offered year –round from 6:30 AM – 6:00 PM .

Transition Room (transition from infancy to preschool): at around age two, children progress into the Transition classroom. The class size is 12 with a Teacher and 2 assistants (1:4.ratio). Children remain in the Transition classroom until they are three and toilet trained. The classroom takes the look of a beginning preschool room. The program is structured to include Jesus time, stories, art experiences, gym and outdoor play and group activities. Toilet training and independent skills are a large portion of the curriculum. The program is offered year –round from 6:30 AM – 6:00 PM.

School Age Programs

School Age Childcare (SAC) - before and after care for Trinity School and neighboring schools. We are open during school half days and scheduled days off. School age parents must keep us informed about their needs for care on their school's scheduled days off. We do not provide care for students who

are suspended or expelled from school. TLC also offers a summer camp program during summer vacation.

Summer SAC –We offer Summer Camp. The number of weeks offered may vary from summer to summer, depending on school schedules. Our camp offers a variety of child chosen daily activities as well as engaging Bible study and opening closing programs. Experiences in drama, science, cooking, arts & crafts, gym and outdoor fun, sewing, first aid training, woodworking, and other activities will be offered. We group children by age and gender in groups of 10 with a camp counselor. Enroll early – we fill quickly!

Parental Responsibilities:

Parents must **complete and return the following:**

1. Child registration forms: all forms must be updated yearly, due the first Tuesday in September
2. Completed health form for children ages 6 weeks – up to school age to be updated yearly for children less than 30 months, and bi-yearly for children over 30 months .
3. Record of immunizations, including updates for children ages 6 weeks up to school age. If you have not had your child immunized, you must obtain a waiver by contacting the Macomb County Health Department. We must have a record of up to date immunizations or a waiver before your child can enroll.
4. Information and updates about any allergies.
5. Income and age verification for GSRP Program

All information provided will be kept confidential. Some information must be shared with government agencies such as Child Care Licensing, the Health Department or GSRP officials. Please call when your child is ill or absent for any reason.

If your child attends a full day program or school day GSRP, you must call by 9:00 AM so that we can give an accurate lunch count if your child is absent.

Sign In/Out Procedures All parents must, upon arrival to the classroom, make sure a member of our staff knows that you are dropping off or picking up your child. In addition, please make sure to sign in and out on the computer system in the office whenever you drop off or pick up your child.

Children will not be released to anyone that is not listed on the child's information form. We ask for picture identification if we do not know the person attempting to pick up a child. Any changes must be provided in writing. In an event of emergency, please inform our staff at 586-463-8803. As a matter of courtesy, please let us know if someone other than who normally picks up will pick up your child.

Written permission must be on file for the child to leave our facility for special programs such as preschool, school, piano lessons, sports, or other extra-curricular activities. Children can be released to either parent at any time. Please inform us of any custody concerns. You must provide a copy of any court orders prohibiting a parent from picking up a child.

Parking Parents must park in designated parking areas either next to the building or in the large parking area next to the soccer field.

- Please note that the area in front of the childcare center is one-way toward Oxford
- Please do not enter from Oxford

Never park under the canopy, at the stop sign, or in the road - even for short periods of time!

Illness Please keep your child home if he/she is vomiting, has repeated diarrhea, is running a fever (101° or higher), has an unidentified rash, or is known to have a contagious condition. You must inform us if your child has been in the center with a contagious condition. Children must be excluded from care until they are no longer contagious depending on the particular illness. Children are required to be fever free without medication for 24 hours before returning to the center. If your

child's doctor prescribes an antibiotic, your child may return after 24 hours of the first dose. Staff and volunteers follow this illness policy as well. We will inform you by email of any contagious conditions in your child's classroom.

Medication If your child needs to be given medication, the parent must provide:

1. Written permission on our medication form.
2. Prescription medication shall have pharmacy label with the name of the child to whom it is to be given, physician's name, strength of medication and instructions.
3. Over the counter medications must be in original container with directions for the age child it is to be given. Written permission and instructions must be provided on our medication form. We will not administer over the counter medications for longer than five days without a signed consent from your child's physician. Over the counter medications require a physician's note if there are no clear directions on the bottle for the age of the child to whom it is to be given. Medication forms for "as needed" medications, such as an EpiPen or Benadryl, may be written to be dispensed as needed and renewed every 6 months.

Clothing/Personal Belongings We take care to protect your child's clothing during art activities, etc. but just in case, dress your child in "play" clothes as children may get dirty when playing and learning. *No sandals, crocs, backless or open toed shoes.* Please label your child's coat, jacket, mittens and boots. If your child attends a full day program, please provide a change of clothing that can be stored in your child's cubby. ***Aside from a sleep toy, do not allow your child to bring toys.***

Infant/Toddler Necessities Parent must provide diapers, wipes, & bedding for cribs. See separate Infant/Toddler Information Sheet.

Outdoor Clothing All programs that are in session 3 or more hours each day **are required** to go outdoors daily, weather permitting. Parents must provide appropriate clothing, which includes but is not limited to boots, snow pants, coats, hats, gloves/mittens, etc. If your child cannot participate in outdoor play, a doctor's note is required as licensing rules dictate.

Rest Time Children who attend full and school day programs (including GSRP) require a rest period. Parents must provide bedding if bedding is desired which is sent home weekly for laundering. Please send small pillows and/or blankets. We provide a child sized cot, a quiet atmosphere in an appropriate time frame to allow children to rest.

Food

Half Day Preschool Snacks are provided but families may choose to provide snacks and drinks for their child's class several times during the school year following the suggested snack list if desired. You may choose the days at the fall open house or at the first week of preschool. One of your snack turns may be to celebrate your child's birthday or half-birthday. Please bring your snack when you arrive to school. We will provide cups and napkins and have a refrigerator or freezer if needed for storage. All juices must be pasteurized, even apple cider. We will send out a reminder calendar. Once we begin studying a letter each week, it would be nice if you could bring a snack that begins with that letter. Please bring healthy options at all times, **including** birthdays (***NO cupcakes***). A list of suggested snacks will be given at the fall open house.

Full Day Programs and GSRP Lunch and snacks are provided as part of tuition. A monthly lunch and snack menu is given. We follow FDA guidelines for nutrition and portioning. We do not provide breakfast but would be happy to serve a breakfast from home between 6:30 and 8:00 AM. Please provide healthy options for breakfast or for any snack or meal.

- A morning snack is given to those children in attendance at 9 AM.
- Hot lunch is served between 11:00 and 11:40 (depending on your child's room)
- An afternoon snack is provided at approximately 3 PM

****If your child will be absent, please let us know by 9 AM so we can cancel their lunch order!**

Please inform us of any special dietary needs and have your physician fill out a food substitution form for any food to be substituted, either for an allergy or for a preference. If you would like to send a snack for your child's birthday, please let us know and provide a healthy option– **NO cupcakes**. A list of suggested snack items is available at the desk.

Food Program: We participate in the Child and Adult Care Food Program. In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, religious creed, disability, age, political beliefs, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA. Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English. To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) (http://www.ascr.usda.gov/complaint_filing_cust.html) online, and at any USDA office, or write a letter addressed to USDA

and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: program.intake@usda.gov. This institution is an equal opportunity provider.

Emergency Procedures

In case of accident, incident or injury:

1. Basic first aid will be applied.
2. Parents will be notified immediately, calling the person listed as first to call under the “Emergency Contact & Release of Child” section of the registration form if a child has more than a minor injury, or if they sustain a head injury. If parent cannot be reached we will call the other contacts listed in this section.
3. If the child needs medical attention due to a life-threatening situation, the child will be transported via ambulance to the hospital of choice as indicated on the child’s information form. Parent will be notified immediately. Staff will accompany the child until a parent arrives.

We practice emergency procedures for tornado or severe weather, other emergencies such as a lock down and evacuations as for a fire. In case of an actual evacuation, we would walk children to St. Louis Church, on Crocker, and contact parents by email and phone to inform them.

Health Care Plan

Illness We will always inform you of any changes in your child’s health by phone or email if you prefer. If your child becomes ill while in our care, we will call the person listed as first to call under the “Emergency Contact & Release of Child”

section of the registration form. If this person cannot be reached, we will leave a message (if possible) and then call the second and/or third person listed in this section, leaving messages for them if they do not answer. If either parent was not listed in this section or no one can be reached, we will contact the parent not listed (unless there is a court order about that parent to prevent pick-up). If no one can be reached, we will attempt to email parents. We will repeat this process after 15 minutes until someone can be reached. We do not have facilities to care for a sick child. Please pick up a sick child as soon as possible or within one hour. Children will be sent home if in the opinion of the staff, a child is too ill to remain in the center (severe ear ache or extreme congestion, or change in personality such as needing to be constantly held) or if they show signs of: Pink eye, repeated diarrhea, vomiting, fever (101° or above), rash (unless parents bring a note from a physician that the rash is not contagious or the rash is a diaper rash), head lice.

We inform parents of any confirmed diagnosis of contagious conditions by email. Extra care is taken to sanitize the classroom when a contagious condition has been diagnosed.



Staff and Child Hand Washing Staff will wash hands: prior to the starting of the workday and to the care of children, before giving medication, after toileting, after assisting children in toileting, after handling animals and pets and cleaning cages, after handling garbage, after diapering, after handling bodily fluids, before eating, before serving food or drink and when soiled. Children will be instructed to wash hands after toileting or diapering, before eating or food prep experiences, after blowing their nose, after handling animals or pets, and when soiled. Staff will wash Infants and Toddlers' hands for them. Staff will follow universal precautions when handling body fluids and are trained in Blood Born Pathogens yearly.

Equipment Sanitation & Room Cleaning Equipment, toys, and other surfaces are cleaned and sanitized per use or as needed following Licensing guidelines. Floors and carpets are mopped or vacuumed daily and bathrooms are sanitized daily. We are on a regular rotation for carpet cleaning and floor waxing.

Resources for Health Care Issues

- Macomb County Health Department, 586.469.5520, www.macombcountymi.gov/public_health
- Macomb Intermediate School District – Early On 228.3331, www.misd.net/earlyon/
- MSU Extension, 586.469.5180, www.msue.msu.edu/
- Childcare Licensing, www.michigan.gov/dhs/
- McLaren Macomb Hospital, 586.493.8000, www.mcrmc.org

Discipline

Good communication between teacher, child and parent helps to make the total area of discipline a positive, beneficial experience. We use positive methods of discipline, which encourage self-direction and good self-esteem in a firm consistent manner. We will use the following methods:

- Give positive directions (explain to child what they should do).
- Redirect the child to an appropriate activity.
- Talk to the child, and help the child express any feelings he/she is having.
- Give opportunity for the child(ren) to problem solve under our direction, and give suggestions for solutions when necessary.
- Allow child a calm down time (appropriate time out) before we talk about any mistaken behavior. Children are encouraged to use be-by-myself areas.
- Give choices whenever possible.

- We follow a 6-step conflict resolution policy to help children resolve conflicts between classmates.
- Give age appropriate logical consequences for continued misbehavior.

Examples: Preschooler continues to throw sand on floor from sand/water table = child given small broom and dust pan to clean up sand. School age child breaks game pieces in anger = loss of game privileges that day, and required to help fix what was broken.

Any discipline problems that continue will be brought to your attention so that we can work on a positive plan of action to help the child be successful at school. A conference will be held between parents, teacher and director to develop this plan.

Pest Management Plan

The following is our policy/procedure for controlling pests (ants, bees, wasps, spiders and/or mice). We will use products that are listed as having the lowest effective toxicity level possible. We will inform you by email (or a note if you do not accept email) *and* with a written notice in the center at least 48 hours in advance of any treatment. If your child is absent, we will inform you by phone. We will tell you what product, its' active ingredients, how the product will be applied and to what location within the center. Whenever possible the treatment will be applied on a Friday evening after 6 PM. Please contact the national pesticide hotline at 1-800-858-7378 or go to www.npic.orst.edu for more information on specific pesticides.

Partnership with Parents / Guardians

Grievance Policy: We desire to work in partnership with you and communicate openly. You may speak with us directly, contact us by phone at 586-463-8803, or email us. The teachers, assistants and caregivers are willing to discuss your child's progress, concerns or problems. If your child attends a full day program and you need information during the day, please try to

call while the children are resting. We ask that we all try to speak privately, not in front of children. Our staff welcomes your comments and does their best to work with each child's abilities. In addition, written communication is given daily to all parents in Infants, Toddlers and Transition. This communication includes diapering, eating, sleeping, and other activities.

Our partnership is appreciated when children have difficulties in any area of development or in adjustment to the program or discipline. If difficulties occur, we will speak to you openly and honestly about the situation. We encourage you to observe through the classroom observation windows so that you may better understand the difficulty. We ask for your ideas and insights into what methods may work best with your child in order to better understand your child's needs. We may do some special assessments in order to better understand your child's needs. Recommendations to outside sources (such as the local school district, Early On, the child's physician) may be given. Our hope is that a positive plan can be developed between school and home in order to work through any difficulties. We will review and adjust the plan accordingly until the problem is resolved. Should the issue put the child, staff, or other children in the classroom at risk, you may be asked to dis-enroll your child from the program as a last resort. Should differences of opinion occur between classroom staff and parents, the Early Childhood Director or Minister for Families with Young Children may meet with all parties to open communication and resolve differences in accordance with Matthew 18. We will always follow Licensing Rules and recommend what is developmentally appropriate for children.

At times we need to pull together a special team of parents to help us with program management, such as hiring new teachers, changes to programming, and/or the accreditation process. If you are willing to serve in this capacity, please let the Director or Minister to Families know of your willingness to

serve. We will also send out yearly evaluation opportunities and we appreciate your input. Together we can make better learning opportunities for children!

Child Abuse and Neglect Policy: It is our duty as Early Childhood Professionals to report if we have reason to suspect child abuse or neglect. We are required by law as mandated reporters to do this and believe it is our role as advocates for children. The Early Childhood Center maintains its role as an advocate for every child in the center.

Assessments and Conferences

We use the Ages and Stages Assessment tool to assess children's development as well as the Creative Curriculum Assessment tool. We use this information to help us plan lesson plans and activities. This helps ensure that we are meeting the developmental needs of all of the children. We ask you to help us by filling out an ages and stages questionnaire in August so that we can quickly get a snapshot of each classroom and the developmental stages of the children enrolled. GSRP students will fill this out at home visits. We will share the results and invite you to have a conference with us to share more information. We will assess use the Creative Curriculum Gold Assessment tool to assess all children throughout the year. We will invite you to attend Parent Teacher Conferences when they are offered in the Winter where we will share these assessments. Assessments are shared with GSRP parents in the fall as well as the Spring. We are always open and available to meet at any time you have questions or concerns of course, but offer these times specifically.

See GSRP section for information about Assessments and Conferences for GSRP classrooms.

Withdrawal

We reserve the right to request withdrawal for any of the following reasons:

1. Delinquency of payments. (Financial aid is available from the State of Michigan for childcare/full day program parents who qualify.)
2. Non-cooperation on the part of the child and or parents. If the problem persists and after a conference between the parents, teacher and director, the director will make a decision as to whether the child remains enrolled. We will consult the Macomb Intermediate School District for all GSRP students. We take into consideration the safety and welfare of all the children in the classroom
3. Inability of child to adjust to the classroom environment, taking into consideration that each child has different needs.

Parents must notify the center if they decide to withdraw from the program and give at least a two week notice prior to the withdrawal.

GSRP Exclusion Policy: Children will not be excluded or expelled because of the need for additional medical or behavioral support, assistance with toileting, or staff attitudes and/or apprehension.

Fundraisers

In the fall we sell Achatz Pies and other Achatz goodies as a fund raiser for the center. Order forms are given to all of the Early Childhood Center families. Proceeds go toward purchases for the center. Families are invited to participate but it is not required.

Payment Procedures and Tuition Fees

Payment Procedures

- Method: check or cash. Please make checks payable to Trinity Lutheran Church. You will be charged a \$15 fee for all returned checks. Payments may be given to the receptionist or dropped into the slot next to the clock-in computer if no one is at the desk to receive it from you.

- Method: Credit Card or Direct Debit ACH-E Payments can also be made online. Credit card Payments will be assessed a 2.9% fee plus a \$.60 transaction fee. Direct Debit payments will be charged a \$.60 transaction fee.
- Siblings receive a 10% discount on the lesser tuition(s).
- If payments are late (1 week) you will be assessed a \$20 late fee and risk expulsion from the program. Please contact the Early Childhood Director to make special payment arrangements.
- Please let us know if you need a receipt with each payment. Year-end receipts are available by Jan 31
- Half Day Preschool, Young Fives and Terrific Twos: tuition is due on the first day of the month that your child attends.
- Full Day Programs, including School Age Summer Camp: tuition is due on Monday or the first day of the week that your child attends

Tuition and Registration Fees

Terrific Twos

Registration fee: Non-refundable \$25

Tuition: \$63/month (total yearly \$567)

Due the 1st of month

Tuition is based on a nine month school year. Teacher conference days, vacation days and snow days have been taken into account. Tuition cannot be refunded when a child is absent or on vacation.

Half Day Preschool

Registration fee:

New Student: \$75 plus half of September's tuition

Returning students: \$55 plus half of September's tuition

These fees will not be refunded after July 15.

Three Year Old: \$114/month Total yearly tuition is \$1026

Four Year Old 3 day: \$153/month Total yearly tuition is \$1377

Due on the first session monthly.

Tuition is based on a nine month school year. Teacher conference days, vacation days and snow days have been taken into account. Tuition cannot be refunded when a child is absent or on vacation.

GSRP Free to those who qualify. If space is available we can take families who are over income at the sliding scale listed earlier. Childcare is available before and after school and on Fridays from 6:30 AM – 6 PM for \$4.65/hour for the school day program. Trinity can bill the State of Michigan should you qualify for childcare services. Charges are billed on Monday for the previous week and payment is expected by Wednesday of billing week.

Full Day Programs

Registration fee: New child: \$50 due at the time of registration per child. Parents must re-register each year by the first Tuesday in September. Yearly registration fees are \$30 per child or \$50 per family. All full day rates (including SAC) include morning and afternoon snack and hot lunch.

Tuition

	<u>Full Day:</u>	<u>Weekly (5 days/week)</u>	<u>Daily Rates</u>
Infant	\$230		\$56.50/day (max of \$230/week)
Toddler	\$230		\$56.50/day (max of \$230/week)
Transition	\$215		\$51.50/day (max of \$215/week)
Preschool	\$186		\$46.00/day (max of \$186/week)

Due on Monday or first day child attends

Childcare Vacation Days (full day programs only)

For parents who are enrolled beginning anytime from January – June, two weeks credit will be given for the calendar year to be used for absences for which you are not obligated to pay. For parents who are enrolled starting July 1 and after, one week credit will be given during the remainder of the calendar year. The number of days of credit depends on the number of days

per week that your child is enrolled. If your child is enrolled 5 days per week = 10 days credit, 4 days per week = 8 days credit, and so on. You may use these days for any absence or for holidays when the center is closed. Once the allowance for the year is used, payment is expected for any additional absences. Please inform the front desk to use your vacation credit.

Summer Attendance or Extended Leave Policy As with any change in attendance, you must give at least a two week notice. If you wish to ensure your spot during an extended absence, you must pay full tuition to reserve it. If you do not, we cannot guarantee that you will be able to return to your usual schedule at the end of your absence. Upon return you will be required to re-register.

SAC (School Age Childcare)

School Year

Registration fee: non-refundable \$25 registration fee/child/school year is required.

School Year Rate: \$4.20 per hour (max of \$41/day \$168/week)

Due on Wednesday from previous week.

Hourly rates during the school are totaled by the computer program. If your child is in attendance more than 5 minutes into the hour, you will be charged in 6 minute increments with a minimum of ½ an hour. Before and after school care times are combined. (½ hr. before & ½ hr. after school = 1 hr. for the day) You are billed on Monday for the week previous and bills are sent home through Trinity School or are ready for pickup in the SAC classroom.

Summer

Registration fee: \$60 non-refundable registration fee/child is required for Summer Camp.

Rates: \$110 per week during Summer Camp hours of 9 AM – 3 PM. Morning childcare (6:30 AM – 9:00 AM) is charged at \$10

per week. Afternoon childcare (3:00 PM – 6:00 PM) is charged at \$15 per week.

Payment is Due on Friday for the next week. You choose the weeks your child will attend at enrollment.

Daily Routines

Infant Room

6:30	Center Opens: Music, play, books (thru day) Diaper changes (every 2 hrs. or as needed) Bottles given on demand Naps as needed
9:00	Morning Snack if needed
9:30	Mini-gym for Walkers
10:15	Jesus Time
10:30	Outdoor Time
11:00	Lunch if Needed
11:45	Outdoor Time
2:00	Outdoor Time
3:00	Afternoon Snack if Needed
6:00	Center Closes

Toddler Room

6:30	Center Opens - Free Play/diapering (every 2 hrs. or as needed)
9:00	Morning Meeting
9:10	Snack
9:30	Mini Gym
10:00	Learning Center Play
10:55	Music and Movement
11:05	Hand washing / Songs & Finger Plays
11:10	Jesus Time
11:15	Lunch
11:45	Outdoor Play (weather permitting)
12:15	Story Time
12:30	Rest
3:00	Wake Up & Diaper Changes

3:20 Hand-washing and Snack
 3:40 Story Time
 3:45 Outdoor Play
 5:15 Gym Time (Inclement Weather)
 6:00 Center Closes

Transition Room

6:30 Center Opens
 (Transition Children Arrive in Toddler Room)
 7:30 Transition Room Opens – Free Play Tile Floor
 8:45 Morning Meeting
 9:00 Handwashing/Snack
 9:15 Learning Centers Open/Small Group Activity
 10:15 Clean Up/Diaper Change/Bathroom
 10:30 Mini-gym
 11:00 Jesus time
 11:20 Transition Activity/Hand Washing and Lunch
 11:50 Diaper Change/Bathroom/Hand & Face Wash
 12:00 Outside Time
 12:30 Books on Cots/Rest Time
 2:45 Lights On/Diaper change/ Bathroom
 Table Toys
 3:15 Hand-washing and Snack
 3:30 Outside Time
 5:00 Diaper Change/Bathroom/combine w/Toddlers
 4:45 Free Play
 5:15 Mini-Gym (Inclement Weather)
 6:00 Center Closes

Terrific

9:00
 9:10 Large Group Activity
 9:20 Free Play and Activity Time
 10:40 Clean Up/Handwashing



Two's

Arrival

10:50 Snack & Jesus Time
11:10 Music and Movement Activity
11:20 Story
11:30 Dismissal

Half Day Preschool 3 year old

8:20 or 12:05 Arrival
8:30 or 12:15 Preschool Begins
8:40 or 12:25 Group Meeting & devotions
 Chapel in Trinity Church on Thursday
9:00 (12:45) Learning Centers and Small Group Activities
 Gym on Thursday
10:10 or 2:05 Clean up
10:15 or 2:10 Small Group Activity
10:35 or 2:20 Transition Activity to Hand-washing for Snack
10:45 or 2:30 Snack
11:00 or 2:45 Story and other Literacy Activities
 Outdoor play on nice days
11:15 or 3:00 Dismissal

Half Day Preschool 4 year old 3 day

8:20 Arrival Preschool Begins at 8:30
8:40 Group Meeting & Devotions
 (Chapel on Thursday in Trinity Church)
9:00 Learning Center Choices
 Gym on Thursday
10:10 Clean up and Small Group Activiy
10:35 Transition Activity to Hand-washing and Snack
11:00 Story and other Literacy Activities
 Outdoor play on nice days
11:15 Dismissal

Half Day Preschool 4 Year old 4 day

11:50 Arrival
12:00 Preschool begins with Outdoor Activities

- 12:35 Group Meeting & Devotions Chapel on Thursday in Trinity Church
- 12:50 Learning Center Choice and Small Group Activities – Gym on Thursday
- 2:05 Clean up
- 2:10 Small Group Activities
- 2:20 Transition Activity to Hand-washing and Snack
- 2:45 Story and Other Literacy Activities
- 3:00 Dismissal

Full Day Preschool 4 Classroom (Preschool 3 similar)

- 6:30 Center Opens in Preschool 3
- 7:30 Preschool 3 & 4 classrooms open
Table Top and limited center activities
- 9:00 Hand-washing and Snack
- 9:20 Morning meeting: Worship/Weather/Calendar,
- 9:45 Small Group Activities
- 9:55 Learning Centers
- 11:05 Clean Up
- 11:10 Large Group/Show and Tell/Letter of Week
- 11:25 Hand-washing and Lunch
- 12:00 Mini Gym - Large Motor Activities
- 12:35 Story and Bathroom Break
- 1:00 Rest on Cots
- 2:00 Lights On/Wake up Hand Washing/ Bathroom/
Table Top Activities
- 3:00 Snack
- 3:20 Outdoor Play (weather permitting)
- 4:15-4:45 Mini Gym in Inclement Weather
- 4:45-5:30 Learning Centers
- 5:00 Preschool 3 and 4 Combine
- 6:00 Center Closes

GSRP Classroom (Half Day) 830-1130 Mon-Thurs

8:15	Jesus Time/ Bible Story
8:30	GSRP program Begins – Greet Students
8:40-8:55	Morning Meeting
8:55-9:05	Planning
9:05-10:05	Learning Centers Open, work time,
10:05-10:15	Clean up
10:15-10:25	Recall
10:25-40	Small Group Time
10:40-11	Hand-washing and Snack
11-1130	Outdoor Play/Dismissal

(Mini-gym time may be substituted for Outdoor Play in inclement weather)

GSRP Classroom (School Day)

6:30	Classroom opens for Childcare –
7:55-8:10	Jesus Time / Bible Story
8:15	GSRP program Begins /Greet Students/Snack
8:35-8:50	Morning Meeting/Music and Movement
850-9	Planning
9-10	Learning Centers Open, work time
10-1010	Clean up
1010-1020	Recall
1020-1035	Small Group
1035-1105	Outdoor Play
1105-1125	Bathroom/Hand-washing & Prepare for Lunch
1125-1205	Lunch
1205-105	Rest
105-220	Plan/Work/Cleanup/Recall
220-255	Outdoor Time
255-315	Hand Wash /Snacks
315-330	Large Group/Music and Movement
3:30	GSRP Program Ends
3:30-3:50	Jesus Time / Praise Time if desired
3:50	Childcare begins Outdoor /Learning Centers
6:00	Center closes

(Mini-gym time may be substituted for Outdoor Play in inclement weather)

SAC Room

- 6:30 Center Opens
- 7:00-9:00 Children Depart for School
- 3:15 Children Arrive & Snack is served
- 3:30 Outdoor Play
- 4:00 Homework Club, Free Choice and Craft Activities
- 5:00 Free Choice and Craft Activities
- 6:00 Center Closes

Summer SAC

- 6:30 Center Opens Childcare Available
- 8:30 Children greeted in Cabins
- 9:00-9:25 Opening Program
- 9:30-9:50 Planning Time and Snack
- 9:50-10:20 Bible Study
- 10:30-11:30 Activity Session 1
- 11:35 Mealtime Prayers in Large Group
- 11:40 Lunch
- 12:25-1:25 Activity Session 2
- 1:30-2:30 Activity Session 3
- 2:35 Closing (gym or sanctuary)
- 3:00-6 Camp day ends – parent pick up or childcare

Church at Trinity

You and your family are invited to worship with us at Trinity as well as attend Sunday morning Bible Classes for the whole family. Our worship schedule is as follows:

- Saturday 5:00 PM September through May
- Monday 7:00 PM June through August
- Sunday 8:00 AM Traditional worship
- 9:30 AM 252 (Sunday School for children) and Adult Bible Studies
- 11:00 AM Contemporary Worship

Contemporary Worship offers Children's Church during the sermon. Childcare is provided for children ages three and under.

Confidential counseling and support is available by appointment through the church office (586.463.2921). We offer pastoral counseling and trained caring listening through "Stephen Ministers". MOPS: Mothers of PreSchoolers program meets the 1st and 3rd Wednesday of each month for support, encouragement and friendship. You are welcome to attend Sunday or midweek Parent Education Classes or Bible Classes. We will give you information as we have it.

Telephone/Email

Our phone number is 586.463.8803. We can be reached from 6:30 AM to 6:00 PM. We make every effort to answer the phone promptly and check voice mails very frequently. We apologize if we miss your call but will respond to your message quickly. Listed below are email addresses and phone extensions where you can reach our classroom or office staff:

Infants X132..... Mrs. Chaney jchaney2@trinityct.org

Toddlers X133.....Ms. Gralka sgralka@trinityct.org

Transition X134.Mrs. Demopoulos: ndemopoulos@trinityct.org

Preschool 1 X138 Mrs. Stockmeyer: hstockmeyer@trinityct.org

Half Day AM 3 Year Old and 4 Year Old AM & PM Classes

Preschool 2 X137

Mrs. Walker: kwalker@trinityct.org GSRP School Day

Mrs. Anderson danderson@trinityct.org Terrific Twos

Preschool 3 X135..... ...Mrs. Aldea: jaldea@trinityct.org

Preschool 4 X136.....Mrs. Platte: jturchick@trinityct.org

SAC Room X139...

Ms. Covey: acovey@trinityct.org GSRP Half Day AM

Mrs. Anderson danderson@trinityct.org PM 3 Year Old Class

Ms. Debbie dmiller@trinityct.org Before and After School

Jeremy Ashley, X141 Minister to Families: jashley@trinityct.org

Karen Pitters, X140 Director: kpitters@trinityct.org

Front Desk, Dianna Pacek: tlcecc@trinityct.org

586.463.8803 FAX 586-464-0078