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Trinity Lutheran Child Learning Center PARENT HANDBOOK

Dear Families,

Trinity Lutheran Child Learning Center (TLCLC), a ministry of Trinity Lutheran Church, Missouri Synod, welcomes you and your child. We are licensed by the State of Missouri. Our curriculum is developmentally appropriate for young children and provides a balance of teacher and child-directed activities based on Creative Curriculum. Our TLCLC daily morning schedule consists of Jesus Time/chapel, music, small group time, learning centers, gym and playground time.

Various events are scheduled throughout the year such as pre-kindergarten field trips, family picnic, Children's Christmas service and "Center Sunday."

Our license authorizes TLCLC to care for children aged 2-12 years.

We offer school year and summer sessions for children aged 2-6 years and summer and extra day sessions for children who have attended elementary school.

Children must be enrolled for each new session that you wish to have your child attend. January is re-enrollment month for families currently attending and their younger siblings, former families, and Trinity church members. In February, we will begin calling families on the waiting list to fill any open spaces.

We hope that this parent handbook answers many of your questions and that you will not hesitate to call us for any further information at 445-1014 or email us at TLCLC@trinity-LCMS.org.

God's Blessings,
Annette Kiehne
Director TLCLC

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TRINITY LUTHERAN CHILD LEARNING CENTER PHILOSOPHY

TLCLC is a ministry of Trinity Lutheran Church for families with young children. We believe that young children benefit from an environment in which they have significant interaction with Christian adults as role models and helpers in leading a Christian life. The Learning Center is committed to providing a learning program relevant to each child's spiritual, intellectual, physical, emotional and social growth. Our curriculum is Christ-centered in its approach to teaching developmental and academic readiness skills, concepts, and values. Prayer is an integral part of each day, as well as Jesus Time and music with Mrs. White and chapel time with the pastor. The members of the staff are committed to providing an atmosphere of personal warmth and support which stems from a love of our Lord and a love for the children.

We encourage parents to be faithful in the use of God's Word and in attendance at services in God's house. Children of families who are not members of Trinity Lutheran Church are welcome to enroll at the Learning Center. If you are looking for a church home, please contact our church office at 445-2112 to speak with the pastor.

*“Train up a child in the way he should go, and when he is old,
he will not depart from it.”*

--Proverbs: 22:6

ENROLLMENT

The Board of Early Childhood Education of Trinity Lutheran Church has adopted the following enrollment policy for equal opportunity for students: Trinity Lutheran Child Learning Center admits and does not discriminate against students on the basis of religion, sex, race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the Learning Center.

Enrollment Schedule

Days offered

Tuesday/Thursday - 2 days

Monday/Wednesday/Friday - 3 days

Monday-Friday - 5 days

Times offered

8:00 am-12:30 pm - part day **

7:00 am-5:30 pm - full day

Meals served

8:00 am breakfast

11:30 am lunch

3:00 pm afternoon snack

** Part day Tuesday/Thursday spots are not available for Toddler classes

Enrollment Ratios

Toddler - 2 years at beginning of session turning 3 years during the year.

Ratio is 1 teacher to 8 two-year olds

or 1 teacher to 4 two-year olds & 6 three-year olds

Preschool - 3 years at the beginning of the session turning 4 years during the year.

Ratio is 1 teacher to 10 students

PreK - 4 years at the beginning of the session turning 5 years during the year.

Ratio is 1 teacher to 10 students or 2 teachers to 16 students

Kindergarten or School Age - attended a session of elementary school, generally 5-12 years old.

Ratio is 1 teacher to 15 students

ADMISSION REQUIREMENTS

Students attending the Summer Session must be at least 2 years old by June 1 of the current school year.

Students attending the Fall/Spring Session must be at least 2 years old by Aug. 1 of the current school year.

Children should be toilet trained or working on it by age 3 to be placed in a preschool (3-year-old) classroom.

POLICY GUIDELINES

Trinity Lutheran Child Learning Center operates as a self-supporting, educational non-profit organization, financed by tuition receipts and congregational support.

Enrollment Fees

A non-refundable enrollment fee of \$50 (fall session) and \$20 (summer session) must accompany each enrollment form. The enrollment fee will be charged for every child during each enrollment period.

Deposit

Families new to TLCLC will be asked to pay a \$200 deposit at the time the session contract is signed, returned, and accepted by TLCLC to reserve your child's spot. The \$200 deposit will be applied to your child's first month's tuition. 30 days written notice must be given if you decide to forfeit your child's spot before the first day of the session to receive 100% deposit refund. If notification is received less than 30 days before the first day of the session, the deposit will be relinquished.

Tuition Payments

Tuition payments are due on the first day of each month with a 10-day grace period. Please refer to your contract for the monthly amount due.

Monthly tuition is determined by taking the cost per day multiplied by the total number of days in the contracted session.

The total for **fall/spring session** is then divided into ten equal payments. The tuition for **summer session** is divided into two equal payments.

Late Tuition Policy

Tuition payments are subject to the following Late Tuition Policy:

1. Any payments not received by the tenth of the month will be charged a \$25 late fee, unless special arrangements are made.

2. If two late payments are made during a Fall/Spring session or one late payment in the summer session, the family will be asked to sign up for the ACH Automatic Payment system on Tuition Express. Failure to comply may result in cancellation of the contract and denial of care.
3. Outstanding tuition at the end of the month may result in denial of care for the following month. In the last month of the contract, any outstanding charges after the 10-day grace period may result in denial of care for the remainder of the last month. Families may contact the TLCLC director to request special tuition arrangements. All special arrangements will require approval by the TLCLC Governing Board.

Insufficient Funds

Tuition payments are subject to the following Insufficient Funds Policy.

1. Any payment returned for insufficient funds will be assessed an additional \$25 NSF fee.
2. The tuition payment returned for NSF must be corrected within the 10-day grace period or the \$25 late tuition policy may apply in addition to the \$25 NSF fee.
3. Outstanding tuition at the end of the month may result in denial of care for the following month unless special arrangements are made with the director.
4. Failure to comply may result in cancellation of the contract and denial of care.

Make-Up Days

Contracting to attend TLCLC reserves your child's spot in the classroom. Therefore, the full monthly tuition must be paid even if a child has been absent due to sickness or other reasons. "Make up days" are not available.

Withdrawals

Notification in writing is required when withdrawing your child from TLCLC. A withdrawal form is available from the office. Thirty (30) days' notice is required. Full tuition during the 30-day notification must be paid. Partial months will be prorated to the 30-day notification.

Contract Rewrites

Parents or guardians will be allowed to change the hours/days on their contract once their child's session has begun. Changes are based on availability. There is a **\$10 rewriting fee** for changing a contract.

Drop Off/Pick-Up

Children must be accompanied by an adult during drop off and pick-up to properly sign them in or out. Sign-in/Sign-out sheets are located on the entryway table. Per licensing, this person must be at least 18 years of age.

Drop-Off

Adults are encouraged to take their child to the proper drop-off room to greet the teacher, put jackets, etc. into your child's cubby, and create a consistent good-bye ritual. A good-bye ritual will help your child make the transition from home to school. A list of **Drop-Off Hints** is available from the office.

Full Day children are welcome to arrive any time after 7:00 am.

Part Day children are welcome to arrive any time after 8:00 am. Requests for an earlier drop-off for Part Day children should be made to the TLCLC Office. Requests will be considered on a case-by-case basis and will require an additional fee.

Children must arrive by 12:00 pm if they are expected to stay for nap time unless special arrangements are made. This requirement allows the child to transition to school before being asked to lay down for nap. It also allows their classmates to greet them before settling down. TLCLC reserves the right to deny care, if necessary, due to a disruptive drop-off time.

Pick-Up

Adults must enter the building and sign-out their child during pick-up. Signing out allows TLCLC to keep an accurate count of who is in the building for Licensing and safety.

Make sure your child says good-bye to the TLCLC staff member in charge at the time of pick-up. Afternoon staff keep a list of children at TLCLC on the Teacher clipboards and must check them off when the child is no longer in attendance.

Full-day children must be picked up by 5:30 to avoid a Late Pick-Up Fee.

Part-day children must be picked up by 12:30 to avoid a Late Pick-Up Fee. Requests for a later pick-up for Part Day children should be made to the TLCLC Office. Requests will be considered on a case-by-case basis and will require an additional fee.

When picking up part-day children, please be aware of the teacher's responsibilities to interact with the class and get them ready for quiet time. If you have the need to visit about your child's day, please arrive earlier so you are able to leave the building by 12:30 pm.

Other Persons Authorized to Pick-Up

Parents/Guardians should maintain a list on the Child Information Form of anyone authorized to pick-up their child from TLCLC. The listing must include their name, address, and phone number.

The authorized person must check in with TLCLC staff upon arrival and present a photo ID to be matched to the authorized pick-up list. This person should ring the doorbell at the TLCLC entry door.

Families should notify the TLCLC staff if an authorized person is picking up their child on a given day. This notification **MUST** be in-person or in writing. Phone calls are not acceptable since the caller cannot be positively identified.

If the person picking up is not on the child's authorized pick-up list, the parent/guardian must notify the TLCLC office in writing, so a note can be placed in the child's file recording the pick-up.

Late Pick-Up

TLCLC closes and locks the doors of the facility at 5:30 pm. All staff will be off duty at that time. Therefore, families should pick up their child and leave the facility by 5:30. Please arrive earlier than 5:30 to allow time to get items from the child's cubby and take-home folder and to sign-out. Families in the building past 5:30 are subject to the following Late Pick-Up Policy:

1. A 2-week grace period will be given at the beginning of each session to allow families to determine travel time and traffic patterns. During this time, verbal warnings will be given for any families remaining in the building past 5:30.
2. Written warning issued
3. Late fee of \$10 will be assessed for every 5 minutes the child remains in the building past 5:30. Time will be measured per the atomic clock over the sign-in sheets. The fee must be paid within one week or added to the next month's tuition.
4. A meeting with the director will be scheduled after 3 late fees are assessed or for non-payment.

5. Continued late incidents may result in referral to the Board of Early Childhood or cancellation of the TLCLC contract and denial of care.

If you have an emergency and expect to be late, please call TLCLC at 445-1014 so we can explain this to your child. The late pick-up policy will still apply.

Traffic or weather will not be considered an excuse and it is up to the sole discretion of the TLCLC staff to waive the Late Pick-Up Policy for a specific event.

Parking

TLCLC wants our students to be as safe as possible during drop-off and pick-up. During busy times, our four 15-minute parking spaces may all be in use. Please feel free to use the diagonal parking spaces marked "handicapped". We ask that one is left available at all times for church patrons.

TLCLC staff will also avoid using the two spots next to the sidewalk from the main parking lot so families can safely cross from those parking spots as well.

Welcome Bulletin Board

Posts on the Welcome Bulletin Board over the sign-in sheets include information to share with our families such as our event calendar, notes from the office and the menu.

Items to be Provided by Parents

A list of supplies to be provided by families for school usage is given out with the TLCLC forms. Please bring these items to school during sneak peek or the first week of a school session. This list is also available on the TLCLCkids website.

Session Calendar

The TLCLC standard contract generally follows the Columbia Public School calendar. First day of the session will be in August and last day in May/June. We will always adhere to our last day. Per the tuition agreement, the last day of the session will be the contracted day even if CPS adjusts their last day in the spring because of snow days.

Holiday Closures

The standard TLCLC calendar follows the CPS calendar, i.e. closed for school holidays and national holidays. In addition, we are closed for Good Friday.

TLCLC is open on days that CPS closes for their parent/teacher conferences,

teacher meetings, workshops, etc. Refer to the TLCLC Session Calendar available in the TLCLC office.

Extra Days

Families will be offered the opportunity to contract for Extra Days according to the following procedure.

1. First Option: Extra Day Contract. Parents can contract at the beginning of the school year for Extra Days to be guaranteed a spot. No refunds will be given.
2. Second Option: Extra Day First Come/First Served (FCFS) Enrollment
 - a. Extra Day FCFS Enrollment for a specific Extra Day will be accepted on a "first come/first served" basis.
 - b. Parents will be notified in late October for Extra Days FCFS enrollment for the Thanksgiving and Christmas holiday periods.
 - c. Parents will be notified on the first day back in January for the Extra Days FCFS enrollment of MLK Day and President's Day.
 - d. Parents will be notified one month before for the Extra Days FCFS enrollment of Spring Break.
 - e. Extra Day FCFS Enrollments accepted will be determined by staffing availability and requests received. TLCLC reserves the right to cancel or limit the number of enrollments for any specific Extra Day.
 - f. Payment for the Extra Day FCFS Enrollment is due with the enrollment form.
 - g. FCFS Extra Day Refund Policy: There will be no refunds if a child withdraws for a specific Extra Day and the payment has been processed.
3. Payments received for an Extra Day that has been cancelled by TLCLC will be refunded.

Snow Day Closing

In general, TLCLC aligns with Columbia Public Schools and will close if CPS announces a snow day closing. However, if conditions warrant, TLCLC may cancel the snow day and open if the decision can be made to open TLCLC safely. If a snow day is cancelled, families will be notified by email/text on the accounts provided on the TLCLC enrollment forms. In addition, teachers will post to their classroom Facebook group.

TLCLC reserves the right to call a late start or early closing due to hazardous weather conditions. Families will be notified by email/text of the new

opening/closing time. This allows our staff and all families to travel safely and insure enough teachers are on-site to meet ratio requirements.

Families should only drive if they feel conditions are safe.

Special Needs Child

Parents of children with special needs must be aware that TLCLC may not be able to accommodate their child. These concerns should be discussed with the director prior to enrollment.

Messy Activities

Please be aware that children are engaged in active learning that includes exploration of sensory tubs, paint, shaving cream, water, etc. Children should be dressed for learning that includes these messy activities.

REQUIRED FORMS

The following forms must be completed and turned into the TLCLC office prior to your child's first day of school. Copies of all forms can be found in the TLCLC office or on the TLCLC website: www.TLCLCkids.com

1. Session Registration Form and Fee
2. Tuition Contract signed by parent or guardian
3. Acknowledgements and Permissions initialed and signed by parent or guardian
4. Child Information Sheet completed by parent or guardian
5. Child Health Information Sheet completed by parent or guardian
6. Parent Questionnaire completed by parent or guardian
7. Sunscreen Permission Form
8. Diaper Permission Form (If Applicable)
9. Child Medical Examination Report completed and signed by child's Physician
10. Immunizations Records from your child's Physician
11. Allergy Plan completed by child's Physician (If Applicable)
12. Special Diet Plan completed by child's Physician (If Applicable)

According to state licensing, a child is not allowed to attend school without these completed health forms. In addition, TLCLC reserves the right to deny entry to any child who has not obtained the required immunizations.

HEALTH ISSUES

Parents are responsible for the periodic examination concerning their child's health. Teachers should be informed, in writing of any medical problems a child may have, i.e. asthma, allergies, diabetes, etc.

When to Keep A Child at Home with Health Issues

A child should be kept at home if, during the previous 24 hours, any of the following symptoms have been observed:

1. Sore throat, runny nose, excessive cough or sneezing
2. Upset stomach (vomiting, diarrhea, abdominal cramps)
3. An undiagnosed rash
4. Nasal or bronchial congestion or discharge
5. Bloodshot, red swollen eyes or eyelids or discharge from eyes.
6. Head or body lice or other parasitic disease
7. Fever of 100 degrees or more

If a child is sent home for any of the above illnesses, they may not return until they have been "symptom free for 24 hours".

Early Pick-Up Due to Health Issues

Parents will be contacted for early pick up if their child displays any of the above symptoms. Pick-up is required as soon as possible and no later than one hour after notification. For this reason, it is recommended families have a pick-up action plan in place for health issues.

Communicable Diseases

Children with communicable diseases may not attend school until the attending physician indicates the child is no longer contagious and a return to school is acceptable. Children with a strep infection requiring antibiotics must be kept home 24 hours after being placed on medication, longer if advised by your physician.

Please notify TLCLC immediately if a child has been diagnosed with a contagious disease such as strep, chickenpox, conjunctivitis (pink eye), lice or ringworm.

Licensing requires notification of communicable diseases. These notices are posted on the Welcome Bulletin Board hung above the sign-in sheets in the entry. For confidentially reasons, notices are listed by age group.

Cold Symptoms

Families are to use good judgment when your child starts to exhibit signs of a cold. A child attending TLCLC must be able to participate in all indoor and outdoor class activities.

Please instruct your child in the use of tissues and show him/her how to "cover a cough or sneeze".

Fever

A child must be fever-free for 24 hours before they can attend TLCLC. A child with a fever the morning of, the night before, or on the weekend may not attend TLCLC the next day.

It is never acceptable to give a child Tylenol or other fever reducing medication in order for them to attend school when a fever of 100 degrees and above is detected.

Medication

TLCLC will administer medication to a child upon request. The following is required:

1. Parent or guardian must complete a Medication Authorization form. All medication shall be given to a child only with the dated, written permission of the parent/guardian stating the length of time medication may be given.
2. Medication must be in a labeled container.
Over-the-counter medication shall be in the original container and labeled with the child's name, drug name, and instructions for administration and dosage.
Prescription medication shall be in the original, pharmacy container labeled with the child's name, drug name, and instructions for administration and dosage. This may include sample medication provided by a physician.
3. Parent or Guardian must review the Medication form and instructions with the TLCLC office and the child's teacher. Information shared should include any tricks or tips necessary for the TLCLC staff to know when giving the child the medication and any effects the medication might have on the child.
4. The date and time(s) of administration, the name of the individual giving the medication and the quantity of any medication given shall be recorded promptly after administration. This information will be filed in the child's record after medication is no longer necessary.
5. Medication shall be returned to the parent/guardian when no longer needed.

Allergy Plan

Any allergy/intolerance requires a physician's statement and emergency action plan.

Injuries

Minor to moderate scrapes, cuts and other injuries and medical problems will be handled according to standard first aid procedures.

The parent or guardian will also be notified of an injury via phone call, text, email, or at time of pick-up depending on the time of day of the injury, severity of the injury, and the family's preferred method of communication.

An Accident/Incident Report will be written and ready for the parent/guardian to sign at pick-up.

Major Medical Emergencies

All major medical emergencies will be handled by assessing the extent of the injury or medical problem. The parent will immediately be contacted. If appropriate, a medical emergency team will be summoned by dialing 911. A staff member will remain with the child until the parent/medical team arrives to assume supervision of the child. A preliminary accident report will be prepared and given to the parent/guardian upon arrival.

A detailed accident report for the child will be completed for the parent/guardian to sign and date and a copy will be maintained as part of the child's permanent record and another copy given to the parent.

If a parent or emergency number contacts are not available, a staff member will proceed with emergency medical treatment as outlined on the child's information card and authorized by the parent.

Food Policy

Nut Free

TLCLC is a peanut-free, nut-free facility. Nuts or foods containing any form of nuts shall not be brought into the facility. Following this policy is required for both families and staff.

Special Diets Requests

Any child who has a food allergy or requires a special diet must have this noted on his health form and/or on a separate letter. The special diet request must be signed by a physician. Families are responsible to provide alternative food.

Outside Food

Outside food must be nut free. The following procedure must be followed when bringing outside food into the facility.

1. Get an Outside Food Safety form from the TLCLC office, Kitchen Manager, or Classroom Teacher.
2. Family signs the Outside Food Safety form that the treat is nut free and adheres to any other allergy concerns in the classroom in which it will be consumed.
3. Bring treat to school and check it in with a TLCLC staff member. Verbally confirm to staff that the treat is nut free or adheres to any other allergy

concerns in the classroom in which it will be consumed. Staff will sign the form.

4. Form will be taped to the outside food so the classroom teacher will positively know that the treat was provided according to the Outside Food policy.
5. Enjoy the treat!
6. Any treats that do not have a signed Outside Food Safety form by the family and a TLCLC staff member will be sent home and not served in the classroom.

Birthday or Party Treats

Treats brought into TLCLC for parties or birthdays must be nut free and comply with the Outside Food policy.

SAFETY

Outdoor Play Temperatures

In general, TLCLC uses the same standards as Columbia Public Schools to determine if children can play outside due to extreme outdoor temperatures. The chart can be found at: <https://www.ok.gov/health2/documents/weatherwatchforchildren2.pdf>

In addition, TLCLC communicates the status to the staff with use of a flag system that is displayed outside the TLCLC office.

1. Green Flag - comfortable for outdoor play. No limits.
2. Yellow Flag - caution. Outdoor play limited to 15-20 minutes. Children will be monitored for signs of distress.
3. Red Flag - Outdoor play is not advised.

Families are responsible for providing proper clothing for outdoor play, including hats, mittens, jackets, and cold weather clothing, or shorts/t-shirts for hot weather clothing.

Environment

TLCLC employs Atkins Cleaning Service to clean the facility each evening. In addition, afternoon staff closedown each classroom, including sanitizing toys with a Licensing approved bleach solution. Tables are cleaned with the City of Columbia Health Department 3 step cleaning process. All cleaning supplies are stored in the custodian's closet or are out of reach of children.

Security System

TLCLC has a controlled entry security system at all entrances. Keypad entrances are meant to control access to authorized personnel only. All doors without a keypad are locked and entry is gained by key access.

Families are given the keypad door code at sneak peek at the beginning of the TLCLC session. This code changes at the beginning of each Fall/Spring session.

To maintain the integrity of the keypad entry system, families are required to keep the code private. If it is necessary for someone on the authorized pick-up list to pick-up your child, instruct them to ring the doorbell. This will alert TLCLC staff that a visitor is present, and that ID should be checked before the child is released to their care.

All doors meet fire code regulations to exit the building.

Emergency Preparedness Plans

TLCLC maintains Emergency Preparedness plans for many emergencies, including fire, tornado, gas leak, etc.

Licensing requires monthly fire drills. Children are evacuated to the TLCLC playground and remain there for a head count. TLCLC staff bring an emergency backpack with emergency supplies and family contact information. In the case of an actual fire, control of the facility and its inhabitants transfers to the Fire Department once they are on the scene. Parents will be notified immediately.

Licensing requires quarterly tornado drills. Children are evacuated to the school library on the lower level of the building. TLCLC staff bring an emergency backpack with emergency supplies and family contact information. TLCLC staff will post a note on the entrance door to notify arriving parents that the children and staff are secured in the school library.