

TLC Early Childhood Center

A ministry of
Trinity Lutheran Church



*Parent Information
TLC Childcare 06-07*

38900 Harper
Clinton Twp. MI 48036

586-463-8803

Visit us at
www.Trinityct.org
E-MAIL:
tlcecc@trinityct.org

Our Purpose

Our purpose as a part of the total ministry of Trinity Lutheran Church is to serve families of the church, school and community who desire Christ-centered care for their children. It is our intent to work in partnership with parents who have the primary and most critical role in the nurturing of 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. It also TLC's intent to work together with parents to strengthen the family unit according to God's plan and purpose.

Our Philosophy

We are dedicated to high standard of excellence in providing opportunities for the spiritual, physical, mental, social and emotional growth of each child. The environment and programs are carefully planned to provide challenging and interesting activities. Plenty of time is allowed for meaningful play, an extremely important format for learning. Outdoor 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 is mature, committed Christians with a vision for ministry and a genuine love for children. A Minister for Preschool Families to further assist families in the Child Care, Preschool, Congregation and Community in their parenting role is a part of our staff.

We encourage you to become familiar with our facility and our staff. We value good communication, as it helps us meet the individual needs of each family. We appreciate hearing your concerns and compliments.

Licensing

We are licensed by the State of Michigan Family Independence Agency and meet or exceed their regulations for Child Care Centers. These regulations were designed to assure the welfare of your child.

Admission

We admit children; age 6 weeks - 14 years, of any race, color, sex, national or ethnic origin. Admission consideration will be given to those parents with open hearts and minds to the ministries of Trinity Lutheran Church. In order to ensure quality care for each child and to meet licensing requirements, a maximum number may attend our facility. The director keeps waiting lists. We ask that parents provide a two week notice of changes to schedules.

Telephone

Our phone number is (586) 463-8803. We can be reached from 6:30 AM to 6 PM. If we cannot be reached, please leave a message on our voice mail, or dial into your child's room directly by pressing * and the extension number. (Infants 132, Toddlers 133, Transition 134, Bears Preschool 135, Tigers Preschool 136, SACC 139, Preschool 1 138, Preschool 2 137)

Schedule

We are open year round from 6:30 AM to 6 PM.

We are closed during the following holidays:

New Years Day	Memorial Day
Labor Day	Independence Day
Thanksgiving Day	Christmas Day

We charge for the above holidays.

We will be **open** if Trinity School is closed due to inclement weather.

We may close on Friday or Monday if a holiday falls on a weekend.

Fees for SAC and before or after kindergarten are \$3.35 per hour. If your child is in attendance more than 5 minutes into the hour, you will be charged for the whole hour. Kindergarten parents **must** register for hours that they plan to use the program in order to provide sufficient staff and materials. TLC offers a summer camp program as well as holiday care. Registration for the summer camp program is \$100.

**Trinity Lutheran Church
Early Childhood Ministries**
Mission

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



Childcare Programs

Infants/Toddlers/Transition

We offer three classrooms for children under age 3. The infant room has a class size of 12 and a child/adult ratio of 1:3. We care for children age 6 weeks through 12-15 months. Each child is provided their own crib. The curriculum in this classroom is the unique and personal care of each child.

When children are walking, taking only an afternoon nap, and are beginning to eat table foods, we move them into the Toddler Room. The class size and ratios are the same. 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.

At age 2, children progress into the Transition classroom (transition from infancy to early childhood). The class size is 12 with a adult/child ratio of 1:4. Children remain in the transition classroom until they are three and toilet trained. The classroom takes the look of a simple preschool room. Toilet training and independent skills are a large portion of the curriculum.

Preschool

We offer two full day preschool classrooms. The 'Bears' Preschool has a class size of 16 3 year old and young 4 year old children. The 'Tigers' Preschool has a class size of 20 pre-kindergarteners. Both classrooms have one teacher with an assistant. The curriculum is planned in conjunction with the Traditional Preschool. Both programs offer a variety of activities for all areas of development, both teacher-directed and child-directed time, daily gym and outdoor play, and rest time.

School Age Childcare (SAC)

School age childcare is provided before and after Trinity School, and other neighboring schools. We are open during school half days and scheduled days off. School age parents need to keep us informed about their needs for care on their school's scheduled days off. TLC Childcare does not provide care for students who are suspended or expelled from school. TLC also offers a summer camp program during summer vacation.

Kindergarten and Preschool-age Hourly Care

Care for Kindergarten and Preschool age children is provided on a limited basis in our School Age and Preschool Classroom. This program is designed to assist parents with childcare before and after Kindergarten or the Traditional Preschool, which has part-time morning or afternoon sessions.

More information about any childcare program is available about each classroom upon request.

Other Programs

Terrific Twos

This program is an introduction to preschool for children age 2 ½ - 3 ½. Toilet training is not necessary. Class size is limited to 8 with a teacher and an assistant. The daily schedule will include devotions, large and small motor activities, and plenty of time for meaningful play. This program will be offered in 8- week sessions from September through May on Tuesday and Thursday afternoons from 12:30 – 2 PM.

RATES

A registration fee of \$50 is due at the time of registration. Parents must register each year by the first Tuesday in September. Yearly registration fees are \$30 per child or \$50 per family. Full and part time rates include a morning snack, hot lunch, and afternoon snack.

Full Time Weekly

(over 5 hours a day, 5 days per week)

Infant Childcare with Preschool \$160
Toddler

Part Time Daily Rates

(more than 5 hours per day)

SACC Infant \$47 a day (maximum of \$197 per

Toddler \$47 a day (maximum of \$197 per

week) Transition \$42 a day (maximum of \$184 per

week) Childcare with Preschool \$37.50 day (maximum of \$160 per week)
SACC \$32.00 day (maximum of \$135 per

Part Time Hourly Rates

(less than 5 hours per day) Rates are available on request, subject to availability of space in individual classrooms.

Terrific Twos

\$25 Registration fee per session
\$110 per session

Before and After School Age Childcare

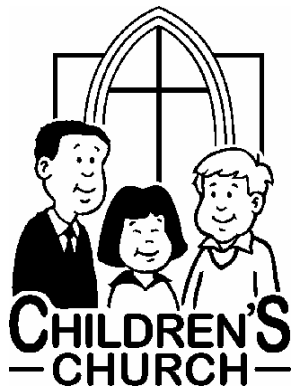
A \$25 registration fee per school year is required.

Congregational Ministries

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 Sunday schedule is as follows:

- 8:00 Traditional worship
- 9:30 Sunday School and Adult Bible Study
- 10:30 "Kid's Donut Club"
(fellowship, food and singing)
- 11:00 Contemporary worship

Contemporary Worship includes Children's Church during the sermon. Childcare is provided each Sunday morning for children ages three and under. Confidential counseling and support is available by appointment through the church office, 463-2921. We offer pastoral counseling and trained caring listening through "Stephen Ministers".



Preschool Summer Camp

This program is for preschoolers in the summer. Eight different weekly 5-day morning sessions of preschool 3-5 year old children each with a different theme is offered throughout the summer. Sessions will run from 8:30 – 11:30 AM, Monday through Friday. Devotions, gym & outdoor fun, small motor activities, and a special emphasis on math and science with plenty of time for meaningful play will make up the daily routine. Class size is 16 with a teacher and an assistant.

Parental Responsibilities

Parents must complete and return the following to TLC staff:

1. Child registration forms, must be updated yearly, due the first Tuesday in September
2. Completed health form (can be shared with Trinity School or Preschool) to be updated yearly.
3. Record of immunizations, including updates.

- Parents whose children require a rest period must provide small blanket, and pillow if desired. Children age 6 weeks – Tigers Preschool are required by Michigan State Law to take a rest period in the afternoon. Bedding must be taken home weekly for laundering.

- Parents must inform us if their child will be absent for any reason. Parents must inform us if their child is ill with any infectious diseases so that we may inform staff and other parents.

- Parents who enroll their children in the congregation's programs are expected to be supportive of the values and goals of the congregation, modeling the life of Christian growth and commitment to their children. As the primary spiritual nurturers of their children, parents are encouraged to participate in the wide range of parenting classes and seminars offered throughout the year. Our Minister to Families with Preschool Children arranges these.

- Parents need to provide appropriate clothing for indoor and outdoor play, which includes but is not limited to boots, snow pants, coats, hats, gloves/mittens, etc. We are required to go outdoors daily, weather permitting (no rain, above 20 degrees in winter). Please remember that children will be doing art and other activities that require “play” clothes. Please dress your child accordingly each day.

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

- Payment must be made in advance by check or money order on Monday, or the first day your child is scheduled to attend. Payment is considered late if not received on this day. If payment is not received by Wednesday at 6 PM, a late fee of \$20 will be assessed. Childcare privileges will be terminated if payment is not received by Wednesday of the following week.

- Two weeks credit will be given each calendar year to be used for absences for which you are not obligated to pay. 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, you will be given 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 desk to use your credit.



630	Center Opens Table Top Activities
900	Snack
915	Large Group Time Devotion and Prayer, Introduction of theme. Weather, Calendar, Actions Songs, Exercise Chapel with Mrs. Judy Williams on Tuesday, Sing-a-long on Thursday
945	Children’s Choice Center Play
1045	Clean up, Group Time for Show and Tell
1120	Lunch
1145	Story time
1200	Mini-Gym for Large Motor Activities
1230	Bathroom Break
1245	Rest Time
300	Snack when all children awake
315	Outdoor Activities
415	Indoor Activities Free Play in classroom
445-515	Mini-Gym (inclement weather)
600	Center Closes

Infant

6:30 Center Opens, Music, Play and Books read throughout the day.
Diaper changes every two hours or as needed

Bottles given on demand
Naps as needed

9:00 Morning Snack if needed

9:45 Outdoor Time

10:30 Mini-gym for Walkers
needed
10:30 Jesus Time with Judy Williams (Tuesday and Thursday)

11:00 Outdoor time

11:45 Lunch if needed

2:00 Outdoor time

3:00 Afternoon snack if needed

6:00 Center Closes

Toddler

6:30 Center Opens– Free Play
Diaper Changes Begin (every 2 hours/as needed)

900 Morning Snack

1030 Gym/Outside

1100 Art Project / Free Play

1115 Jesus Time
Devotions with Mrs. Judy on Tuesday and Thursday
Songs, Stories, Alphabet

11:35 Wash Hands for lunch

11:45 Lunch and Diaper Change

12:30 Nap

3:00 Wake Up, Diaper Changes

4:00-5:30 Outdoor Play

5:15 Gym Time (Inclement Weather)

6:00 Center Closes

Preschool

Snack

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.
4. Written permission and instructions must be provided on our medication form. We will not administer over the counter medications for longer than 5 days without a signed consent from your child's physician.

Meals

Lunch and snacks are provided as part of tuition. 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 AM and 8 AM. A morning snack is given to those children in attendance at 9 AM. An afternoon snack at approximately 3 PM and a hot lunch are also served and a monthly menu is provided. If your child will be arriving after 9:30 am, please call to request a lunch. Please inform us of any special dietary needs for lunch or snacks, and fill out a food substitution form for allergies. If you would like to send a snack for your child's birthday, please let us know.

We participate in the Child and Adult Care Food Program. In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room326-W, Whitten Building, 1400 Independence Avenue, SW, Washington D.C. 220250-9410 or call (202) 70-5964 (voice and TDD). USDA is an equal opportunity provider and employer.

Clothing/Personal Belongings

Although we take care to protect your child's clothing during art activities, etc., accidents can happen regarding your child's clothing. For this reason we ask that you provide a change of clothing that can be stored in your child's cubby. Please dress your child in "play" clothes.

Aside from a toy to sleep with, or security item, we ask that any other outside toys be left at home.

Illness

Please keep your child home if he/she is vomiting, has repeated diarrhea, is running a fever, or is known to have a contagious condition. A child may return to care once he/she is fever free without medication. You must inform us if your child has been in the center with an infectious condition. If your child becomes ill while in our care, we will call parents first. If parents cannot be reached we will call the emergency contact listed on the child information form. We do not have facilities to provide for sick childcare. Parents must pick up a sick child as soon as possible. Children will be sent home if in the opinion of the staff, a child is too ill to remain in the center or if they show signs of repeated diarrhea, vomiting, fever, rash (unless parents bring a note from a physician that the rash is not contagious or the rash is a diaper rash), pink eye, or head lice, extreme congestion, or fever (101° or above).



Trinity School

You can choose to continue your child's Christian education beyond our Early Childhood Center in our accredited school which offers Kindergarten through 8th grade. Enrollment preference is given to students enrolled in the Early Childhood Center. Students eligible for Kindergarten will be sent enrollment information in February. Children entering Kindergarten must turn 5 by October 1 to enroll. Additional information about the school is available at our front desk.

Sample Program Plans

School Age Child Care (SAC)

2:45	Greet Children and Check In
3:00	
3:30	Outdoor Play or Gym Time
4:15	Indoor Free Choice Play
	Snack Art Activity
6:00	TLC Child Care Closes

SAC Half Day

11:30	Greet Children and Check In
11:45	Lunch
12:30	Outdoor Play
1:30	Indoor Free Choice Play
	Cooking and/or Art Activity
3:00	Afternoon Snack
3:30	Gym time
4:30	Indoor Free Choice Play
6:00	TLC Child Care Closes

If a serious problem develops with a child, parents will be notified. If problem persists, a conference will be held between parents, teacher and director.

Conflict Resolution

TLC Early Childhood Center encourages TLC staff to work in partnership with parents. This is reflected when children have difficulties in any area of development, adjustment to the program or discipline. If difficulties occur, we speak to parents openly about the difficulty. We encourage parents to observe through the classroom observation windows so that parents may better understand the difficulty. We ask parents for ideas and insights into what methods may work best with their child in order to assist the child through the difficulty. Recommendations to outside sources (such as the local school district, Early On, or the child's physician) may be made. A positive plan is developed with the parent to work through the difficulties, and is reviewed and adjusted until the problem is resolved. Should the difficulty put the child, staff or other children in the classroom at risk, the child may be asked to dis-enroll from the program as a last resort.

Should differences of opinion occur between classroom staff and parents, the Childcare Director, Preschool Director or Minister for Families with Young Children may meet with all parties to open communication and resolve differences in accordance with Matthew 18. An Action Team from the congregation to help with conflict resolution may be formed to meet with all parties. TLC Early Childhood Center will always follow Licensing Rules and recommend what is developmentally appropriate for children.

Health Care Plan

Staff will wash hands as necessary and at the following times: upon arrival, after toileting, after assisting children in toileting, after diapering, before eating, before serving food or drink. Children will be instructed to wash hands after toileting, diaper changes and before and after eating. Infants and Toddlers' hands will be washed for them by staff.

Staff will follow universal precautions when handling body fluids and are trained in Blood Born Pathogens yearly.

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.

Emergency Procedures

In case of serious accident or injury:

1. Basic first aid will be applied.
2. Parents will be notified. If parents cannot be contacted, the emergency contact on the child's information card will be notified.
3. If the above persons cannot be contacted, and 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. Staff will accompany the child until a parent arrives.

TLC Early Childhood Center practices Emergency Evacuations for Fire, Severe Weather and other Emergencies Monthly. In case of an actual evacuation, we would walk children to St. Louis Church, on Crocker, and call parents to inform them.

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 to those who qualify)
2. Non-cooperation on the part of the child and or parents. If a serious 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.
3. Inability to adjust to the regulations by parent and/or child.

Parking

Parents must park in designated parking areas either next to building or in the large parking area next to soccer field. Never park under the canopy, at the stop sign, or in the road for even short periods of time. Please note that the area in front of the childcare center is one-way toward Oxford. Please do not enter from Oxford nor exit back through our parking lot.

Sign In/Out Procedures

Please sign in and out on the MAGGEY computer system 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 will 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 463-8803. Written permission must be on file for the child to leave our facility for pre-school, kindergarten, piano lessons, sports, or other extra-curricular activities.

Children can be released to either parent at any time. Please inform us of any custody problems. We will request a copy of any court orders prohibiting a parent from picking up their child.

We will follow the following procedures if we suspect a parent who is picking up a child in our care to be under the influence: TLC staff will state that they believe the parent may be under the influence and offer to keep the child in our care for an extended period of time. If refused, TLC staff will offer to call a friend or relative to pick up the child. If refused, TLC staff will tell the person that we believe it is unsafe for the child to ride with them at this time and notify the police about them as soon as they leave the child care facility with the child.

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:

1. Give positive directions (explain to child what they should do).
2. Redirect the child to an appropriate activity.
3. Talk to the child, and help the child express any feelings he/she is having.
4. Give opportunity for the child(ren) to problem solve under our direction, and give suggestions for solutions when necessary.
5. Remove the child from the source of conflict for an age appropriate time out period.
6. Give choices whenever possible.
7. We use the least amount of discipline necessary in any given situation. We do not penalize but will give age appropriate logical consequences to continued misbehavior. Examples: Preschooler continues to throw blocks = removal from block area until snack time. School age child breaks game pieces in anger = loss of game privileges that day, and required to help fix what was broken.