

Trinity Lutheran Childcare Center & Kindergarten

1480 Douglas Avenue
Gardnerville, Nevada 89410
775-782-KIDS (5437)
775-783-9862 (Fax)
www.tlchildcare.com (web site)

Parent Handbook

Teaching a Loving Christ in a Caring Community

"Keeping Christ in the Center"

Table of Contents

Introduction/Mission Statement/Goals & Purposes.....	1
Programs/Classroom Ratios	2
Priority/Waiting List.....	2
Registration/Payment Requirements.....	3
Attendance/Absence.....	4
Holiday/Vacation.....	4
Unexpected Closures.....	5
Staff Requirements.....	5
Toddler Room Information.....	5-6
Toddler & Pre-school Curriculum.....	7
Pre-K Curriculum.....	7
K-1-2 Grade Before & After School Club/Kindergarten Program.....	8
Lesson Plans/Activity.....	8
Daily Schedule.....	9
Pre-school, K-2 Discipline.....	10
Forms of Communications.....	10
Drop-off/Pick-up Procedures.....	10-11
Morning Cereal/Snacks.....	11
Lunches.....	12
Rest Time.....	12
Clothing and Personal Belongings.....	12
Lost and Found.....	13
Toys.....	13
Parent Conferences/Involvement.....	13
Volunteers/Visitors.....	14
Field trips/off site activities.....	15
Birthday and Holiday Parties.....	15
Illness and Health Regulations.....	16
When to Keep Your Child at Home.....	17
Infectious Disease Exclusion.....	17
Medication.....	18
Injury and Emergencies.....	18
Reporting Child Abuse.....	18
Emergency and Disaster Plan.....	19
Fee Schedule.....	20

Parent Handbook

Dear Parents,

Trinity Lutheran would like to welcome you to our Child Care Center. This handbook contains important information about Trinity Lutheran Child Care Center (TLCCC) to help parents/guardians prepare their child for a successful experience in our program.

TLCCC is an integral part of the Church's Christian Education Program. TLCCC is responsible to the Trinity Lutheran Church Council in the same manner as any other phase of the Christian Education Program of the Church. It is a non-profit organization supported by tuition and donations.

Our major goal is to meet the needs of the children and their families with our different programs and at the same time, "**share a Loving Christ**" at our Lutheran School. If you have any questions, concerns, or suggestions, please feel free to talk with your classroom teacher(s) or with the Director. We will do our best to meet your needs.

Thank you!

The TLCCC Ministry Board

And Trinity Lutheran Child Care Staff

Mission Statement

TLCCC - Teaches a Loving Christ in a Caring Community

TLCCC is Christ – centered, where faith development and educational services are an outreach to families throughout our community.

Goals and Purposes

To develop and nurture spiritual growth

To implement a developmentally appropriate early childhood educational program

To serve as an outreach to parents and community through our Christian and educational program

We also pride ourselves on providing a Christian environment, Lutheran curriculum in all of our classrooms and demonstrating love and kindness to all the children in our care everyday. We are committed to glorifying God and serving the needs of others by teaching through word and deed in a Christian environment. Therefore, we intend to operate this Center as a means of building positive relationships with God and with others.

"Whoever receives one of these little children in My name receives Me; and whoever receives Me, receives not Me but Him who sent Me." Mark, Chapter 9

"Let the little children come to me, and do not hinder them, for the kingdom of God belongs to such as these." Luke 18:16

PROGRAMS

Center Hours: 6:45AM-6:00PM

Trinity Lutheran CCC offers a number of programs:

- Our Toddler Preschool Programs -
Ages 18 months to 3 years old and potty trained
We offer 3,4, or 5 full day programs. Full time is from 6:45AM-6:00PM
- Our Preschool Program -
 - Age 3 (potty-trained) on or before September 30, _____
 - Age 4 on or before September 30, _____We offer 2-5 half days or 3-5 full day programs, which includes extended care.
Preschool takes place from 9AM-12:30 PM.
Extended care is 6:45AM-9:00AM and 12:30PM-6:00PM.
- Before and After School Care Program
K-2 grade are accepted before and after school and when off track
We provide transportation for Minden and Gardnerville Elementary Schools. (See Director for schedule)
- * Kindergarten - Age 5 on or before September 30, _____. Our program is a modified kindergarten meaning it is held from 9AM - 2PM. We are an exempt private kindergarten that is operated as an exempt school under the provision of NRS 394.211 and as such is exempt from the provisions of the Private Elementary and Secondary Education Authorization Act.

Trinity Lutheran CCC admits students of any race, color, or national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national or ethnic origin on administration of its educational policies, admissions policies, scholarship and loan programs, and other school-administered programs.

CLASSROOM RATIOS

Enrollment shall be limited, not to exceed a pupil-teacher ratio of:

Toddlers 13:2

Preschoolers - 3yrs - 4 yrs... 12:1 Kindergarten 18:1

(Our pupil-teacher ratios are at or below state ratios for our size of Center)

CHILD & FAMILY PRIORITIES/WAITING LIST

If you are currently a member of Trinity Lutheran Church or currently have a child enrolled in TLCCC your next child will have 1st priority when a spot becomes available.

If there are no spots available TLCCC will take names and put your child on a waiting list.

Parents can pay a holding fee if they want to hold an open spot for their child until they are ready to begin attending TLCCC. The holding fee will be determined by the Financial Manager and the Director based on the length of the holding time and the needs of the Center.

REGISTRATION

Registration Packets can be obtained from the Director or downloaded from our website at www.tlchildcare.com. Please talk to the Director if you or someone you know is interested in registration.

A Registration/Activity fee is required from all enrollees of Trinity Lutheran Childcare Center; see fee schedule sheet.

This fee is non-refundable.

PAYMENT REQUIRMENTS

All families are required to commit to a payment contract that would best fit their needs. Monthly or weekly payment plans are offered. A 3% discount is given if the annual tuition is paid in full at the time of enrollment. If your child withdraws from the program prior to the end-of-the-year, we will refund the remaining balance after all the weekly fees have been assessed at the full rate.

Our preferred method of payment is through Tuition Express (automatic payment from checking or savings account, see application packet for details). However, we do accept credit cards (with a transaction fee) or personal checks (provided your account stays current). Money orders and cash are always accepted. A \$15 service fee will be charged on all returned checks or credit card denial. If two personal checks or credit card transactions are returned we will then only accept cash, money orders or cashiers check.

If both parents and/or guardians are responsible for their child's tuition then both must sign the Financial Agreement Form #2 in the registration packet.

TLCCC has expended the funds required for your child to attend the center during the period reserved for his/her use. Also TLCCC is a non-profit organization. Therefore no refunds or adjustments can be made if your child is absent. However, you may use your vacation days to cover the time if you give written notice to the Financial Manager prior to your absence. (See Vacation Time)

Any account over 30 days will be turned over to a collection agency and you will be responsible for any legal or collection agency fees due to your unpaid tuition.

WEEKLY PAYMENT GUIDELINES:

1. Payments need to be made the Friday prior to the week the child will be attending.
2. By Wednesday, the payment is considered late and there will be a \$10 late fee.
3. If the payment has not been paid by Friday, the child may not return until a full payment has been made. At this time the child's spot may be filled and the return of the child will depend on whether space is available.

MONTHLY PAYMENT GUIDELINES:

1. Monthly payments are due on the first of every month.
2. Payments not received by the 5th are late. There will be a \$10 late fee.

3. If the payment has not been received by the 15th, an additional \$10 late fee will be added and the child may not return until a full payment had been made. At this time the child's spot may be filled and the return of the child will depend on whether space is available.

** We understand, at some time throughout our lives we all experience financial difficulties. If this is your situation, please discuss it with the Director or Financial Manager immediately. They may be able to guide you to an assistance program and/or bring it to the Board for help. However, because it is not our policy to increase our cost to cover unpaid tuition, we cannot afford nonpayment of tuition.

ATTENDANCE/ABSENCES

It is assumed that children enrolled in our program will attend on a regular basis. Tuition is not refunded for days a child is absent from school; this payment will hold the child's spot. However, if you wish you may use your vacation days as long as you give the Financial Manager written notice.

If your child is going to be absent due to illness, vacations, or other reasons, PLEASE notify the TLCCC Office as soon as possible. This allows the classroom teachers to better plan for the day.

If a child does not attend for two weeks and no notification is given, Trinity Lutheran Childcare Center reserves the right to fill the vacancy.

WITHDRAWAL - A two-week notice is required when a child will be leaving or a payment for two weeks will be accepted. All payments are due on or before your child's last day at TLCCC. Any unpaid balance will be turned over to a collection agency.

TERMINATION - TLCCC reserves the right to terminate enrollment for the following reasons; if the needs of the child cannot be met by TLCCC, parents are uncooperative, such as but not limited to failure to pay fee, failure to submit required health information, or failure to observe policies/procedures set by the TLCCC Board.

HOLIDAYS/VACATION

Tuition must be paid even when the center is closed for all holidays with the exception of one week at Christmas, you will not be charged for that week.

In addition, each child enrolled will receive one additional program week of vacation credit to cover vacation/sick leave throughout the year. In order to receive your vacation credit, you must notify the Financial Manager in writing no later than the Friday prior to the vacation date. Your account must be current to receive the credit. Unused vacation credit does not carry over to the next school year.

Holidays that we will be closed:

Presidents' Day	Good Friday	Memorial Day
Fourth of July	Teacher Work Days - August (TBA)	Labor Day
Nevada Day	Veterans Day	
Thanksgiving (Thurs/Friday)	Christmas Week (no charge)	New Year's Eve/Day

NOTE: If the holiday falls on a Saturday, we will be closed the Friday prior to the holiday, if it falls on a Sunday, we will be closed the Monday following the holiday.

Center/School Unexpected Closures

We follow our adopted calendar for scheduled closures for the year. We will seldom close the Center/school due to snow. We use Douglas County School District *only as a guide*. If it is determined that the Center/school must be closed for the safety of our children and staff, families will be notified by our all call phone system before 6:45AM. If we need to close during our operating hours, due to unforeseen circumstances, families will be notified by our staff our all call system for early pick-up within $\frac{1}{2}$ hour. If ever in doubt, feel free to call the Center's office 782-5437 or go to our website www.tlchildcare.com.

STAFF REQUIREMENTS

We take pride in providing your child with the best care possible and our staff here at Trinity Lutheran Childcare Center and Kindergarten is dedicated to doing just that.

We require the following for each staff member, but not limited to:

- Being a Christian
- Meeting the requirements set by the State of Nevada Department of Health and Human Services
 - CPR and First Aid Training
 - Health & TB Screening
 - Background Checks
 - Recognizing Illnesses, Child Abuse Edu., Bloodborne Pathogens, Child Development
 - Yearly Training Requirements - Minimum 15 hrs. or (1 ECE college credit)

Qualified students may work as aides during summer and after school hours.

* Our Teaching Staff meets all the above requirements and holds a minimum of an AA degree in Early Childhood Education (or equivalent) or is working towards such a degree.

* Our Kindergarten teacher meets all the above requirements and holds a minimum of a BA degree in Elementary Education.

OUR TODDLER ROOMS

Starting Ages

- Children enrolling in the Toddler Room must be at least 18 months old.

Ratio

Enrollment shall be limited, not to exceed a pupil-teacher ratio of:
(Our pupil-teacher ratios are at or below state ratios)

* **13:2**

Supplies

Supplies provided by each family:

- * Diapers/Pull-ups / Swim diapers in the summertime
 - * Wipes
 - * Blanket/nap pillow
 - * Extra Clothes
 - * Rash Ointment
 - * Backpack
 - * Lunchbox
 - * Nap Cuddly-Animal-Friend
- (***No sippy cups-we provide cups; Pacifiers used on limited bases - only at nap-time. May not use during class time or outdoor play due to health & safety.)

Food AM snack only will be provided by the center. Milk is served at snack and lunch free of charge provided by the Office of Child Nutrition and School Health under the Nevada Department of Education.

- All lunches and PM snack must be provided by parents in the toddler rooms. Pack a cool pack to keep items cool and a thermos for warm items. On Wednesdays the Toddlers may purchase a fund raiser lunch in the morning by 9AM.
- We follow safety guidelines on storing, heating and serving all food.

Daily News

Everyday we will fill out and send home a daily news report. This will include:

- * Date
- * Diaper Changes/Potty Time
- * Nap Time
- * Needed Supplies
- * Special Notes from the Teachers
- * Eating habits

Sleeping Routine

We will provide each child with a mat and sheet that will be laundered once a week or as needed during the week due to accidents. We will give them their blanket/pillow/nap cuddly and rub their back, if needed. We play soft soothing music to help them rest. This is an important part of the day as well. Brain development goes on during this quiet rest time. LABEL---LABEL--- LABEL all items.

Toddler Discipline

Toddlers love to explore and express their curiosity with the world around them. When toddlers are uncooperative, even defiant they need adults who are gentle and firm to enforce reasonable limits, but also understand the difficulty that toddlers are having. The following are characteristics of a toddler: They are egocentric - they believe they are the center of the world. They have a lack of understanding and a lack of self-control. Toddlers often have good intentions, but bad implementation. It is important for us to show encouragement and appreciation of the good intention. Discipline with toddlers is a matter of planning, setting clear limits and expectations, redirection and logical consequences done in a loving and caring manner. Our discipline plan abides with NAC432A.400.1(a)-(g).

Toilet Training

The Toddler staff is willing to work with the parents/guardians when the child shows signs that they are interested in potty training. At that time, in compliance with NAC432A.413, the staff will provide our Toilet Learning Guideline agreement form to you so together we can make toilet training a positive experience for your child. This needs to be a positive experience because it is an important time in their development. During this time, please have your child wear plastic cover pants over their underwear due to hygiene and clean-up. Pull-ups are an option, too. Also simple elastic pants for easy pulling on and off helps your child feel successful during this learning process. After all toileting the children are instructed and assisted in hand washing.

Chapel Time The toddlers join their teachers, pre-school friends and Pastor once a week for chapel where they learn songs/prayers and hear bible stories. This special time with Jesus lasts about 15 minutes.

TODDLER & PRE-SCHOOL CURRICULUM

Our program will provide a wide variety of learning experiences for children, which will enrich their social, emotional, intellectual, spiritual, and physical development in a warm Christian atmosphere. Our program focuses on developing the "whole" child. Each child is unique and our programs are designed to meet varied interests and developmental needs. Our teaching methods are based on a developmentally appropriate philosophy and a belief that children learn best through "hands-on" experiences as well as through play. Our program will provide children with an excellent means to create, explore, and discover the world around them in their own special way.

Our curriculum includes, but is not limited to the following:

- Christian Values
- Bible Stories, Prayers, Chapel and Songs
- Self-help skills - toileting, hand washing, putting on coats/shoes, serving snack, etc
- Individualized Learning
- Language Skills
- Math Skills
- Science
- Social Skills
- Creative Arts
- Physical Play - small & large motor skills
- Letter recognition & Pre-Reading Skills
- Dramatic Play
- Free Choice Activities

Our Pre-K (4 yrs.) Curriculum:

The children who will be attending Kindergarten the following year will be working on the following:

Social & Emotional

- * Plays with children the same age
- * Respects others and their belongings
- * Respects teachers and adults
- * Shares with others
- * Shows good manners

Independent Growth

- * Cleans up willingly
- * Can make simple decisions independently
- * Knows how to dress themselves
- * Can tie shoes and put on jackets
- * Demonstrates independent use of restroom

Large Motor Skills

- * Can skip
- * Can hop and stand on one foot
- * Can catch a bouncing ball
- * Can pedal a tricycle

Academically

- * Counts from 1-20
- * Can recognize numbers 1-10
- * Can recite the ABC's
- * Can write his/her first name
- * Recognize and name letters in name
- * Recognize and name shapes
- * Recognize and name colors
- * Listens attentively to stories read
- * Can retell or act out a story
- * Can sequence beginning, middle, end
- * Holds a pencil/marker correctly
- * Knows left from right
- * Can follow left to right progression

We use the "Voyages" Curriculum, which is the Lutheran Christian Curriculum from Concordia Publishing. This curriculum is full of Christian values, which enrich the lives of our children today. We use Core Knowledge and Zoo Phonics Curriculum as a guideline for our activity centers. The children also attend chapel weekly.

Trinity Lutheran Childcare takes pride in our Preschool Program. We are a preschool with extended care and follow the **Douglas County School Calendar**.

Kindergarten and 1st & 2nd Grade Before/After Club

Our club provides a wide variety of social experiences for children through before and after school play. We have afternoon chapel service once a week and bible story time each day in the afternoon. They have a variety of indoor and outdoor activities to choose from. They also receive time to do their homework, if needed.

KINDERGARTEN PROGRAM

This is a modified kindergarten program meaning it is held between the hours of 9AM until 2PM. We are offering extended hours for learning and teaching based on what research shows for quality education for young learners. The extra hours allow for more time in religion, reading, math, science, social studies, art, music, P.E., and social development. The curriculum that will be used as a guide include: Core Knowledge for kindergarten - general education & social studies, Zoo Phonics for kindergarten - reading, Concordia (religion), Shirley Method-language, Saxon math, Scott Foresman - science, D'Nealian - handwriting. We will follow Douglas County School Calendar for start and end dates and most holidays (less the teacher collaboration days). For those needing before or after school care on a daily basis and enrolling in our Kindergarten Program will be charged an additional fee (see Fee schedule). In addition, if you will need extra child care during Christmas/Spring break there will be a fee to cover those two weeks of child care separate from Kindergarten (see Fee schedule).

Our kindergarten is operated as an exempt school under the provision of NRS 394.211 and as such is exempt from the provisions of the Private Elementary and Secondary Education Authorization Act.

LESSON PLANS/ACTIVITY

We want you to know what your children are learning on a day to day basis. A basic outline of lesson plans for the week will be displayed outside each classroom. Feel free to ask the teacher what is planned for the day. The snack menu will also be displayed outside the kitchen door or you can visit the website to view.

You will also receive a daily or weekly report from your child's teacher. These reports will give you an idea of what your child did that day/week. It may also contain notes from the teacher.

T.L.C. Daily Schedule

6:45	-	8:30	Morning Daycare – Open Centers in the Big Room
		7-8	<i>Breakfast Cereal (.50)</i>
		8:20	<i>School Kids – GES bus stop in front of Center</i>
		8:30	<i>School Kids – Van Drop-off MES</i>
8:30	-	9:00	Outside Fun or Inside Free Centers
9:00			Pre-school Begins
9:00	-	9:20	Bathroom break/ AM Snack
9:20	-	9:45	Jesus Time/Circle Time (4-5yrs)
9:20	-	9:40	<i>All school Chapel (W)</i>
9:30	-	11:00	Pre-school Instruction
11:00	-	11:50	Outside – Playground Fun
11:30	-	11:50	Jesus Time/Circle Time (3 yrs)
11:50	-	12:30	Bathroom break/Lunch
		11:20	<i>K Kids Pick-up MES/GES</i>
		12:05	<i>PM K Kids Van Drop off MES/GES</i>
12:30			Pre-school Ends/Afternoon Daycare Begins
12:30 (1:00)-		2:10(2:00)	Bathroom break-Quiet/Rest Time
2:00-		2:15	Center play(and early nap risers)
2:15-		2:30	Bathroom break/ PM Snack (provided by parents)
2:30-		4:30	Outside play or Special Program as scheduled (Gym/P.E./Music/Library/Sign Language/Spanish/Bells/etc.)
		3:00	<i>School Kids Van Pick-up MES</i>
		3:30	<i>School Kids drop off from GES front - bus stop</i>
		3:30-4:00	After-school Snack & Jesus time (W - chapel)
4:30-		5:45	Outside/Inside Center Play (homework/crafts/activities)
5:45-		6:00	Clean-up/story/music

* schedule may change due to needs of the children

PRE SCHOOL, K-2 GRADE DISCIPLINE

A child needs lots of unconditional love, sufficient freedom for him to become a person in his own right, and loving but firm and consistent discipline. At TLCCC we use discipline through communication. Discipline is viewed by our teachers as an important aspect of teaching and learning. A child needs to know that "they are not bad", but the behavior was unacceptable.

Challenging behaviors communicate a message: a child may not have the words to express themselves yet, or it is used instead of language with a child who has limited social skills, or the child has learned that a challenging behavior will result in meeting their needs. Children often engage in challenging behaviors because it "works" for them. It also results in the child gaining access to something (i.e. obtain) or avoiding something (i.e. escape).

We want to focus on using intervention that will be matched to the purpose of the behavior. We also want our intervention to be proactive. Teaching the children how to respond to a situation before it happens and focus on teaching new skills to help them communicate with others. Using "Love and Logic" will let us focus on the positive and help children through long term interventions instead of the quick fixes like time-out.

The only time that a time-out or rest time will be used is when a child is physically or emotionally out of control and needs the time to calm down. We also encourage children to use self discipline. To do this, children need to be offered choices and opportunities to make decisions, knowing what the logical consequence will be. "Love & Logic" Discipline resources are available to all parents. Just ask your child's teacher or the Director for check out information. However if a child's challenging behavior becomes a safety or health issue to either him/herself or others, a meeting with the parent(s) will be arranged where ideas and alternatives will be discussed. Our discipline plan abides with NAC432A.400. 1 (a) - (g).

Finally, if the problem is not resolved in the specified time agreed upon with the Director; it may be that our center is not suited to meet the child's needs and therefore the parents will be asked to find other care for their child.

FORMS OF COMMUNICATION

Every month you will receive a newsletter through e-mail of what will be happening and information on upcoming events. You will also receive an activity/snack/prayer calendar. These items provide parents with a starting point to discuss the school day with their child. They also remind you of important events that will be taking place at Trinity. We want our parents to know what is going on at all times. It is important to read all of the material that comes home. Please check your child's cubby, the front door, the sign-in table daily for information, computer messages, and you can go to www.tlchildcare.com to download information.

DROP-OFF/PICK-UP PROCEDURES

* To comply with state regulations, all children must be checked in and out on the sheet and computer providing (name and time), located on the desk at the entrance of the Center. When you bring your child to Trinity, park your car out front or in the parking lot and walk your child into the building. Sign your child "in" when you come inside the building. If you do not sign your

child "in," your child is not authorized to participate in center activities and your permission slip is rendered invalid. After signing in, help your child hang-up his/her coat and backpack on a coat hook or in a cubby labeled with their name.

- * If your child has a lunchbox have them take it to the crate outside the kitchen with the class's label. Plan to spend a few minutes helping your child get settled in before leaving.
- * Fill out the Medication Authorization Form (located in the lobby) if your child will need medication during the day. Medication is to be kept in the Director's Office. Medication is to be in the original container.
- * Fill out a Pick-up Form if someone else other than yourself is picking up your child that day.
- * Pay for lunch if your child is eating on Wednesday - our Fundraiser Lunch.
- * When you pick up your child, "sign out" on the same sheet/computer that you signed them in on. Pick up any medications from the refrigerator or office. Help your child gather his/her belongings. Also, be sure to check your child's cubby for newsletters or other notes from teachers/Director/or Financial Manager.

*****THERE IS A \$5 SECURITY FEE FOR NOT SIGNING YOUR CHILD IN OR OUT (THAT INCLUDES TIME AND NAME).**

**** There will be a late fee of \$1 for every minute the person responsible for picking up the child, is late after 6:00PM.**

There is a \$5 fee for the first 15 minutes a parent is late picking up a child scheduled to be picked up at 12:30PM, after 1:00PM you will be charged a flat fee of \$25. Please call if you know you are going to be late out of respect for our teachers and nappers.

The use of tobacco, alcohol, or any illegal substances are prohibited anywhere on the property of Trinity Lutheran Church and Childcare Center.

Also please refrain from using your cell phones while dropping and picking up your child. They require your full attention at this time.

MORNING CEREAL/SNACKS

Nutrition is important for proper growth and development of a child's body. Because nutrition habits are formed early in life, like many other habits, we plan to serve nutritious and enjoyable snacks at mid-morning and have the parents provide PM snack for their child mid-afternoon. There will be a snack menu posted on the wall outside the kitchen area.

**** Please notify the school if your child has any food related allergies.**

In addition if you would like, in the early morning you can pay \$.50 for your child to have a bowl of cereal and a glass of milk. Cereal is served between 7:00a.m - 8:00a.m.

Our AM snack will consist of a beverage (milk or 100% Vitamin C juice product) and something nutritious to eat. Milk at the center is served at AM & PM snack and lunch free of charge under a USDA Special Milk Program grant administered by the Nevada Dept of Education - Office of Child Nutrition and School Health.

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, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call (800) 795-3272 or (202) 720-6372 (TTY). USDA is an equal opportunity provider and employer.

If you are interested in bringing a snack for the class, please notify the classroom teacher first.

Table manners, social skills, nutrition facts, pouring skills and counting practice are just a few examples of learning that will take place during snack time. There will be days when children will help prepare the snack, which allows them to experience measuring, following directions, cooperation with others and eye hand coordination.

LUNCHES

At this time our center is unable to provide a hot lunch service. Therefore, if your child will be in attendance between 11:30-12:30, we ask that you would please send a healthy lunch. You must also provide a beverage or the center will furnish milk/water. If you have items that need to be kept cold, please provide an ice pack inside their lunchbox. Clearly label your child's lunchbox with their name.

Because of the limited time for lunch and the staff leaving the children to heat items in the kitchen's microwave, we ask that you provide your child with a healthy lunch that does not require the use of the microwave. Thermoses work well for soup and other warm foods.

On Wednesdays we offer a fundraiser lunch from local restaurants. If you wish to have your child participate you need to order/pay before 9:00am. If you are going to be late you can call in your order and pay when you arrive.

REST TIME

It is required by Nevada State Licensing Board that all children enrolled for more than five hours a day be provided with an opportunity to rest. We will have quiet time each afternoon. Children are not required to sleep; they are required to rest quietly so that other children who need to sleep can do so. Each child will be provided with a rest mat and a clean sheet. Children like to have a blanket to cuddle up in and if they have a special security item, they are welcome to bring it. These special items must remain in the nap cubbies during the day's activities. Please bring in items that fit easily in your child's cubby - space is limited.

All children will be supervised during rest-time.

The older four and five year olds (*non-nappers*) will be given an opportunity to rest or do a quiet activity during this period. They too need to be respectfully quiet so the little ones can sleep.

CLOTHING AND PERSONAL BELONGINGS

It is important that your child comes to school dressed in comfortable clothes and with shoes that are appropriate for running and playing outdoors. Please do not allow your child to wear flip flops or shoes with wheels, as they are not appropriate for outdoor play (sand, blacktop, and stubbed toes). We recommend that you send your child in tennis shoes (water shoes for summer) each day so that your child may easily run with less risk of injury. For the safety of your child, shoes with wheels are not allowed. Be sure to send a jacket or other outerwear

appropriate for the season. We will try to go outdoors as long as it is not raining or below 10 degrees F.

Each child will be assigned a cubby in which he/she can store personal belongings. **It is mandatory that you label ALL of your child's personal belongings to prevent any mix-ups.** It is also helpful if you attach caps and mittens to your child's coat.

Each child is required to keep an extra change of clothes in their backpack or cubby. The set should include a shirt, pants, underwear/diapers, and socks. Parents will be notified when the child's supply of extra clothing needs to be replenished. It is very important to your child's comfort that he/she have extra clothing available in case of an accident, so please be faithful in maintaining these supplies. If it becomes necessary for your child to use his/her extra clothing **please be sure to replace it the next day of attendance.**

LOST AND FOUND

There is a lost and found box in the front lobby. Please check there for any items you cannot find. We cannot allow the lost and found box to continue to accumulate; therefore, any items left at the end of each month will be given to charity. LABEL --- LABEL --- LABEL

TOYS

We do not recommend that children bring toys from home. Toys from home cause arguments and usually leaves a child upset. The 3 and 4 year olds may bring things to share for the week's theme or for show-in-tell. Check with your child's teacher for such days. **The center is not responsible for any lost or broken items and toys from home.**

We ask that absolutely no weapons or action figures be brought to school. We are a Christian school with zero tolerance for violence.

PARENTS

PARENT-TEACHER CONFERENCES/PROGRESS REPORTS

Trinity Lutheran Childcare Staff wants parents to know how and what their child is doing. Children are given 2 evaluations during the year, once in the fall and once again in the spring. Individual conferences are always available and may be scheduled with the classroom teachers or Director at anytime, either by parents or teachers.

Daily or weekly progress reports will be given to describe the activities and personal experiences your child did that day. We want our parents to be directly involved and know all about what is going on at school. Communication is the best way to keep things on track and to fix concerns that may come up. Team Work is our motto!

Sometimes, our program may not fit the needs of every child and if behavior or the development of the child exceeds our early childhood knowledge, we will meet with parents to

discuss alternatives such as outside intervention. Communication between both teachers and parents is very important so that together we may work towards the benefit of your child.

PARENT INVOLVEMENT

Parent involvement plays a very important role in the success of your child's education and development. Right from the start parents need to be informed, willing to participate, and be active in their child's classroom. There will be a variety of opportunities that will be offered to you:

- 1) Volunteer to help with fund-raisers
- 2) Volunteer to help with classroom activities
- 3) Volunteer to share your hobbies, career, talents, etc.
- 4) Drive on field trips or arrange with the classroom teacher special field trips or visitors
- 5) Volunteer to help with special needs of the center by reading the newsletter of help needed.

****** Read your parent newsletters and refer to the activity calendar frequently. This will help you to keep up with what is going on at the Center and in your child's classroom.

We feel that it is important for our parents to be involved with their child's education. With all of us working together, we can provide a program that is the best!

VOLUNTEERS

Volunteers can strengthen our program at TLCCC in several ways...

- Volunteers provide children with an increased sense of security and confidence as they provide a greater opportunity for individual attention. This also allows the opportunity to make the most of teachable moments, thus enhancing each child's learning potential.
- Volunteers provide teachers with greatly appreciated help and allow for more involved time and consuming projects to be conducted and carried out with ease.
- Volunteers provide additional supervision for special field trips and class activities.

Volunteers in the classroom will be participating in classroom activities such as reading, art activities, etc. A teacher must be present at all times with a volunteer. Volunteers are also not permitted to help with toileting or diaper changing.

If you or someone you know is interested in being a volunteer, please contact the Director.

VISITORS

Trinity Lutheran Childcare Center has an OPEN DOOR policy, which means anyone is welcome to visit anytime during operating hours. We want people to see us in action. All visitors are required to check-in at the Front Desk or the Director's office for a visitor's pass. If there is no one available to give a tour, then an appointment will need to be made.

FIELD TRIPS/OFF-SITE ACTIVITIES

In order to enhance learning experiences, classes may occasionally have guest speakers or go on field trips outside of the center. Classes may also occasionally take walks in the neighborhood or to Lampe Park or even the museum to observe the wonderful gifts that God has created, or to practice safety rules.

A written **Permission Form** must be signed by a parent/guardian and must be on file in the office in order for the child to accompany the group on any activity away from the Center. This form grants continuous permission throughout the year.

Emergency numbers will be taken on any field trips away from the center.

If we do go to the pool, a teacher will be poolside with the children at all times.

Walks will be posted on monthly activity calendars, which will be posted in each classroom. Walks may change due to weather.

Parents will be informed of any upcoming trips in writing before the trip is scheduled. Additional notice will be given for All-Day field trips.

Care will be provided for any child not obtaining permission. However for "*all school*" field trips, the decision to provide care for those not *wanting* to attend, will be considered and decided by the number of children who will not be attending the field trip.

The Center owns a van and school bus that is used for travel to field trip locations. Children will be required to wear seatbelts while in the van. Children who are under the age of six or under 60 pounds will be in a car seat (which the center provides), except on the school bus (NRS 484.474).

BIRTHDAYS AND HOLIDAY PARTIES

There will be classroom celebrations on various holidays throughout the school year. These celebrations will be listed on the monthly calendars. There will be opportunities to help with the entertainment, refreshments, or decorations for these events. Watch for information in the classroom newsletters or on the sign-in counter.

If your child would like to bring refreshments in celebration of his/her birthday, please make arrangements with the classroom teacher at least one week in advance. Birthday treats will take the place of morning or afternoon snack for that class.

ILLNESS AND HEALTH REGULATIONS

HEALTH CHECKS

The Child Health History and Immunization form of your child must be completed and returned before or on the first day of school. Nevada State Law requires that these forms must be on file before a child can be admitted into any school. We are required to refuse admission to any child whose Medical Form and Immunization Form are not returned.

A new medical form must be completed annually, or whenever the Director shall have reason to suspect that a child participating in the program may have a condition hazardous to others, or finds that the child's general condition indicates the need for such an examination.

IMMUNIZATIONS

In order to comply with the State Law, all parents of children entering Trinity Lutheran Childcare Center must present the following:

****** A certificate of Immunization Card certifying that the child has received the appropriate immunizations against measles, mumps, rubella, polio, diphtheria, pertussis, tetanus and HIB, HepB and HepA, varicella and Streptococcus pneumoniae (PCV7 or Prevnar)

If you have filled out an exemption form for your child, your child will be excluded from school when an infectious disease is present for the incubation period of the disease.

IF YOUR CHILD IS SICK...

Your child's health is a major importance to all of us. If your child has an infectious illness, please do not bring them to the Center. Not only will your child be uncomfortable, but it is unfair to expose the other children and teachers to the illness.

There will be a daily observation of each child upon arrival to the Center. Children exhibiting any active symptoms of infection will not be admitted.

If symptoms of illness appear during the day, you will be required to arrange for an immediate early pick up. We will contact you at once and keep your child isolated in the TLCCC office and comfortable until you arrive. If you cannot be reached the person on your Emergency Information Card will be contacted.

HAND-WASHING

Each child is required to wash hands after using the bathroom and getting their diaper changed, before and after snack, lunch, when coming in from outside, and any other time the classroom teacher finds necessary.

*Staff, are required to wash their hands after each individual diaper change and after assisting a child in the bathroom. Staff will be continually washing their hands throughout the day.

WHEN TO KEEP YOUR CHILD AT HOME

Keep your child at home if he/she:

- Has a fever/throw-up or have during the previous 24-hour period.
- If he/she is advised by a doctor to remain indoors.
- Has a heavy nasal discharge.
- Has a constant cough.
- Is fussy, cranky, and generally out of sorts.
- Unusually drowsiness or tiredness. Rest may prevent the development of a serious illness.
- Has a symptom of a possible communicable disease. (These usually are sniffles, reddened eyes, sore throat, headache and abdominal pain, plus a fever.) Please notify the school at once if the child does have a communicable disease.

Your child may attend if he/she:

- Is over a cold but a minor nasal drip remains.
- Has been on antibiotics for over 24-hours and fever is gone.
- Has been exposed to a communicable disease, but the school has been notified so that the incubation period can be discussed and it can be determined on what dates your child should stay home and when they may return.

Excessive Crying:

A phone call will be made to contact the parent if a child is crying excessively and cannot be calmed. A decision will be made whether or not the parent should pick up the child. If the crying continues from day to day a meeting with the parents will be arranged to discuss ideas and alternatives.

INFECTIOUS DISEASE EXCLUSION

Children will be excluded from school if they show symptoms of:

- 1) **Chicken Pox** - Children must stay at home 7-10 days or until **all** pox are scabbed over.
- 2) **Pink Eye** - Children can return to school after they have been on medication for at least 24-hours.
- 3) **Strep Throat** - Children must be on medication for at least 24-hours before returning.
- 4) **Diarrhea** - Children can return when symptoms have not appeared for 12-hours.
- 5) **Head Lice** - Children may not return until treated with proper medication and child is free of NITS (eggs laid by lice). Outbreaks of Head Lice are spread by direct contact with their personal belongings, especially headgear, clothing, brushes, and combs. The louse can also survive for a few days at room temperature in the crevices of overstuffed furniture and carpets. **A CHILD MAY RETURN TO SCHOOL ONLY AFTER THE TREATMENT AND REMOVAL OF ALL NITS.** Persons will be re-infested with head lice if the nits and lice have not been destroyed in the household.

** We will notify the parents, by note, of any contagious diseases as well as share any information concerning these diseases as they appear in your child's classroom. Most of the information will come from the Douglas County Health Department. Names of infected children are to remain confidential.

MEDICATION

Staff is allowed to administer medication only when a written medication release form is filled out and signed. Forms may be found in the information rack located in the lobby. Instructions must include when and how to medicate the child. Also include the adverse reaction that your child may have from the medication. We are unable to administer any medication, including aspirin, without written consent. We will not administer old medication that is past its expiration date, it will be returned home with the parent. We also will not administer medication if the parent's directions are contrary to the direction on the container. This may only be done with a note from the physician.

By state regulations, we are not able to administer Tylenol, Motrin, or any other over the counter medication without a doctor's note.

All medication must be in its original container and stored in the Director's office.

INJURY AND EMERGENCIES

Any time your child is injured minor or major, an accident report will be sent home. If the injury is serious, a parent or guardian will be notified by phone.

If a serious medical injury should arise, every effort will be made to contact parents/guardians of the child. If the parents/guardians cannot be reached, the name of the physician on the medical card will be phoned. If necessary, 911 will immediately be called. The child may be taken to an emergency hospital. Meanwhile the Director, Assistant Director, or other staff member will be in charge and make all decisions about the care of the child.

** All staff members are trained in CPR and First Aid.

Parents/guardians will be expected to assume responsibility for any resultant expense. Trinity Lutheran Childcare Care and staff thereof shall not be held liable for any illness or injury that occurs at the Center or as a result of the steps taken to obtain emergency medical care for a child. A child may not attend TLCCC if an Emergency Assistance Authorization form is not filled out.

It is to your child's benefit that you keep the Center up-to-date on phone numbers, emergency numbers, and any other information that would aid in the assessment of your child upon injury.

REPORTING CHILD ABUSE

By law (NAC 432A.410), any staff member at Trinity Lutheran Childcare Center who has reasonable cause to know or suspect that a child has been subject to abuse or neglect, or has observed the child being subjected to circumstances or conditions which would result in abuse or neglect, is required to immediately report or cause a report of such fact to the Nevada Division of Child and Family Services.

EMERGENCY AND DISASTER PLAN

In compliance with NAC432A.280, Trinity Lutheran Childcare Center and Kindergarten will be conducting fire and disaster drills at least once a month. An evacuation plan has been posted on the wall outside of the classrooms.

In case of a real emergency requiring evacuation, our safety zone will be the big field in the back of our Center. If this area is unsafe we will take the children to the Carson Valley Middle School located just down the street on Hwy 395. We will use the old gym located in the front of the school. If there is a county disaster we would go to the back of the middle school by the satellite dish. We will attempt to notify all families of our situation. You are encouraged to park in the vacant lot across from the church and walk over due to limited parking over there.

In a situation where we remain at the school and ALL the parents are notified to pick up their child at the SAME TIME, please park in the vacant lot across the street from the church. Enter through the doors on the left side of the church and go into the parish hall (where the children nap). Please wait there until a staff member brings your child to you. You will be asked to sign your whole name and the time you picked up your child. If you ask someone else to do this, please make sure that person is on your pick up list and has picture identification.

We have a telephone number outside our local area. The reason being that sometimes it is easier to call outside that area to get information. Our district office in California would be the number to call toll free at 866-264-6079 or 925-245-4000. You would be able to call this number, if you could not get through to local numbers, to make sure your child was safe and where to pick him/her.

CHECKLIST

- _____ Have you returned the registration packet along with your registration fee? Health Assessment and Immunization form?
- _____ A small blanket and/or snuggly for children who will be here all day
- _____ Extra set of clothes (underwear (diapers), socks, pants, shirt)
- _____ Summer Time Fun - water shoes, bathing suit, towel, and sunscreen (if you haven't paid sunscreen fee)
- _____ Lunch for all day kids
- _____ Wipes, diaper rash ointment & Diapers or pull-ups for the younger ones
- _____ Backpack to put everything in
- _____ **PLEASE, PUT YOUR CHILD'S NAME ON EVERYTHING!**

You may download ADDITIONAL HANDBOOKS on our website: www.tlchildcare.com or you can get one for \$2.00

Fee Schedule (Revised 6/1/11)

Tax ID number 880070020

Annual Registration/Supply Fee: \$75

Prices are subject to change with a 30 day notification

A 3% discount will be given if the *annual* tuition is paid in full at the time of enrollment.

		<u>WEEKLY</u>
<u>Toddlers</u> (18 mo.-3 yrs. non potty trained)		
#1 Program	5 Full days	\$ 165.00
#2 Program	4 Full days	150.00
#3 Program	3 Full days	133.00
Extra full day charge		54.00

Pre-school: (3 & 4 yrs.) & (Summer fee for K-3 grade)

#4 Program	5 Full days	\$135.00
#5 Program	4 Full days	116.00
#6 Program	3 Full days	93.00
#7 Program	5 half days	98.00
#8 Program	4 half days	84.00
#9 Program	3 half days	68.00
#12 Program	2 half days	55.00
Extra full day charge		49.00
Extra half day charge		37.00

Kindergarten, First and Second Grade Before/After School Club:

(Fall fee schedule - ** Transportation for Gardnerville & Minden Elem. Schools)

#10 Program	5 days	(1 & 2 grade)	\$ 65.00
#11 Program	5 days	(Public Kindergarten)	\$110.00
		(Trinity Kindergarten)	\$ 35.00

Trinity's Kindergarten Knights:

Registration/Book Fee: \$300

Annual Tuition: \$4,000 (see payment schedule)

Hours of operation: M-F 6:45am - 6p.m. (*closed holidays-see holiday list)

Half Days: pick-up by 12:30p.m.