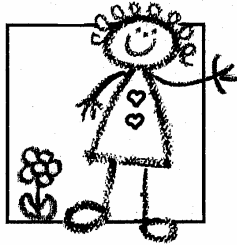
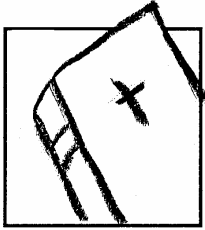


**TRINITY
LUTHERAN
CHRISTIAN
PRESCHOOL
AND CHILD CARE**



PARENT HANDBOOK

508 Center Street
Ashland, Ohio 44805
www.trinityashland.org
419-289-2126
After Hours Please Call
419-289-9251

Under the license of
Trinity Lutheran Christian
Preschool and Child Care

TABLE OF CONTENTS

Licensing	2
Philosophy/Curriculum	2
Guidance and Management Policy	3
Custody Agreements	4
Pick up/Drop off Policy	4
Newsletters/Calendars	4
Clothing/Shoes	5
Outdoor Play	5
Safe Outdoor Temperature Chart	6
Swimming and Water Safety	7
Health and Safety	6-8
Incident/Injury Report	7
General Emergency	8
Accident	8
Illness/Communicable Disease	9
Administration of Medications/Food Supplements, etc.	10
State Required Forms	11
Disenrollment Policy	11
Parent/Teacher Communication	11
Toilet Training & Visitation Policy	12
Trinity Lutheran Christian Preschool Only Policies	13-16
Parent Participation/Information and Conferences	13
Health and Safety	13
Medication Policy	13
Nutrition/Meals/Snacks	14
Nutritious Snack Choices	14
Financial Arrangements-Preschool	15
Schedule-Preschool	16
Daily Schedules-Preschool	16
Trinity Lutheran Christian Childcare Only Policies	17-23
Parent Participation/Information and Conferences	17
Transitioning Child Procedure	17
School Age Children	18
Nutrition/Meals/Snacks	18
Financial Arrangements-Child Care Only	19
Schedule/Calendar-Child Care	20
Inclement Weather Information	20
Daily Schedules-Child Care	21-23

Revised February 2010

Trinity Lutheran Christian Preschool and Childcare General Policies:

LICENSING

Trinity Lutheran Christian Preschool and Child Care are licensed to operate by the Ohio Department of Job and Family Services. Our license capacity (the number of children in each age category we are licensed to serve) is available on the center's license and is posted at the Walnut Street entrance of the church on the Parent Board outside the Child Care Office.

Laws and rules governing day care are available at the center for review upon request. The center's licensing record including compliance reports, complaint investigation reports and evaluations from the health, building and fire departments that inspect the center are available upon request from the ODJFS. The toll free number for ODJFS is on the posted license.

PHILOSOPHY

We believe that the Trinity Lutheran Christian Preschool and Child Care exist to assist parents in providing developmental experiences that nurture and expand their child's physical, spiritual, intellectual, social and emotional growth. We are open to all children regardless of sex, race, color, religion or national origin.

Goals:

The Trinity Lutheran Christian Preschool and Child Care programs shall endeavor to:

- Provide socialization experiences for all children.
- Provide training in the Christian faith.
- Provide enrichment experiences for children that would be difficult for parents to provide individually.
- Provide a positive, nurturing atmosphere that fosters a positive self-image for each child.
- Provide a preschool and child care ministry to our church members and an outreach to our community through preschool and child care programs.

CURRICULUM

Before a child begins to read and perform other academic tasks, the child must first gather meaning from the world and develop an awareness of concepts. To do this the child must have many satisfying sensory and sensorimotor experiences. She/he must touch, feel, smell, hear and see.

In the area of curriculum we want each child to grow in an atmosphere that will develop a positive self-concept; a feeling of accomplishment, self-worth and self-respect. An outgrowth of positive self-concept is self-motivation.

Curriculum activities will be from these broad areas of learning:

1. Social-Emotional Development (cooperating, sharing, taking turns, expressing feelings, etc.)
2. Physical Development and Physical Fitness (large/small muscle development, balance, locomotion, non-locomotion, senses, body awareness, etc.)
3. Cognitive Experiences (reasoning, problem solving, size/shape recognition, language and communication activities, qualifying, recognizing likeness and differences, etc.)
4. Creative Experiences/Expression (exploration with a variety of media such as paint, paper, glue, clay, etc., music and music movement, dramatic play opportunities)
5. Religious Development (developing an understanding of Jesus as God's son, our friend; growing in love and trust in God; seeing oneself as a child of God; talking to God in prayer)

GUIDANCE AND MANAGEMENT POLICY

Trinity Lutheran Christian Preschool and Child Care staff members assigned to supervise a child or group of children shall be responsible for their guidance and management. Guidance and management at Trinity Lutheran Christian Preschool and Child Care shall emphasize the development of the child through guidance and direction which is positive, consistent in approach, and helps the child develop self-control and acceptable behavior.

- Rules and directions shall be clear and concise, so they are easily understood by the child.
- Positive reinforcement, direction and redirection will be emphasized.
- The staff will endeavor to be consistent in the application of necessary rules.
- Positive, acceptable behavior shall be recognized and encouraged.
- Children will be helped to seek alternatives to unacceptable behavior.
- No child shall discipline another child.
- Staff members will not punish an entire group of children due to the unacceptable behavior of one or a few children.
- The staff attitude in guidance and management shall reflect respect for the child.
- There shall be no harsh, cruel, corporal punishment or any unusual punishments such as, but not limited to pinching, punching, shaking, spanking, or biting.
- No physical restraints shall be used to confine any child.
- No child shall be placed in a locked room or in a confined enclosed area such as a box, closet, or a similar cubicle.
- No child shall be humiliated or subjected to threats, profane language, or derogatory remarks about him/herself or his/her family or other verbal abuse.
- Discipline shall not be imposed on a child for failure to sleep, eat, or for toileting accidents.
- Techniques of guidance and management shall not shame, humiliate, or frighten any child.
- Guidance and management shall not include withholding rest, food, or toilet.
- Separation, when used as guidance and management, shall be brief in duration and appropriate to the child's age and circumstances, and the child must be within hearing and sight of a child care staff member in a safe, lighted, well ventilated space.
- The center will not neglect or abuse children and will protect children from abuse and neglect while in the center's care.
- The administrator and each employee of the child care facility is required under Section 2151.421 of the Ohio Revised Code, to report their suspicions of child abuse or child neglect to the local public children's service agency.

CUSTODY AGREEMENTS

In matters of custody the center requires a court order by the judge determining custody. However, any custodial parent or guardian of a child enrolled in a child care center shall be permitted unlimited access to the center during hours of operation for the purposes of contacting their child(ren), or evaluating the care of the premises. A parent of a child enrolled at the center who is not the child's residential parent shall be permitted unlimited access to the center and be afforded the same rights as the residential parent unless there is court documentation limiting access and conditions of the nonresidential parent. Upon entering the center, the parent or guardian shall notify the administrator or designee of their presence.

All documentation of custody needs to be provided to the center as soon as the documentation is available.

Information regarding a child(ren) enrolled will be provided to the residential parent. This includes illness, emergencies, and general information. It is the responsibility of the residential/custodial parent to contact the non-residential/non-custodial parent.

In the event that a domestic or family dispute interferes with the functioning of the center and the well being of the staff and other children, Trinity Lutheran Christian Childcare reserves the right to disenroll your child(ren) at any time.

Pick up/Drop off Policy

All children are to be signed in on arrival and taken to their classrooms (or the area their class is in). All children must be dropped off and picked up by a parent or person designated on their authorized pick up form and this person must be 18 years of age. Children will stay in their designated areas until parents or an authorized person picks them up. If anyone other than the parent picks up the child, he/she must have picture identification.

NEWSLETTERS/CALENDARS

Trinity Lutheran Christian Preschool and Child Care will keep parents informed about the programs and activities of the school and also give information about your child's snack time through a monthly calendar and periodic newsletters.

FIELD TRIPS/SPECIAL ACTIVITIES

Field trips and routine trips are taken throughout the year to expose children to a variety of experiences. We need parents to drive, ride and/or walk with the children. The children may walk or ride in church vans or parents vehicles. Each child is required to be in a safety belt or safety seat, depending on age and size, and wear appropriate identification. Children will be assigned to specific staff members for all trips. A count will be completed by the staff before leaving for a field trip, when reaching the destination, periodically at the destination if present for a significant period of time, upon leaving the destination, and when arriving back in the classroom. A person trained in first aid and a first aid kit shall be available on all field trips. An emergency transportation authorization and health record for each child is also taken. A separate field trip form is required for each special field trip, and routine trips are covered by one form. Written parent/guardian permission is required for all trips.

In order to ensure the safety and adequate supervision of children traveling off the premises of the center while under the care of a center employee, staff/child ratio requirements of rule 5101:2-12-20 of the Administrative Code will be met on field trips as defined in paragraph (O) of rule 5101:2-12-01 of the Administrative Code.

During routine or field walking trips, a second adult shall be present for every five infants or a combination of seven or more toddlers, preschool, and school children or for every ten school children, if the group of children on the walking field trip includes only school children.

Birthday/Gift policies

At Trinity Lutheran Christian Childcare we believe that each child's birthday is special and should be celebrated. If a parent wishes they may bring in a special treat (for the entire class) to celebrate their child's birthday, please let your child's teacher know when you will be bringing this in and what you will be bringing.

We also ask that when giving out invitations or gifts to children at the center please be sure every member of the child's class will be invited or receiving a gift.

CLOTHING/SHOES

Think of your child's comfort and provide clothing that is free of complicated fastenings. Your child needs to feel comfortable during all activities. Comfortable shoes for indoor and outdoor play are necessary for movement and to prevent injury. Please keep in mind that our outdoor play area has a mulch surface and closed toe shoes work best. Shoes for outdoor play must have straps or ties, children will not be allowed on climbing equipment without proper shoes (ex. Flip flops, crocs, etc.) Art materials are washable and non-toxic, but may cause staining. Please label all clothing such as sweaters, coats, hats, etc. that may be lost. We will not be held responsible for items that are lost.

Each child needs to bring a book bag or backpack to school each day.

OUTDOOR PLAY

The center will provide outdoor play each day in suitable weather for any toddler, preschool, and school age child in attendance for more than four consecutive daylight hours. Outdoor play will be limited due to weather or safety issues (ex. Children will not be outdoors during a thunderstorm with lightening and thunder, during temperatures that are excessively hot or cold, etc.). When children are unable to go outside, the children will be given an opportunity to participate in indoor gross motor/large muscle play.

Safe Outside Play Temperatures

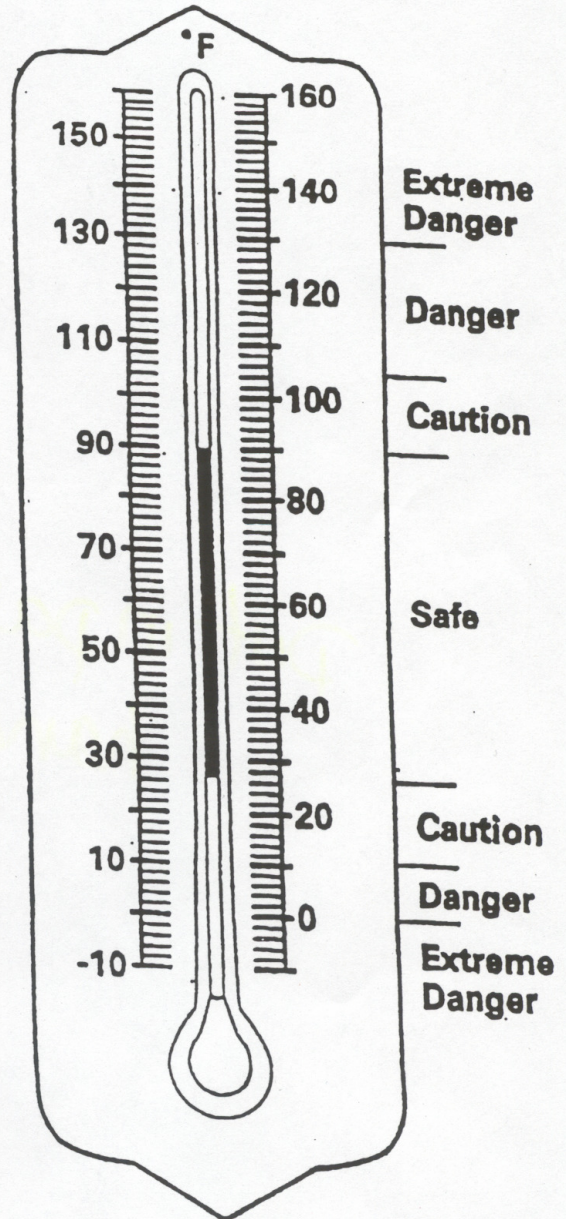
According to the Ohio Department of Job and Family Services Rule 5101:2-12-14, each center shall provide an opportunity for supervised outdoor play each day in suitable weather. The center shall plan a daily outdoor play period for each toddler, preschool, or schoolage child. Outdoor play shall be shown as part of the center program schedule.

Children can play outdoors in most types of weather. Outdoor play opportunities must be provided for children for most types of weather. Extreme heat, cold, rain, snow, or sleet may prevent outdoor play. Most days, however, despite temperature, children can play outdoors for some length of time. Weather should only be a factor in determining the duration of outdoor play.

Don't forget to take into account the combined effects of wind or humidity and the current temperature. The heat index or wind chill should be the real gauge of the conditions outside.

When very cold, a 10 - 15 minute outdoor play period may be enough. Remember extreme heat and prolonged exposure to the sun may cause sunburn or heat exhaustion for some children. Exercise good judgement in all types of weather, and always take appropriate precautions such as dressing in layers with hats and mittens or always having a big jug of cold water handy on hot days.

A popular misconception is that cold weather causes children to become ill or catch colds. However, just the opposite is true. Having some time outside, even in colder weather, is good for children because it provides them an opportunity to breathe fresh air, as opposed to warm, recycled air, which is a breeding ground for germs and viruses.



SWIMMING AND WATER SAFETY

Swimming activities will be supervised by lifeguards or water safety instructors currently certified by the American Red Cross or an equivalent water safety program as determined by the department. The child care staff, which will meet licensing ratio requirements, shall be actively supervising children and shall be able to clearly see all parts of the swimming area, including the bottom of pools. Child care staff members will review swimming and/or water safety rules with all children each time they participate in water activities. Included in these rules is a system for checking to ensure that each child is safe while in the water. The child care center must have written permission, signed and dated by the child's parents or guardian, in order to participate in the swimming activities.

HEALTH AND SAFETY

Trinity Lutheran Christian Preschool and Child Care want our environment to be a safe and healthy place for your children. Trinity Lutheran Christian Childcare operates in an open church. During the operating hours other members and groups of the community use the church to conduct meetings and other functions. The infant, toddler and preschool classrooms are designed for exclusive use by the childcare center. The school age room is located in the basement where a function may interfere with the use of the room. In the event this would occur another licensed room will be used for the school age children

For this reason the following policies are set forth:

Safety

- No child shall be left alone or unsupervised.
- No child shall be left alone or unsupervised by his/her parents prior to school or day care attendance
- No child shall be left alone or unsupervised by his/her teacher during school, or day care attendance, or until the child is picked up by the parent.
- No child shall be released to any person not authorized by a parent to pick up the child. Written or verbal authorization must be given to the center in this regard.
- Our school will participate in monthly fire drills.
- No spray aerosol will be used when children are in attendance.
- Preschool and Child Care staff members shall immediately notify local public children's service agency if they suspect that a child has been abused or neglected.
- The Preschool and Child Care Center has access at all times to a telephone in the classrooms.
- A fire emergency and weather alert plan is posted by the doorways in each classroom.

Incident/Injury Report

An Incident/Injury report will be completed by the center for:

- an illness which requires first aid treatment
- an accident which requires first aid treatment
- an injury which requires first aid treatment
- emergency transporting
- an unusual or unexpected event which jeopardizes the safety of children or staff

General Emergency

In the event of environmental emergencies teachers, staff and children will exit building by nearest safe exit and proceed directly to the Good Shepherd Home, located at 622 Center St. Ashland, OH 44805. In the event of a weather related and/or natural disaster teachers, staff and children will exit building by nearest safe exit and proceed directly to the Parking Lot or the downstairs hall way. If loss of power, heat, or water occurs parents will be contacted and children sent home.

Accident

In case of accident or injury, medical or dental, the parents and 911 (if necessary) will be contacted immediately. (1) If the center is unable to contact parents, the teacher will follow the contact procedure on the emergency sheet in the child's file. (2) The child's medical records shall be transported to the source of medical assistance with the child. (3) An incident report will be given to parents on the day of (a) an accident or injury and/or (b) if emergency transportation is required. Procedures for medical and dental emergencies are posted the Preschool and Child Care rooms. **Please** notify teachers and the director of any address or phone changes during the year.

Illness/Communicable Disease

When a child shows signs or symptoms of illness, he/she shall be immediately isolated away from play areas. A child isolated due to suspected communicable disease shall be within sight and hearing of an adult at all times, cared for in another room or portion of a room away from other children, and provided with a cot and made comfortable. The child's parent or guardian shall be called and the child shall be discharged to his/her parent or guardian or person designated by the parent or guardian.

Symptoms of illness include the following:

- 1) Temperature of at least one hundred degrees Fahrenheit when in combination with any other sign or symptom of illness;**
- (2) Diarrhea (three or more abnormally loose stools within a twenty-four hour period);**
- (3) Severe coughing, causing the child to become red or blue in the face or to make a whooping sound;**
- (4) Difficult or rapid breathing;**
- (5) Yellowish skin or eyes;**
- (6) Redness of the eye, obvious discharge, matted eyelashes, burning, itching;**
- (7) Untreated infected skin patches, unusual spots or rashes;**
- (8) Unusually dark urine and/or gray or white stool;**
- (9) Stiff neck with an elevated temperature;**
- (10) Evidence of untreated lice, scabies, or other parasitic infestations;**
- (11) Sore throat or difficulty in swallowing;**
- (12) Vomiting more than one time or when accompanied by any other sign or symptom of illness.**

The center shall follow the Ohio Department of Health "Child Day Care Communicable Disease Chart" concerning management of suspected illnesses and when the child may be readmitted. The child should be symptom free for 24 hours before returning to class.

Please keep mildly ill children at home until they are symptom free, also. Parents will be notified if their child has been exposed to a communicable disease (i.e. chicken pox, etc.) by a note home except in the case of a medical emergency the most expedient means will be used. Staff members have completed a course in childhood illness recognition. The communicable disease chart is posted on the wall outside of the infant childcare room.

The center will follow the same steps appropriate to manage communicable diseases among staff. When a teacher or teaching assistant becomes ill, she/he shall be replaced with a substitute until she/he is well and can return to work.

Parents please remember to notify the Preschool and/or Child Care Center if your child/ren will be absent on a day they are to be in attendance. If your child is absent and we have received no notification, we will contact parent/s, or guardians for more information.

Administration of medications, food supplements, modified diets, or fluoride supplements

Prior to the administration of medication, food supplement, modified diet, or fluoride supplement, the Preschool and Child Care shall:

- (1) Secure the written instructions of a licensed physician or licensed Dentist for the administration of the medication, food supplement, modified diet, or fluoride supplement; and
- (2) Secure the written, signed, and dated instructions of the parent or guardian on the “Request for the Administration of Medication By Child Day Care Personnel” form.

The medication will not be administered by the Preschool or Child Care Center for longer than three days at any one time.

If Medication is to be administered the following requirements must be met:

1. “Request for the Administration of Medication By Child Day Care Personnel” form must be completed.
 - a. Nonprescription topical ointments, creams, or lotions may be administered by the Child Care without written instructions from a licensed physician if there are written instructions from the parent or guardian on the “Request for the Administration of Medication by Child Day Care Personnel” form.
 - b. Written instructions are valid for no longer than twelve months and authorization for administration of the ointment, cream, or lotion may be cancelled by written request of the parent at any time.
 - c. When used for skin irritations or manifestations of skin irritations, the ointment, cream, or lotion shall not be administered for longer than fourteen consecutive days at any one time.
 - d. All medication and food supplements should be given directly to the center personnel for immediate safe storage,
 - i. With the exception that an inhaler or medication may be available to a school child with a special health condition in an emergency in accordance with the center’s policy as required in rule 5101:2-12-30 of the Administrative Code. All center personnel should be made aware of all school age children who have immediate access to personal inhalers. The parent or guardian must sign a consent/release that gives permission for the school age child to carry a personal inhaler.

*All Preschool and Child Care staff is permitted to administer prescription and non prescription medication.

State Required Forms

There are several forms that are required by the state to be renewed on a yearly basis.

*Authorized Pick up Form

*Child Enrollment & Health Information

*A Medical/Physical Care Plan will be kept on all children.

*Each child attending Trinity Lutheran Christian Preschool and Child Care needs to be examined by a licensed physician **within thirty days of the time of admission and annually thereafter.** The school provides a Child's Medical Statement form to be signed by your doctor and kept on file at the school.

DISENROLLMENT POLICY

A family may be asked to leave the Preschool and/or Child Care programs for the following reasons:

1. A child's needs cannot be met at the Preschool or Child Care.
2. A child's behavior that cannot be managed despite a documented intervention plan and accommodations.
3. Parent/Guardian/Child non-cooperation with administration/staff.
4. Tuition nonpayment issues which are not worked out with administration.
5. Children will not be accepted if parents/guardians refuse to grant consent for transportation for emergency treatment.

A signed statement from parent/guardian and each employee verifying review and receipt of Trinity Lutheran Preschool and Child Care's written policies and procedures must be completed at the time of enrollment and/or hire.

WITHDRAWAL AND REENROLLMENT POLICY

If the parent or guardian of a child chooses to withdraw a child from Trinity Lutheran Christian Child Care or Trinity Lutheran Christian Preschool with the intention of reenrolling the child at a later date, they shall notify the center or school one month in advance of the child's last day. Failure to notify the center one month in advance may result in you being charged for the one month period. In order to inform the center or school of their intent to reenroll their child, they must complete a registration form. Please understand that filling out a registration form does not guarantee an opening when you wish to reenroll your child. Once the center or school has received the completed registration form, the child's name will be placed on the waiting list. If an opening should occur, the center will contact the first person on the waiting list and offer the opening to them. If they do not accept the opening, the center will continue down the list until the opening is filled. Once an opening has been accepted, the \$45.00 registration fee will be due and payment for that opening will begin immediately. The center will make every effort to reenroll your child at the time you request; however, once a child is withdrawn, the center will honor the waiting list policy and a child which has been withdrawn will be considered a new applicant.

Parent/Teacher Communication

If ever there are any problems you may contact the Childcare or Preschool office at 419-289-2126 or by email at danielle@trinityashland.org (Childcare) or anne@trinityashland.org (Preschool). We maintain an open door policy and welcome parents to inquire about the care their child is receiving.

Toilet Training Requirements for Enrollment in Preschool Room

Any child enrolling in the Preschool Rooms of Trinity Lutheran Christian Child Care or Preschool must be completely toilet trained before being admitted into the room. Children will be permitted to wear pull-ups during nap time in the Child Care Preschool Room. Parents will be responsible for supplying the pull-ups. Exceptions will be made for individuals enrolling in the Child Care with physical conditions or disabilities which prevent them from being toilet trained. Any decisions on these exceptions will be made the director of the program.

Visitation Policy

Children may be visited throughout the day by their parent or guardian. Other visits by individuals other than the child's parent or guardian must be approved by the child care office and will be handled on a case by case basis. During the visit the child must remain with his or her class at all times, if the child is removed from the class they must be signed out by an approved individual and would be not considered under the supervision of the child care.

ALL VISITORS (INCLUDING PARENTS/GUARDIANS) MUST SIGN IN THE PRESCHOOL OR CHILD CARE OFFICE UPON ARRIVAL AND DEPARTURE.

Preschool Only Policies:

Preschool: 8:1 in all Christian Preschool classes. Each class has two teachers and a ratio of 16:2 (the state minimums are 12:1 for three year olds and 14:1 for four and five year olds).

PARENT PARTICIPATION/INFORMATION AND CONFERENCES

Parents are invited to participate in our Preschool and Child Care programs by:

1. Helping with special projects (i.e. Thanksgiving dinner, etc.)
2. Sharing hobbies (music, collections, etc)
3. Sharing work experiences.
4. Helping on special trips, etc.

There will be one scheduled parent conference during the year. Others may be scheduled by parent or teacher request as needed.

Parents who have given written permission on the enrollment form will have their names on the TLC Preschool and Child Care's class lists. These are available to parents upon request.

The first 15 minutes of each child's arrival to class shall be designated for staff members to greet children and meet with parents to exchange information about the child's needs, progress and/or the preschool or child care program. If more time is needed, arrangement for a conference can be made.

For parent/guardian or employee questions or concerns about the Preschool program, please contact the director at 419-289-2126.

HEALTH AND SAFETY

- When arriving at the center each child shall be brought to the classroom where a teacher or teaching assistant is present. Children may not be left in a classroom where a teacher or teaching assistant is not present. When dismissing, the children will be walked to the designated door by our staff and will be released when their parents, guardian or care giver comes to the door to receive him/her.

Medication Policy

We do not administer vitamins or special diets. No medications shall be administered except prescription or over the counter medications needed on an emergency basis.

NUTRITION/MEALS/SNACKS

Meals that meet the nutritional requirements of rule 5101:2-12-39 (Nutritional Requirement of Meals) of the Administrative Code shall be served to any toddler, preschool, or school age child who is in attendance.

Supplements from all four food groups in regard to parent provided meals will be provided to children if the parent provided meal does not meet the nutritional guidelines of the rule: Protein, (2) fruit/vegetable, grain and dairy.

TLC Preschool

You will be asked periodically to provide nutritious snacks for your child's class. Each month a calendar goes out with the "snack schedule." We try to schedule snack days with birthdays. Please try to keep birthday treats nutritious also.

A nutritious snack provides nutritional value and appropriate portion size from at least two of the four basic food groups.

The food groups and their snack serving size for children ages 3 to 5:

Milk (1/2 cup fluid milk)

Fruit/Vegetable (1/2 cup) juice must be 100% juice to qualify as a food group

Grains/Bread (1/2 slice, 1/2 serving, 1/3 cup dry cereal, 1/4 cup cooked cereal, 1/4 cup pasta or noodles or grain)

Meat/meat alternate (1/2 cup)

A list of snack suggestions and ideas are listed below, or request additional information from the teacher.

NUTRITIOUS SNACK CHOICES

Apple wedges with peanut butter

Apple wedges with string cheese

Apple wedges with vanilla wafers

Triscuts with apple juice

Fruit and cheese kabobs

Orange sections and coffee cake

Bread sticks dipped in spaghetti sauce and milk

Salsa and taco chips

Lemon yogurt and strawberries

Banana bread/muffin and apple juice

Oatmeal cookie and frozen grapes

Biscuit topped with berries and vanilla yogurt

Graham cracker topped with cream cheese and sweetened berries

English muffins topped with peanut butter and fruit slice

Graham crackers topped with peanut butter and crushed pineapple

Do not bring candy or red punches and drinks that are high in sugar

Juice should be 100% juice.

Weiner wraps

Donut and milk

Fruit and yogurt

Rice cakes and melted cheese

Cornbread with jelly and milk

Rice Krispie bars and milk

Cottage cheese and peaches

Sliced pears and cheese cubes

Cinnamon toast and applesauce

Waffles topped with sliced fruit

Mixed fruit and yogurt

FINANCIAL ARRANGEMENTS-PRESCHOOL

Registrations are accepted in the order received. To confirm registration, a \$35.00 registration fee must accompany the registration form. All forms regarding children's enrollment and health information is needed for admission. Enrollment records must be completed and on file no later than the first day of attendance.

Tuesday-Thursday tuition is \$675 per year (\$75 per month)

Monday-Wednesday-Friday tuition is \$765 per year (\$85 per month)

Monday-Tuesday-Wednesday-Thursday tuition is \$855 per year (\$95 per month)

Tuition shall be due on the first of each month. The child shall be enrolled for the year and tuition budgeted out over the nine month (December's tuition is the same as October's even though the number of classes attended is not the same.) The money for tuition should be placed in an envelope with your child's name on the outside and given to your child's teacher on or before the first day of the month. You may pay more than one month at a time.

A two-week notice is necessary in case of withdrawal. Refunds will be given on a prorated basis. For withdrawals occurring after March 31, the parents are still **responsible for the full year's tuition amount.**

The center's tax ID number will be provided to parents/guardians upon request.

SCHEDULE / CALENDAR-PRESCHOOL

Classes at Trinity Lutheran Christian Preschool are offered on a two, three, or four half day a week basis. Two-day classes are held on Tuesday and Thursday morning, three-day classes are held on Monday, Wednesday and Friday morning and four-day classes are held on Monday, Tuesday, Wednesday and Thursday afternoon. The classes are held from 9 to 11:30 a.m. and 12:30 to 3 p.m. and each class of 15/16 children has a teacher and a teaching assistant.

Classes are held September through May and our school schedule usually follows that of the Ashland City Schools regarding major holidays and school closings due to weather. Please listen to WYHT Radio-105.3 FM and WMFD TV 68 for Preschool weather closings. Snow and emergency weather days will not be made up or added to the end of the year.

2009	Tuesday, Sept. 8 (T-TH)	First day of school
	Wednesday, September 9 (M-W-F)	First day of school
	Friday, September 25	No school/fair day
	Mon. /Tues. /Wed., November 2, 3, 4	Preschool Silent Auction
	Thursday, November 19 (Yellow)	Thanksgiving Dinner
	Friday, November 20 (Red & Blue)	Thanksgiving Dinners
	Wed/Thurs/Fri/Mon. Nov.25, 26, 27, & 30	Thanksgiving Break - No school
	Friday, December 18	Last day before Christmas Break
2010	Monday, January 4	School resumes
	Monday, January 11 (Red & Blue)	Christmas/Epiphany Program
	Tuesday, January 12 (Yellow)	Christmas/Epiphany Program
	Monday, January 18	Martin Luther King Day - No school
	Monday, Feb.15	Presidents' Day – No School
	Thurs. /Fri., Mar. 4, 5 (No Classes)	Parent Conferences
	Friday, March 26	Last day before Spring Break
	Tuesday, April 6	School resumes following Easter Break
	Sunday, April 25	Preschool Sunday
	Thursday, May 27	Last day of school – picnic (all classes).

Daily Schedules-Preschool

<u>A.M.</u>	<u>P.M.</u>	
9:00- 9:15	12:30-12:45	Greet children. Exchange information with parents.
9:15-10:05	12:45-1:40	Free play activity choices (manipulative toys, clay, dramatic play, sand, blocks, etc.) Creative activities(art, music, science etc.)
10:05-10:25	1:40-2:05	Cognitive activities/circle time, stories
10:25-10:45	2:05-2:30	Snacks
10:45-11:15	2:30-2:50	Gross motor activities/physical development activities outdoor when weather permits
11:15-11:20	2:50-3:00	Closing activities and prepare for departure
11:30	3:00	Departure

Parents may visit the Preschool at any time during the school's hours of operation and schedules may vary from class to class.

Childcare Only Policies:

Child Care: the maximum number of children per teacher/teaching assistant shall be the ratio of 5:1 in the Infant Room, 7:1 in the Toddler Room, 12:1 in Child Care Preschool rooms with two rooms designated, 18:1 in the School Age Room.

PARENT PARTICIPATION/INFORMATION AND CONFERENCES

Parents are invited to participate in our Preschool and Child Care programs by:

1. Helping with special projects (i.e. Thanksgiving dinner, etc.)
2. Sharing hobbies (music, collections, etc)
3. Sharing work experiences.
4. Helping on special trips, etc.

Conferences may be scheduled by parent or teacher request as needed.

Parents who have given written permission on the enrollment form will have their names on the TLC Preschool and Child Care's class lists. These are distributed to parents upon request.

The first few minutes of each child's arrival to class shall be designated for staff members to greet children and meet with parents to exchange information about the child's needs, progress and/ or the preschool or child care program. If more time is needed, arrangement for a conference can be made.

For parent/guardian or employee questions or concerns about the Child Care program, please contact the Child Care office at 419-289-2126. There is also a parent liaison whose information is listed in the monthly newsletter.

TRANSITIONING CHILD PROCEDURE

When a child is ready to transition to the next age-level classroom, a teacher and/or administrator may first notify the parents in verbal conversation. A letter about the transition will follow which includes the time during the day of transition, the days of the week for transitioning, the name of the teacher and contact information for the next classroom, the weekly rate, and the first day the child will be a permanent member of that classroom. Any question about transitioning of your child may be directed to the classroom teacher and/or the director. The transition schedule listed below contains the days and hours each child will transition.

	Week 1	Week 2
Monday	Arrival – 11:00	Arrival – 12:00 (end of lunch)
Tuesday	Arrival – 11:00	Arrival – 12:00 (end of lunch)
Wednesday	Arrival – 12:00 (end of lunch)	Arrival – 2:00 (end of nap)
Thursday	Arrival – 12:00 (end of lunch)	Arrival – 3:00 (end of snack)
Friday	Arrival – 12:00 (end of lunch)	Arrival – 3:00 (end of snack)

If you feel that a third week of transitioning time is needed please contact the child care office to set up a schedule.

SCHOOL AGE CHILDREN

School children may run errands inside the building, use the restroom alone, or in groups of no more than six children without adult supervision.

A group of six school children fourth grade and older may be engaged in safe activities without a child care staff member as long as (1) a child care staff member can see or hear the children at all times; (2) a child care staff member checks on the children periodically.

Written permission is required for school age children to leave the center for specific activities or to participate in other activities within the building.

When a child is scheduled to arrive at the center from another program and does not arrive, the center will contact the parent/guardian.

In a situation when school is delayed, cancelled, has an early release, or is on a break, the child care center will provide activities for the children during hours of operation and tuition adjustments will be made. If there are questions about tuition, please contact the office.

NUTRITION/MEALS/SNACKS

Meals that meet the nutritional requirements of rule 5101:2-12-39 (Nutritional Requirement of Meals) of the Administrative Code shall be served to any toddler, preschool, or school age child who is in attendance.

Supplements from all four food groups in regard to parent provided meals will be provided to children if the parent provided meal does not meet the nutritional guidelines of the rule: Protein, (2) fruit/vegetable, grain and dairy.

Child Care

For children in the Infant Room, we ask that you provide and label with child's name and date, food, formula, snacks, etc. for your own child. Once an infant is on solid food they are welcome to eat the lunch that is provided by the Child Care center. We will provide breakfast, lunch, and snacks for each toddler, preschool and part-day kindergarten child, and breakfast for each child in kindergarten through sixth grades (we will provide lunch on days when the children will be at the Child Care all day). Breakfast is served from 7:30 a.m. to 8:30 a.m. daily. Lunch is served at 11:30 a.m. daily.

The food we provide is prepared in the Trinity Lutheran Church kitchen. We appreciate knowing in advance about the meals your child will be eating (breakfast and/or lunch) so that we can prepare the appropriate number of meals. Current menus are posted on the parent information board, in the classroom, and in the newsletter.

FINANCIAL ARRANGEMENTS-CHILD CARE

Tuition for the Child Care rooms is as follows:

- Infant Room-\$137.00/week (food provided by parents)
- Toddler Room-\$132.00/week (breakfast and lunch provided by Child Care)
- Preschool Room-\$122.00/week (breakfast and lunch provided by Child Care)
- Before School Only-\$50.00/week (breakfast provided by Child Care)
- After School Only-\$55.00/week
- Before *and* After School-\$80.00/week
- School Age (Summer)-\$115.00/week (breakfast and lunch provided by Child Care)

*Please note on days when your school age child is present at the Child Care Center for the entire day (ex. during breaks from school, etc.) you will be charged an additional \$15.00 per day. There is a \$5.00 early release or delay of school fee.

A \$45.00 registration fee is due each year for each child.

Tuition payments are due the first day of each week. The money should be placed in an envelope with your child's name on the outside and placed in the tuition box. The late payment fee for tuition is \$10.00 per calendar day. Tuition is due on a weekly basis regardless of your child/rens attendance at the center.

Tuition that is three weeks overdue is cause for dismissal from Trinity Lutheran Christian Child Care.

If no payments are received for one month, your account may be turned over to a collection agency if no other payment arrangements are made and kept.

Children can stay at the Child Care Center for 10 hours/day. If a child stays longer than 10 hours/day, they will be charged \$12.00/hour.

The Child Care closes at 6:00 p.m., and the charge for late pick up or leaving later is \$1.00 per minute.

A one month notice of withdrawal is required or you will be required to pay the difference.

SCHEDULE/CALENDAR-CHILD CARE

Trinity Lutheran Christian Child Care is in operation Monday through Friday from 6:30 a.m. until 6:00 p.m.

We follow at least minimum state requirements for ratios.

Our ratio of children per child care staff member is as follows:

- Infants – 5: 1
- Toddlers – 7:1
- Preschool Children– 12:1
- School Age Children – 18:1

We maintain a small group size of the following:

- Infants – no more than 10 children with two staff
- Toddlers – no more than 11 children with two staff
- Preschool Children– no more than 11 children with One staff member (in each room)
- School Age Children – no more than 36 children with two staff

Trinity Lutheran Christian Child Care is open year round. Should the center close due to inclement weather, the following radio stations will carry the information. Please note: It will be announced as **Trinity Lutheran Christian Child Care**.

- WNCO 101.3 FM (Ashland/Mansfield)
- WYHT 105.3 FM (Mansfield)
- WQIQ 93.7 FM (Mt Vernon/Mansfield/Newark)
- WSWR 100.1 FM (Shelby/Mansfield)
- WFNX 102.3 FM (Galion/Mansfield)
- KISS FM 98.3 & 107.7 FM) (Fredericktown/Loudonville)
- WMAN 1400 AM (Mansfield)
- WNCO 1340 AM (Ashland)
- WMVO 1300 AM (Mount Vernon)

The following days are scheduled days the Child Care facility is closed:

- New Year’s Day
- Good Friday
- Memorial Day
- Fourth of July
- Labor Day
- Thanksgiving
- Day after Thanksgiving
- Christmas Eve-closing at 12:00 P.M. (No lunch provided)
- Christmas Day

DAILY SCHEDULES-CHILD CARE

Tentative daily schedules for each class are included with this handbook. Schedules may vary according to the needs of the children.

Parents may visit the Child Care at any time during the school’s hours of operation.

TRINITY LUTHERAN CHRISTIAN CHILD CARE
INFANT ROOM SCHEDULE

Time	Activity
6:30 -8:00 a.m.	Arrival, Breakfast, Centers
8:00 - 8:30 a.m.	Center
8:30 - 9:00 a.m.	Diaper changes, Hand washing
9:00 - 9:30 a.m.	Large Motor Activity/Walk
9:30 - 9:45 a.m.	Story, Music
9:45 - 10:00 am	Creative Art
10:00 - 10:30 am	Centers
10:30 - 11:00 a.m.	Diaper changes, Hand washing
11:00 - 11:30 a.m.	Story
11:30 - 12:00 p.m	Lunch/Prepare to Nap
12:00 - 2:00 p.m.	Nap/Quiet Time
2:00 - 2:30 p.m.	Diaper changes, Hand washing
2:30 - 3:00 p.m.	Snack
3:00 - 3:30 p.m	Large Motor Activity/Walk
3:30 - 4:00 p.m.	Centers
4:00 - 4:30 p.m.	Diaper changes, Hand washing
4:30 - 5:45 p.m.	Centers
4:45 - 6:00 p.m	Departure

* Centers include Dramatic Play, Language arts, auditory equipment, sensory perceptual motor materials, and manipulative toys.

*Please note that this is a tentative schedule.

*Infants will be fed and changed on an “as needed” basis and upon the parents’ request.

TRINITY LUTHERAN CHRISTIAN CHILD CARE
TODDLER ROOM SCHEDULE

Time	Activity
6:30-7:20	Arrival Activities
7:20-7:30	Hand washing & Bathrooms
7:30-8:30	Breakfast (Free play for those finished)
8:30-9:00	Clean up
9:00-9:30	Circle Time
9:30-10:00	Large Motor/Outside Play
10:00-10:15	Chapel/Story Time
10:15-11:00	Art (M,W,F) /Science (T, Th)
11:00-11:20	Centers
11:20-11:30	Clean Up/Bathroom & Hand washing
11:30-12:00	Lunch
12:00-2:15	Bathroom then Nap
2:15-2:30	Bathroom
2:30-3:00	Snack
3:00-3:45	Centers
3:45-4:00	Story
4:00-4:30	Large Motor Activity
4:30-6:00	Free Play

*Please note that this is a tentative schedule.

*Children will be given bathroom breaks or changed on an "as needed" basis.

TRINITY LUTHERAN CHRISTIAN CHILD CARE
PRESCHOOL ROOM SCHEDULES

Time	Activity
6:30-7:20	Arrival Activities
7:20-7:30	Hand washing & Bathrooms
7:30-8:30	Breakfast (Free play for those finished)
8:30-9:00	Clean up
9:00-9:30	Circle Time
9:30-10:00	Large Motor/Outside Play
10:00-10:15	Chapel/Story Time
10:15-11:00	Art (M,W,F) /Science (T, Th)/Math (MTWTHF)
11:00-11:20	Centers
11:20-11:30	Clean Up/Bathroom & Hand washing
11:30-12:00	Lunch
12:00-2:15	Bathroom then Nap
2:15-2:30	Bathroom
2:30-3:00	Snack
3:00-3:45	Centers
3:45-4:00	Story
4:00-4:30	Large Motor Activity
4:30-6:00	Free Play

*Please note that this is a tentative schedule.

* Children will use the bathroom on an “as needed” basis.

TRINITY LUTHERAN CHRISTIAN CHILD CARE
SCHOOL AGE ROOM SCHEDULE

Time	Activity
(S) (SY) 6:30 - 7:15 a.m.	Arrival, Centers
(S) (SY) 7:15 - 7:45 a.m	Breakfast
(SY) 7:45 a.m.	Get ready for School/Departure
(S) 7:45 - 9:00 a.m.	Centers (ex. Dramatic play, Science, Blocks, Books, Manipulative, etc.)
(S) 9:00 - 10:00 a.m.	Circle Time/Story time/Bible
(S) 10:00 - 11:00 a.m.	Large Motor Activity
(S) 11:00 - 11:30 a.m.	Bathroom, Hand washing
(S) 11:30 - 12:00 p.m.	Lunch
(S) 12:00 - 1:30 p.m.	Centers
(S) 1:30 - 2:00 p.m.	Art
(S) 2:00 - 2:45 p.m.	Large Muscle Activity
(S) 2:45 - 3:00 p.m.	Restroom and Hand washing
(S) 3:00 - 3:30 p.m	Music
(S) 3:30 - 4:00 p.m	Snack
(S) 4:00 - 4:45 p.m.	Silent Reading
(S) 4:45 - 5:30 p.m.	Free Play
(S) 5:30 - 6:00 p.m.	Clean Up and Departure
(SY) 3:00 - 3:30 p.m.	Arrival from school
(SY) 3:30 - 4:00 p.m.	Indoor/Outdoor Large Muscle Activity
(SY) 4:00 - 4:05 p.m.	Restroom and Hand washing
(SY) 4:05 - 4:20 p.m.	Snack and Bible Story
(SY) 4:20 - 5:00 p.m.	Homework or Silent Reading
(SY) 5:00 - 6:00 p.m	Free Play and Departure

*(SY)- Indicates activities during the School Year

*(S) – Indicates activities during the summer

*Please note that this is a tentative schedule.

* Children will use the bathroom on an “as needed” basis.

*(S)-Summer Program schedule

*(SY) School Year Program Schedule

“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, and Office of Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call (800) 795-3272 or (202) 720-6382 (voice and TTY). USDA is an equal opportunity provider and employer.”