**Trinity Lutheran Child Care Center**

**Parent Handbook**

**Mission & Philosophy:**

Jesus said, “Let the children come to me and do not stop them because the kingdom of heaven belongs to such as these.” Matthew 19:14

Trinity Lutheran Child Care Center believes that children are a gift from God and that each child is God’s unique creation. Therefore, the primary mission of the Center is, with the Spirit’s help, to bring children into the kingdom of God. We intend to do this by maintaining a warm, loving, stimulating, and Christ-centered environment with planned activities appropriate to young children and their developmental stages.

**Purpose:**

Trinity Lutheran Child Care Center aims to provide a two-fold purpose.

1. As a ministry of Trinity Lutheran Church, the Center provides quality care for 6 weeks to 23 months and daily experiences in Christian living for preschool children ages 2 to 5 years old.
2. As an extension of the Christian Day School, the Center provides quality, well directed Pre-K, Kindergarten and before and after school care.

The goals of Trinity Lutheran Child Care Center are to provide a quality Christian environment – a place for children to learn about Jesus, their friend and Savior and a warm, secure, home away from home to practice the behaviors He taught.

**Creed:**

We believe…

…that the Bible is the inspired, infallible Word of God.

…that God so loved the world that He gave His only begotten Son, that whoever believes in Him should not perish but have eternal life.

…that it is through Christ’s death and resurrection, His love and forgiveness that we receive salvation.

…that each individual is a unique and special child of God, to be treated with love and respect, to be taught to treat others with love and respect.

**Programs:**

Trinity Lutheran Child Care Center accepts children ages 6 weeks to 12 years old.

LDC Center: Roly Poly Class 6 weeks – 23months 8 children: 2 Adults

LDC Center: Wiggleworm Class 2 year olds 12 children: 2 Adults

BDC Center: Butterfly Class 3 & 4 year olds 16 children: 2 Adults

Beehive Class: Busy Bee Class 4 & 5 year olds 18 children: 2 Adults

Beehive Class: After School Care Pre-K/Kindergarten 20 children: 2 Adults

Youth Center: After School Care 1st Grade – 6th Grade 28 children: 2 Adults

Youth Center: Summer Day Camp 1st Grade – 6th Grade 36-42 children: 3 – 4 Adults

Trinity Lutheran Child Care Center does not discriminate its programs or activities on the basis of race, color, national origin, gender, religion, age, disability, or political beliefs.

**Staffing:**

Our staff consists of a Center Director who is responsible to the Child Care Board. Her job is to carry out all the policies set by that Board as well as oversee all caregivers and support staff. Her job also includes ensuring that continually appropriate Christian curriculum and interaction with the children is maintained at a high level.

The staff is a unit of caregivers that desire to love and care for the children according to our Lord’s plan for Christian nurturing. They plan educational activities, facilitate learning, promote social interaction, enforce manners and self-confidence, and provide love in a Christ-centered atmosphere.

The lead teacher in each room will be your child’s primary caregiver. She/he will communicate with you in a variety of ways. She/he will have conversations at drop off and pick up times, through the monthly newsletter, through parent teacher conferences, through phone calls, and through notes going home. Each room is also assigned aide caregivers who will assist the lead teachers. We try to attract & maintain a consistently qualified, well-trained staff and reduce the staff turnover as much as possible and provide a consistent continuity of care. We also utilize substitute providers for staff who are sick or plan vacation.

**Fees and Payment Procedures:**

Registration fee: $25.00 Non-Refundable per family

Art Fee: $50 per child age 1 year & up (Sept.) Field Trip Fee: $50 per child age 2 & up (June)

Daily Fees: See Tuition Policy/Contract

All Families must sign the Tuition Policy Contract. Our rates are subject to change. Notice will always be given at least one month in advance.

Any account that has not been paid in full, one billing cycle after care has been discontinued will be turned over to collections.

Scholarships:

We do accept families who receive childcare scholarships through the Best Beginnings Program. These families abide by the same tuition policy/contract. If our rates are higher than the state rate, the family is responsible for the difference in addition to their co-payment. The family is also responsible for days they are absent without proper notice.

**Enrollment:**

Enrollment is based on the center’s availability and the following priority order:

Current Family Members

Trinity Lutheran Church Members & School Families

Former Family Members

Community Members/General Public

Parents will meet with the Director prior to enrollment to go over procedures and policies. Each parent will receive a tour of the facility and a program handbook. We reserve the right to refuse service to anyone. We observe a goodness of fit policy. Parents will receive a registration packet that includes the following items:

1. Registration Form
2. Immunization Records – Reviewed for updates in September & February
3. Emergency Contact Form
4. WIZRD Permission Form
5. Food Program Income Eligibility Form
6. Enrollment & Tuition Policy/Contract
7. Over the Counter (OTC) Medication Form
8. Video and Photo Release Form
9. Personal Care Plan & Developmental skills checklist
10. Pediatric Health Statement (those under 2 years)
11. Infant Feeding Schedule (those under 2 years)

These items along with registration fee will need to be turned into the Director two full days prior to your child starting our program.

**Daily Needs:**

Please provide these items labeled with your child’s name for daily use.

1. Blanket and small pillow for rest time
2. Extra set of clothes and underwear, replace as needed
3. Inside shoes
4. Water Bottle
5. Diapers/Pull-ups (if not potty-trained)
6. Wipes (if not potty-trained)
7. Diaper rash cream (if not potty trained)
8. Bottles (For those under 2)
9. Pacifier (For those who need one)

Wintertime: Please label all items with your child’s name.

1. Snow pants
2. Warm coat
3. Water-proof Mittens/Gloves
4. Hat
5. Snow boots

Summertime: Please label all items with your child’s name

1. Swimsuit
2. Swim Diapers for un-potty-trained
3. Towel labeled with your child’s name
4. Comfortable shoes for outdoor play (no flip flops please)
5. Sunscreen with a minimum of 30SPF

We learn by playing. Please dress your child in clothes and shoes that are applicable and comfortable for a playing environment.

**Receiving Children into the Center:**

**Please DO NOT use your CELL PHONE during drop off/pick up times.**

Please sign your child in on the sign-in sheet. You may then escort your child to their room to hang up their belongings and help them get their inside shoes on. Please make sure the caregivers are aware of your arrival so that they can greet both you and your child and the staff can complete a daily health check.

**Picking Children up from the Center:**

**Please DO NOT use your CELL PHONE during drop off/pick up times.**

Please sign your child out on the sign-in sheet. You and anyone else who picks up your child will need to have proper identification until our staff gets to know you. Children are allowed to leave only with those authorized on the pick-up list. Please notify the director or your child’s primary caregiver if there is a change in who will be picking up your child. Children will not be released to anyone not on the pick-up list or who do not have proper identification. Children will not be released to any parent, guardian or escort who is suspected to be under the influence of alcohol or drugs.

**Late Pick Up Fees:**

Our centers close at 6pm. Please pick up your child by 5:30 pm. In the case that you are late, your will be charged $20.00 after 5:35pm and $1.00 for every additional minute after 5:45pm. This charge will be added to your bill at the next billing cycle. In the event of an emergency, please call the center to let our closing staff know you will be late.

**Attendance Policy:**

Please call the center as soon as you know that your child will not be in attendance for their scheduled day. Messages can be left on the answering machine at any hour. Our number is 756-8754.

**TRANSPORTATION POLICY**

The parent(s)/guardian(s) give the provider, and staff including substitutes permission to transport the child by vehicle (bus or van) or escort the child on foot to and from the child’s classroom/center.

The childcare program includes regularly scheduled activities away from the center. These activities require the provider and staff to transport children by vehicle, and escort children on foot, away from the childcare classroom. All children in attendance will, on a regular basis, participate in activities such as: trips to and from school(s), neighborhood walks, field trips, and other activities, away from the childcare center.

In an emergency, the provider or staff will transport the child, by any means deemed necessary away from the center. The procedures outlined in the section of this document titled Bad Weather/Storm/Emergency Plan, will be followed. Please refer to that section for further information.

Before and After School care

School District #5 provides transportation to/from Russell Elementary School

(Parents must contact school district transportation office 751-3404 to register and for fees and eligibility requirements). We will transport children to and from Russell School to our facility.

If you have arranged transportation for your child, please fill out the **Transportation Form**.

If your child does not arrive at the designated pick up/drop off area at their regularly scheduled time, the staff will phone the parents to inform them of the situation.

**Calendar:**

The Center will be observing the following holidays and will close on these days.

January \* New Year’s Day

March/April - Good Friday (Friday before Easter)

May - Memorial Day

July \* Independence Day

August - Last day before school starts (District #5)

September - Labor Day

October - In-service Training for staff (up to 2 days with 30 days’ notice)

November - Thanksgiving Day and the Friday after

December \* Christmas Eve & Christmas Day

\*If one of the days marked with \* should fall on a Saturday or Sunday, we will observe the Friday before or the Monday after the holiday. It is the parent’s responsibility to find alternative care on these days if needed.

Parents will be notified of other closure days at least 30 days in advance.

**Early Dismissal or School Closures**

We plan for your child to be at the center on their regularly scheduled days including early dismissal and no school days unless you make prior arrangements with the director.

**Drop-in Policy**

Parents should call 24 hours in advance for any children that need to be taken care of occasionally or on an unscheduled day. We will check our schedule for availability.

**Bad Weather/Storm/Emergency Plan:**

In the event that the center must be closed due to bad weather, staff illness, infectious disease or other misc. emergencies, We will contact the radio stations and request an announcement to be aired over KGEZ 600AM, B98 98.5FM, The BEAR 106.3 FM, and KOFI 1180 AM & 103.9FM. We may also alert you by text message if necessary. ON THOSE DAYS THAT TRINITY LUTHERAN SCHOOL AND SCHOOL DISTRICT #5 CLOSES, THE CENTER WILL ALSO BE CLOSED. During No School days such as Christmas Break and Spring Break if the county declares an emergency travel only warning, the center will close.

Trinity Lutheran Child Care Center does have an Emergency Preparedness Plan in case of extreme emergencies. If we need to leave one of our facilities our first alternate location will be the Church Fellowship Hall. If we need to leave our campus, then all children and caregivers present will meet at the school bus located at the Youth Center and will be bused to the FVCC Campus Child Care Center.

Fire Drills will be practiced once a month. Emergency Drills will be practice twice yearly.

**Health: (COVID-19 POLICY in EFFECT until further notice)**

Trinity Lutheran Child Care Center is not licensed to accept sick children. Children who arrive at the center in ill health will be asked to return home. We will do a daily health check upon arrival of each child. This is a casual observation of your child, and we look for overall wellness, not for signs to exclude them. If the child is too ill to participate in our daily activities, including outdoor time, then the child is too ill to be at the center. Children who have been sick will not be admitted into the center unless they are completely over their illness and no longer contagious. For the protection of all the children and our staff, your child must be kept at home if signs of illness are showing such as but not limited to the following:

1. **Temperature of 100 degrees or more with one or more symptoms of illness**
   1. **Temperature of 101 degrees with no other symptoms**

(Must be fever free without medication for 24 hours before returning)

1. Sore or discharging eyes, ears, or throat
2. Intestinal disturbance, diarrhea, or vomiting

(Must be free of symptoms for 24 hours before returning)

1. Any signs of head lice/nits

(Must be treated with minimum OTC kit before returning - no home remedies)

Children sent home from care with any of the above illnesses may not return to childcare the next day. State law requires that every child enrolled in a childcare program be immunized. Please update your child’s immunization record as needed. We will conduct semi-annual immunization assessments (September & February) to alert you to any required updates. If your child contracts a contagious disease, please notify us immediately. We can then attempt to prevent the disease or lessen its effects on the rest of the center. We will post all contagious illnesses in each classroom for one week.

**Medication:**

You will be required to fill out a medication authorization form for any and all medicine that your child may require. This includes prescribed and over the counter medicine. All medicine must be in the original container labeled with your child’s name. Prescription medication should list the dosage and physicians name on it. Authorizations must be filled out each time a new medicine is needed. No medication will be administered without a signed authorization form. Over the counter medication (Tylenol, teething tablets, cough medicine, medicated hand cream) will need a medication authorization form filled out monthly. Only teachers who have taken Medication Administration I & II are authorized to administer medication except for diaper rash ointment, sunscreen, and lip medication.

Safeguards are used with all medications for children:   
**a.** Staff administers both prescription and over-the-counter medications to a child only if the child's record documents that the parent or legal guardian has given the program written permission.   
**b.** The child's record includes instructions from the licensed health provider who has prescribed or recommended medication for that child; alternatively, the licensed health provider's office may give instructions by telephone to the program staff.   
**c.** Any administrator or teaching staff who administers medication has specific training updated every three years on the practice of the five right practices of medication administration:   
(1) verifying that the right child receives the (2) right medication (3) in the right dose (4) at the right time (5) by the right method with documentation of each right each time the medication is given. The person giving the medication signs documentation of items (1) through (5) above. Teaching staff who are required to administer special medical procedures have demonstrated to the child’s parent or a health professional that they are competent in the procedures and are guided in writing about how to perform the procedure by the prescribing health care provider.   
**d.** Medications are labeled with the child's first and last names, the date that either the prescription was filled or the recommendation was obtained from the child's licensed health care provider, the name of the licensed health care provider, the expiration date of the medication or the period of use of the medication, the manufacturer's instructions or the original prescription label that details the name and strength of the medication, and instructions on how to administer and store it.   
**e.** All medications are kept in a locked container out of the reach of children.

**Please do not send any kind of medication, vitamins, or cough drops with your child in their backpacks or diaper bags. All medication needs to be given to a staff member.**

**Brushing Teeth:**

Children 2 – 6 years old will be given the opportunity to brush their teeth after lunch every day. The center will provide the toothbrushes and a fluoride tooth paste.

**Accidents & Health Emergencies:**

Montana State Regulations require that any accident or injury requiring a visit to the hospital be documented on an accident report form. Trinity Lutheran Child Care Center will also write an accident report or personally inform parents when a child has an accident or injury resulting in the skin being broken (ex. Bites, cuts, etc.) or when an accident occurs which may require observation of future medical care (ex. Falls which may result in a concussion).

We will notify you to come and pick up your child in the event of emergencies, accidents or illnesses that occur at the center. If we are unable to reach you, we will call the person listed as the emergency contact. If an emergency does occur that requires immediate medical attention, we will take immediate action to secure medical care for your child, while simultaneously attempting to contact you.

**Breast Feeding Policy:**

We are committed to providing ongoing support to breastfeeding mothers. Breastfeeding provides a multitude of health benefits to both the mother and infant. Choices of comfortable locations are available for mothers to breastfeed or express their milk. We have refrigerator and freezer space available for storage of milk, and staff members are trained in its safe handling. We will coordinate feedings with the mother’s normal feeding schedule as much as possible.

**Safe Sleep Policy:**

Safe sleep practices reduce the risk of sudden infant death syndrome (SIDS) and the spread of contagious diseases. SIDS is the unexpected death of a seemingly healthy infant under one year of age for whom no cause of death can be determined. It is the leading cause of death in children from one to twelve months of age. To maintain safe sleep practices, these policies and procedures will be followed:

**1.** Infants will always be put to sleep on their backs.

**2.** If a parent/guardian requests that their child be put to sleep in a position other than on their back, the parent must provide a Physician’s Signed Note. This note will be kept in the child’s medical file and all staff will be notified of the infant’s prescribed sleep position.

**3.** Infants will be placed to sleep on a firm mattress that fits tightly in a crib. The sheet will fit the mattress snugly as well.

**4.** No toys, stuffed animals, pillows, crib bumpers, positioning devices (unless ordered by a health care provider) or extra bedding will be in the crib.

**5.** Parents are requested to provide a blanket and when used will not cover the child’s head.

**6.** To avoid overheating (risk factor of SIDS):

**a.** Keep the room at a temperature that is comfortable for a lightly clothed adult.

**b.** Avoid excessive blankets and bedding.

**c.** Do not overdress infants when they sleep.

**7.** When an infant can easily turn over from back to front and front to back, the infant will be put to sleep on his back but will be allowed to assume his preferred sleep position.

**8.** Sleeping infants that are 6wks to 7/8months old are checked by touch every 15 minutes, children that are 7/8months to 1 year will be visually checked based on the individual child’s sleeping pattern. Staff will observe the infant’s skin color and rise and fall of the chest.

**9.** Each child is designated their own crib each day.

**10.** Infants will never be put to sleep on a couch, chair, cushion, or an adult bed (there are no safety standards for mattresses unless they are crib mattresses).

**11.** The childcare program is a smoke-free environment.

**12.** Awake infants will have supervised “Tummy Time” to allow for the development of strong back and neck muscles and prevent the development of flat areas on the head.

**13.** Infants are removed from their car seat upon arrival.

**14**. Infants may be offered a pacifier when they are in the crib if parents offer a pacifier at home (delay introducing a pacifier to breastfeeding infants until one month). Pacifiers will not be attached by a string or to the infant’s clothing while they are sleeping. Pacifiers will not be reinserted if they fall out after the infant is asleep.

**15.** All staff members are trained in pediatric first-aid training and CPR.

**16**. Teaching staff always supervise infants and toddlers/twos by sight and sound.

All staff members that work with infants that are from 0 to 2yrs of age will be required to:

* Read and Sign off on the Safe Sleep Material (A Child Care Providers Guide to Safe Sleep)
* Complete Safe Sleep Training online and obtain the completion certificate
* Complete Infant CPR & First Aid training

**Nutrition:**

Trinity Lutheran Child Care Center will serve nutritious meals to the children who attend the following times:

Breakfast – 8:30 am

Lunch – 11:30 am Beehive, 12 pm LDC & BDC

Snack – 3:30 pm

We will serve family style meals and will not allow food from home unless your child requires a special diet for medical reasons (which must be supported with physician’s documentation) or we specifically request them such as during summer camp or on no school days. The center participates in the USDA Child and Adult Care Food Program and abides by the following Civil Rights.

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA. Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English. To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint\_filing\_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) Mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410; (2) Fax: (202) 690-7442; or (3) Email: program.intake@usda.gov. This institution is an equal opportunity provider.

**Mandatory Reporting:**

The Director or any staff member of the Child Care Center who has reason to suspect that any child is or has been abused or neglected is required to personally report the matter promptly to the department child abuse hotline at 1 (866)820-5437. The childcare provider or staff member shall make the report within 24 hours of receiving information concerning suspected child abuse or neglect.

**Smoking:**

There is absolutely no smoking allowed in the center, on the center grounds or in a vehicle during field trips.

**Outdoor Policy:**

We try to go outside every day. We are not staffed to keep children inside when everyone else is outside. Please make sure your child has the proper clothing to go outside every day. Our policy in the winter is as follows: 15 degrees and below – Don’t go out

16 – 25 degrees – 30 minutes max. 26 degrees and above – Staff discretion

**Discipline and Guidance:**

We believe in re-direction, offering choices, positive language, clearly stating behaviors that are acceptable and God-pleasing. “Time-out” will be used when other guidance techniques fail to change the child’s behavior. Guidance and discipline are a process that takes repetition and consistency. It is also very relational. We want relationships that can build trust and security with each child so that guidance and discipline is an understood outcome. We also strive to keep the children actively engaged so to limit the undesirable behaviors. Teaching staff never use physical punishment such as shaking or hitting and do not engage in psychological abuse or coercion. Teaching staff never use threats or derogatory remarks and neither withholds nor threatens to withhold food as a form of discipline. For children with persistent, serious, challenging behavior, teachers, families, and other professionals work as a team to develop and implement an individualized plan that supports the child's inclusion and success. (See our Discipline Policy)

We will meet with the family should the occasion arise that a child has a continued behavior that needs to be addressed. We will make every effort to work with the family and refer them to resources available. The safety of the children, staff, and program property are our priority and sometimes decisions need to be made for the best interest of that safety priority.

**Goodness of Fit Policy:**

Although we make every effort to meet the needs of each child, there are extremely rare situations where care at Trinity Lutheran Child Care Center may not be in the best interest of the child or other children at the center. After all efforts have been exhausted, we reserve the right to terminate care due to lack of a goodness of fit.

**Toys:**

Please leave toys at home. At the risk of breaking or losing a favorite toy, we ask that all toys remain at home. Children are often reluctant to share their toys causing hurt feelings. Transitions toys used as a security item are acceptable. The center does not accept responsibility for lost or broken items that are brought from home.

**Birthdays and Holiday Celebrations:**

We will celebrate your child’s birthday unless you request us not to. You are welcome to bring a treat to celebrate this special occasion. We also celebrate the Christian Holidays of Christmas and Easter as well as partake in a Valentine’s Day Party. While we will not discourage children from talking about Santa Claus and the Easter Bunny, we will share with them the true meaning of Christmas and Easter as Jesus’ birth and Resurrection. We will celebrate Christmas with a Birthday Party for Jesus.

**Communication:**

We encourage an open line of communication with our families. We offer many ways in which we will try to keep our communication lines open. We will have daily verbal communication as you drop off and pick up. We will provide a newsletter that highlights what is happening at the center. We will provide bulletin boards that provide another means of communicating what is happening. We would also welcome your ideas, concerns or suggestions through either email or our suggestion boxes that are located in each entry way. We welcome families to voice concerns and encourage open communication with the teachers and director. You can call the center to set up an appointment if you would like to have a meeting or to leave a message on our voice mail. We encourage families to keep us informed about changes that could affect your child’s behavior, about what their interests are and about what activities they are involved in.

**Family Opportunities:**

We believe that parents are a child’s first and most important teacher. We want to work in collaboration with the families to give each child the most rewarding and positive early childhood experience. Sharing experiences and perspectives enhances our communication and ability to meet each child’s needs. Throughout the year we will offer many opportunities for families to share information, be involved, and volunteer services. These include but are not limited to the following:

* Join us on a field trip
* Join us for a meal
* Attend our family events
* Read a story to the children
* Rub children’s backs during rest time
* Share a talent, hobby, culture, customs, language, traditions, skills
* Be a classroom volunteer
* Borrow items from our Lending Library
* Parent/teacher conferences
* Spring Clean-Up Day Volunteer

We have an open-door policy and welcome your visits any time and encourage your involvement with your child’s education and care. You may call or email the center with any questions or concerns or to set up a conference to discuss your child’s progress, behavior, interests, and activities. We have an idea/suggestion box in all our entry ways to hear your thoughts.

**Curriculum and Assessment:**

We believe in the power of play in the lives of young children and that play is how children’s learning becomes the most meaningful and long lasting. When a child is building with blocks, she/he is learning about shapes, sizes, numbers, making predictions about what will happen when she/he tries to put a large block on top of a smaller one. She/he is also learning about how to get along with others, taking turns and sharing ideas. Play is children’s work and curriculum planning will be both play and bible based with the teachers carefully thinking about what the goals are for the children and planning activities that reflect the goals for the group and for each child, building on what children already know and are interested in knowing more about. Through play and experiences children are learning about science, math, literacy, social skills, creative arts, and social studies.

We also believe in the importance of authentic assessment, an on-going look at children’s development through observing children as they play, documenting their learning and growth with photos and/or work samples. Through authentic assessment each child is viewed as an individual and curriculum planning can reflect learning and developmental goals for each child. Authentic assessment recognizes individual styles and rates of learning and is documented in their individual portfolio. We conduct assessments as an integral part of our program. We use assessments to support children's learning, using a variety of methods such as observations, checklists, rating scales, and individually administered tests. Assessments obtain information on all areas of children's development and learning, including cognitive skills, language, social-emotional development, approaches to learning, health, and physical development (including self-help skills). We utilize the ages & stages tool when a child first starts at our center within three months and continually assess throughout the duration they are attending. We use parent teacher conferences and daily verbal communication to share any pertinent information to the families. We work to achieve consensus with families about assessment methods that will best meet the child’s needs. We are sensitive to family values, culture, identity, and home language along with keeping records confidential.

**Infants and Toddlers:**

Infants and toddlers are working on issues of trust and autonomy, learning that the world is a safe and dependable place. So, for infants and toddlers the curriculum will be centered on the 3 “R’s”; responsive **relationships**, **respect** for uniqueness, and **routines**. Reading stories will be a large part of the daily curriculum for the infants and toddlers.

In these important relationships, infants and toddlers are learning who they are and what they are capable of in each moment with the adults. The children are learning the answers to important questions such as: Is the world a safe place? Will my needs be met? Am I a successful communicator? Can I get my message across? Will you accept my emotions? Curriculum planning will consist of responding to these questions and utilizing the Montana Early Learning Guidelines for Infant and Toddlers.

Assessment of development and growth will be accomplished through on-going observation and documentation with photos to document progress. Staff may use the ages and stages assessment tool to help them determine what developmental stage the child is at. The information will be compiled in a portfolio that the teachers will share with the family up to twice yearly for full time students.

**Preschool:**

Preschool age children are working on issues of initiative; curious and busy learning about the world and their place in it. They are active, hands-on learners and learn best through self-directed, teacher planned learning activities and opportunities. The framework for planning curricular activities will be both the **Voyages Christian Curriculum** and **Montana’s Early Learning Guidelines, what children ages three to five need to know, understand, and be able to do**. Curriculum content will be planned from a variety of sources; the interests of the children, the teachers and the families. Teachers will plan projects and activities using the Guidelines, ensuring that all of the curriculum content areas such as creative arts, language and literacy, mathematics and numeracy, physical development and health, science, social-emotional development, and social studies are a part of each weeks planning. Copies of the Montana Early Learning Guidelines are available through the center director. Assessment of development, growth and learning will be portfolio based through observation and documentation with work samples and/or photos of the child in action. Portfolios will be compiled and shared with family members up to two times a year for full time students.

Daily Classroom Schedules are posted in each room. Weekly lesson plans are available in each room also.

**School Age:**

Before and After Care

We provide reliable year-round enrollment, flexible scheduling, and transportation. Our program provides the supervision and structure that school-agers need and the fun and flexibility they will enjoy.

Summer Camp

We understand that the need for safe, supervised care extends well into children’s elementary school years. Trinity Lutheran provides guided and intentional learning experiences while encouraging school agers to explore their own interests. Teachers create an environment that includes artistic expression, intellectual curiosity, physical activity, and collaboration with peers. When children attend our summer program, field trips and special events add to the fun of learning. We incorporate weekly themes that allow the kids to explore, expand and create around the content of each weekly lesson. Our theme-based field trips, projects, and outdoor fitness round out our program to complete a fun filled summer.

Trinity Lutheran Child Care Center’s

Discipline Policy

November 8, 2000

**Discipline**

The staff recognizes and encourages each child’s capabilities and praises positive God-pleasing behavior. Christian behavior is essential to our program. We expect children to be respectful of other children and our staff. We enforce hands off policy.

**Consequences of Unacceptable Behavior**

1. Staff will correct any destructive, abusive, or disrespectful behavior by redirecting the child and reinforcing positive behavior.
2. If the inappropriate behavior is repeated, or the safety of others is at risk, the behavior will be documented in writing in given to a parent the same or next day.
3. If, after involving the parents, the behavior continues, the parents will be asked to meet with the director and board chairman to solve the problem or find a more appropriate care center that would meet their child’s needs. NOTE: The staff and board retain the right to determine a goodness of fit for the child and center.
4. The parents and/or staff have the right to go before the Child Care Board if needed to settle a disagreement.
5. Immediate dismissal will be enforced if a child is in possession of dangerous drugs, alcohol, or weapons.

**Special Circumstances**

Parents are encouraged to advise the staff during stressful times. Please help our staff be sensitive to these needs by letting us know about changes such as; new siblings, changes in residence, death in the family (including a pet), separation, divorce, etc. The information will be kept confidential and allow us to meet your child’s needs.

Discipline your son, and he will give

you peace; he will bring delight to your soul.

Proverbs 29:17

(This page intentionally left blank.)

I/We,\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_have thoroughly read and do understand the policies set forth in this parent handbook. WE hereby agree to respect and abide by the policy statements of Trinity Lutheran Child Care Center.   
      
My/Our signatures below confirms that I/we hereby agree to abide by the child care contract in its entirety, including all policies, guidelines, and releases and that they have been explained to my/our complete satisfaction.   
    
    
Name of Child                                                       Childs Date of Birth   
    
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_                                 \_\_\_\_\_\_\_\_\_\_\_\_\_\_   
Mothers/Guardian Signature                              Date   
    
\_\_\_\_\_\_\_\_\_\_\_\_                                           \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   
Fathers/Guardian Signature                               Date   
    
\_\_\_\_\_\_\_\_\_\_\_\_\_\_                                       \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   
Providers Signature                                            Date