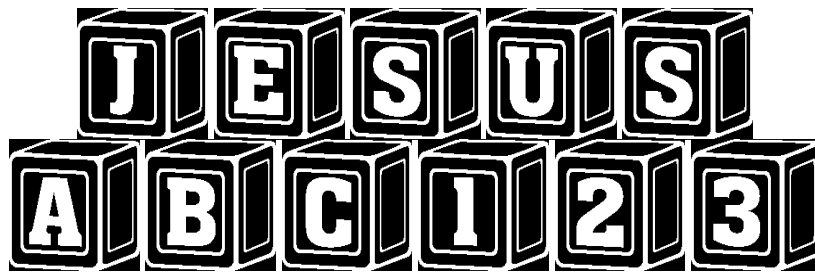


# Trinity Lutheran Early Childhood Education Program (ECEP) Handbook

Revised August 2022



## Trinity Lutheran School

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## Welcome

Welcome to Trinity Lutheran Early Childhood Education Program. The Trinity four-year old program was established in 1983 as a ministry of Trinity Lutheran Church. In 2006, Trinity added classes for three-year olds. We look forward to assisting you and your family in the nurturing of God's children for lives of service to their Lord and His people.

## **Mission Statement**

It is our mission to provide a quality Christ-centered early childhood education that builds a solid foundation for lifelong learning.

## **Early Childhood Education Philosophy**

Trinity ECEP believes that children learn best from personal experiences in a safe, stimulating, interactive Christ centered environment where children are encouraged to explore and create in developmentally appropriate activities. We believe that play is one of the positive and natural ways children learn. Therefore, child initiated, and teacher supported play is an essential component of our program. Secondly, we want to partner with our parents to support and equip them in the nurture of their children.

## **Program Goals**

It is primarily the responsibility of parents to guide their children through the various stages of growth and development to becoming an independent, self-sufficient adult. The Trinity ECEP has been established to assist you in meeting this God-given responsibility. We attempt to acquaint your child with a world that lies beyond home, to widen personal relationships, and provide a broader base of later learning experiences and social relationships. Trinity Lutheran congregation began early childhood education to help young children grow spiritually, emotionally, physically, intellectually and socially. We strive to do this by meeting the needs of the total child helping them grow in the following areas:

- a. In their relationship, understanding, and love of Jesus Christ.
- b. In their ability to interact with others in a Christian way, sharing and follow directions in a Christian environment.
- c. Developing positive attitudes towards self, and cooperation with others.
- d. Being motivated in the knowledge of basic concepts, with enthusiasm toward learning.
- e. Increasing their ability to develop communication and self-expression skills, self-confidence, and listening skills.

## **Our goals for your children are that they may learn. . .**

...to enhance their relationship with God; see His great love for them through His Son, Jesus Christ, and the wonderful things He does for them.

...to establish their first major experience away from their family setting; help them to adjust to new situations in the future.

...to establish close relationships with caring adults other than family members.

...to form first friendships.

...to build feelings of self-confidence and security.

...to be comfortable with themselves and experience success as they explore their physical, mental, and social abilities.

...to grow in independence, learning to become self-directed, and to do things for themselves.

...to express themselves imaginatively and creatively through art and play materials.

...to extend and enrich their understanding of the world.

...to respect the rights and feelings of others; to learn to be tolerant and cooperative.

...to increase their ability to handle their emotions constructively and recognize and cope with problems.

...to experience the security of gentle, loving discipline.

## **Non-Discrimination Policy/Cultural Diversity Statement**

The Trinity ECEP admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate based on race, color, national and ethnic origin in administration of its educational policies, admission policies, and other school-administered programs.



## **Trinity Lutheran School**

### **Our Mission**

In the name of Christ we will:

Equip individuals to

Strengthen families to

Impact the world

### **Our Philosophy**

Trinity Lutheran School seeks to make Jesus known in all we do. Just as Jesus commands, "Therefore go and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit, and teaching them to obey everything I have commanded you." Matthew 28:19-20a

### **Our Vision**

Trinity prepares Christian leaders for today and tomorrow Trinity partners with parents to equip students for a successful future

### **Our Goals**

**A**cademic excellence

**B**e family

**C**haracter development

**S**piritual growth

As part of the educational program at Trinity Lutheran Church, the Early Childhood Education Program is not separate, but the foundation and we assimilate the overall mission statement in our mission and ministry.



## *Early Childhood Education Program Sessions*

### **TLS ECEP Options:**

#### **Pre-Kindergarten Program (age 4 before September 1) with Mrs. Gross:**

Pre-Kindergarten 5 day Classes	M through F	8-11 am
Pre-Kindergarten 3 day Classes	M, W, F	12-3 pm

#### **Preschool Program (age 3 before September 1) with Mrs. Auxter or Mrs. Robinson:**

Preschool Classes 5 day Classes	M through F	8-11 am
Preschool Classes	M, W, and F or T, Th	9-11 am

### **Criteria for Enrollment**

Enrollment is open to children that are potty-trained. The admission age is contingent on the start of Kindergarten as mandated by the state. Preschool children should be 3 by September 1. Pre-Kindergarten children should be 4 by September 1. We have open enrollment all year.

### **Young 5's Program**

Though not an exclusive Young 5's program, our Pre-Kindergarten class is a comprehensive program which includes Kindergarten readiness focusing on the academic scaffolding of a 5's classroom.

### **ECEP Tuition**

The cost to all children is set each spring. A \$100 nonrefundable fee is required with the registration to hold an opening for your child. This amount will **not** be considered part of the tuition fee. Parents are required to pay the first month's tuition at registration in August. Tuition payments can be made in the office or on-line in their GRADELINK account will occur every month starting in September. The last payment will be paid in April.

### **Withdrawal**

If it is necessary to have the child removed from the program due to extended illness, family move, a problem with which we are unable to cope, or a child's behavior that is detrimental to other children, tuition will be refunded on a pro-rated basis. Such removal should be by mutual consent of parents and Director. Since our budget is based upon a full enrollment, we do not pro-rate tuition for vacations.

### **Gender and Sexual Identity**

Here at Trinity, affirming the teachings of the Lutheran Church Missouri Synod, we believe that God wonderfully and unalterably creates each person as male or female. This identity is determined by our biological sex, and these two distinct, complementary sexes together reflect the image and nature of God (Gen. 1:26-27), so that God's design for marriage is between one man and one woman.

We will love and care for all children entrusted to our care, addressing them by their legal names and appropriate pronouns. Our teaching will follow God's Word and the teaching of Jesus, that the gift of sexual intimacy is reserved for a husband and wife.

# *Trinity Staff Directory*

<b>School Office:</b>	Trinity Lutheran School 315 Scott St. Monroe, MI 48161 Phone: (734) 241-1160 Fax: (734) 241-6293
<b>Administrator of Trinity:</b> (and substitute)	Mrs. Cindy Lucas E-mail: <a href="mailto:clucas@trinitylutheranmonroe.org">clucas@trinitylutheranmonroe.org</a>
<b>Administrative Assistant:</b>	Mrs. Rhonda Schmidt Email: <a href="mailto:rschmidt@trinitylutheranmonroe.org">rschmidt@trinitylutheranmonroe.org</a>
<b>Director of EC Ministry Pre-K Teacher:</b>	Mrs. Nancy Gross Phone: (734) 788-8601 E-mail: <a href="mailto:ngross@trinitylutheranmonroe.org">ngross@trinitylutheranmonroe.org</a> <a href="mailto:Katybeth63@aol.com">Katybeth63@aol.com</a>
<b>Preschool Lead Teacher:</b>	Mrs. Donita Auxter Phone: (734) 735-6894 Email: <a href="mailto:dauxter@trinitylutheranmonroe.org">dauxter@trinitylutheranmonroe.org</a> <a href="mailto:dauxter@charter.net">dauxter@charter.net</a>
<b>Preschool Lead Teacher &amp; Child Care Director:</b>	Mrs. Holly Robinson Phone: (734) 915-1162 Email: <a href="mailto:hrobinson@trinitylutheranmonroe.org">hrobinson@trinitylutheranmonroe.org</a> <a href="mailto:hollyrobinson1162@gmail.com">hollyrobinson1162@gmail.com</a>
<b>ECEP Assistants:</b> (and substitutes)	Mrs. Kelli Giramò Mrs. Melissa Piepsney Mrs. Flo Waldron



<b>Church Office:</b>	Trinity Lutheran Church 323 Scott St. Monroe, MI 48161 Phone: (734) 242-2308
<b>Administrative Pastors:</b>	Rev. Daniel Potts, Rev. Mark Duerr

# *Personnel*

The ECEP director/Pre-K teacher is certified by the State of Michigan. Mrs. Gross has Bachelor's degree in education and a Master's Degree in Early Childhood Education. The PS teacher, Mrs. Auxter has an Associate's Degree. Mrs. Robinson has a BS degree in Early Childhood Education. Our assistants meet the qualifications through state licensing. In three year old Preschool, the teacher-student ratio is 1:10. In four year old Pre-Kindergarten, the teacher-student ratio is 1:12. Through our teachers, your child comes in contact with warm, loving, accepting adult who take an active interest in the needs of each child; operation will be flexible oriented toward these needs and in attempt to provide educational experiences to fulfill them.

## **Supervision of Volunteers**

We often have parents and grandparents volunteering in the classroom. No volunteer will be solely responsible for the care of the children. All volunteers, including parents, shall be supervised by a staff member and must be cleared by the MSP Sex Offender Registry. Volunteers shall always be in the sight of a staff member. Anyone on the MSP Sex Offender Registry may not have contact with children in our center.

## **ECEP/Child Care Personnel and Volunteer Policy**

Trinity childcare center requires a criminal history check on its employees and unsupervised volunteers. All staff members have provided documentation from Department of Human Services that they have not been named on the central registry for child abuse or neglect.

A staff member shall not be present at Trinity childcare center if he or she has been convicted of either:

- a) Child abuse or child neglect
- b) A felony involving harm or threatened harm to an individual within ten years

immediately preceding the date of hire.

A volunteer, including parents, shall not have unsupervised contact with children who are in the care of Trinity childcare center if he or she has been convicted of either of the following:

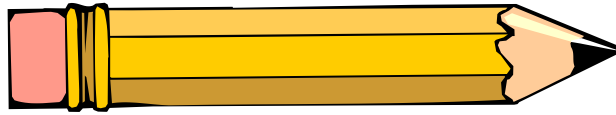
- a) Child abuse or child neglect
- b) A felony involving harm or threatened harm to an individual within ten years

immediately preceding the date of offering to volunteer at the childcare center.

Before a staff member or unsupervised volunteer may have contact with a child who is in the care of Trinity childcare, they must go through a comprehensive background check that includes fingerprinting through MorphoTrust. In the event a staff member or unsupervised volunteer would be convicted at a future date of either child abuse or child neglect, or a felony involving harm or threatened harm to an individual, the staff member or unsupervised volunteer would not be allowed to be the present at Trinity child care center. Early Childhood and Child Care workers will participate in first aid and CPR training and at least 16 hours of professional development.







## *Required Forms*

Parents/guardians must complete ALL of the following forms **before** your child's first day in the ECEP program. **All** of these forms must be updated yearly. It is imperative that you keep us updated of any changes to phone numbers, addresses, etc.

- Early Childhood Enrollment form (with non-refundable deposit)
- State of Michigan Department of Human Services Bureau of Children and Adult Licensing Child Information Record card
- Early Childhood Admission & Financial Contract
- FERMI Release form
- Release and Authorization to Photograph or Record Child
- Concussion Awareness Form
- Health Appraisal (Medical examination with a current immunization record for all new students)
- Child Care enrollment
- Written Information Packet Documentation from MI Dept. of Licensing and Regulatory Affairs Bureau of Community and Health Systems

A physical examination, including an updating on immunizations, is **required** by State Law for all children entering school for the first time. Computer generated health appraisals will be accepted but must be renewed yearly. A written health appraisal with a physician's signature is good for two years.

### **Immunization Waivers**

Children in the ECEP setting are required by the State to have the HIB vaccination as well as the others recommended for their appropriate age. If your child does not have the required immunizations, you must obtain an immunization waiver from the Monroe County Health Department. If a physical or immunizations are not given within the allotted time, your child may be excluded from class without refund.

### **Student Records**

Each teacher will keep records of student enrollment, health appraisal, and progress in their classroom files. They will be shared with progressive teachers. The director will oversee the organization of files.

### **PLEASE...KEEP RECORDS CURRENT**

**All required forms must be updated yearly. It is imperative that you keep us updated during the year of any changes such as PHONE NUMBERS, emails, family situations, AUTHORIZED PERSONS your child may be released to and emergency contact information.**

# Communication with Parents



We value good communication, as it helps us meet the individual needs of each family. We appreciate your concerns. Please feel free to discuss your child, concerns, or issues with us anytime. Parents are welcome to communicate with us by: Brightwheel, phone call, email. For private communication, please send us a text message to our phone.

## Additional communication will happen by:

- **Brightwheel**-This will be our main communication with parents.
- **Facebook**-Please like our Trinity Lutheran Early Childhood Education FB page. It is often the quickest way to share information and pictures with you. It is used very frequently.
- **Bulletin Board**- The bulletin board and monthly calendar outside the classroom will be used as a means of communication between parents and teachers.
- **Web site**- You will find school or Early Childhood information at [www.tlsmonroe.org](http://www.tlsmonroe.org).
- **Folders**-Daily information, newsletters, classroom calendars, papers, etc. will be placed in your child's folder each time they come to school. Materials will be sent home for two separate households as needed. Please place completed lunch menus, communication, field trip slips, book orders, etc. in the folder. We will look in it each session.

**Email Communication will be used. Please give us your email address. Thanks!**

## Confidentiality Statement

Trinity will maintain the confidentiality of all children's records. Confidential information is restricted and private. Written informed consent from the parent must be received prior to releasing any information in which a child may be identified, except for information requested by authorized state and federal agencies or by court order. In such cases the director will attempt to notify parents first.

**PLEASE NOTE:** Stepparents, fiancé, grandparents and siblings have no right to information without authorization. You must give consent for information to be shared, even general information at pick-up.

## Child Custody Situations

Please inform us of any custody problems and schedules. Children can be released to either parent at any time. If a parent is prohibited from picking up a child, we must be provided with court documentation.

## Drop Off/Pick Up/Pick Up Procedure-Someone other than Parent/Guardian

Your child will be signed in and out every day. At registration each family must fill out a Child Information Record card which has Emergency Contact/ Parental Consent Form, NOT BRIGHTWHEEL PICK UP APPROVAL On this form are the name(s) of persons other than parents or legal guardians (including siblings and fiancé) to whom the child may be released. **Please be sure to keep these names and phone numbers updated as needed!** Any changes must be made in writing. Children will NOT be released to anyone that is not listed on the Child Information Record Card. If we do not know the authorized person picking up your child, they must have photo identification. This is particularly important at the start of the year. If you know ahead of time that someone other than yourself is picking up your child, please let us know.

## Conflict Resolution

The words of Matthew 18:15-17 outline the steps to be taken if there is a disagreement between your and a staff member. First, speak to the individual privately. If an agreement is not reached, please contact the director who may arrange a meeting with the persons involved. If it continues, you may contact the principal or pastor. Out of Christian love, no part of the problem should be made public or shared with others not involved. When the process is completed, the matter should be dropped.

# Program Information



## Early Childhood CALENDAR

Sept. 6	Start of classes	
Nov. 24-25	Thanksgiving Break	NO SCHOOL
Nov. 3-4	MANS Conference	NO SCHOOL
Dec. 22 - Jan. 2	Christmas Vacation	NO SCHOOL
Jan. 16	MLK, Jr	NO SCHOOL
Feb. 17-20	Winter Break	NO SCHOOL
March 27-31	Spring Vacation	NO SCHOOL
April 7-10	Easter Break	NO SCHOOL
April 20-21	NAEYC Conference	NO SCHOOL
May 29	Memorial Day	NO SCHOOL
June 2	Last Day of Preschool and Pre-Kindergarten	

Watch for monthly calendars for events, parties, field trips, and other days off.  
Childcare is available after ECEP class sessions end.

## **School Closing Policy**

We observe the Monroe Public School's policy of school delays and cancellation because of inclement weather. We will send a message through [Brightwheel](#). You may also [check Monroe News website](#), [Trinity Lutheran Early Childhood Facebook](#), for school cancellations and delays or local TV stations. Check for "Monroe Public and Parochial School" closings and delays. If Monroe Public and Parochial schools are closed, both ECEP and child care are closed.

If the morning session is cancelled due to a delay, the afternoon session will report at their normal time. If Monroe Public and Parochial schools are **delayed, childcare is open.**

## **First Day**

Your child's first day of school should be a wonderful experience. Each day our words and actions can make a great difference in how your child accepts new surroundings. You may help to prepare your child by speaking of school as a fun place and stress the new experiences he/she will have. Most children will make better adjustments to school those first few days if the parent is not present. We ask that parents make a quick good-bye when dropping off their child, especially at the beginning of the year. It is easier on the child and teacher if the good-bye is quick rather than lingering. A quick reassurance that you will see them in a while is the best approach. This is particularly helpful if a child is having a hard time letting mom or dad or grandma go. There may be tears, but it has been our experience that children will adjust. For all anxious parents, rest assured. We promise that we will call if there is a crisis!

## **Daily Schedule**

A schedule will be handed out at the beginning of the year. It will also be posted in the classroom.



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## Curriculum

Our school exists to help foster a Christian view of life. It is staffed by teachers who themselves are committed, practicing Christians. As such, it is structured with the assumption that each child is a creature of God whose purpose of living can be realized fully only in a growing relationship with the God who has revealed Himself in the person and work of Jesus Christ. Therefore, Christian worship and educational activities appropriate to the child's maturity level are a regular part of our school's program. Religious training is given largely through informal means and through literature. This training is directed toward the development of a religious quality of life to aid the growth of the total person as a child of God.

Our program and curriculum are based on the *Early Childhood Standards of Quality for Prekindergarten* published by the Michigan Board of Education and the Curriculum Standards published by Michigan District LCMS. We do administer the developmental screener, *ASQ-3 Ages & Stages Questionnaire*, throughout the year. We utilize *Work Sampling System* to observe the progress and development of our children. Formal assessments are given twice a year, usually in January and May.

Early education activities are in the context of fun and are designed to promote the child's success. The activities are developmentally appropriate. Play activities are designed to develop large and small muscle control and coordination. Activities are arranged to provide a medium for discovery of the world that surrounds the child. Field trips and off-premises activities help to broaden the child's outlook on life and acquaint him with many areas of life outside the confines of the home.

The following activities increase sound child development and are covered during the year in our curriculum.

### **Movement and Gross Motor Activities:**

walking, running, hopping, jumping, rolling, dancing, bending, pushing, pulling, wiggling

### **Fine Motor Activities:**

drawing, tearing, cutting, painting, buttoning, folding, using puzzles, pasting, zipping, finger plays

### **Circle Time:**

devotions, prayer, calendar, weather letter, number, shape, color, sharing

### **Language Activities:**

dramatizing, story telling, role playing, using puppets, picture reading, discussion, stories, comprehension, imagining, singing, listening, sharing information, following directions, character identification

### **Pre-math/Perceptual activities**

Numerals, like-different, sets, sequence, grouping, shape, counting, size, patterns

**Handwriting:**

The Pre-K children will be learning to print their own name. This is to be done using D'Nealian writing. An example and instructions will be provided at the beginning of the year. **The first letter of the name is CAPITALIZED. All others are written in lower case.**

**Science Activities:**

collecting, observing, problem-solving, questioning, seasons, senses, weather, animals

**Fine Arts:**

dancing, drawing, signing, painting, free movement, cutting, rhythm band, creating, singing, crafting

**Center Time:**

blocks, art, dramatic play, Legos, science, writing, puzzles, manipulatives, cooperative play, problem solving

**Social Science:**

home and family, growth, feelings and emotions, friends, holidays, cooperation, problem solving, self-concept, taking turns, sharing, citizenship, geography

**Religion:**

Bible Stories, Chapel, prayers, songs, spiritual awareness, evangelism, character traits, Fruits of the Spirit

Our curriculum is limited only by time, imagination, and the conceptual abilities of the children in our group. Play is an important part of our learning experiences

**Children with Special Needs**

Each person is an extraordinary individual created by our Heavenly Father. We recognize that some children that parents have entrusted to us that may have certain specialized needs. The goal at Trinity Lutheran is that we will work diligently with parents and support staff to meet those needs of the child as we are best able to. We will communicate with parents frequently.

To meet the academic and physical needs of children enrolled in our program, we will:

- Administer developmental screening tools (ASQ-3)
- Work with
  - Parents
  - Principal
  - Specialists from the Intermediate School District
- Allot time for therapy
- Attend professional training is attended as needed
- Keep and review IEP and Service Plans
- Assess growth twice a year
- Refer families to community partners when possible.

We will accommodate children with medical conditions (i.e.: asthma and allergies) by providing an allergen-free environment. Emergency procedures are planned for all students, keeping in mind each individual child's special needs.

The children of Trinity work on the trait of compassion-compassion for one another but especially with those in need. Special needs of others are included in story time, religion lessons, play time, discussions, and in role playing.

## **Teacher Observations & Parent Teacher Conferences**

During the day, teachers will note observations. As needed, we will discuss how we can best differentiate learning for your child. Special days are set aside for parent/teacher conferences in the winter and spring for Pre-K and PS to discuss assessments and the developmental progress of your child's growth. If you as a parent would like to initiate a conference at other times, please let the teacher know and we will be happy to schedule a time that would be convenient for all involved.

## **Reading Incentive Program**

Reading to children is fundamental to their future educational success! To promote reading aloud at home, our families are encouraged to participate in the reading incentive program. Monthly reading log will be sent home monthly. Time spent reading will be logged. At the end of the month, logs will be returned. Those who meet established goals will be able to receive a free book.

## **Show & Tell**

Pre-K children will participate in Show & Tell. Show & Tell items are listed on the monthly calendar. They will relate to the theme that we are talking about that week. Parents will take a picture of their child with Show and Tell items and post it to Brightwheel. It is a learning experience for all children to reinforce the learning here at school.

## **Field Trips**

Throughout the school year Pre-K students will go on field trips around the community. Children will NOT be formally signed into our care during field trips. Parents, or a designated adult of the parent, are to attend field trips with their child and share the experience. They are also responsible for their own child's transportation to and from the designated site. We will not meet at school as we meet at the planned destination. We hope all children will be delighted by the experience of our trips. Occasionally, a small fee will be charged for admission expenses. Organizations (petting zoo and library) will be invited to our school for enrichment learning for our PS and Pre-K students.

## **Walks**

Often, we take walks around the school block. We do not cross any streets.

## **Childcare/Rest Time**

Childcare is available from 6:45 am to 5:30 pm for students when they are not in class. All ECEP parents are required to complete paperwork for Child Care in the case. Information on enrollment and rates are given at registration.

Children who stay for rest time will need to bring a blanket and small pillow or pillow pet. Please place the items in a 32-quart plastic container with lid. These items will be sent home weekly for cleaning. They will have an assigned cot with a sheet provided. Cot and sheets will be cleaned weekly by the staff (sooner, if necessary). Soft music and low lighting will occur during rest time. Children who are not asleep after 30 minutes will be able to participate in quiet activity.

## **Animals**

Due to allergies in the building, no live animal may be brought to school unless prior arrangements are made, and administration permission has been given. **NO** animals may be brought in at drop off and pick up. Also, no animals are allowed in the parking lot during school hours.

## **Respiratory Allergens**

Due to allergies in the building, we ask that you limit use of strong-smelling essential oils, lotions, perfume, or cologne, latex balloons, and Scentsy products.

# CLOTHING & FOOD



## School Clothing Policy

Children should be comfortably dressed in simple washable, easy to manage clothing for outdoors, painting, gluing and other 'messy' play. We suggest dark bottoms for outdoor play. Easy to manage clothing for the young children encourages your young child's independence in taking care of their own toilet needs. Children should be trained to take care of themselves in the bathroom.

Our children will participate in outdoor play daily, weather permitting (no rain, above 20 degrees wind chill in the winter). Please be sure that your child has proper clothing for outdoor activities and is prepared for any changes in weather. Please label boots, mittens, coats, hats, blankets, and extra clothes with your child's name. When there is snow on the ground please provide boots, so your child's feet stay dry. We will NOT provide extra gloves, mittens, and hats.

## FOUR IMPORTANT POINTS:

1. All children must have **one complete set of extra clothes** (underwear, socks, pant, and shirt; shoes if possible) to be kept in the classroom or childcare room for emergencies.
2. **Shirts must have sleeves on them.** It will be more comfortable if your child has layers on so he can take a sweater or sweatshirt off. **Socks or stockings must be worn.** Please, no clothing that makes noise.
3. **CHILDREN ARE NOT ALLOWED TO WEAR SEQUIN, MERMAID DECORATED CLOTHES.** We have found that the material is a distraction and tempting for others to touch.
4. **TENNIS SHOES MUST BE WORN.** Light up shoes are acceptable. **Please no shoes that make noise, sandals, or crocs.**



## Nutrition Policy

The purpose of our Nutrition Policy is to assist parents and children in the habit of eating healthy for optimal physical cognitive growth. Menus are posted in or outside each early childhood room for lunch and afterschool snacks including any food substitutions that may have been made. The meals and snacks will be in accordance with the minimum meal requirements of the Child and Adult Care Food Program. Children with special dietary needs will be provided meals/snacks in accordance with the child's need and documentation from a physician. In cases of allergies parents may choose to provide their child's food.

No child will be deprived of a meal or snack. If a snack or lunch is forgotten, we will provide one. *My Plate* and *Reggie's Rainbow* are referred to in our program and classes for nutritional learning. Please use insulated lunch containers and ice packs for lunch.

## Breakfast

You may send a simple, ready to eat breakfast with your child if they are arriving between 6:45 a.m. and 7:30 a.m.

## Snacks

Parents are asked to provide a nutritious snack for their child. Fruits, vegetables, cheese, non-sugary snacks are preferred. Water will be provided. Please label and date your child's snack.

## Lunch

If your child is in childcare during lunch time your child may enjoy lunches through the Trinity Lutheran School lunch program, or you may send a balanced, nutritional lunch from home for your child. Milk is available for purchase. The cost of lunches and milk cartons will be given during registration. Early Childhood children will eat together. Conversation of nutrition and manners, and social skills are part of the lunch setting. Left-over food will be discarded. To help the kitchen staff adequately prepare the correct amount of school lunches, please complete the student sign in sheet each day indicating their lunch choice. Please make pre-paid lunch payments in the school office. Please label and date your child's lunch. Trinity Lutheran School lunch program is approved by the School Nutrition Program.

## Birthdays/Food Allergies

Birthdays are fun and your child's special day will be celebrated in school! If your child's birthday occurs during the summer, we will celebrate it before the end of the year. If you wish, your child may bring in a **non-edible** treat. Please let us know if you will be sending in something.

## Holiday Parties

There will be three holiday parties: Harvest (Pre-K), Christmas, Valentine's Day (Pre-K) and two special holiday events: Thanksgiving and Easter. Dates are posted on the yearly calendar and details will be given as the holiday approaches. Parents are always welcome to join us. More information will come throughout the year. **Please be aware that students may have food allergies. You will be notified on any food allergies as they are known.** An ingredient list may be required.



## *ECEP Discipline Plan*

1. We want our discipline to teach love and respect by example.
2. We will always use positive methods of discipline to encourage the child to use self-control, self-direction, and to maintain a positive self-image.
3. Simple, specific, and consistently enforced limits are established for the child's safety and well-being.
4. Rules and restrictions will be explained for each activity and area.
5. Attention will be given to correct behavior and play in the form of hugs, praise, and/or rewards (i.e. stickers, special privileges).

This is directed toward the development of inner discipline so that the child may learn to consider the needs of others, develop a longer attention span and the ability to sit quietly to receive instruction and listen to literature.



## **Child Behavior Management Policy**

Trinity ECEP believes that we are all children of our Heavenly Father and worthy of respect. Trinity staff will be consistent and firm with all children. We try to prevent discipline problems by providing a stimulating, safe, caring atmosphere and by guiding the children through difficult situations.

If unacceptable behavior occurs Trinity staff may use some of the following discipline techniques depending on the situation:

- Give positive directions (explain to the child what they should do)
- Give choices whenever possible
- Redirect the child to an appropriate activity
- Talk to the child helping the child express any feelings they are having
- Give opportunity for the children to problem solve under our direction, giving suggestions for solutions only when necessary
- Remove the child from the source of conflict or situation for an age-appropriate self-reflection
- Give logical consequences to a child's actions as part of discipline when necessary
- Finally, the child may be asked to meet with the program director and the parents may be notified.

Any acts of aggression by the children, such as fighting, biting, or hitting will result in the separation of the children involved, attention to any harmed individual, including any necessary medical attention, and notification of the parents of the children involved. We will provide written documentation of the incident including the names of any witnesses of the incident.

The following are strictly prohibited: corporal punishment, (i.e. spanking, hitting, shaking, pinching) emotional abuse, humiliation, shaming, threatening a child, abusive language, or withdrawal of food and other basic needs.

Teachers will provide sympathy, comfort, kindness, patience, and care to distressed, sad, and crying children. Please let us know if there are any changes in your child's home life so that we comfort with knowledge. If a child is inconsolable, we will contact parents. Additionally, we will contact parents with positive updates on a crying child with messages or pictures.



## ***Medical and Safety***

### **Health Plan**

It is our goal to work with parents to keep their child healthy. It is important for children to have a regular health examination by a physician. A physical exam, including updated immunizations, is required by the state and enrollment in our program. If a parent is withholding immunizations, they must contact Monroe County Health Department for an immunization waiver. Immunizations are verified and/or verified by MI Care Improvement Registry (MCIR) at the start of each school year and as a child enters our program. Trinity Lutheran maintains a 100% compliance record as mandated by state law for licensing. We will provide information on necessary immunizations as needed to individual children.

Trinity Early Childhood Education provides parents with development milestone checks resources to parents. Trinity administers the *ASQ-3 Ages & Stages Questionnaires* annually. Parents are asked to complete the questionnaire and confer with the child's teacher so that development milestones can be monitored.

Trinity Early Childhood Education participates in the vision and hearing screening provided by the county health department prior to Kindergarten. If there is a concern, teachers will contact parents so that an evaluation may be scheduled prior to that.

### **Children's Illness Policy**

Parents will complete a health screening for their child at drop off. The teachers at Trinity are keenly interested in the health and welfare of each child in the program. Through observation, teacher note the daily health of each child. If a concern arises, the teacher will contact a parent by text or phone.

Additionally,

1. **Please keep your child home if he/she is sick.** This includes vomiting, has repeated diarrhea, is running a fever of 100 degrees or more, or is known to have a contagious condition.
2. A child may return once he/she is **24 hours fever free without medication, 24 hours vomit or diarrhea free.**
3. If your child becomes ill during school, we will contact person listed on the Child Information Record card in the order listed. A sick child must be picked up as soon as possible. Please have a backup plan. Staff supervision in the school office will continue until the parent or emergency contact person arrives at school. Children should remain home until well
4. if, in the opinion of the staff, he/she is obviously too ill to remain in childcare or they show signs of repeated diarrhea, vomiting, fever, unknown rash, or pink eyes, etc.
5. If your child is ill with a fever of 100 degrees or more, you will be notified by phone. At that time, you will be requested to make arrangements for your child to leave the school.
6. Children who show any of the following symptoms should NOT be in school:
  - a. severe cold
  - b. sore throat or earache accompanied by a temperature (1+ degree over normal)
  - c. swollen glands with a fever
  - d. excessively runny nose
  - e. temperature of 100 degrees or more
  - f. undiagnosed skin eruptions or rash
  - g. general signs of listlessness, weakness, drowsiness, flushed skin, frequent severe headaches, diarrhea, or vomiting.

### **Communicable Illness-Infectious Diseases**

We **must** report to the health department and other parents if your child is diagnosed with a communicable illness. This includes strep throat, influenza A or B, pink eye, ringworm, and hand/foot/mouth disease. We will notify you if there is a communicable illness in the room. We will not release the child's name. Please provide with a physician's return to school note.

### **Children's Absence Policy**

The staff of Trinity views Christian Education as one of the strong points of the program. This is what makes the program unique from other preschools. **If your child will be absent, please email or call.** We like to pray for our friends.



**Please keep your child home when sick!**

## Medication Policy

1. When medication must be administered to a student, proper instructions from a doctor and permission from a parent must be provided. A Medication Authorization Form must be completed and filed in the school Office. Medication will be held in and dispensed from the office. There is to be no medication of any kind kept in the classroom. No medications are to be stored in cubbies or backpacks.
2. An exception to this would be the use of an inhaler and Epi Pens. In these cases, notification must be in the school Office.
3. Topical, non-prescription products such as lip balm, sunscreen, or hand lotion need annual parental written permission but do not require documentation on use. **However, these items must be labeled with your child's name and be given to a childcare staff employee.**
4. **Hand sanitizer is NOT allowed except when dispensed by staff.** We do not allow individual containers of sanitizer clipped to backpacks.

## Accident/Injury Policy

If a child is injured, an Accident Report will be completed the same day. A copy of the report will be placed in the child's file.

- Minor Accident or Injury: Minor injuries will be treated as needed: washing, band-aid, ice pack. Parents will be notified of the injury by messenger or at pick-up time.
- Serious Accident or Head Injury:
  - Basic first aid will be applied.
  - Parents will be notified by phone. If parents cannot be contacted, the emergency contact on the Child's Information card will be notified.
  - If the child needs medical attention due to a life-threatening situation, then EMS will be contacted. If it is necessary for the child to be transported via ambulance to the hospital a member of Trinity staff will accompany the child until a parent arrives. The child's medical release card will be given to emergency personnel. If the child is sent to the hospital Trinity staff will notify the parents as soon as possible.
  - **Parents are responsible for keeping the Child Information Card up-to-date.**
  - Staff is not allowed to transport injured children to the hospital or doctor.

## Head Lice Information & Policy

Head lice are very common today! If they are found, this is not cause for panic, but a cause for action to be taken to prevent head lice. The following policies need to be followed very carefully.

- If a child is found to have head lice at the program site, the child will be isolated, and the parent contacted to pick up the child.
- All parents will be notified immediately in writing of the presence of head lice.
- We will take the appropriate action needed to clean the room (the rugs, furniture, stuffed toys, hats, etc.) and bag stuffed animals or pillows for two weeks.
- The child may be readmitted to school when there is evidence of no nits remaining in the hair. Any child treated for head lice must be checked in at the school office before returning to class. If you have difficulties treating the head lice on your child, please contact the school, local health department, or your child's physician.

The best way to prevent transmission of head lice is to:

- Conduct regular head checks on your child.
- Teach children to place hats and scarves inside coat/jacket sleeves.
- Remind children not to share combs, brushes, headbands, barrettes, hats, caps, scarves, or other personal head gear.

If head lice are found on your child

- Check others in the household for signs of head lice or nits. If found, complete remaining steps on all infested individuals.
- Use an effective head lice treatment.
- Remove nits from the hair by combing. This is the most important lice control measure. Complete nit removal is time-consuming but is critical for successful treatment.
- Remove all of the lice and nits from the environment by washing in HOT water or vacuuming. Be sure to empty your vacuum.
- The child may be readmitted to school when there is evidence of no nits remaining in the hair. However, after treatment you should keep checking every 2 days until there are no head lice found for **10 consecutive days**.

Please notify the school of any occurrence of head lice. We try very hard to respect the privacy of the infected student since this is a delicate issue.

### **Hygiene Plan**

Staff will wash hands as necessary and at the following times: upon arrival, after toileting, after assisting children in toileting, before eating, before serving food or drink, after eating. Children will be instructed to wash hands after toileting, before eating and after playing outside. Staff will follow universal precautions when handling body fluids and are trained in Blood Borne Pathogens. Equipment, toys, tables, and other surfaces are cleaned and sanitized per use or as needed following state licensing guidelines. Floors and carpets are mopped or vacuumed daily, and bathrooms are sanitized daily.



### **Playground Safety**

Early childhood children may not use the corkscrew fire pole or blue swing. Children may not train slide, swing on stomach, swirl swings, or throw chips. Some risk-taking play may occur with supervision (ex.: walk up straight slides).

### **Concussions**

By law, Trinity staff has been certified in concussion training. All parents will be given information about concussions to read. A Concussion Awareness Form must be signed by parents and kept on record. Further information on concussions can be provided by the CDC online.

### **Building Safety**

Trinity is a secured environment. Entrance doors to the school building are locked, including those from the church and gym locations. Classroom doors are kept locked. Children are not allowed to open doors, even for parents. Please be mindful of this at drop off and pick up. Please use Door F when entering the building and stop at the office.

### **We Are Drug Free**

There is no smoking, vaping, alcohol, or drug use at our center or on field trips.

## Crisis Management Plan

**Fermi evacuation** will take place as it has been laid out on the Fermi Evacuation Form. Children will be transported to the Bedford School District where they will be picked up.

**Tornado:** If there is a tornado **warning**, which means a tornado has been sighted; we will take the children to an appropriate location and follow the procedures.

**Fire:** In the event of a fire, the children will be evacuated outside as quickly as possible.

**Intruder:** During drills we practice “duck and hide.” In the event of a true intruder alert, we will remove the children safely and relocate to Monroe Middle School.

**Tornado, Fire, and Intruder Drills** are practiced during the year with the children. These drills are required by state law. Teachers and staff are aware of their responsibilities in the event of an emergency. The attendance book and student emergency information are removed from the school in the event of an emergency, so all children can be accounted for easily.

**Man Made Disaster-Crisis Management Binder** each classroom has a binder to address many crisis situations. Training sessions and review of procedures are scheduled annually for all early childhood staff.

**Accommodations for Children with Special Needs or Chronic Medical Conditions** will be developed, written up, and shared with staff and parents. This form will be included in emergency binders and reviewed annually.



### Photographs of Trinity Students

We encourage parents and grandparent to take pictures of their child during special times of the year. However, we must address safety with photography. **To ensure the safety of Trinity children, we are asking all parents to turn off the GPS location on all smart phone cameras and smart digital cameras when at Trinity or on a Trinity sponsored field trip.** Additionally, you may not place pictures with names on a social network. You need to have permission from other parents **BEFORE** you place their child's picture on social media. Please keep in mind not all parents have granted photo release permission.

### Licensing Notebook

The Trinity Lutheran ECEP is licensed by the State of Michigan, Department of Human Services. This license is renewed every two years. Trinity Lutheran ECEP maintains a ‘Licensing Notebook’ of all licensing inspection reports. It also includes any special investigation reports, if there are any, and all related Corrective Action Plans as required by the State of Michigan, Department of Human Services, Bureau of Children and Adult Licensing. This notebook includes all reports issued and Correction Action Plans developed on and after May 27, 2010. This notebook will be available to parents for review during regular business hours. Licensing inspection and special investigation reports from the past two years are available on the Bureau of Children of Adult and Adult Licensing website at [www.michigan.gov/michildcare](http://www.michigan.gov/michildcare).

### Trinity Lutheran School Handbook

We will refer to the TLS Handbook for certain policies and procedures that are school wide. A copy is posted on-line.

# *Parent Involvement*

To ensure continuous emotional and social growth of the child, there must be open communications between teachers and parents. Happenings both at home and at school have a tremendous influence on the child. To help keep parents informed of activities at school, each child needs a folder, which needs to be checked daily by the parents. Parents, in turn, are asked to inform the teachers of any significant family changes, for example, the death of a friend, relative, or pet, divorce or separation, or new additions to the family.

Parents should feel free to discuss any part of the program or area of special interest with us at any time. Parents are encouraged to visit the school at any time. If you have anything special to share with the children, such as hobbies, collections, musical abilities, occupations, or something from your culture please let us know.

Sometimes parents help by doing various tasks that need to be done around the center. If you are willing to do anything like repair toys, wash dress-up clothes or do some sewing, your help would be appreciated. Each parent is encouraged to volunteer during the year. Service hours may be given for those with older siblings.

At times we may ask parents for their assistance with activities in our classrooms. Please watch for opportunities. Parental volunteers will need to complete necessary background checks.

## **Cultural Inclusion**

At Trinity we acknowledge we are all a part of God's family, but we are uniquely different. God loves everyone and we facilitate inclusion of all. It is our goal to support and celebrate the cultural diversity and uniqueness of the families in our program. We display pictures, posters and other materials that reflect the cultures and ethnic backgrounds around the world. More personally, pictures of all our families are displayed. We have toys and props that are culturally diverse. We include book/literacy area has pictures and storybooks that reflect the different cultures. We will seek services for support in school and for home. We encourage and provide opportunities for children and their families to share experiences through storytelling, activities, or items (ex: golden birthdays). Cultural inclusion is important because every person of every nationality and race is a special creation of God. We celebrate their differences and learn from them. We respect and value each child's culture and encourage you to share your families' cultural traditions and history with us.

## **Trinity Boosters**

Preschool and Pre-Kindergarten parents become members of Trinity Boosters when they enroll their child(ren). Its two-fold purpose is to foster a closer relationship between the school and the parents through various activities and raise funds needed to benefit the educational program at Trinity. Watch the church bulletin and flyers sent home regarding date and time of meetings and activities. All parents are invited and encouraged to be represented at each meeting. If you are interested in more information about this group, please contact one of the board members.

## **Parent Resources**

You will receive an electronic copy of the Great Start Monroe County Children's Yellow Pages which is a Directory of Early Childhood and Family Resources and information on the Child Development App. If you would like any specific resources or supplemental learning activities, please let us know. We have items we can share with you for a period of time.

## *Additional Information*

### **Transitions in Early Childhood and to Trinity School**

Trinity desires all children to feel welcome and comfortable with adjustments to new classrooms and programs. Through written communication we will announce Early Childhood Open House events where parents and children can visit the room they are entering. You can continue your child's Christian education beyond Pre-Kindergarten in our accredited school, which offers Kindergarten – 8<sup>th</sup> Grade. Students eligible for kindergarten will receive enrollment information by March of the Kindergarten Round Up. During the event, the principal will meet with parents to explain requirements, procedures, and policies. The kindergarten teacher is introduced, and the room is visited by both the parents and students. Additionally, throughout the year, the Preschool and Pre-Kindergarten classes or Pre-Kindergarten and Kindergarten classes will participate in activities together. This facilitates a calmer transition to the next level and teacher.

When a child leaves the early childhood program at Trinity, a conference is held prior to the departure. A gift is given, and the family is encouraged to remain in contact with Trinity.

### **PROGRAM ACCREDITATION**

The Early Childhood Education Program is accredited with Trinity Lutheran School through National Lutheran School Accreditation. We have earned a 4-star rating by Great Start to Quality. To God be the Glory!

JESUS LOVES THE CHILDREN  
AND JESUS LOVES YOU!



### **Chapel**

As part of our religion curriculum, Pre-Kindergarten morning class will attend Chapel one day each month. Chapel for afternoon Pre-K and Preschool will be scheduled as noted in classroom newsletters. Chapel offering envelopes will be available so children can give to Jesus.

### **Singing in Church**

Our Early Childhood students will sing at services throughout the year. Please join us during those services. The EC Christmas program will be a part of one service in December.

### **Worship**

Teach your children to follow Christ before the world teaches them not to. The example of worshipping parents will support the teachings of our Lord and in our school. We encourage you to set the example. If you have no church home, please join us at Trinity. We would love to have you!

**Worship is meant to be a coming together of God and those He came to save.  
It is to reach up to God and out to those around us—the family of God  
Come—join the family gathering—you will fit right in!**

### **Worship Schedule**

Saturday 6 PM Traditional service  
Sunday 8:30 AM Traditional Worship 10:30 AM Contemporary Worship