

Celebrating 40 Years of Building Solid, Christ-centered Foundations for Lifelong Learning

Trinity Lutheran Early Childhood Education Program Handbook

Revised August 2026

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Table of Contents

Mission Statement, Philosophy, and Goals	**4**
Non Discrimination Policy	**4**
Trinity Lutheran Mission Statement	**5**
Hours/Tuition	**6**
Enrollment/Withdraw	**6**
Staff Directory	**7**
Personnel/Volunteers	**8**
Required Forms/Immunization Waivers	**9**
Student Records	**9**
Communication with Parents	**10**
Confidentiality	**10**
Child Custody Situations	**10**
Pick up Procedure w/ non Parent	**10**
ECEP Calendar/School Closing	**11**
First Day/Daily Schedules	**11**
Curriculum	**12**
Children with Special Needs	**13**
Parent Teacher Conferences	**14**
Reading Incentive Program/Show & Tell	**14**
Field Trips/Walks	**14**
Child Care	**14**
Animals/Respiratory Allergens	**14**
School Clothing	**15**
Nutrition Policy with Meal Guidelines/Filtered Water	**15**
Birthday Treats/Food Allergies	**16**
Holiday Parties	**16**
Behavior Management Plan/Due Process	**16**
Health Plan	**17**
Children's Illness Policy	**18**
Communicable Diseases	**18**
Children's Absence Policy	**18**
Medication	**19**
Accident/Injury Policy	**19**
Head Lice Information & Policy	**19**
Personal Hygiene	**20**
Playground Safety	**20**
Concussions	**20**
Building Safety/We Are Drug Free	**20**
Crisis Management/Drills	**21**
Photographs of Students	**21**
Licensing Notebook/TLS Handbook	**21**
Parent Involvement	**22**
Cultural Inclusion/ESL	**22**
Trinity Booster	**22**
Parent Resources	**22**
Transitions	**23**
Accreditations	**23**
Chapel	**23**
Worship	**23**



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

Academic excellence
Be family
Character development
Spiritual 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:

-5 day class with the option of extended day on M-F or M, W, F

-3 half day class M, W, F in the afternoon.

Preschool Program (age 3 before September 1) with Mrs. Auxter

-5 day class with the option of extended day on M-F or M, W, F

-3 day class with the option of extended day.

Childcare is available before and after 2:45. If you need childcare on an unscheduled day, please contact the director the day before for staffing purposes.

Criteria for Enrollment

Enrollment is open to children that are potty-trained. The admission age is established 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. We will enroll children who do not meet the age requirement by three months with exceptions and expectations.

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 for all children is set each spring. A $200 non-refundable fee is required with registration to hold an opening for your child. This amount will be considered part of the tuition fee. Parents are required to pay the first month's tuition at registration in August. Tuition payments are to be made through the family FACTS account. If delinquent, payment will be necessary for your child to return to class.

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 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 created 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

School Office
Trinity Lutheran School
315 Scott St.
Monroe, MI 48161
Phone: (734) 241-1160
Fax: (734) 241-6293

Administrator of Trinity
Mrs. Tracey Hackbarth
E-mail: thackbarth@trinitylutheranmonroe.org

Administrative Assistant
Mrs. Jenny Leach
Email: jleach@trinitylutheranmonroe.org

Director of EC Ministry
Pre-K Teacher:
Mrs. Nancy Gross
Phone: (734) 788-8601
E-mail: ngross@trinitylutheranmonroe.org

Preschool Lead Teachers:
Mrs. Donita Auxter
Phone: (734) 735-6894
Email: dauxter@trinitylutheranmonroe.org

Mrs. Brittany Burkey
Phone: (734)430-6992
Email: bburkey@trinitylutheranmonroe.org

ECEP Assistants:
(and substitutes)
Mr. Michael Centala
Mrs. Lisa Nieman
Mrs. Kristy Johnson
Mrs. Kim Tuttle
Mrs. Flo Waldron

Church Office:
Trinity Lutheran Church
323 Scott St.
Monroe, MI 48161
Phone: (734) 242-2308

Administrative Pastors:
Rev. Grayson Gentz, 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. Burkey is working toward a BS degree in Early Childhood Education. Our lead teachers are members of NAEYC and possibly LEA, so they may be kept updated with current professional trends and network at conferences. These practices are valued and incorporated into the classrooms. Our assistants meet the qualifications through state licensing. The Preschool teacher-student ratio is 1:10. The Pre-K teacher-student ratio is 1:12. Through our teachers, your child encounters warm, loving, accepting adults 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 the 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.

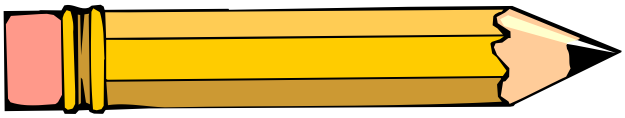
A volunteer, including parents, shall not have unsupervised contact with children who are in the care of Trinity childcare center if he or she has been convicted of either of the following:

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 childcare center. Early Childhood and Child Care workers will participate in first aid and CPR training and at least 16 hours of professional development. The EC Handbook is shared with all staff to inform and for their compliance.

We love our kids!



Required Forms

Parents/guardians must complete ALL 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 on 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)
- Child Care enrollment
- Written Information Packet Documentation from MI Dept. of Licensing and Regulatory Affairs Bureau of Community and Health Systems
- Information Notebook Acknowledgement

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 the 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: FACTS, phone call, email. For private communication, please send us a text message to our phone.

Additional communication will happen by:

- **FACTS-This will be our main source of communication. Bear with us as we learn!**
- **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.
- **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 to 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 people 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

Early Childhood classes begin the August 31.

We will be off for the following holidays: Thanksgiving, Christmas, Easter, and Memorial Day. There will be Christmas, winter and spring break. These dates will be given at the start of the year.

Our early childhood staff will participate in professional development through conferences and mandatory meetings. These dates will be given at the start of the year.

Early Childhood classes will end May 27. Childcare is available after ECEP class sessions end.

Please watch for monthly calendars for events, parties, field trips, and other days off.

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 FACTS. 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 childcare 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 stressing 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, agriculture in the classroom (PS 5-days)

Fine Arts:
dancing, drawing, singing, painting, free movement, cutting, rhythm band, creating, signing, 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. Students provide verbal feedback about lessons during carpet time, and we adapt to the interests of children and their curiosity.

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 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 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 would like to initiate a conference at another time, 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. A reading log will be sent home to be filled out 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----Still working out knicks here with not using Brightwheel.

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. It is a learning experience for all children to reinforce 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.

Walking Field Trips

Often, we take walks around the school block. We do not cross any streets. We also consider any room of our building not licensed by the state (i.e.: Chapel, Sanctuary) part of our walking field trip experience.

Childcare/Rest Time

Childcare is available from 6:45-7:45 am and 2:45-2:45 pm for students when they are not in class. (The hours 11 am-2:45 pm are considered extended day). **All ECEP parents are required to complete paperwork for Child Care in the case of an emergency**. 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. Cots and sheets will be cleaned weekly by the staff (sooner, if necessary). 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 do not use 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 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.

FIVE 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. Undershirts are undershirts. Please wear a regular T-shirt if layering.

3. **NO DANGLE OR HOOP EARRINGS.** We discourage bracelets and necklaces.

4. **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.

5. **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 early childhood room for lunch including any food substitutions. The meals 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 with meals 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 snack/lunch.

Breakfast

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

Snacks

Parents are asked to provide a nutritious snack for their child. Fruits, vegetables, cheese, and non-sugary snacks are preferred. PS parents, please avoid choking hazard foods (whole grapes, hard pretzels, raw carrots. Please send in water in a spill-proof water bottle. Please label and date your child's snack if not in a snack box/container.

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. PS parents, please avoid choking hazard foods (whole grapes, hard pretzels, raw carrots). 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 number of school lunches, please let us know when your child is having a hot lunch. Please make pre-paid lunch payments in the school office. Please label and date your child's lunch. The Trinity Lutheran School lunch program is approved by the School Nutrition Program.

Filtered Water
Children will be given water from the filtered drinking fountain. Children will not be given water from any non-filtered source, which are labeled unsafe for drinking.

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. information will come throughout the year. **Please be aware that students may have food allergies. You will be notified of any food allergies as they are known.** An ingredient list may be required.



Behavior Management Plan/Due Process
Trinity Lutheran Early Childhood Education Program ensures that our school maintains a pleasant and loving environment. It is our goal to mold socially and morally acceptable behavior and self-control. We have set expectations for the children that we continuously teach and ask the parents to consistently discuss and teach at home as well: be kind to each other, listen to adults, work and play safely, help keep our classroom clean.

Our EC staff teach children problem solving skills and to be self-correcting. They are given choices where they can have the opportunity to independently choose a more socially acceptable manner without reinforcing negative behavior. Staff practices positive reinforcement by consistently encouraging children to cooperate and continue using positive behavior. Sometimes children try things and find a positive consequence. For example, when helping a friend clean up toys, a teacher may praise the child with gratitude (and maybe a sticker ☺). Some actions have negative consequences though.

When children engage in inappropriate behavior, staff proceeds with several the following steps of due process:

1. Talk to the child about the behavior and re-direct them to another activity.

2. Talk to the child helping the child express any feelings they are having.
3. Give opportunity for the children to problem solve under our direction, giving suggestions for solutions only when necessary.
4. Remove the child from the source of conflict or situation for an age-appropriate self-reflection.
5. Give logical consequences to a child's actions as part of discipline when necessary.
6. If the child continues to not listen, they will be warned.
7. If the child continues with inappropriate behavior or aggressive in nature, the child may be given a supervised time to think about their actions. This may happen by walking with a teacher or sitting next to a teacher. The child may also be given an appropriate task to work on which the teacher will choose for the child.

In Christian love, we believe in modeling forgiveness and will help the children work through their troubles together. You may hear your child use expressions such as "good/poor/better choices." We will not notify you about every small incident, since making mistakes is a part of our learning experience.

In the event of persistent or extreme disobedience and a child appears to be a danger to himself, other children, and staff (behaves aggressively, hits, slaps, consistently runs away from teacher, kicks, punches, bullies, threatens, etc.), the parents/guardians will be notified verbally and in writing of the action and a conference will be held between the child's parents, teacher and EC Director to determine a plan to enable the child to make appropriate behavior choices.

If aggressive behaviors continue with no improvement, a conference will be held with the parents, teacher, director, and principal to determine the next step. A child will be dismissed from school if there is no recourse of action. This is to ensure necessary help is sought, for the safety of everyone, and upholding the continuance of a positive learning environment.

Please alert a teacher of any change in your family structure or child's life that may be upsetting, as these changes can affect your child's behavior in preschool. Knowing situations can go a long way. Teachers will provide sympathy, comfort, kindness, patience, and care to distressed, sad, and crying children. 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.

Trinity Lutheran School Handbook

We will refer to the TLS Handbook for certain policies and procedures that are schoolwide. A copy is posted online.



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 for individual children if needed.

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, teachers 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, having 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**. **If prescribed an antibiotic, your child should be on it 24 hours before returning to school.**
3. If your child becomes ill during school, we will contact the 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. 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 so your child can be picked up from 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 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 is 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 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 hand sanitizer that are 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 children'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 must be notified immediately. 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 are 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 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 their 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 their 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 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, twirl swings, or throw chips. Some risk-taking play may occur with supervision (ex.: walk up straight slides). Early Childhood will use the side playground as an alternative space.

Concussions

By law, Trinity staff have 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 secure 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, marijuana, 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/Flood: If there is a tornado **warning,** which means a tornado has been sighted; we will take the children to an appropriate secure location. During a flood, children will be moved to higher ground and procedures will be followed.

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 put into place the Lions Safety protocol.

Tornado, Fire, Flood, Power Outage, Serious Injury, Bomb Threat, 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 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 / EOP 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. Emergency Plans are in compliance with licensing and Lions Safety.

Accommodation 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.



Social Media Policy

We encourage parents and grandparents 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. It is also the policy of Trinty Lutheran School that ANY SOCIAL MEDIA is NOT to be used as a venting tool. If you have an issue with the teacher or school, you are to address it in person to the teacher, director, or principal. This first step is based on Matthew 18. Disparaging posts could be a reason for dismissal from Trinity.

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**.

Parent Involvement

To ensure continuous emotional and social growth of the child, there must be open communication 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 repairing toys, laundry, or cutting, your help would be appreciated. Each parent is encouraged to volunteer. 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 look for opportunities. Parental volunteers will need to complete necessary background checks.

Cultural Inclusion/ESL

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 family's cultural traditions, language, and history with us. If English is your families second language, please let us know. Your child is welcome to use your native language in school.

Trinity Boosters

Early Childhood 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 school newsletter regarding the 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 the office.

Parent Resources

You will receive an electronic copy of the Great Start Monroe County Family Resource and Connection Guide 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.

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 – 8th 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 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 Demonstrating Quality 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. Chapel for afternoon Pre-K and Preschool will be scheduled as noted in classroom newsletters.

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 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 8:15 AM Traditional Worship 10:45 AM Contemporary Worship
Faith Odyssey (children's church) is held each Sunday during the 10:45 am service.