

Trinity Academy Preschool/Childcare

2008/2009 Parent Handbook

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TRINITY LUTHERAN SCHOOLS/ DAYCARE
Mission Statement/Philosophy Statement of Beliefs

Trinity Lutheran Schools & Daycare believe that each child is a unique creation of God. Our mission is to provide a program of academic excellences while fostering the development of a personal relationship with Jesus Christ. Trinity Lutheran Schools & Daycare, together with the support of family and church, is dedicated to the total education of the child: spiritual, moral, social, physical, emotional, and academic. The Christian religion, in the Lutheran tradition will be integrated into all that we teach.

It is our goal to meet the needs of your child based upon the above statement. Arrangements can be made to set up a conference with the Director and/or teachers if you have a concern about your child's progress or care. Please be aware that due to behavior, developmental needs or any other extenuating circumstance; either party may discontinue enrollment at any time. A two week notice is required.

Trinity Preschool and Childcare is licensed by the State of Wisconsin

-Family Center

- Capacity: 120**
- Six weeks through six years of age**
- Monday through Friday; 6:30 am to 6:00 pm**
- January through December**
- Licensing rules, violations and parent information posted near front desk.**

-Downtown Location

- Capacity: 83**
- Three through twelve years of age**
- Monday through Friday; 6:30 am to 6:00 pm**
- January through December**
- Licensing rules, violations and parent information posted outside classrooms.**

Curriculum

A warm nurturing childcare environment will be provided for children by a professional, experienced staff. The program is geared toward building a positive self image in each child with emphasis on the whole child, developing spiritual, social, physical and cognitive skills. Regular activities include art, music, language experiences, dramatic and free play, cooking, science, reading and math activities and large muscle activities.

Christian education is a part of the daily curriculum of the childcare, with Bible stories, Christian songs, prayer, and related music and crafts.

Clothing

Please send your child in comfortable, washable play clothes. We do messy things, spend time on the floor and time outside. Well-fitting shoes are a must for growing feet. Jumping, walking, running, skipping and climbing are part of each day. We recommend tennis shoes or crepe-soled shoes for safety reasons. For safety reasons, sandals and clogs are discouraged. We will be going outside for play throughout the year, so dress your child accordingly (mittens, hats, snow pants, boots, jacket).

Please mark all loose clothing, such as hats, mittens, coats and sweaters with your child's name.

Attendance

When dropping off and picking up childcare students:

- Sign child in/out (Family Center at front desk; Downtown inside childcare classroom)
- If child is going to be absent, *please call front office*.

When picking up children at the down-town site:

- The upper lot church doors may be used in the morning before the first session and in the afternoon after the last session. The door at the base of the stairs will be alarmed and not accessible during the school day for the safety of students and staff. At all other times please enter the main door to the school on the St. Croix side. For your convenience there is street parking on 5th street during all drop off/pickup and the south side of St. Croix. The school parking lot is available before and after school. If you need to use the elevator please see the church office to unlock the elevator for you.
- The north side of St. Croix Street is a No Parking area.

When picking up children at both sites:

- If anyone but you, or someone noted on your enrollment form is picking up your child, **we must know**. Your child will **not** be sent with anyone, even if your child recognizes the person. A note stating who will be picking up the child is the preferred form of communication. In an emergency, a phone call from you is acceptable. Picture ID is required of the person who is picking up.
- Come inside to drop off and pick up your child.
- There is a five-minute grace period at the end of preschool class. If you have not arrived your child will be taken to Day Care for childcare and you will be billed the childcare drop-in rates.

- Children attending daycare after class will be walked down to the daycare room by their teacher. Please let teachers know if their schedule changes.

Confidentiality

All personal and student records are kept confidential. Parent or a person authorized by the authorized parent may receive appropriate information.

Discipline Policy

Discipline Policy for Trinity's Preschool and Childcare Programs

Discipline is approached positively with Christian love and instruction. Good behavior is reinforced. Guidelines and boundaries for conduct (rules) will be explained to the children on their first day.

Staff members, volunteers, and student teachers administer discipline in the following manner:

- Good behavior will be encouraged and reinforced through praise.
- Good behavior will be displayed with posters depicting children exhibiting appropriate behavior.
- Good behavior will be reinforced through the staff example.
- Good behavior will be promoted through stories, songs and books.
- Good behavior will be demonstrated through the reading of God's word.

When a staff person sees that a child is not following classroom rules she will:

1. First talk to the child about his or her behavior, expressing to the child what behavior is expected of him/her and appropriate for the situation. Then, if a child repeats inappropriate behavior, the teacher will redirect the child to a different activity.
2. It may be necessary to stop a particularly unsafe situation, such as a child hurting another child, and the staff member will need to step in using firm action and stop the undesirable behavior.
3. When age appropriate, it may be necessary to remove the child from the activity area he/she was in and the child may be required to sit in a quiet area under the direct observation of a staff member for a limited amount of time.
4. If the undesirable behavior continues, parents will be contacted for a conference. Written notes of this conference will be placed in the child's file.
5. Any further action is to be determined by the administrator and director.

Field Trips

Due to Wisconsin State regulations, children under the age of 4 (or 40 pounds) will not be permitted to travel for field trips. Special "on site" events and activities will be planned for them throughout the year.

Out Door Play

Children will go outside each day with the exception of extreme hot or cold: heat index or temperature above 90 degrees or temperature or wind chill below 0.

Health

*According to State Licensing, it is important for parents to notify the school if your child will not be attending Preschool/Childcare (for any reason) on a particular day. **Please call** the office at Trinity downtown: 386-9349 or the Trinity Family Center: 381-1414. Notification of a communicable disease is helpful to all families.*

Sick children do not attend school or childcare. The following identify a child as sick and needing to stay home or leave during the day.

- a fever of 100 or greater—child is home for 24 hours after the last fever
- a frequent or harsh cough
- vomiting—child is home for 24 hours after the last episode
- diarrhea—child is home for 24 hours after the last episode
- an undiagnosed rash and/or skin condition
- reddened or irritated eyes, with pus discharge
- profuse nasal discharge--the amount of discharge is the crucial transmitting factor, not the color
- a reddened or irritated throat

If your child presents any of the above symptoms during the school day, we attempt to reach the parents first. If we do not hear from you within a ½ hour from when the call was placed we will call the other contacts as listed on the emergency card. We expect your child to be picked up within an hour. While we understand that making arrangements to keep your child at home or picking them up midday can be difficult, it is in their best interest and that of the school community to be as timely as possible. Children will remain in the office until a parent arrives to pick them up.

If your child has been prescribed an antibiotic for an illness, they require a **full** 24 hours of medication from the first retained dose before returning. It is now known that viruses **DO NOT** respond to antibiotics. If your child is being treated for a bacterial infection and has or develops a viral infection at the same time (rotavirus, influenza A, or RSV for example), your child **must** stay at home until the viral illness is resolved.

A child with a communicable disease may be required to obtain written consent from their physician before returning to school.

If your child suffers a minor injury or accident while at school, you will be notified of what occurred and how it was treated. In the event of a serious incident, you will be notified immediately. If we are unable to reach a parent or emergency contact, your child will be taken to Hudson Medical Center for treatment, if required. All injuries will be noted in an emergency logbook, which parents may review at any time.

Rest Time

Children under 5 are required to rest for a minimum of 30 minutes. Alternative quiet activities may be allowed at this time.

Medications

Staff administers prescription and non-prescription medications, such as cough medications, to a child only under the following conditions:

A written authorization that includes the child's name and birth date, name of medication, administration instructions, medication intervals and length of the authorization dated and signed by the parent if on file. Forms may be obtained at the front desk. Blanket authorizations, such as diaper rash ointments, that exceed the length of time specified on the label are prohibited. Pain relieving medications, such as Motrin or Tylenol, are also prohibited. Siblings may not share medications. Prescription medication must be in its original container with the child's name and the label includes the dosage and directions on the bottle. Medication is to remain locked. Teachers administer medications as needed.

Parent Conferences

We are always happy to talk with you about your child's experiences. Please schedule a conference when you see a need. Conferences are scheduled for both preschool and childcare. Please check the calendar for specific date.

Parents and School

To provide communication, a newsletter is sent out with highlights and learning opportunities. Please watch for it and post it as a reminder of special events.

Reading materials and other informational materials about parenting are located in our church/school library or the parent resource room at the Family Center. Also, check out the table near the office for brochures and handouts on parenting tips, information about community classes and free parenting magazines.

Registration

A non-refundable registration fee must accompany registration. This amount will be communicated at registration time.

To be licensed by the State Division of Family Services **we must have the health form, immunization records and enrollment form for your child on file. These must be to us before your child enters a preschool program.**

Trinity's Preschool and Daycare are licensed programs and do not discriminate on the basis of color, national origin, sex, age or handicap in administration of its educational policies, admissions policies, scholarship programs and other school administered programs. Any person who believes he or she has been discriminated against in any USDA activity should write to: Secretary of Agriculture, Washington, D.C. 20250. As licensed facilities, our staff is mandated to report to Health and Children's Services anytime there is reasonable cause to suspect that a child has been neglected or abused.

School Cancellations

If the Hudson Public Schools close due to bad weather, all preschool programs will also be closed. Listen to WCCO radio, 830 AM, or watch morning news programs on Channel 5 for school closing announcements. Childcare programs will remain open whenever possible. In case the childcare program needs to be closed please watch Channel 5 and look for the “Trinity Lutheran Childcare, Hudson” crawl for closings. Please call if you have any questions. Parents will be contacted by phone for early closings due to emergencies such as: inclement weather or facility service loss.

In the event of an early dismissal, parents will be notified and asked to come to pick up their children early. **Daytime phone numbers and/or cellular numbers are crucial for this communication.** It is good to plan ahead and have an alternative person available to pick up your child if you work outside of Hudson. In the event of a 2-hour late start, the morning classes will be canceled, but afternoon sessions will be held.

Tuition

Tuition will be determined before the beginning of each school year and will be communicated during registration. (For more detailed information, please refer to the Trinity Daycare or Preschool Tuition Policy agreement).

Preschool Tuition is due the **first** of each month. The first and last months tuition is due on the child’s first day of attendance.

There are **no** refunds for absences. Trinity preschool programs must be notified in writing one month in advance if a child dropping out of the program or the parent will be responsible for tuition for one month. A full month’s tuition is due for each month started by the child. Trinity Childcare requires a two-week advance notice of withdrawal.

Childcare payments are due **weekly**.

***Payments that are two weeks late may result in student dismissal unless a special payment plan has been agreed upon.**

Please place payments in the tuition box at the office or mail to Trinity Tots, 1205 Sixth Street, Hudson, WI 54016, or Family Center, 614 Badlands Rd, Hudson WI 54016.

Visiting

We welcome visitors. A visit by parents can add to our program and a parents understanding of the learning experience. Scheduling a visit with staff allows them time to prepare a participatory activity. Please sign in at the front desk.

Volunteers

We would like to use your talents to make our program better.

Volunteers may be needed for accompaniment on field trips and other activities. Watch the calendars for dates and times.

Trinity's preschool and childcare has a few fundraisers throughout the year. You will be notified when and what these will be. We hope that all parents will volunteer time for at least one event during the year.

We collect Campbell Soup labels and Boxtops For Education. Please save the front of the Campbell soup label and the marked box area on Boxtops for us. We also participate in the "Fun Factory" printer ink cartridge and cell phone-recycling program. Deposit sites are located at the school entrance and near the church office on the upper level downtown or at the desk at the Family Center.

School Treats/ Parties

When bringing food items to be shared with other children, they must be store/bakery prepared.

Trinity Schools and Family Center are PEANUT/NUT FREE (due to allergies). Please read all ingredients labels carefully.

If you are scheduling a birthday party, we ask you not to pick up children from school unless you are inviting all the children. Little one's feelings are easily hurt. Also, do not pass out invitations for parties at school unless everyone is invited.

Food

Trinity Family Center provides breakfast, morning/afternoon snack and lunch. There is an additional charge for lunch at the downtown site. Children are encouraged to eat but are not forced to eat. The menu is posted by the front desk. School-age children receive an afternoon snack.

Special diets, based on medical conditions, excluding food allergies, but including nutrient concentrates and supplements, may be served only upon written instruction of a child's physician and upon request of the parent. When food for a child is provided by the child's parent, the center shall provide parents with information about requirements for food groups and quantities specified by the U.S. department of agriculture child care food program minimum meal requirements.

Pets

Although sharing family pets with children in the Preschool and Childcare programs can be fun, Wisconsin state licensing mandates that certain animals not be accessible to children. These animals are as follows: reptiles, amphibians, turtles, ferrets, poisonous animals, psittacine birds, exotic and wild animals. Children may view these animals in an aquarium only. Ample notice will be given to the teachers, director and administrator in order that parents are notified in writing of any animal that is shared at school. Classroom pets may include the following: salamander (in aquarium), fish and rabbits.

Trinity Family Center **Infant And Toddler Policy**

*Intake and Enrollment Forms are required on the
first day of childcare*

Diapering and Toileting Procedure: Wet or soiled diapers and clothing will be changed promptly. Health and safety procedures will be strictly followed in the diapering and toileting process. Toilet learning will be planned in cooperation with parents so that the routine is consistent between the center and the child's home. Toilet learning will be a positive experience. (Positive reinforcement/praise will be offered for successes and no child will be shamed or disciplined for accidents.) Diapers and wipes will be provided by the parent/guardian. A special blanket and/or toy may be brought from home to help the child feel comfortable.

Feeding: Each child will be fed according to his/her own schedule, in cooperation with parents. Parents will provide formula/milk for infants and toddlers, as well as age appropriate baby foods in unopened containers. All food and formula/milk must be labeled (first and last name) and dated. Formula or breast milk must be provided for all infants less than 6 months. For infants 6-12 months, parents must provide formula, breast milk, or Grade A pasteurized vitamin D whole milk, unless a physician's written order is provided to the Center. Left over milk or formula will be discarded after each feeding.

Mealtime will be nurturing and learning experiences. Infants will be held when taking a bottle. They will never be propped. Children will be attended and talked to and assistance will be offered as needed. Older children will be encouraged to experiment with self-feeding with their hands or spoons.

Daily Routine: Each infant and toddler will be allowed to form his/her own pattern of sleeping and waking. A regular caregiver will be assigned to each child in order to provide a consistent, nurturing routine. Throughout the day each child will receive individual attention, playtime, rocking, cuddling and singing. A warm, caring and responsive environment will be provided.

Each child will be given opportunities for play as a primary learning and growth experience. A wide variety of safe toys and activities will be offered. Daily outdoor experiences will also be provided, except during inclement weather. Daily notes will be sent home with each child indicating food intake, changing schedule, activities and any other important information.

Parents Involvement: As a parent, you are the one who knows your child the best. We ask for your help and cooperation in assisting us to meet the needs of your child. Please feel free to talk to your child's teacher about your child's growth and development, any special issues or requests, or any questions or concerns you may have. We value your ideas and input!

List of items needed for New Enrollment Per Classroom

Preschool

Extra change of clothes
Shoes, jacket, etc. for outside play
Everyday backpack or tote bag (no plastic bags)
Please label everything

Bunny Room

Diapers, wipes, formula (4-6 bottles each day)
(All formula must be in original packaging and labeled)
Non-prescription medicine form for diaper ointments
Every family donate a roll of 35 MM film or disposable camera for ongoing projects
2 changes of clothes appropriate for the season
Crib blanket to leave at the Family Center
Appropriate clothing so we can go for a walk (Winter: Hat and Mittens)
(Summer: Hat)

Please label everything (including blankets)

Bumblebee Room

Crib sheets and blankets
Cup (labeled with child's name)
Diapers and wipes
Extra change of clothes
If the child is still eating infant food-bring jars of food
Please label everything

Ladybug Room,

Diapers, wipes
Crib sheet, blanket
Change of clothing appropriate to weather
Water bottle (summer)
Appropriate clothing for outside-tennis shoes, jackets, boots, mittens, snow pants, etc.
Please label everything

Duckling Room, Bear Cub Room Turtle Room

Crib sheet, blanket
Extra set of clothing appropriate to weather
Water bottle (summer)
Appropriate clothing for outside-tennis shoes, jackets, boots, mittens, snow pants, etc.
Please label everything

