



Trinity Children's Learning Center Parent Handbook



Trinity Children's Learning Center Locations

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WELCOME TO THE FAMILY

On behalf of the administration and the staff at Trinity Children's Learning Center (Trinity CLC), thank you for entrusting your child (ren) to our care. The staff at Trinity CLC is committed to studying God's word while putting it to work in our lives and the lives of your child (ren). We welcome you, regardless of your own background, and would like to show you God's love through Jesus Christ. We look forward to working with you and having your family as a part of the Trinity CLC family.

PURPOSE OF HANDBOOK

Both home and school have served important functions in a child's education. Neither can work effectively without the understanding, support, and assistance of the other. Guiding the development of the child is a cooperative endeavor. Therefore, it is especially important that there is open communication between parents, administration, and teachers. In order to maintain an effective childcare center, parents need to have an understanding of the program and its policies. We hope this handbook helps you to better understand Trinity CLC and its policies.

PHILOSOPHY MISSION STATEMENT

Our mission as a Christian school is to exceed our Parent's expectations for their child (ren) by ensuring quality and excellence in every aspect of our school. We do this by fostering an environment where children reach their full potential academically, physically, and spiritually. By placing an emphasis on being a complete education facility, we will ensure our success. This vision of instilling a love for learning will have an impact on each of our children, whom God has blessed us with. Trinity Children's Learning Center is committed to providing a superior educational experience that prepares students for life while creating a love of learning, and a meaningful relationship with the LORD.

HOLISTIC DEVELOPMENT

Young children have many developmental needs, and preschool children learn an incredible amount through play. It is our aim to work for the proper balance of academics, social, physical, and spiritual development for all children.

SPIRITUAL GROWTH

Children at Trinity CLC will be exposed to the Word of God. Here at TCLC we believe the Bible to be the inspired word of God and our standard for faith and practice. We believe in God as revealed in the Bible. He is our eternal heavenly father, and the author of truth, love, and faith. We believe that children under the age of 5 recognize little-to-no differences among various Christian groups. Trinity Children's Learning Center is a non- denominational school.

ADMINISTRATIVE

ADMISSIONS

The following forms are needed upon enrollment:

- Enrollment Application (updated annually)
- Child's Updated Immunization Records
- Parent's Driver's License Copy
- Student's Social Security Card Copy
- Signed Tennessee Licensing Requirements
- Signed Handbook Acknowledgment
- Tuition Express Form (All Parent's Must Have Card or Account on File)
- Tuition Contract
- Registration Fee
- Infants- Ones (Activity Fee) Two-Year-Old-Sr. Pre-K (Book Fee)
- Happi- Nappi Nap Mat Fee
- First Week's Tuition (see fee schedule and Tuition Contract)
- Uniform Purchase (Two Year Old's and Older)

A pre-enrollment visit is required of all potential new students.

We MUST have an emergency phone contact other than the parents listed on the application form. This can be completed in the Medical Consent section of the student application. Changes to phone numbers, addresses, or emergency contacts must be reported immediately to the office so that we may update your child's records.

FULL TIME ENROLLMENT

Full time enrollment is considered at least four (4) days per week. Children enrolled full time have care reserved for them between the hours of 6:30 a.m. to 6:00 p.m., Monday thru Friday. Any changes to the full-time status requires a two-week written notice and Director's approval. Tuition is based upon enrollment status, not the numbers of days that a child is present. If your child is absent for any reason the full tuition rate is still due.

PART TIME ENROLLMENT

Children less than four (4) days are considered part time. In the event that parents need less than full time care, the Director will evaluate any additional requests for less than full time care and work to accommodate the requests. For example, if a parent requests care for only Tuesday-Thursday, we will look to see if we can fill the Monday-Wednesday-Friday spot. If we are unable to fill that request, the parent will be asked to pay the full week rate regardless of attendance. Once your child is in a part time schedule there can be no changes made without Director's approval. Tuition is based upon enrollment status, not the number of days that a child is present. If your child is absent for any reason the full tuition rate is still due.

HOURS OF OPERATION

Trinity CLC is open Monday thru Friday from 6:30 a.m. to 6:00 p.m. To ensure the day flows smoothly with as little interruption as possible, all students MUST arrive no later than 9:00 a.m. in order to be permitted to attend school for the day. A doctor's note is required for late arrival.

Trinity CLC closes at 6:00 p.m., please arrive early enough to pick up your child and exit the building by 6:00 p.m. Late fees will be added to anyone picking up after 6:00 p.m. (see tuition & fees). If picking up late is unavoidable, please call the school to notify us when to expect you. If your child has not been picked up by 6:30 p.m. and the parent/guardian has not contacted the school, Trinity CLC staff will contact Department of Human Services and the child will be placed in their care.

Trinity CLC recognizes the holidays listed below. Parents who have chosen our program understand that they are responsible for providing care for their child (ren) during these times. Holidays are included in the overall tuition. The full tuition rate will be charged for weeks/days these holidays occur. There will be no additional credit given for holidays.

Note:

If the Holiday falls on a Saturday, then it will be observed on the Friday prior to the Holiday. If the Holiday falls on a Sunday, then it will be observed on the Monday following the Holiday. We reserve the right to change these days or have additional days added for repairs, painting, teacher training, and emergencies.

New Year's Eve New Year's Day Martin Luther King Day President's Day Good Friday Memorial Day
Independence Day Labor Day Columbus Day (Fall Break) Veteran's Day Thanksgiving Day
½ Day Before Thanksgiving Thanksgiving Day The Day after Thanksgiving Christmas Eve Christmas Day

ABSENCES

To maximize the academic and spiritual education of your child, regular attendance is encouraged. If possible, we ask that the parent give us 24 hours advance notice of a child's absence to staff accordingly. We understand that illnesses are unpredictable and strive for flexibility with our parents. We ask that parents contact the director with information regarding the child's absence. Any child absent from the center for a period lasting longer than two consecutive weeks without notifying administration will automatically be dropped from enrollment. Your child will need to be re-enrolled. Re-acceptance will be determined based upon availability.

INCLEMENT WEATHER

During the calendar school year, if we have inclement weather causing conditions to be hazardous to our families, the Director of TCLC will decide prior to opening whether or not to open for the day. Families will be notified by text and/or email. If the facility must close during operating hours because of snow, storm, power failure, etc., the Director will notify families by phone. Parents can also call the center and listen to our message which will be updated in the event of a closing.

VACATION TIME

After being at the center for a year, children will be eligible for 5 vacation days. These days do not carry over year to year. It is the responsibility of the parent to tell the Director when they would like to use the vacation days so that the correct rate is paid. These days will be documented in each child's file. The weekly payment will be prorated the week following the absence. If the vacation/sick days are not used the following week, they may not be used for that absence. The vacation time can be taken any time with at least a two-week written notice. If vacation time is not taken within the calendar year they will be forfeited. Elementary, School Age, and Part-time students do not qualify for vacation time.

DAILY ARRIVALS AND DEPARTURES

Please bring your child in every morning with a clean face, clean clothes, and free of soiled diaper/underwear. Bathrooms are not located in each room. Please help us prevent accidents by taking your child to the restroom before bringing your child to the classroom.

Please dress your child in "user-friendly" clothing. This means that if your child is potty-training please dress them in clothing that is easy for them (the child) to unfasten. It will help the child and the teacher who is training them. The school opens at 6:30 a.m., and teachers may arrive early to open the classrooms. Please wait in the parking lot until 6:30 a.m. before entering the building. Arrival time must be no later than 9:00 a.m. to be permitted to attend school for the day, unless accompanied by a doctor's note. Exceptions will not be made. Please call to let us know if your child will be arriving late due to a doctor's appointment.

TCLC closes at 6:00 p.m., please arrive early enough to pick up your child and exit the building by 6:00 p.m. Late fees will be added to anyone picking up after 6:00 p.m. (see tuition & fees). If picking up late is unavoidable, please call the school to notify us when to expect you. If your child has not been picked up by 6:30 p.m. and the parent/guardian has not contacted the school, TCLC staff will contact Department of Human Services and the child will be placed in their care.

State law requires that an adult escort the child (ren) to their classroom and sign them in and out for the day. Only those adults listed on your enrollment application will be permitted to pick up your child or to drop them off. If you need to add a person to your list or someone different is coming to pick your child up, please notify us in person or in writing. The person picking up your child will need to provide Photo ID and be eighteen (18) years of age or older.

In addition, if you have children in different classrooms or age groups, we ask that you not lead one child into a classroom or area, drop off and situate the other child, then come back and sign in the other child. Example: If you have an infant and a school-age child, it is not okay to open the door and let the school- age child run in the room (without being signed in) while you go and situate your infant. If you wish to drop the school-age child off, sign him/her in, then be on your way dropping your other children off.

If one parent has custody of the child (ren) and the other parent is not authorized to pick up from school. TCLC needs all legal documentation stating the custody arrangements to prevent an unauthorized parent from picking up the child from school.

The safety of your child is our highest priority. We respect the rights of all parents to access their own child. However, if a TCLC staff member feels a parent is in an unsafe condition to drive or otherwise leave with their child (such as under the influence of alcohol or drugs), TCLC reserves the right to suggest the parent or staff call the other parent, a friend, relative, or a cab. The staff may also call 911 for assistance and report the incident.

SIGN IN AND OUT POLICY

It is required that your child be escorted into the center and that you sign in via the Pro Care program on the monitor when you enter the building. You must also sign your child out using the same procedure before you leave the building. Upon enrollment, you will be given a code for your family. This will be used to access the sign in and out page. ALL STUDENTS MUST BE CHECKED IN AND OUT DAILY OR A \$10.00 FEE WILL BE APPLIED EACH TIME ATTENDANCE IS NOT RECORDED BY PARENT(S).

DISCHARGE/WITHDRAWAL

Parent Initiated:

If you desire to cancel enrollment you must give two weeks written notice. If a notice is not given as described, you will be charged for two weeks of fees, based on an average week or at the director's discretion. Vacation days may not be used for these two weeks. After notice is given, vacation days may not be redeemed. Vacation days will not be available to use until your child has been at the center for six months.

School Initiated:

The school reserves the right to terminate care for reasons including, but not limited to:

- Disruptive behavior that is deemed inappropriate
- Tuition and all fees have not been paid by Wednesday of each week
- Repeated late pick-up offense
- Inability to meet needs of a child
- Parent and/or student fail to comply with TCLC policies

Except in cases of non-payment, parents will receive a two-week written notice of the school's intent to discharge the child.

TUITION AND FEES

TUITION CONTRACT

A tuition contract will be provided to each family at the time of enrollment. There is a non-refundable \$55.00 enrollment fee, per child, is required before the child (ren) can be accepted for enrollment.

WEEKLY TUITION

Our weekly tuition rates can be found in our Tuition Contract. Weekly tuition is due each Friday for the upcoming week. Any tuition paid after the close of business on Friday will incur a \$25.00 late fee. If payment has not been received by the end of business on Friday, your child will not be allowed to return until all fees (including late fee) have been paid in full. If your child is absent due to illness or school holidays, you will still be required to pay the full tuition rate. Tuition will be reviewed on an annual basis. Families that are currently enrolled will receive a 2 weeks' notice of any increase in the weekly tuition.

*Tuition will be paid via Tuition Express which accepts debit and credit cards. TCLC does not accept cash or checks.

CUSTOMER REFUND

TCLC only offers account credits and does not provide customer refunds. If your account has a credit these funds will not be refunded and can only remain as a credit on your account. Any payments that leave a credit on your account that are issued from the State of Tennessee will be reimbursed back to them and cannot not be retracted from your account upon withdrawal. If the account has a credit and the student is withdrawn early all credits will first be applied to fee waivers and customer discounts. A partial refund can only be issued if student is withdrawn within the first week of care. Registration fees and activity/ book fees are non-refundable.

RETURN PAYMENTS

All returned/ declined payment accounts will be charged a \$35.00 returned/declined payment bank fee.

PAST DUE ACCOUNTS

Parents are required to pay the agreed amount of tuition fees. If payment is not received by your weekly due date, a past due notice will be given out. Any account more than five (5) days past due will be grounds for terminating enrollment. If care is terminated parent's will be held responsible for all attorney and collection fees in addition to the past due tuition amount. TCLC is willing to work with parents who are making an effort to pay the past due balance. A meeting with the owner is required, and a payment plan must be agreed upon and stated in your tuition contract.

SIBLING DISCOUNT

Families with two children enrolled full time are eligible for a sibling discount of 10% off the lowest tuition rate. Discounts do not apply to part-time students.

ATTENDANCE

If your child is absent for any reason you are still required to pay the full tuition rate, and to pay said tuition rate on its due date. Example: If you child is sick on Friday, you are still required to either make arrangements to come in and pay tuition on Friday or speak with the Director about paying on a different day. Additional credit for missed days will not be given.

LATE PICK UP FEE

The fee is \$10.00 after 6:00 p.m. and after the 7 minutes parents will be charged an additional \$1.00 per minute, per child. This policy is strictly enforced. Repeat instances of late pick up may be grounds to terminate enrollment.

ENROLLMENT FEE

There is a \$55.00 fee upon enrollment. If your child leaves TCLC for any extended period of time (two-week or more) a \$55.00 fee is required, per child, to re-enroll.

ANNUAL ACTIVITY / ANNUAL BOOK FEE

There is a \$60.00 activity fee in our Infant and Toddler classrooms, which must be paid upon enrollment, and by the 1st of August each year. This fee is used for such things as art supplies, workbooks, and special school events. Trinity Children's Learning Center uses the Abeka Curriculum in our Preschool classrooms. Book fees will be charged annually at the beginning of each academic school year. (Please refer to Tuition and Rates form for exact prices.)

HEALTH AND SAFETY

IMMUNIZATION RECORDS

For each child enrolled, we are required by the State to maintain accurate, up-to-date immunization records. Immunization records are required prior to your child's first day of school (unless child is less than 8 weeks old), and records need to be updated whenever your child receives a new immunization.

ILLNESS POLICY

Your child's health is of the utmost importance to us. Therefore, each day upon arrival, your child will receive an informal health check. It is very important to us that each child be healthy and happy at school. Please do not send your child to school sick. In fairness to others, we ask that you watch for symptoms of illness and keep your child home if there is a risk of exposing other children to illness.

An ill child will not be admitted for care if one or more of the following exist:

- The temperature under the armpit is 99.6 or higher. The child must be fever free for 24 hours after the last episode of fever without a fever suppressant, before they may return to school.

Example: If your child presented with fever at 2:00 pm on Monday, and the child's fever breaks at 1:00 p.m. on the following Tuesday. The child would not be allowed to return until Wednesday at 1:00 p.m.

- If the child has 3 or more diarrheas within a 24-hour period. They must be symptom free for 24 hours after the last episode of diarrhea before returning to school.
Example: If your child had 3 diarrhea episodes by 9:30 a.m., and then one at 2:00 p.m. while at home. The child may not return until 2:00 p.m. the next day.
- If the child has 2 or more vomiting episodes within a 24-hour period. Note: If your child was sent home from school because of vomiting, a doctor's not stating that the child is non-contagious will permit them to return before the 24-hour period has elapsed.
Example: If your child vomited twice by 3:00 p.m. on Tuesday, they would not be permitted (without doctor's note) to return BEFORE 3:00 p.m. on Wednesday.
- Symptoms and signs of possible severe illness such as lethargy, uncontrolled breathing, severe rash, red eyes with mucus discharge, mouth sores, wheezing, behavior change, or any other unusual signs.
- The child has been diagnosed with a communicable disease or administration suspects a communicable disease. A medical evaluation must be received to determine that the child is no longer communicable and is able to participate in the schools activities. A doctor's note is required for return & must state the date on which they may return to school.
- Pink Eye (conjunctivitis); if your child has been sent home with symptoms of pink eye, they may not return to school for 24 hours, and treatment must be given during this time. A doctor's note stating the child does not have pink eye will be required for earlier return.
- Children having scabies or lice shall have proof of treatment, and the head must be inspected before being re-admitted to the school.
- The illness prevents the child from participating comfortably in activities.

- The illness results in a greater need for care than the staff can provide without compromising the care of other children.

In the event of sudden, acute illness resulting in an immediate need for emergency medical attention, we will use the emergency medical information provided on the enrollment application. If you are notified that your child is ill, you must pick up from school within the hour. Trinity Children’s learning Center reserves the right to have precedent over the physician. TCLC has the final say regarding when your child can return.

Pandemic

In the event of a global pandemic we will follow all requirements outlined by the Department of Humans Services, our Local Department of Health and the recommendations of the CDC. We understand that these are circumstances beyond our control and ask that you work with us in order to maintain the quality and safety of our program. Please note that we will do our best to make any needed accommodations during these times. Depending on the severity and stage of the pandemic proper notice where time is concerned may not be given BUT all families will receive written communication via email. We ask that you continue to check your emails during these times for any and all updates that may become available. Health and safety have always been a priority at TLC and we will continue to train our staff as well as our students on proper techniques to stay as healthy as possible. For health updates please visit and <http://www.shelbytnhealth.com> for all CDC recommendations visit <https://www.cdc.gov> .

We will take the following safety actions during a pandemic:

- We will scale up all operations and remain in constant contact
- We will continue to promote and reinforce healthy hygiene practices
- We will intensify cleaning, disinfection, and ventilation around the clock
- We will promote social distancing to the best of our ability
- We will limit sharing
- We will properly train all staff
- We will check for signs and symptoms upon arrival and throughout the day
- We will plan to have backup staff members in the event that one of our staff members become ill
- We will continue to maintain healthy operations
- We will provide support and guidance on dealing with a global pandemic

Parents Checklist for a Pandemic:

- Practice and reinforce good preventative habits with your family
- Keep your child at home if sick with any illness
- Be prepared if we are temporarily closed or close at any point throughout the day

MEDICATIONS

Please make every effort to administer medication to your child while they are home.

Medications given at school must meet the following guidelines:

- We will only administer prescription medication.
 - All prescription medication must be in the original container and labeled with the child’s name, date directions, physician’s name, and it must not be expired.
 - You must fill out and sign DAILY the Medication Authorization Form before we will administer the medication. You will find this form in your child’s classroom.
 - Please make sure the teacher is aware that your child needs medication.
 - Medications should be given to the office for storage. Do not send medication in a child’s bag or belongings.
 - Medications may not be added to your child’s sippy cup or bottle that comes from home.
- Infant & One-Year-Olds: Special provisions will be made for Orajel®, teething tablets, and gas drops.

EMERGENCY PLAN

We have a periodic, fire evacuation drill that involves each child and staff member at the school. Please make yourself aware of all exits in case of a fire. We also periodically practice procedures for other disasters. Parents will receive a copy of our written Emergency Plan upon enrollment.

EMERGENCY MEDICAL CARE

Accidents and illness are inevitable whenever large numbers of children gather. We strive to prevent mishaps through proper sanitation, safety instructions, elimination of dangerous equipment, alert supervision, and other safety procedures. However, despite precautions, we cannot completely avoid injury or illness; so certain policies have been established to ensure immediate and adequate care should such occasions arise. At the time of registration, parents must sign, and have notarized, the Medical Treatment Consent Form giving TCLC permission for emergency medical care. If parents cannot be contacted immediately, TCLC will then notify any other persons (designated by the parent) to call in case of an emergency. In the event that we cannot reach a responsible party, your child's doctor will be called, or if necessary, we may call 911. You are responsible for any and all medical expenses that may be incurred. Trinity Children's Learning Center cannot enroll any child whose parents do not sign and have notarized the Medical Treatment Consent form agreeing to this.

INJURIES

Due to the nature of young children, injuries occur within the blink of an eye. Even though every effort is made to avoid injuries, accidents happen. In case of injury, your child will be given immediate attention by one of his/her teachers including first aid, if necessary. An accident report is completed for all injuries, and it must be signed by the parent to ensure you were notified. If the accident is of a serious nature, we will contact you immediately.

CHILD INCIDENT FORM:

An incident form filled out by TCLC staff will be filled out if your child exhibits behavior that is not acceptable and does not adhere to the center's policies. A copy of this form with your signature will also be kept in your child's file.

BITING POLICY:

We understand that biting is a developmental stage for some children. We try to redirect the behavior and figure out what the trigger is for biting. However, if the biting persists there will be a meeting with the parents, staff and Director. Following the meeting, a child who bites twice will be sent home for the day. We will try this technique for two weeks. If the biting continues, we will give you a two-week notice for dismissal.

MISCELLANEOUS PARKING

Please park in a parking spot, turn your car off and lock your vehicle before entering the school. Do not leave personal items such as purses, wallets etc. in your vehicle. Children should not be left unattended in your vehicle. We ask that you drive slowly (5 mph) when in the parking area to ensure their safety.

CHILD NEGLECT AND ABUSE REPORTING

Under the Tennessee Child Care Code, employees of a licensed child care facility are mandatory reporters of child abuse and must report it immediately to the Tennessee Department of Human Services when in the course of working with a child, the employee has reason to believe that a child has suffered a non-accidental injury as a result of child abuse or willful neglect. Once a report has been filed with the proper authorities, it is in up to that authority to determine whether the abuse or neglect has occurred. TCLC is not responsible for any outcome determined by the TDHS or Child Protective Services and must adhere to what is concluded.

As mandated by the TDHS, all children ages 3 and up will be offered a personal safety curriculum once per year.

NON-DISCRIMINATORY POLICY

At Trinity Children's Learning Center, all are welcome regardless of race, sex, age, national origin, religion, marital status, sexual orientation, political ideology, or abilities. Per our commitment to diversity we will do our best to provide children and parents who have limited English language ability with assisted translation of written information and instructions. It is our hearts desire to promote an awareness and understanding of the world we live in. A variety of lessons about customs and celebrations of other cultures will be introduced as part of our curriculum. We are committed to providing developmentally and culturally appropriate programming that respects, reflects, and supports children and families, cultivates an understanding among children and staff, and incorporates an anti-bias approach to learning. Our environment promotes a gender-balanced, non-stereotypical setting where all children are allowed and encouraged to participate in every activity, free from conflict so that these experiences are meaningful. At Trinity Children's Learning Center, you will find that our staff are very respectful, and our program promotes family involvement.

WHAT TO EXPECT FROM YOUR PRESCHOOL EXPERIENCE?

Starting at a new school can be a stressful experience for both parent and child. New faces, routines, expectations, activities, and foods are just a few of the adjustments that present themselves. We want to work closely with you to make the transition a smooth and happy one. Below you will find information that will help you ease into your new routine.

CLASSROOM VISIT

We advise that each family participate in a classroom visit one to two weeks prior to your child starting. This visit will allow your child to explore the classroom, meet new friends and the teachers. It will also give parents the opportunity to ask questions and give important information about your child.

DROPPING OFF YOUR CHILD

You can help your child by showing confidence when you drop your child off for their first day. When your child senses you are comfortable with the staff and school, it will help them feel the same way. Even with the best prepared young children may cry when they experience separation from their parents. It is important to make that separation as pleasant as possible for your child. Usually, a quick goodbye is the best method. Lingering only causes the child to sense that you are insecure about the separation. Our staff always comforts a child until they are ready to join in with the group. Remember you are welcome to call and check on your child at any time. Full-time students usually need about two weeks to adjust fully. Part-time students take a little longer.

THE PROGRAM DAY

Children thrive on consistency; therefore, our program day is scheduled to meet that need. It helps to be aware of the schedule in your child's room. Knowing the schedule helps you plan your own day, as well as thinking about what your child may be doing from time to time and praying for them as you are going about your day.

MEALS

Menus will be posted in each classroom and will be available for parents to review. All meals served at the center will meet nutritional guidelines set forth by the TDHS. We follow the specific requirements for the kinds of foods to be served and the way they are served.

Breakfast is served to those children arriving by 8:30 am. Snack is served to child immediately after nap. Parents are welcome to join their child for lunch. Please notify the center that morning if you would like to eat lunch with your child.

Birthday, holidays, and special treats are permitted. Please speak with the Director to know how much to bring and what is an acceptable treat.

SCHOOL DRESS CODE

Infant and Toddlers (Six Weeks- Two Years) should be dressed in play clothes that model neatness and cleanliness. Preschool Age Children (Two Years- Five Years) must be dressed in school uniforms (Center Logo Shirts, with khaki navy blue, and black pants, skirts, or uniform dress.) Students that are at potty-training age need to wear clothing that they can unfasten easily without depending upon the teacher to undo pins, fasteners, or suspenders. Please dress your child appropriately for the weather conditions. We are required to go outside between the temperatures of 35 & 92 degrees. Tennis shoes or athletic-styled shoes and socks should be worn to prevent injury. Sandals and Crocs® are not appropriate footwear. Open-toed shoes are not allowed. This is a safety precaution that helps prevent stubbing toes, tripping, etc. and facilitates easy movement in emergency situations.

REST TIME

All children in the preschool will rest after lunchtime. To protect your child's health, we provide a freshly sanitized cot daily. Each parent must purchase a Happi Nappi provided by TCLC for students to use as a sheet each week. Children will not be forced to sleep during the nap period, nor criticized for not going to sleep, but they will be required to rest quietly so that children who want to sleep may do so.

OUTSIDE TIME

We feel strongly that children need fresh air and sunshine every day when possible. Outdoor experiences provide children with the opportunity to be noisy, exercise large muscles, and experience exploration of the world around them. When the weather permits and the classes go outside, all children go. This is part of normal daily activities. If your child has been ill and cannot go outside a doctor's note will be required. Please dress your child appropriately for all weather conditions.

DAILY REPORTS

You will receive an email including your child's daily report informing you about his or her day. If for any reason your child had a difficult time during the day, you will receive a note from your child's teacher making you aware of the circumstances. Please feel free to speak with your child's teacher regarding their day.

CURRICULUM

At Trinity Children's Learning Center, we use a solid curriculum that is reflective not only of educational components, but character-building pieces as well. Your child will participate in educational and faith-based activities. We use the Abeka curriculum. This includes bible stories, music, phonics and language, and mathematical development. It is important that all parents are aware of our curriculum used in their child's classrooms. Please feel free to discuss any topic of concern with the director as we are here to help.

Parent/teacher conferences are available upon request.

Written lesson plans are posted in each classroom, as well as daily schedules. Our daily schedule provides a balance of quiet and active, indoor, and outdoor activities and child and adult initiated activities, as well as promoting gross and fine motor skills. Please see the schedules posted in each classroom.

ASSESSMENTS & CONFERENCES

When a child enters TCLC, the teacher begins a portfolio for that child and family. Portfolios are a collection of materials that help us look at a child's development over time. They may include written checklists of developmental standards, anecdotal notes of observations, work sampling, etc. Portfolios belong to the family, and if your child leaves our program it should be taken with you. These are not formal assessment instruments and should not be such. Twice a year your child's teacher will schedule conference times for discussion of your child's development. We will contact you to help arrange an assessment that determines if additional support would benefit the child. You may schedule a conference with the teacher or Director any time throughout the year.

BIRTHDAY & HOLIDAY CELEBRATIONS

We recognize how important each child's birthday is. Teachers make sure that children are aware of the day by singing, special recognition, etc. If you wish to bring in a special treat for snack, please speak with your child's teacher to schedule a time. We also plan activities that focus on seasonal celebrations. For holiday parties you will find a sign-up sheet for items needed in your child's class. By signing up to bring an item, you help to make our holiday parties extra special.

SCHOOL PARTICIPATION

Family Involvement

There will be a quarterly Trinity Children's Learning Center newsletter emailed to the parents along with a monthly calendar of events for your child's classroom. The newsletter will include information on upcoming events or activities.

Informal parent participation is always welcome. Parents are invited to visit the center at any time. On some occasions, such as classroom parties, parents help may be requested.

Volunteers

Trinity Children's Learning Center encourages volunteers. Volunteers are important and can also serve as a mentor in your child's life. All volunteers are required to have a criminal background check.

Donations

TCLC wants to be affordable to all parents. We open our doors to donations of toys, books, etc. All donations will be noted and appreciated. If you would like to donate items, please speak to the director.

Fundraisers

TCLC may do fundraisers from time to time to raise money for needed toys, supplies and educational materials. These fundraisers are a positive way to show community and family support for early childhood education.

PERSONAL ITEMS & TOYS

Please DO NOT send toys from home as they could get lost, broken or serve as a distraction to the class.

Books and CDs that a child wishes to share with the class should be marked with the child's name and given to the teacher. If your class has a child's sharing day, you will be notified. Toy guns and weapons are not allowed at TCLC at any time ever.

SUPPLIES

Each classroom has a supply list of items that will be needed for the specific room. You will receive this list from the office. All classes will need to bring a crib sheet, blanket, change of clothing, and box of Kleenex®. If your child is still in diapers or pull-ups, you will need to bring a weekly supply of diapers and wipes, and resupply as needed. If your child runs out of diapers, wipes, or does not have a change of clothing, you will be expected to leave work and bring the items needed. We do our best to let you know in advance of any items of which your child might be running low. In the event that PPE is required, it is the responsibility of the parent to adhere to all requests.

We work hard to provide a caring, positive environment that encourages growth in self-control and respect for others. We recognize that we are all special in God's sight as people fashioned by His own hands. Guidance is a process of training, and positive God-pleasing behavior is of the utmost importance. By working together as a team, we can help each other guide your child towards God-pleasing behavior. Below you will find behavior expectations and consequences.

Expectations:

- Be kind to one another and treat teachers and classmates with respect.
- Follow the rules of the classroom and school.
- Play appropriately and safely both indoors and outdoors.
- Children are required to respect others and the school through both words and actions. The use of profanity will not be tolerated. The intention or repeated destruction of property of others or the school is prohibited.
- Causing physical harm to another child or adult by hitting, biting, kicking, throwing, or by any other physical action is not acceptable.
- Tantrums are not considered to be an acceptable way to express oneself and guidance will be given to curb this behavior.
- Parents and staff are expected to be role models for God-pleasing behavior

Consequences:

- Redirection—this is our first resort to curb undesirable behavior. We redirect the child into more appropriate play.
- Time out—we use this method for children that are three years of age and older. This gives the child the opportunity to reflect on their behavior. Students sit in time out for one minute per year of age. Then they are spoken with before being allowed to return to play.
- Logical consequences—the teacher will help the child to comprehend the logical consequences of his/her actions by taking away the object that is causing the problem.
- Visit the office—if the teacher has extinguished all of the consequences about the child's behavior has not improved, they will be sent to the office. During the office visit, the reason for the child's visit will be documented for their file.
- Phone call—if the behavior of the child does not improve and/or puts other children or staff in danger, the parent will be called to pick up their child from school.

Our most powerful tool for behavioral management is PRAISE FOR GOOD BEHAVIOR! Every child deserves praise! It boosts their self-esteem and helps to curb inappropriate behavior.

BEHAVORIAL POLICY

1. Teacher first documents all behavior concerns in classroom binder. (Manager gets a copy)
2. Teacher notifies management of their concerns.
3. Teacher then speaks to parent to provide a verbal warning of classroom concerns.
4. Teacher notifies manager of non-improvement of behavior.
5. Manager observes student in classroom to provide recommendations.
6. CCRR quality coach is contacted to observe and provide outsource training to the teacher and observe student. (If Needed)
7. CCRR quality coach is contacted to observe and provide outsource training to the teacher and observe student. (If Needed)

8. Parent meeting is conducted to discuss suspension or termination of care due to offense severity.

9. Student suspended and returned on a corrective behavioral plan including a parent meeting. (Provide all information of documented behavioral issues attached to the suspension paperwork.)
10. Student Terminated if no improvement.

This process will vary based off the offense that is committed. Remember our initial goal is to attack the problem and not the child. We want to see improvement with all our students who are placed on this plan.

THE FIRST DAY

When you come to school for your child's first day, please bring all of the enrollment paperwork which includes the following:

- Signed Contract
- Notary page
- Immunization Record
- Any necessary fees—enrollment/application fee, activity/book fee, and first week's tuition.
- Small bag or backpack for your child's belongings
- Items from your child's classroom supply list
- Diapers and wipes if necessary

The state requires that we have a complete file on each child as soon as they begin school.

- Completed Child Information Form and any other information you would like us to know about your child
- Make sure you have our phone number so you may call during the day to check on your child

CLASSROOMS

INFANTS (6 weeks to 12 months)

In our infant room our emphasis is on the individual needs of each infant. We provide the utmost security, love and nurturance for each of the little ones in our care. Planned activities provide ample opportunities for the exploration of a safe environment. All of our materials are selected to provide a variety of natural learning experiences for your infant through manipulation and sensory awareness. Language development is emphasized with planned and spontaneous activities for communication between and the children. The center will keep a written record of each child's activities throughout the day in each of the following areas:

- the amount of time the infant has slept
- the diaper changing and any irregular bowel movements
- the achievement towards any developmental milestones

In order to prevent the spread of illness, all toys in the Infant Room are disinfected after each use. This is in accordance with state guidelines. Families are to furnish the following items for their infant:

SIDS POLICY

- prepared formula bottles and baby food
- disposable diapers and wipes
- crib sheet
- pacifier (if needed)
- a changing of clothing labeled with your child's name

Please dress your child in clothing that provides warmth for sleeping. Blankets, toys, pillows and boppies are not allowed inside of an infant's crib. Your infant will always be placed on their back when they are in their crib. No infant will be placed in a car seat, or bouncy seat to put sleep.

We provide a relaxed and loving atmosphere for all age groups. Our consistent daily routine will help these young children become familiar with their surroundings. Our day consists of group time when we have story and calendar time and discuss many other topics. After our morning meal, we will have learning centers where the children are put into small groups. Learning centers provide your child with many activities to promote growth with their gross and fine motor skills. There are opportunities for your child to learn to count, identify colors, identify shapes, work with puzzles, play with blocks, and play with play dough and color.

In our 2-year-old classroom, we have time for music, finger plays, dancing, flannel board stories, and other games. We have a time to stretch our muscles either inside or outside with a variety of large muscle activities. Naps are also a part of the children's' day. Children 12 months and older will have their own cot for naptime.

The Happi-Nappi is available for purchase and will be sent home every Friday for cleaning.

Families are asked to furnish the following items for their child:

- diapers and wipes
- cup
- extra set of clothing labeled with your child's name.

PRESCHOOL (3-year old's to 5 year old's)

At TCLC, we strive to provide your child with the best possible learning environment. These children also thrive for routine in their classroom. So, their day consists of music, small and large muscle activities, calendar time and learning centers. At this age, children learn by doing. New skills are being developed every day and they like to spend a lot of time pretending. Dress up clothes, pretend play props, and puppets are a few favorites. Daily lesson plans are created reflecting our Abeka curriculum as well.

Families are asked to bring the following items for their 3, 4 or 5-year-old:

- Happi Nappi, which is available at TCLC for purchase
- Extra set of clothing labeled with the child's name

SCHOOL AGE (kindergarten through 12 years old)

Our school agers are provided a safe and loving environment before and after school. Our staff provide a small group time before school where they are involved in a weekly bible story. They are also given time to choose from a variety of activities with their friends. A morning snack is also provided before the children are taken to school. After school, the children are given an afternoon snack. They have quiet time to work on homework or read. The children are then offered an outside time and a variety of activities to choose from.

Throughout the summer and holiday breaks, the children will be offered a variety of field trips to attend. A separate handbook is now available for our School Age Program.

Our Commitment to our Families

Staff Members

Trinity Children's Learning Center is committed to hiring and retaining highly qualified staff members. Our staff provides leadership, wisdom, and guidance to our young friends as they grow and develop before entering a traditional private/public school environment. Our lead teachers are well-rounded individuals with college degrees, professionalism, and loving hearts. We will model, teach, and instruct on appropriate behaviors that support parents' goals in raising Godly Children. We are devoted to the safety of all children in our care. Our staff members are first aid and CPR certified and meet all the requirements required by the State of Tennessee. If at any time you have a complaint, question, or concern regarding any of our staff members we ask that you contact us immediately and provide detailed written documentation. All written communications can be sent to

Per the State of Tennessee, Trinity's Children Learning Center teaches all children over the age of 3 personal safety. To learn more about this curriculum we ask that you visit https://www.tn.gov/content/dam/tn/humanservices/documents/keeping_kids_safe_content_updated_wdraft_cover.pdf

Safe Environment for All

Safety is of utmost importance. We ask that you routinely discuss expected behaviors with your child for school while at home. As stated in our Guidance and Discipline Policy positive redirection are our discipline methods of choice. We understand that like adults' children too have off days and may display unusual behaviors. To keep our environment safe and healthy for all we have outlined a few behaviors that may result in termination of services depending on the situation:

- Fighting
- Habitual use of profanity, vulgarity, or obscenities
- Shoving, pushing and/or other aggressive acts
- Disrespect for another person and/or property
- Harassment (verbal, physical, sexual)
- Bathroom misbehavior (i.e., water throwing, climbing on toilets, or hanging on stalls)
- Vandalism
- Stealing
- Continual program disruption/refusal to follow program rules
- Possession of any illegal substances, paraphernalia, or weapons
- Endangering the health or safety of children or staff

Temporary Exclusion from Setting

In order to ensure the safety, health and educational needs of each student we have the right to ask that your child be temporarily excluded from the setting as stated in the **RULES OF TENNESSEE DEPARTMENT OF HUMAN SERVICES COMMUNITY AND SOCIAL SERVICES DIVISION CHAPTER 1240-04-01LICENSURE RULES FOR CHILD CARE AGENCIES.**

Trinity Children's Learning Center

We are so happy that you have chosen Trinity Children's Learning Center to care for your child and his/her education. We promise to love your child and educate them to the best of our ability.

Thank you, and welcome to the TCLC family!



Parent Contract

- I understand and agree that a two-week written notice is needed to end my child care services. If no notice is given, I am responsible for paying a 2-week rate and understand that vacation and sick days may not be used. The billing period is from Monday to Friday. Billing is completed on Friday for the current week. Payment is expected in full on Friday. If payment is not received by Monday 12:00 p.m., a reminder note will be sent electronically, and a late fee will. If payment is not paid in full by Wednesday, the child will be discharged from the program until payment is received. If my account with TCLC is left delinquent, I understand that my child will be discharged from the center and my spot will become vacant.
- I have read, understand and agree to follow the policies and procedures outlined in Trinity Children’s Learning Center Handbook.
- I understand that Trinity Children’s Learning Center is a Christian program and uses the Abekas curriculum.
- I have read the Tennessee Department of Human Services Licensing Summary.

Parent Signature _____ Date _____

Director Signature _____ Date _____

Student(s) Name _____

Student(s) Name _____

Student(s) Name _____

