



**TRINITY LUTHERAN  
CHURCH & SCHOOL**

**2018-2019  
Early Childhood Handbook**

**Trinity Lutheran School  
1200 N. 56<sup>th</sup> Street  
Lincoln, NE 68504  
(402)466-1800**

# Table of Contents

## Welcome

Mission Statement.....	2
Vision Statement.....	2
Motto.....	2
2018-2019 School Year Theme.....	2
Childcare Statement.....	2
Christian Belief.....	2-3
Our Philosophy.....	3
Organization.....	4
Trinity Lutheran School Faculty & Staff.....	4

## Early Childhood Education at Trinity Lutheran School

Programs Offered.....	5
Toddler Program.....	5
Preschool Program.....	5
Pre-Kindergarten.....	5

## DAILY SCHEDULES

Bumble Bees & Butterflies Toddler Program.....	6
Preschool.....	6
Pre-Kindergarten.....	6

## Early Childhood Enrollment and Rate Information

Finances.....	7
Tuition Agreement.....	7
Registration & Fees.....	7
Multi-Child Discount : ECE/K-5.....	7
Monthly Rates.....	7-8
Tuition Incentive Policy.....	8
Tuition Payment Options .....	8
Lunch & Childcare Payments.....	8-9
End of the School Year Finances.....	9

## Extended School Day (E.S.D.)

Before School Childcare.....	10
After School Childcare.....	10

## Non-School Day Childcare

Non-School Day Childcare.....	10-11
-------------------------------	-------

## Holidays & School Breaks

Holidays & School Breaks.....	11
-------------------------------	----

## Policies and Procedures

Drop in Policy & Procedure.....	12
Discipline Policy & Procedure.....	12-13
Illness Policy & Procedure.....	13
Head-Lice Policy & Procedure.....	14
Accident Policy & Procedure.....	14
Medication Policy & Procedure.....	14-15
On Going Medications.....	15
Medical Plans.....	15
Emergency Policy & Procedure.....	15-16
Natural Disaster Policy.....	16
Emergency Codes.....	16
Child Abuse & Neglect Policy & Procedure.....	16
Non-Discriminatory Policy.....	16
Parent Communication/Grievance Policy...16-17	
Smoking/Alcohol/Drug Policy.....	17
Tuition Incentive Policy.....	17
Center's Responsibility.....	17
Parent's Responsibilities.....	17
Student's Responsibilities.....	17

## Statement of Understanding and Agreement

Statement of Understanding and Agreement..	18
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## Welcome

We are delighted that you have decided or are deciding to place your child in Trinity Lutheran School Early Childhood Program. Trinity Lutheran School is a nationally accredited Lutheran School through NLSA and meets and exceeds national and state guidelines. Our childcare programs are continually changing to accommodate the needs of parents, while keeping up with the growth of Christian education. It is our responsibility to provide an outstanding early educational experience that will instill skills vital for learning among young children. We encourage strong parental involvement in the program. Parents are encouraged to contact the school and make arrangements to visit the childcare center during the day and to participate in any activities, field trips, or meals whenever possible.

Parents have the primary responsibility to care for their children and teach them God's Word. Trinity Lutheran School assists parents by teaching children in a Christian environment, using Biblical standards and instilling God-pleasing values. We begin this process in our Early Childhood Education Program and continue throughout the child's education while at Trinity Lutheran School. Where parents provide the primary influence in the development of the child, a teacher at Trinity Lutheran School is considered a role model, witness, and servant who seek to meet the needs of every child.

### Mission Statement

The mission statement of Trinity Lutheran Church and School is "Connecting People to Christ in His Word and Love."

### Vision Statement

The mission statement of Trinity Lutheran Church and School is "We exist to be an Outward Expression of God's Love to our neighbors."

### Motto

The motto of Trinity Lutheran Church and School is "Know Him, Share Him, Serve Him".

### 2018-2019 School Year Theme

The theme for the 2018-2019 school year is "Encourage One Another" 1 Thessalonians 5:11.

### Childcare Statement

Our purposes and goals are to:

- Make every child feel secure, important and safe.
- Help children develop physically through gross motor and fine motor activities.
- Help children develop emotionally through recognition of their own feelings and those of others.
- Help children develop intellectually through activities that stimulate thought.
- Help children develop socially by providing opportunity for social experimentation and interaction.
- Help children develop spiritually through a Christian environment where God's grace and love is practiced.

### Christian Belief

Christian beliefs, as understood and taught in the Lutheran Church-Missouri Synod, extend to everything that is done at Trinity. Christian instruction is not only carried out formally, but is integrated into the study of every subject. Students are immersed in a Christian atmosphere, surrounded by teachers, administrators, pastors, and staff members who strive to have their very presence be a testimony to the Christian faith and our distinctively Lutheran manner of expressing that faith.

We know that each of us sins daily, that we have a sincere need to repent of those sins, and that we need to be reconciled with God and

with one another. We know that Jesus Christ died and rose again to forgive all sins. Not one of us is better than another. This said, we recognize there are sins that are more obvious than others. We believe and teach that when obvious sins are not dealt with in a Scriptural manner (repentance, forgiveness, and reconciliation) they can seriously damage the Christian community.

The LC-MS is a creed-based church body with definite beliefs on many points of Christian faith. For instance, we affirm: the sanctity of human life from conception, the importance of a stable family life, faithfulness in marriage, and abstention from those things that would harm our physical bodies. God's Word shows us that cohabitation, homosexual relations, and sexual relations outside the marital relationship are opposed to the plan that He established at creation. While we will not shy away from any of these teachings, we also will not deny admission as a result of these sins. This is a place where all sinners can find relief.

At Trinity Lutheran School we expect that the families of our students will not act in a way that is contrary to, or disrupts the teachings of this school in matters of religious faith and personal conduct. Family members are not required to believe or confess the teachings and beliefs of the LC-MS. However, family members may not act in a way that may negatively affect the school, promote beliefs that are contrary to those of the LC-MS, or otherwise weaken or undermine the culture being developed at the school.

### **Our Philosophy**

Our Basis of Faith comes from:

Mark 10:13-16

"People were bringing little children to Jesus to have him touch them, but the disciples rebuked them. When Jesus saw this, he was indignant. He said to them, 'Let the little children come to me, and do not hinder them, for the kingdom of

God belongs to such as these. I tell you the truth, anyone who will not receive the kingdom of God like a little child will never enter it.' And he took the children in his arms, put his hands on them and blessed them."

Proverbs 22:6

"Train up a child in the way he should go, and when he is old he will not turn from it."

- We view our responsibilities in caring for your child as **A Sacred Task**.
- **We believe** that our primary duty is to bring children to Christ. We believe children should grow and learn in the Word of God. We value each child as a unique creation of God, encouraging individuality and promoting self-esteem.
- **We believe** it is our privilege to guide the cognitive, emotional, physical, social and spiritual development of each child while they learn, relax, and play in our care. Our program meets the needs of the whole child.
- **We believe** that teachers are to guide the children in learning by giving them opportunities to explore and experiment in the world that God has given to us.
- **We believe** that children learn best through play. Children are given the opportunity to explore and experiment the world around them through their own play. Teachers are engaged in meaningful play and developmentally appropriate activities with the children. We value play experiences as an avenue for learning.
- **We believe** children learn best in an environment of enthusiasm, love, and security where they can develop

intellectually, emotionally, physically, socially, and spiritually.

- **We believe** that parents play the primary role in their child's learning and development. We partner with parents and families and provide parent resources, support, and encouragement. We strive to reach out to families in Christian love.
- Our teachers and staff are committed to excellence in Early Education.
- We respect each child regardless of race, creed, need, or ethnic origin.

### **Organization**

Trinity Lutheran School is a full-time Christian elementary school serving students ages 18 months through grade five. It is owned and operated by Trinity Lutheran Church, a member of the Lutheran Church-Missouri Synod. The school has been in continuous operation since 1882 and has been at its present location, 1200 North 56th Street, Lincoln Nebraska, since 1964. In 1994 a new gymnasium, offices, two classrooms, workrooms and storage rooms were added.

### **Trinity Lutheran School Faculty & Staff**

We would like to introduce this year's Early Childhood Education teaching staff:

#### **Director of Early Childhood Education**

Melissa Green – 10 Years at Trinity

- Master of Education (with an Early Childhood Emphasis) from Concordia University
- BS in Early Childhood Education/Child Development from UNL

#### **Pre-Kindergarten Teacher (4 year olds)**

Amber Christensen – 20 Years at Trinity

- BS in Education/Special Education from Concordia University

#### **Preschool Teacher (3 year olds)**

Connie Dirks – 22 Years at Trinity

- AA in Early Childhood Education from Southeast Community College

#### **Butterfly Toddler Teacher (2 ½ to 3 year olds)**

Margeaux Maul - 5 Years at Trinity

#### **Bumblebee Toddler Teacher (18 mos. – 2 ½ yrs)**

Jennifer Obrist – 12 Years at Trinity

## Early Childhood Education at Trinity Lutheran School

### Programs Offered

Trinity Lutheran School's Early Childhood programs are licensed by the Lancaster County (Nebraska) Department of Health and Human Services. Trinity Lutheran School's Childcare programs comply with the regulations set forth in the "Child Care Center Regulations" of the department. Our Early Childhood Programs are also accredited by the NLSA (National Lutheran School Accreditation). All programs are offered Monday through Friday during the regular school year. On *most* days when school is not in session childcare is available.

### Toddler Program

Children must be at least 18 months of age to enroll in the Toddler program. Proof of current immunizations and birth certificate is required prior to first day of school.

Our toddler program provides a safe, caring, and nurturing environment for your child to learn and grow. We instill in your child the knowledge of God's love for him/her. Toddlers experience a short preschool time in the mornings that involve Jesus Time, group time, and then activities that relate to weekly themes and Jesus Time. Our toddlers are introduced to letters, numbers, colors, and shapes, etc. The toddler program utilizes "Zoo Phonics" for teaching literacy, reading, and writing skills. The children learn through play and various learning activities. A nutritional morning snack is served daily. The price of lunch is not included, but is available for purchase through the school office.

### Preschool Program

Children must be at least 3 years of age by July 31st of the current school year and potty trained. Proof of current immunizations and birth certificate is required prior to first day of school.

Our Preschool program is a playful, yet educational program that provides a wonderful Christian education in a loving environment. This program runs Monday through Friday. Parents have the option to specify if they want their child(ren) to attend part-time or full-time. Only children who will have turned 3 by July 31st of the current school year, and completely potty trained are accepted into our Preschool program. The Preschool utilizes "Zoo Phonics" for teaching literacy, reading, and writing skills. We also utilize the PCI and Essentials curriculum. Our Preschool teachers instill an understanding of respectable Christian values throughout the curriculum. A nutritional morning snack is served daily. The price of lunch is not included, but is available for purchase through the school office.

### Pre-Kindergarten

Children must be at least 4 years of age by July 31st of the current school year and u. Proof of current immunizations and birth certificate is required prior to first day of school.

Trinity's Pre-Kindergarten program utilizes 'Splash into Pre-K' curriculum by Houghton Mifflin. Splash into Pre-K helps teachers to build a community of learning by using all of the core domains including emotional, physical, cognitive, and linguistic. It also integrates all of the curricular areas of reading and language arts, math, science, social studies, health, and art into the daily instruction. Mrs. Amber plans comprehensive lessons and high interest activities that engage the children and allow them to explore at many different levels. The Pre-K program also utilizes "Zoo Phonics" for teaching literacy, reading, and writing skills. Children are introduced to what Christian education is all about while learning to share, play together, form friendships and take the first steps in discovering who they are through the eyes of God. A nutritional morning snack is served daily. The price of lunch is not included, but is available for purchase through the school office.

## DAILY SCHEDULES

### Bumble Bees & Butterflies Toddler

#### Program

**8:15- 8:20 a.m.** Morning Routine /Group  
**8:20 - 8:30 a.m.** Bathroom  
**8:30– 9:00 a.m.** Outside / Inside Play & Large Motor  
**9:00– 9:30 a.m.** Clean Up / Wash Up / Snack  
**9:30 – 9:40 a.m.** Jesus Time  
**9:40– 11:00 a.m.** Activities / Centers  
**11:00 – 11:05 a.m.** Clean Up / Bathroom  
**11:05 – 11:45 a.m.** Lunch  
**11:45 a.m. – 12:30 p.m.** Outside / Inside Play  
**12:30 – 12:45 p.m.** Story / Bathroom  
**12:45 – 2:45 p.m.** Nap / Rest  
**2:45 – 3:15 p.m.** Snack/ Free Time  
**3:15 p.m.** School Dismissal

#### Preschool

**8:15 – 8:30 a.m.** \*\*Table Activities, lunch count, attendance  
**8:30 – 8:50 a.m.** Bible Story, Flags, Calendar  
**8:50 – 9:10 a.m.** Snack  
**9:10 – 9:30 a.m.** Recess/Physical Education  
**9:30 – 9:45 a.m.** Library, Computers, Music  
**9:45 – 10:15 a.m.** \*\*Large Group Center  
**10:15 – 10:30 a.m.** \*\*Table Activities  
**10:30 – 11:00 a.m.** Free Time  
**11:00 – 11:15 a.m.** Story Time / Pray/ Morning Dismissal  
**11:15 – 11:50 a.m.** Lunch  
**11:50 a.m. – 12:30 p.m.** Recess  
**12:30 – 2:00 p.m.** Rest time  
**2:00 – 3:00 p.m.** \*\*Small Group Time / Free Time  
**3:00 – 3:15 p.m.** Story Time / Pray / Dismissal

\*\* Table Activities, Small & Large Group Centers include Science, Language Arts, Math, Social Studies, Writing, and Visual & Fine Motor Skills activities.

### Pre-Kindergarten

**8:15 – 8:30 a.m.** \*\*Table Activities, lunch count, attendance  
**8:30 – 8:50 a.m.** Bible Story, Flags, Calendar  
**8:50 – 9:10 a.m.** Snack  
**9:10 – 9:30 a.m.** \*\*Large Group Center  
**9:30 – 9:45 a.m.** Library, Computers, Music  
**9:45 – 10:15 a.m.** Recess / Physical Education  
**10:15 – 10:30 a.m.** \*\*Table Activities  
**10:30 – 11:00 a.m.** Free Time  
**11:00 – 11:15 a.m.** Story Time / Pray/ Morning Dismissal  
**11:15 – 11:50 a.m.** Lunch  
**11:50 – 12:30 a.m.** Recess  
**12:30 – 2:00 a.m.** Rest time  
**2:00 – 3:00 a.m.** \*\*Small Group Time / Free Time  
**3:00 – 3:15 a.m.** Story Time / Pray / Dismissal  
\*\* Table Activities, Small & Large Group Centers include Science, Language Arts, Math, Social Studies, Writing, and Visual & Fine Motor Skills activities

## Early Childhood Enrollment and Rate Information

### Finances

Our Christian childcare and elementary school has been established for the purpose of teaching God's Word and to train children in accordance with it. Every student is given the opportunity to grow and to increase in their knowledge and understanding of Jesus Christ, our Savior, and thus be guided to develop Christian attitudes as a member of God's Kingdom and a citizen of this country. The school's ministry is part of the Lutheran ministry in helping each other as Christians to grow in intellectual understanding of divine truth, in forming of Christian attitudes and emotion, and in the development of skills needed to function as Christians.

For over 135 years, Trinity Lutheran School has provided solid Christian education to thousands of children. This has been possible by the support and commitment of Trinity Lutheran Church & School families.

It is important that each family who has children enrolled in our Early Childhood Education program to the 5th Grade make every effort possible **to keep all accounts current in the payment of their tuition, lunches, childcare and any other fees which may be incurred. These accounts will be billed on a weekly basis to ensure that all family accounts are kept current.** For the school to remain vibrant, healthy and to fulfill its mission the cooperation of all associated with the school is vital.

### Tuition Agreement

To enroll at Trinity Lutheran Church and School and Early Childhood Program, students, must have a parent or guardian sign an agreement accepting financial responsibility for school bills. Parents and/or guardians who enroll students in Trinity Lutheran Church and School and Early Childhood Program, have entered into a

contractual agreement with the school and are expected to fulfill these commitments. Monthly balances or approved financial agreements must be kept current.

### Registration & Fees

There is a non-refundable registration fee for this program. (See registration form for current registration fee rates). The registration fee covers the cost of snacks, art supplies, and the school shirt. Toddler, Preschool, and Pre-Kindergarten program registration has the same registration dates as our elementary school. The registration process begins in February and continues throughout the summer. All paperwork, including registration fees, is accepted during the registration process. Completion of the registration process is done online through TADS.

### Multi-Child Discount : ECE/K-5

- 2 ECE = 10% off Oldest
- 3 ECE = 10% off Oldest, 10% Second Oldest
- 1 K-5/1 ECE = 10% off of K-5 Oldest
- 2 K-5/ 1 ECE = 15% off K-5 Oldest, 10% off of K-5 Youngest
- 1 K-5/ 2 ECE = 10% off K-5, 10% Oldest ECE

### Monthly Rates

**Toddler Program – Must be 18 months**

**Only Mornings: 8:15 a.m. to 11:15 a.m.**

**3 Mornings - \$265.00**

**5 Mornings - \$350.00**

**\*\*Full Days: 8:15 a.m. to 3:15 p.m.**

**3 Full Days - \$485.00**

**5 Full Days - \$690.00**

**\*\*Includes Before and After School Care**

**Preschool Program – Must be 3 Years Old  
& Potty Trained by July 31, 2018**

**Only Mornings: 8:15 a.m. to 11:15 a.m.**

**3 Mornings - \$225.00**

**5 Mornings - \$310.00**

**\*\* Full Days: 8:15 a.m. to 3:15 p.m.**

**3 Full Days - \$440.00**

**5 Full Days - \$650.00**

**\*\*Includes Before and After School Care**

**Pre-Kindergarten – Must be 4 Years Old &  
Potty Trained by July 31, 2018**

**Only Mornings: 8:15 a.m. to 11:15 a.m.**

**5 Mornings - \$300.00**

**\*\* Full Days: 8:15 a.m. to 3:15 p.m.**

**5 Full Days - \$635.00\*\***

**\*\*Includes Before and After School Care**

**Notes Regarding Tuition Options:**

Children are required to attend classes on their registered days. Switching days during the week will not be permitted.

Some days parents may wish that their child(ren) stay an extra hour or two for lunch. Or there may be times when you would like your child to attend on a non-scheduled day. This is available to currently enrolled students only if space permits. If this is the case, YOU MUST APPROVE THIS WITH THE TEACHER AND DIRECTOR AT LEAST 24 HRS. PRIOR.

The following charges will be applied:

\$6.50/hour for less than 5 hours

\$35.00/day for 5+ hours

Status change: If you would like to change the status of your child's attendance (number of days, switch full-time/part-time, days of the week, etc.) you must contact the Childcare Director ONE MONTH IN ADVANCE OF THE CHANGE.

**Tuition Incentive Policy**

Current Trinity Lutheran School families are eligible to receive \$250 off of their (K - 5th) school tuition costs or \$150 off their childcare costs for each new student they refer. Families can earn up to the cost of their family tuition. The new family must register their child(ren) and their child(ren) must attend classes for at least a semester. At that time, the school tuition or childcare costs break will be applied (January &/or May) to the financial statement for the referring family.

**Tuition Payment Options (Toddler – 5th Grade)**

**1 payment option:** (made before the 1st day of school) receives a **2% discount**.

**2 payment option:** (made before the 1st day of school and January 18th) receives a **1% discount**. Failure to make the second payment on time, will result in the loss of the 1% discount plus a \$25.00 handling fee.

**Automatic monthly deduction:** Payments may be made by automatic deductions through TADS. **There is a \$45.00 per family annual fee.** Payments may be divided up between 9 or 10 months. The last payment **must be received by your final May or June payment.**

**All accounts are to be paid in full by the first of every month. Failure to keep accounts current will result in a 1% finance charge of the account balance for each month past due.**

**Lunch & Childcare Payments**

As our hot lunch program is offered and operated by Lincoln Lutheran Middle/High School, all families are asked to keep their lunch account current with a minimum of a **\$25.00 positive balance**. **Custodial parents are responsible for full lunch payment.** Lunch balances should be maintained on a weekly basis, balances of more than \$15.00 owed, will result in a finance charge of \$5.00 per week.

**Lunch payments are to be made directly to the school office.**

Families will be charged a \$35.00 service charge for insufficient funds regardless of which payment option utilized.

**End of the School Year Finances**

**All accounts must be paid in full by the end of the school year before report cards and student records can be released.**

Failure to meet the financial requirements to have all accounts paid in full by the end of the school year will result in retention of report cards, and if applicable, student records and transcripts will not be transferred to the next school the child will be attending. In the cases of divorce or separation by parents, both mother's and father's accounts must be paid in full before records will be issued to either party.

**Trinity Lutheran School reserves the right to block re-enrollment at Trinity Lutheran School (for the upcoming school year or even at quarter break), enrollment in Child Care or enrollment in Summer Camp until all family accounts (tuition, child care, lunch) are paid in full. Failure to pay these accounts in full in a timely manner will result in Trinity Lutheran School turning over your family accounts to a collection agency.**

**Notice on collections:** The information provided by you on all Trinity registration forms is true and correct to the best of your knowledge and belief. By registering your child(ren) in Trinity Lutheran School and/or Early Childhood Center you agree to pay for any and all services provided to you at the rates in effect and agreed upon during the time services are rendered. You understand and agree that your bill for services rendered is due and payable at the time of service and you are ultimately responsible for any unpaid balances.

By registering you agree and authorize that Trinity Lutheran School and/or Childcare Center

offices and any third party used for the purpose of billing collection or collection calling may use any and all means (e-mails, text messages, phone calls) to all phone numbers you have provided to Trinity Lutheran School and/or Childcare Center for the purpose of contacting you or collecting on services rendered on their behalf.

## Extended School Day (E.S.D.)

Trinity Lutheran School offers Extended School Day (E.S.D.). Children may come as early as 7:00 a.m. and be picked up as late as 5:45 p.m.

### Before School Childcare

Hours of Operation: 7:00 a.m. to 8:05 a.m.

This program is offered every day with the exception of a few special days during the year, watch for notices!

We offer children time to finish homework, read, and interact quietly with friends before school begins. Children are not allowed into the center prior to 7:00 a.m. No child will be permitted to wait under the front awning prior to 8:05 a.m., they will be escorted down to before-school care and applicable charges will apply.

### After School Childcare

Hours of Operation: 3:15 p.m. to 5:45 p.m.

We offer children homework assistance, required homework time for 3rd-5th graders, afternoon snack, games, and indoor and outdoor play (weather permitting).

### Fees

Before and After School Care is included in the tuition rate for all Early Childhood children who are attending full days.

Other Fees: For security purposes, persons responsible for bringing and picking up children MUST check in and out (with initialing check out sheet) with the staff on duty. Children will not be allowed to leave the center if they have not been checked out by the adult responsible for them. Failure to check in and out with a staff member will result in penalty fees. Any student who is picked up after 5:45 p.m. will be charged an additional fee of \$10.00 during the first 15 minutes, then \$15.00 for each 15 minutes

thereafter. Emergency contacts will be called at 6:00 p.m., if no one has come to pick up the student. If by 6:30 p.m. the student is still at the center, and contacts have not been reached, the Lincoln, Police will be called. All children must be picked up by 5:45 p.m.

If children are continually being picked up after 5:45 p.m. without notification of parent or guardian running late at least 15 minutes in advance, services will be terminated indefinitely.

## Non-School Day Childcare

Hours of Operation: 7:00 a.m. to 5:45 p.m.

Non-School days are days that school is not in session. This DOES NOT include snow days or other weather issues and DOES NOT include major holidays as listed: Labor Day, Thanksgiving Thursday and Friday, Christmas (days change depending on the day Christmas falls on), New Year's Day, Good Friday, one week after school dismisses for the summer, one and one week before school starts in the fall, and other special days. Watch for postings.

**\*\*We must have a minimum of 6 students in order to offer this program.\*\***

Activities are planned for each non-school day. You must bring a sack lunch with drink on non-school days. A morning and afternoon snack is offered.

Rates:

**ECE Pre-Registered Rate:**

included in tuition rate

**ECE Not Registered Rate\***

\$30.00 per day FLAT FEE

**K-5th Grade Pre-Registered Rate:**

\$35.00 per day FLAT FEE

**K-5th Grade Not Registered Rate\*:**

\$45.00 per day FLAT FEE

\*only if space is available

There are no hourly rates for Non-School days.

Multiple child discounts will apply as follows: \$10.00 off for each additional child. Discount will not apply to children not pre-registered.

All children Toddler – 5th Grade must be signed up by the date required on the sign-up sheet. Any child signed up after that date will be charged the “Not Registered Rate”. There are no refunds for non-school day childcare. If you have registered your child and do not show up without giving a 48 hour notice you will still be charged.

**\*\*It is important that all families abide by these policies to ensure adequate staffing and supplies for the safety of your children.**

Payment: Payments can be received in the school office or through your billing account with TADS.

Other Fees: For security purposes, persons responsible for bringing and picking up children MUST check in and out with the staff on duty. Children will not be allowed to leave the center if they have not been checked out by the adult responsible for them. Failure to check in and out with a staff member will result in penalty fees. Any student who is picked up after 5:45 p.m. will be charged an additional fee of \$10.00 for the first 15 minutes, then \$15.00 for each 15 minutes thereafter. Emergency contacts will be called at 6:00 p.m., if no one has come to pick up the student. If by 6:30 p.m. the student is still at the center, and contacts have not been reached, the Lincoln, Police will be called. Children are not allowed into the center prior to 7:00 a.m. and must be picked up by 5:45 p.m. Failure to abide will result in termination of services.

If children are continually being picked up after 5:45 p.m. without notification of parent or guardian running late at least 15 minutes in

advance, services will be terminated indefinitely.

## Holidays & School Breaks

Childcare is provided during holiday breaks with the **following exceptions:**

- **New Year’s Day**
- **Good Friday**
- **Memorial Day**
- **July 4th (3rd or 5th)**
- **Labor Day**
- **Thanksgiving Day**
- **Friday after Thanksgiving Day**
- **Christmas (varies depending on when Christmas falls during the week)**
- **New Year’s Eve Day**
- **New Year’s Day**
- **One week between school ending and summer camp beginning**
- **Days specified on school calendar between summer camp ending and school beginning**
- **School cancellation due to weather**

## Policies and Procedures

### Drop In Policy & Procedure

Children not registered for Extended School Day but in need of childcare on any given day are welcome to participate in the program. Parents are strongly encouraged to contact the child care administrator to give notification that their child will be in attendance.

Some days parents may wish that their child(ren) stay an extra hour for lunch. Or there may be times when you would like your child to attend on a non-scheduled day. This is available to currently enrolled students only if space permits. If this is the case YOU MUST APPROVE THIS WITH THE TEACHER AND DIRECTOR AT LEAST 24 HRS. PRIOR and the following charges will be applied: \$6.50/hour for less than 5 hour or \$35.00/day for 5+ hours.

Any child attending the non-school day child care must be pre-registered before the non-school day to ensure that space, staffing, and supplies are available. Children who are not signed up are not guaranteed that space will be available and will be charged a non-registered drop in fee for the day.

### Discipline Policy & Procedure

We hesitate to use the term “discipline” because it usually is interpreted as something adults do to children. We interpret the word to mean teaching appropriate behavior or “guidance”. We work to help each child become self-disciplined by seeing how his or her actions affect others. We have consistent limits based on Christian common-sense rules appropriate to the age of the child. Children learn to feel good about themselves and others in a secure and manageable environment. Children are never humiliated, but are given sincere, positive comments on their behavior. We treat them as we expect them to treat others, with dignity and respect. Children are given choices that are realistic and reasonable.

Unacceptable behavior that is of a serious nature e.g. profanity, severe disrespect for others (teachers, staff, students), destruction of school property, biting, fighting, etc. will be documented and parents informed. For the first offense, the student will be removed from the group for the duration of the day. For a second offense, a parent will be required to remove the child from the program and take them home immediately. We are a Christian facility and we are able to share the love and forgiveness of Jesus Christ to children that do make inappropriate choices. However, if the problem continues for a third offense, services will be cancelled immediately and indefinitely.

Trinity Lutheran School is a Violence Free Zone. We strive to make each child feel safe and secure. To make sure this happens we have **ZERO TOLERANCE** toward any adult using inappropriate discipline.

Choices for approved discipline techniques include:

- Positive Reinforcement; avoid using no, don't, and stop (praise good behavior)
- Redirection
- Thinking time/Time Out – One minute per year of age – Make sure the child knows why they are in time out and please discuss this with the child prior to their returning to the group as well as alternate behaviors for next time
- Give appropriate choices for behavior change – make sure the choice is available before offering it
- Logical consequence
- A caring hold for uncontrollable behaviors and problem-solving
- Staff role model appropriate behaviors and problem-solving
- Discipline stated in a firm but kind voice
- Focus on the child's action not the child's personality
- Keep children busy with a good curriculum

**Consistency** is the key to children understanding what behaviors are expected and what behaviors are not tolerated.

Discipline approaches not permitted in this facility by staff or parent/guardians include but are not limited to:

- No physical punishment of a child (i.e. No hitting, punching, pushing, or striking a child with an object)
- No isolation or child being left alone
- No withholding food, sleep or bathroom use
- No Punishment for toileting accidents or accidental spills at meal time
- No yelling at a child
- No threatening a child

1. **Any staff found to be using physical punishment will be terminated.**
2. **Any staff having difficulty with the approved discipline methods will be required to attend discipline technique training (i.e. Parenting Classes).**
3. **Any parent/guardian who uses physical punishment while at this facility will be reported to authorities.**
4. **Any parent/guardian found to be using inappropriate discipline while at this facility will be talked to by the Administrator/Director.**

### **Illness Policy & Procedure**

Our goal here at Trinity Lutheran School is to provide a safe, healthy environment for all children and staff. In so doing, we strive to maintain policies that do require exclusion of ill children for a period of time until the child is considered non-contagious.

If a child comes to school when he/she is not feeling well, he/she will be more vulnerable to infection. It is in the best interest of your child, and the other children, to keep your child at home when he/she is ill. A child needs to be

well to be able to participate actively in the program.

You should keep your child home when he/she shows any of the following symptoms. If these symptoms occur during the hours your child is at the center, you will be notified and asked to pick up your child promptly.

- Fever Over (actual readings) 99.9+ degrees (in ear)
- Ear Ache
- Severe Cough
- Sore Throat
- Undiagnosed rash
- Runny/Red Eyes
- Nausea or vomiting within 24 Hours
- Diarrhea Twice in 24 Hours
- The Presence of Live Head Lice and/or Nits in the child's hair
- Unable to Participate Comfortably In Regular Center Activities

Your child must remain at home until he/she has been **SYMPTOM FREE AND FEVER FREE WITHOUT TYLENOL/IBUPROFEN FOR 24 HOURS**. All cases of communicable diseases should be reported to the Child Care Staff for the protection of the other children. **Any communicable disease will require a Doctor's written note for the child to return to the childcare center. Child Care Staff and precedence governing communicable diseases will be the final deciding factor even with a Doctor's note.**

Parents must notify the center within 24 hours after their child develops a known or suspected communicable disease. If a child is diagnosed with a serious meningococcal infection (i.e. infection associated with bacteremia or meningitis), the parent must confirm to the Center Director that the child's physician has informed the State Health Department of the diagnosis.

Out of courtesy to the other children and families, if your child becomes ill during the

evening hours, we ask that you please keep them home until they are symptom-free for 24 hours. Thank You!

### **Head-Lice Policy & Procedure**

Children diagnosed with head lice will be excluded from the classroom until they have had treatment, consisting of shampoo and combing using special products designated specifically for lice. Upon arrival at school, after a head lice absence, the child's hair will be inspected and if there are nits (the egg) still found, they will be sent home. The child must be **NIT FREE** to return to school. Please inform the school office of any lice occurrences.

### **Accident Policy & Procedure**

Because children will be children, sometimes bumps and bruises happen during play time. Minor accidents or injuries; bumps, bruises, small scrapes, etc. will be treated with an ice pack or damp cloth and an accident report will be sent home. More serious indents will result in the staff contacting the parents, or guardians who will determine proper course of action. In emergency situation such as broken bones, unconsciousness, large or deep cuts, etc., the staff will call the parent / guardian and immediately call for ambulance services. An adult will accompany the child to the designated hospital, and will contact the family's doctor.

Any accident or injury that a child may receive while at the center is reported to and recorded by the child care office. Accident reports are forwarded to the parents in written form and a copy is kept in the child care office.

### **Authorized Pick-Up Policy**

***No child shall be released from Trinity Lutheran School to anyone without prior consent from their parent/guardian.***

**Authorized Person Definition:** A person who has written and/or verbal permission from the

parent/guardian to leave Trinity with a specified child.

1. Each parent/guardian shall complete an Emergency Contact Authorization for pick-up form on their child upon enrollment
2. A parent may call the school office and give verbal consent
3. All authorized persons not recognized by Trinity personnel will be asked to show a photo ID.
4. All parents/guardians and authorized persons will sign their children in and out on a daily basis.

**Unauthorized Person Definition:** Any person who does not have written or verbal permission from the parent/guardian to leave Trinity with a specified child.

1. Anytime a person shows up who is not authorized by the parent/guardian, the Director/Administrator will call the parent/guardian to clarify the situation.
2. The Administrator/Director will add this person to the authorized pick up list if so desired by the parent.
3. Anytime a person unauthorized by the parent/guardian attempts to pick up a child, the police/911 may be called and an Incident Report will be filled out and placed in the child's file if the situation calls for this.

**Your child WILL NOT be allowed to leave Trinity unless we have proper written authorization or if we can reach you by phone to get verbal authorization. This is for your child's own safety and protection.**

### **Medication Policy & Procedure**

Medication is given at this facility only by the Administrator, the Director, or a person that has the medication distribution training with written parent/guardian permission. All medication permission slips will be kept in a binder in the Main Office. All medication will be

in its original container with the child's name, doctor's name, date, expiration date, and directions of how much medicine, and times of day to give medicine.

All over the counter medication and ointments will only be given if the dose written by the parent/guardian matches the over the counter manufacturer's dose on the label for the age and/or weight of the child. If the requested dosage is different from the label directions, a written note from the child's doctor on the doctor's letterhead/prescription pad will be required in order to dispense the medication.

All medication whether prescription or over the counter, including ointments are kept in a locked box, in the Main Office out of the children's reach. Sunscreens and Bug Sprays will be kept in the locked cabinet. All refrigerated medication will be in a locked box in the refrigerator.

The administration will attach the "5 Rights" tag to the locked medication box and will check prior to each distribution.

**"5 Rights":**

1. Right Child
2. Right Medicine
3. Right Time
4. Right Amount
5. Right Route

**On Going Medications**

If a medication is required to be administered on an ongoing basis (ie Ritalin, Vitamin Supplements, etc.), a long-term written permission form will be used. This form will be updated at least once a year and/or as needed throughout the year.

**Medical Plans – Updated June 2018**

NEW STATE REQUIREMENT: Asthma Medical Plans need to be signed by your family physician and a signed copy needs to be on file with the school. For other Medical Plans (including, but not limited to, Diabetes, allergies, seizures, etc.)

TLS would prefer to have a signed medical plan from your family physician on file in the school office as well.

**Emergency Policy & Procedure**

In an emergency you will be contacted immediately. If we are unable to contact you, we will call the emergency medical number given on the child's registration form. If necessary, 911 will be called and an ambulance will take your child to a hospital of your choice, if listed on your emergency form. Please make sure your emergency contact lives in Lincoln and has a working telephone.

**Natural Disaster Policy**

Natural disasters include: Floods, Tornados, Hurricanes, Earthquakes, Blizzards, or other Catastrophes

This facility will attempt to protect all children from harm during a natural disaster. All staff will follow the procedure below:

1. Staff will protect all children from harm to the best of their abilities.
2. The Administrator/Director will call 911 for emergency assistance if needed.
3. The Center will evacuate, if necessary, according to the Emergency Evacuation Procedures posted in each room.
4. The Administrator/Director will report all disasters to the Lincoln Lancaster County Health Department at 441-8000 and their Nebraska Department of Health and Human Services Licensing Representative, Teresa Neal at (402) 471-6730.

**Emergency Codes:**

**"Lockdown!"**      Lockdown      in      the  
classrooms/library/music room - All lights off, all children and staff out of sight. An emergency at the school or in the neighborhood that might be an immediate danger to staff and the children.

**“Lockout!”** Lock all of the doors to the classrooms and school, business as usual – secure the perimeter An emergency in the neighborhood that could pose a risk to the school.

**“Evacuate!”** – Evacuate to Lincoln Lutheran  
A danger to staff or the children within the school and would be the safest for you to evacuate and leave the school immediately – i.e. dangerous fumes, gas, bomb threat, fire, etc.

**“Shelter!”** - “Duck and Cover” in the bathroom or back storage closet area. In the case of a severe storm or tornado warning.

### **Child Abuse & Neglect Policy & Procedure**

All staff will comply with the NEBRASKA CHILD ABUSE LAW. All Staff will report all cases of suspected child abuse to the proper authorities.

**\*\*ALL CHILD CARE PROVIDERS ARE REQUIRED BY LAW TO REPORT ANY SUSPECTED CHILD ABUSE TO THE PROPER AUTHORITIES. SEE THE NEBRASKA CHILD ABUSE LAW section 28-711 REPORTING CHILD ABUSE.**

1. Staff will look for any signs of abuse or neglect during daily health checks.
2. If abuse or neglect is suspected the staff will:
  - Notify the Administrator/Director immediately.
  - Take care of the child’s immediate needs (first aid, hugs, etc.)
3. Any suspected child abuse, no matter where the abuse might have occurred, will be reported as follows:
  - Complete the **SUSPECTED CHILD ABUSE REPORTING** form.
  - Notify Child Protective Services (CPS) or your local police department.

- i. In Lincoln – 471-7000
- Send a copy of the SUSPECTED CHILD ABUSE REPORTING form to the agency you notified.
- Place a copy in the child’s file.

4. If the parent/guardian of the child is suspected of abuse/neglect, the Administrator/Director will follow the guidance of the agency notified.
5. If a staff member of the Center is the suspected abuser, Administration will follow “Staff accused of Child Abuse” Policy.

### **Non-Discriminatory Policy**

Trinity Lutheran School and childcare center admits students of any race, color, national & ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and other school administered programs. Trinity Lutheran School will accommodate children with special needs consistent with the Americans with Disabilities Act. We will also work collaboratively with service providers in a natural environment. If at any time Trinity feels that we are unable to care for the child, the Director will refer the parent/guardian to community resources and work with them to secure care that is safe and desirable for their child.

### **Parent Communication/Grievance Policy**

Parents should feel free and welcome to talk to any staff member about their child. Parents should address any concerns first with their child’s teacher. The teacher cares about your child and is eager to meet their needs. If the parent does not feel satisfied with the answers that they receive, they are more than welcome to contact the Director. For your convenience, the childcare has a cell phone which allows us

to be reached even after office hours. The phone number for the cell phone is: 402-540-0439. If a more formal discussion is desired parents should make an appointment with the Childcare Director. Parents suggestions on how to improve the program are always welcomed. We are here to help and assist you.

### **Smoking/Alcohol/Drug Policy**

Smoking/use of any tobacco products, alcohol, and/or possession of illegal substances or potentially toxic substances are strictly prohibited at all times (by staff, parents, and children) on the premises of Trinity Lutheran School.

### **Tuition Incentive Policy**

Current Trinity Lutheran School families are eligible to receive \$150.00 off their Early Childhood Education costs for each new student they refer. Families can earn up to the cost of their family tuition. The new family must register their child(ren) and their child(ren) must attend classes for at least a semester. At that time, the Early Childhood Education costs break will be applied (December and/or May) to the financial statement for the referring family.

### **Center's Responsibility**

As a child care provider, we agree to:

- Give your child careful attention, affectionate care and stimulation activities so their involvement at the center will be enjoyable and rewarding
- Provide a safe Christian atmosphere for your child
- Furnish nutritious snacks at regular intervals
- Keep you informed of your child's activities while at the center
- Cooperate and work together as a partnership with each family
- Always keep your child's best interest and safety in mind
- Notify parents of any behavioral problems involving their child
- Provide parents with any incident or accident reports

### **Parent's Responsibilities**

As a parent you must agree to:

- Inform the center in advance if your child cannot be brought to or picked up from the center during the center's regular hours
- Inform the center if someone other than yourself or the people you designated at registration will be picking up your child
- When the center is not familiar with the individual picking up your child, understand that the person picking up your child will be asked to identify him/herself
- Understand that if you have not contacted the center of someone other than yourself or person/s specified on your registration form will be picking up your child, that you will be contacted before your child is permitted to leave with that person
- Keep the lines of communication open and honest between your home and the center. Notes, phone calls and daily contacts are important and are encouraged
- Report immediately any change of address and telephone numbers for your work or home
- Inform the center at least one week in advance before removing your child from the center

### **Student's Responsibilities**

As students, they must agree to:

- Learning to accept consequences for their own actions
- Respecting rules that guide them and controlling their feelings so that their actions do not harm anyone in the program
- Not willfully destroy or harm any property and equipment
- Sharing equipment and facilities with the other students in the program
- Remaining with staff at all times
- KEEP "JESUS FIRST" IN ALL YOU THINK, SAY, AND DO!



## Statement of Understanding and Agreement

I, \_\_\_\_\_ (please print), have read, understood and agree with the *Trinity Lutheran School 2018-2019 Early Childhood Handbook*

Student(s) Name: \_\_\_\_\_ Grade(s): \_\_\_\_\_

Teacher's Name: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

After reading this handbook, please remove this form, sign and return it to the office or your child's teacher by **Friday, August 20<sup>th</sup>, 2018**.