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**2010-2011**

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**Trinity**  
**Lutheran School**  
**Child Care Department**

**MISSION STATEMENT**

Trinity Lutheran Child Care program exists as a community-based mission of Trinity Lutheran Church, designed to provide developmentally appropriate childcare in a church setting where children of all faiths, cultures, and socioeconomic backgrounds are embraced, taught, and cared for, as a reflection of Christ's love for all people.

We are committed to:

- ❖ Respecting individuality, while helping the child benefit from the group experience;
- ❖ Promoting the growth of the whole child;
- ❖ Employing teachers who demonstrate Christian values;
- ❖ Supporting families as they meet the challenges of daily life;
- ❖ Following fair hiring practices without regard to race, gender, ethnicity, or religious beliefs;
- ❖ Providing childcare facilities that are clean, well maintained, and programs that are reasonably priced.

Age: Child must be appropriate age by September 1st	Days available	Hours Available
1yr old (Cubs) 2yr old (Bears) 3yr old (Pandas)	M/T/W/TH/F (choose 1 to 5 days)	9:00-3:00

<u>Before/After Care</u> 2yr old (Bears) 3yr old (Pandas)	M/T/W/TH/F (choose 1 to 5 days)	AM 7:30-9:00 PM 3:00-6:00
<u>Full Time</u> 2yr old (Bears) 3yr old (Pandas)	M-F ( attend all 5 days)	Full Time 7:30-6:00

Drop-in space available to currently enrolled children upon availability.

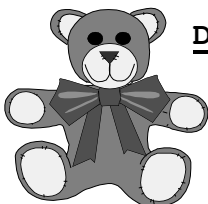
## POLICIES and PROCEDURES

**ENROLLMENT FEE:** This is a one time per program non-refundable fee.

**AGE REQUIREMENT:** Children are required to be the appropriate age for their class by September 1<sup>st</sup> of each year. Example; Cub class - child must be 1yr old by Sept. 1<sup>st</sup>, Bear class - child must be 2yr old by Sept. 1<sup>st</sup>, Panda class - child must be 3yr old by Sept. 1<sup>st</sup>.

**PAYMENT POLICY:**

Payments are due on the 1<sup>st</sup> of each month and considered late after the 10<sup>th</sup> of the month. If your payment is not paid by the 10<sup>th</sup>, there will be a late charge of 10% of the balance due. If you miss one month's payment, and two months are due, you will be contacted by the Child Care Director. Your child may be released from the program on the 10<sup>th</sup> of the second month at the discretion of the Director. If you are experiencing short-term financial problems or need other payment arrangements, please speak to the Director so that arrangements may be made.



**Daily Schedule:**

Child Care requires a set # of days commitment per month. You will be charged for each month's commitment - but if your needs change, you may change your days the following

month. You will need to notify the office **no later than the 15<sup>th</sup> of the month** prior to the needed change. If you are unable to notify the office and need an immediate change in your child's schedule, you will be charged for the current month and the new schedule.

**Shot Record:** Every child is required to have a current up-to-date shot record on file in order for them to attend our program. There are no exceptions to this policy. This is required by D.H.S.

**DIAPERS:**

Every family is required to bring one large bag of diapers and one large box of wet wipes per child (bears & cubs only) at the beginning of their enrollment. You will be notified when your child's supply is running low. We will supply diapers for you at a rate of \$2.50 per diaper if your child's supply runs out.

**POTTY TRAINING:**

When a child is able to communicate that he or she needs to go potty, we consider them potty trained. When a child is not able to communicate that they need to go potty and they must be taken to the restroom frequently so that there are no accidents, we do not consider them potty trained. We are more than happy to help you in the potty training process, but we do ask that you respect our viewpoint.

**CHANGE OF CLOTHES:**

We require that you leave a change of season appropriate clothes for your child in their classroom. You will be notified when more clothing is needed.

**LABELING ITEMS:**

We require that you label all of your child's items, i.e.... cups, diapers, clothing, blankets, coats, EVERYTHING you leave here for your child.

**DROP IN POLICY:**

Drop-in space is available to currently enrolled children upon availability.



**ILLNESS:**

Do not bring children when they have signs of any illness. Your child will be sent home if any of the following conditions exist:

- Undiagnosed rash (bring note from doctor if it has been diagnosed)
- Discharge from eyes or ears
- Sore throat or persistent cough
- Vomiting
- Continuous diarrhea
- Head lice

This condition is prevalent in Oklahoma and is easily passed from student to student, especially in the lower grades, preschool, and childcare. Students suspected of having head lice shall be sent home and must be treated before readmission to school. If the condition persists, parents will need to submit documentation of a physician's visit, as well as proof of physician-advised treatment. When head lice are reported, their teachers will check all children.

- Any contagious disease
- Child is not well enough to play outside
- Fever

Do not bring your child unless they have been without these conditions for 24 hours. If your child should become ill at Trinity, you will be called and asked to pick your child up as soon as possible. Your child will be removed from the other children until you arrive.

For the following symptoms children may return as listed:

- Scabies, morning after the first treatment
- Chicken pox, until six days after onset of rash
- Whooping cough, until five days of antibiotic treatment
- Mumps, until nine days after onset of parotid gland swelling
- Measles, until four days after disappearance of the rash



**MEDICATION:**

No child will be administered medication unless the medicine is brought in its original container, and the child's guardian fills out a consent form.

**INJURY:**

In case of injury, an accident form is filled out by the teacher, and the director, and parents are notified. If medical treatment is needed, we follow the instructions as to which doctor and hospital to use, as indicated on the enrollment form.

**ABSENCES:**

Please call the office and let us know if your child is going to be absent. If your child is absent, we do not refund any money for the days missed. If your child is absent two consecutive weeks without notification, we have the right to release your child. All monies owed will be due upon release.

**MEALS:**

A nutritionally balanced meal will be provided for your child each day at no extra charge. State law requires that we provide the meal for your child. If your child has special dietary needs, you will be required to bring a note from your child's doctor stating the restrictions. You will be responsible to supplement your child's lunch. You will also need to send their food in the proper insulated container. We are **not able to refrigerate or microwave** children's lunches. Canned or bottled sodas are **not** allowed for lunch or snack.

**ARRIVAL TIME:**

Our childcare classes start at 9:00a.m. It is not required that you arrive exactly at 9:00a.m., but it is important that you try to be here as close to 9:00a.m. as possible. If your child arrives late they will miss out on a very important piece of their day. We begin each day by explaining what we will be doing for the day, children who do not arrive on time often feel left out and confused.

**MORNING DEPARTURE TIME:**

We ask that you make arrival time as easy as possible for all the children and staff. In order to do this, we do **not** allow parents to remain in the classroom. Please give your child a hug and say good-bye. You are welcome to remain in the building as long as your child cannot see you.

**PICK UP TIME:**

Please be prompt in picking up your children. REPEATED LATENESS in picking up your child will result in a charge

of \$1.00 for every 5 minutes. These charges are at the discretion of the director.

**RELEASING CHILDREN:**

Children will be released to the legal guardian or an authorized adult only. You must inform the office if you want your child picked up by anyone else. If at all possible, please bring a photo of the person who will be picking up your child. That individual will be required to stop by the office and show a form of identification.

**DRESS CODE:**

It is the parent's responsibility to send children in clothing and shoes appropriate for indoor and outdoor play. Our teachers do plan a craft project everyday for your child to enjoy and we cannot be responsible for any damage done to your child's clothes.

**TOY POLICY:**

Children are not allowed to bring toys from home. If your child is in our school and brings a toy for show-n-tell, they will need to put the toy in their cubby while they are in extended care.

**Discipline Policy:** Trinity Lutheran Childcare follows the Love & Logic discipline techniques. Love & Logic is a common-sense approach that cultivates confidence and good decision-making in children by offering them choices, empathy, and respect while adults avoid anger, threats, warnings or lectures. We have trained our staff in these techniques which were developed by Jim Fay, Charles Fay, and Foster W. Cline (Love & Logic Institute). We offer Love & logic parenting classes at least once a year. We have catalogues available in the office so that parents may order books and materials. For more information, go to [www.loveandlogic.com](http://www.loveandlogic.com) or call 800-338-4065.

**INCLEMENT WEATHER :**

Trinity Lutheran School/Child Care may close in the event of inclement weather conditions or other unforeseen circumstances. We will publicize this through the local television and radio stations. We take other metro area school closures into consideration when making our decision. Parents are advised to take special note of the school closing notices and look specifically for "Trinity

Lutheran School - Norman" on the lists. Delayed opening or early release times are also a possibility.

- KFORTV CH. 4
- KOCOTV CH. 5
- KWTV CH. 9
- KTOK 1000 AM
- KOMA 1520 AM

**PARKING LOT CONDITIONS:**

Please note that even though the road conditions are good, our parking lot may be covered in ice/snow. We advise caution when driving or walking on the parking lot surface in hazardous (icy) conditions. We will not be held responsible for injuries sustained in the parking lot when the parking lot is hazardous. We are not able to spread salt over the entire parking lot surface. You may consider bringing your child in a little late to allow time for the ice/snow to melt. We will not count students as tardy when weather conditions are hazardous.

**DISCRIMINATION POLICY:**

Trinity Lutheran Child Care does not discriminate on the basis of race, color, nationality or ethnic origin in administration of its educational policies, admission policies, scholarship programs, athletic and other school-administered programs.

**CHILD ABUSE:**

Suspected child abuse is required by law to be reported to D.H.S. Teachers will fill out a form, which will be given to the director and filed; and the call made to the agency.

**DISMISSAL POLICY:**

Trinity Lutheran Child Care reserves the right to release any child from the program. If your child's physical or emotional needs are disruptive, it may be necessary to release the child from the program until later. We are not equipped to handle some special needs. A child may be discharged from the Center if:

- It is determined that the child's needs are not being met at the Center.
- If the parent does not comply with the policies of the Center.

- If it is determined that a child is disruptive, uncooperative, or, in any other way, disturbs the other children or the program.



## **CLASSROOM** **ACTIVITIES & SCHEDULES**

### **Cub Class 1 yr olds**

A day in the Cub class goes by very fast! We are always busy learning new things and having lots of fun. To show you all of the neat activities we do, here is a little bit of information about our day:

**Requirement:** Child must be 1yr old by September 1<sup>st</sup>.

#### **Arrival Time:**

This is sometimes a hard time for us because we don't always want to let our Mommies and Daddies go. Our teacher says we do best if you just give us a hug and say good-bye. We don't usually cry much; it is mostly a big show for you.

#### **Morning Play Time:**

After we arrive and say goodbye to mom and dad, we get to enjoy playtime with our friends. Sometimes we play with bubbles, other times we play with cars and trains. No matter what we're doing during playtime, this is the time of day that we get to spend using our imaginations and getting to play with our friends. Playtime is a great time to practice sharing and taking turns!

#### **Snack Time:**

After playtime, and after we get our diapers changed, we get to go down to the fellowship hall / cafeteria and have morning snack. We also have snack time after nap. We love snack time because we get to fill our tummies with lots of yummy things, like pretzels and gold fish. Our teacher will read us a book while we get to enjoy the goodies!

#### **Morning Activity / Craft:**

After enjoying a delicious snack and hearing a story, we get to do our morning craft and activity time. For crafts, we love to color, sticker, and glue all kinds of neat things to take home to Mom and Dad. During activity time, we get to sing songs, play with play-doh, and practice

learning new things. Sometimes we'll work on our numbers and other times we'll point to different parts of our body like our nose and our ears. This is a great time of day for us to learn and communicate with our teacher and friends.

### **Outdoor Time:**

Wow, we really love outdoor time! We can play on the slide, in the swings, or with buckets and shovels. If it's too cold or yucky to go outside, we will have fun inside playing in the ball pit and doing exercises. For exercise, we love to hop, march, and spin in circles. We have lots of energy, so this is a great time of day to really use it!

### **Lunch Time:**

Trinity always has a really yummy lunch for us. We, again, practice our prayers and our table manners. Sometimes we get more food on us than in our tummies, but we don't mind.

### **Nap Time:**

OK, we don't really like this time of the day, but our teacher still makes us rest. She says we are growing so much and we need our beauty sleep. We can bring sleep items from home too, if we like. After using all of our energy doing fun things in the morning, we all usually sleep very well. We do get to listen to some really cool music while we rest.

### **After Nap:**

Once we have gotten our rest during nap time, we wake up and get ready to go home. We get our diapers changed and a snack. Sometimes our friends are still sleeping so we get to play with quiet items, like books and puzzles so we don't wake up our friends.

### **Pick-up Time:**

YEA! We really like this time of the day. Sometimes we get so excited to see our Mommies and Daddies that we might even cry. We aren't really sad, just happy to be with our most favorite people in the whole, wide world again.

### Cub Class Schedule

9:00	Arrival Time *Please Sign In*
9:15	Diaper Change (if needed)
9:30	Snack Trinity will provide the snack, please bring a labeled, full sippy cup & or bottle Reading Activity / Craft
10:00	Outside – Weather Permitting We love playing outside, so please remember sun screen, hat, and jackets when chilly
11:00	Diaper Change – (earlier if needed)
11:30	Lunch (Trinity provides food and milk)
12:00	Nap\Rest
After Nap	Diaper Change Snack if wanted Quiet play
3:00	Departure Time *Please Sign Out*



## Bear Class

### 2yr olds



#### Arrival Time:

This is sometimes a hard time for us because we don't always want to let our Mommies and Daddies go. Our teacher says we do best if you just give us a hug and say good-bye. We don't usually cry much; it is mostly a big show for you.

**Requirement:** Child must be 2yrs old by September 1<sup>st</sup>.

**Arts & Crafts:**

We love our art time. It is our time to be creative. You can't always tell what we have created, but you can be sure we put a lot of love into it.

**Clean up Time:**

Wow, this a lot of work. Our teachers make us do everything. We are learning to be very responsible.

**Bathroom Time:**

We all are working on using the potty. Some of us have got it down and some of us are still working on it, but we all are trying very hard and doing a great job.

**Outdoor Time:**

Wow, we really love outdoor time! We can play on the slide, or with buckets and shovels. If it's too cold or yucky to go outside, we will have fun inside playing in the ball pit and doing exercises. For exercise, we love to hop, march, and spin in circles. We have lots of energy, so this is a great time of day to really use it!

**Story Time / Jesus Time:**

This is one of our favorite times of the day. Our teacher reads us a short bible story and tells us how Jesus felt, and she tells us about the story. We always say a little prayer at the end of Jesus time.

**Lunch Time:**

This is also one of our favorite times. We learn to fold our hands and close our eyes and thank God for our food. We also learn table manners at lunch time. Sometimes it looks like we are wearing most of our food, but that's all part of learning. Those forks just don't always work the way we want.

**Naptime:**

This isn't always our favorite time of the day, but we do it anyway because we are growing so much. We have been very busy learning and playing. Our teachers don't want us to be grumpy bears. We do get to listen to some really cool music while we rest.

**Snack:**

We have such yummy things for snack. We use our sippy cups and table manners. We also get to visit with our friends.

**BEAR ROOM SCHEDULE**

9:00-9:30	Welcome Parents & Children / Center Time
9:30-9:45	Art / Free Play / Diapers & Potty
9:45-10:00	Clean Up Time
10:00-11:00	Outdoor Time
11:00-11:15	Wash Up for Lunch / Potty
11:15-11:30	Story time/ Jesus Time
11:30-12:00	Lunch
12:00-12:30	Diapers & Potty / T.V. Time
12:30-2:00	Nap Time
2:00-2:15	Diapers & Potty
2:15-2:30	Snack
2:30-3:00	Outside Time



**Panda Class  
3yr olds**

We are very busy little Pandas, as you can see by our schedule. It looks like play, but we are learning all the time.

**Requirement:** Child must be 3yr old by September 1<sup>st</sup>. **Child must be potty trained.** (See Potty Training under policy and procedures)

**Jesus Time:**

We have "Jesus Time" every day. This is the first thing we do when we get here each morning. We always have a short bible story and we pray, thanking God for our Jesus story and all our blessings. On special days Pastor or Vicar come in and teach us our bible story. We go to chapel twice a week and learn how to sit and listen to our story in God's house. Our teacher says it is very important that we see how God loves and cares for us.

**Circle Time:**

Circle time is when our teacher tells us about what we are going to learn that week. She tells us what our letter, color, and shape will be for the week. She also tells us our theme for the week. They are all a lot of fun!

**Snack Time:**

Yum, Yum, we love snack time. It is our favorite time of the day, next to lunch time, and then, of course, outside time. We have 2 snacks a day. Sometimes we bring the snack from home and share it with our friends.

**Bathroom Break:**

Our teachers take us to the bathroom a lot during the day. We are very young and we don't want to have any accidents.

**Centers;**

My teacher calls centers the meat and potatoes of our day. I guess that is pretty important. This is the time of the day when we get to practice what we learned in circle time. Every center we go to has some special things to do with the concepts of the week. When we go to centers, we really learn how to get along with our friends (*social skills*). We are only allowed so many to a center so we don't get too crowded. We do a great job all by ourselves with the help of the system our teacher has set up. Sometimes our teacher helps us, but usually we do it all by ourselves. While we are at centers, we learn how to think (*problem solving*), and how to make good choices. Sometimes we make bad choices too, but our teachers help us to make better choices.

**Story Time:**

Story time is one of our favorite times of the day. We learn to sit crisscross applesauce and listen quietly to our teacher read us a story. This is really easy because our teacher is a GREAT story teller. She is so silly. You can come and listen some time if you want.

**Outdoor Time:**

Wow, we really love outdoor time! We can play on the slide, or with buckets and shovels. If it's too cold or yucky to go outside, we will have fun inside playing in the ball pit and doing exercises. For exercise, we love to hop, march, and spin in circles. We have lots of energy, so this is a great time of day to really use it!

**Lunch Time:**

You guessed it! This is another favorite time of our day. We learn to thank God for our food. We learn really good table manners.

**Nap Time:**

Naptime isn't our favorite time of the day but we do it anyway because we are growing and we get tired easily. We do get to listen to really cool music while we are resting. Our teachers say we need our rest so we won't be grumpy Pandas. It isn't so bad, really. We usually all sleep, so I guess we really do need it.



**PANDA BEAR CLASS SCHEDULE:**

<b>TIME</b>	<b>ACTIVITY</b>
<b>9:00-9:15</b>	<b>Arrival time / Free play</b>
<b>9:15-9:30</b>	<b>Circle Time</b>
<b>9:30-9:45</b>	<b>Snack/Craft</b>
<b>9:45-10:00</b>	<b>Music / Clean up &amp; put out centers</b>
<b>10:00-10:35</b>	<b>Centers / potty break</b>
<b>10:35-10:45</b>	<b>Clean Up</b>
<b>10:45-11:25</b>	<b>Outside play time</b>
<b>11:30-12:00</b>	<b>Lunch</b>
<b>12:00-12:30</b>	<b>Quiet Time / mats out</b>
<b>12:30-1:00</b>	<b>Potty break / prepare for nap time</b>
<b>1:00-2:15</b>	<b>Naptime</b>
<b>2:15-2:45</b>	<b>Put away mats / potty / snack / craft</b>
<b>2:45-3:00</b>	<b>Clean Up</b>
<b>3:00</b>	<b>Dismissal/After Care starts</b>
<b>The following schedule change is for Tues. &amp; Wed. only.</b>	
<b>9:00</b>	<b>Free play / arrival</b>
<b>9:05-9:15</b>	<b>Bible Lesson with Pastor / Vicar</b>
<b>9:15-9:30</b>	<b>Chapel</b>

**FEE SCHEDULE :**

<i>Discount: (2<sup>nd</sup> child 10% less on tuition) (3<sup>rd</sup> child 25% less tuition w/ no enrollment fee.)</i>					
<i>All childcare rates include lunch.</i>					
<b>Age:</b>	<b>Days Available</b>	<b>Hours</b>	<b>Enrollment Fee</b>	<b>Book Fee</b>	<b>Rates</b>
<b>1yr olds Cubs</b>	M-T-W-TH-	9-3	\$75.00	N/A	\$19.50 a day
<b>2yr olds Bears</b>	and/or F				\$19.50 a day
<b>2yr olds Bears</b>	All Week	7:30-6:00	\$75.00	N/A	\$525.00 a month Exception: Aug. - prorated Dec. - prorated
<b>Pre-K 3 Pandas</b>	M-T-W-TH-	9-3	\$100.00	\$25.00	\$19.50 a day
	and/or F				
<b>Pre-K 3 Pandas</b>	All Week	7:30-6:00	\$100.00	\$25.00	\$525.00 a month Exception: Aug. -prorated Dec. - prorated
<b>Extended Care</b>	M, T,W,Th,	7:30-9:00	N/A	N/A	\$5.25 Before
	and/or F	3:00-6:00			\$7.75 After
<b>Extended Care (School children)</b>	Everyday Before & Aftercare	7:30-8:45 3:15-6:00	N/A	N/A	\$200.00 a month

# Trinity Lutheran School Childcare Department Handbook

**Cubs**  
1yr olds



**Bears**  
2yr olds



**Pandas**  
Pre-K 3



Future Trinity Lutheran Lions.....



2010-2011