

# Trinity Lutheran Daycare Handbook



**2021-2022**

**Hours: 7:15 AM-5:45PM**

### **Our Vision**

Welcome to Trinity Lutheran Daycare! We know that your children are a precious gift from God. It is an honor and privilege to support you in caring for them. Thank you for entrusting them to us for this time!

Trinity Lutheran School strives to serve young children and their families by equipping students in an excellent, Christ-centered environment. It is our goal to make known the love of Christ by word and deed, and to incorporate this love of Christ throughout each and every day. The students will have multiple opportunities to worship God and develop a personal relationship with our Lord and Savior Jesus.

### **Pre-Admission**

Children must be 3 years old and potty-trained before they may attend our daycare. We also need the following paperwork on file:

1. A signed emergency contact and a parental consent form
2. Necessary medical forms, including signed and updated immunization records
3. A signed daycare agreement form

### **Fees**

\$5 hourly (1 hour minimum)	Before/After preschool \$450
\$35 daily (Over 7 hours)	Before/After Pre-K or Kindergarten \$375
Monthly \$560	5% late fee may be applied if account becomes delinquent

Late pick up policy: Late pick up is considered any time after 5:45PM. Between 5:45 and 5:50 there will be an additional charge of \$5 and for each minute after 5:50PM there will be an additional charge of \$5 per minute.

Daycare fees must be paid in advance. For full time, payment is required at the beginning of the month or no later than the 15<sup>th</sup>. If you need part time daycare please give Sara your schedule and pay for those days. If you do not use all the days you paid for it can carry over to the next month. Payment can be left in the daycare or can be brought to the office.

During the school year lunches can also be purchased for \$3.00 and should be paid for in advance. During June, July and August there is a \$30.00 monthly activity fee. Both the activity fee and lunches should be paid separately from tuition.

### **Holidays**

The daycare will be open on days that school is not in session including summer, as long as there is a need. Notice will be given for any additional closures. The daycare will be closed on

Memorial Day                      July 4<sup>th</sup>                      Labor Day                      Thanksgiving Day (and day after)

Christmas Eve-New Year's Day

## **Daily Schedule**

Our program provides a loving, nurturing atmosphere with trained and caring staff. We seek to foster development of the whole child through developmentally appropriate, active learning and play. We have the privilege to participate in many of the activities that the big school has to offer including chapel, use of the gym and playground, and supervised interaction with big kids. The exact schedule each week will be posted in the daycare and will include Bible time, indoor and outdoor play, stories, crafts, snacks, nap or quiet time, and other age appropriate activities.

## **Illness**

Our facility is required to follow the Montana Department of Public Health and Human services policy. Children who are ill with the symptoms listed below will not be permitted to attend until they are symptom free or have been on antibiotics for at least 24 hours. If a child becomes sick while in care the parent shall be notified by the provider. A family member must come and get the child as soon as possible. According to state law the child may not remain at the child care center. Children must be without vomiting and diarrhea for 24 hours. Vomiting includes 2 or more episodes in the previous 24 hours. Diarrhea is defined as an increased in number of stools, increases water in the stool, and/or decreased form to the stool that cannot be contained by a diaper or clothing. Children with one of the following bacterial infections must be treated with antibiotics for 24 hours before they return to the daycare facility: strep throat, scarlet fever, impetigo, pink eye, and skin infections. Children with chickenpox may not be admitted until their sores have dried up. Children with severe illness, such as uncontrolled coughing, breathing difficulty or wheezing must be evaluated by a health care provider before they may return to the daycare facility or furnish a doctor's note permitting them to return. Not only does this protect your child, but also the providers and all other children.

## **First Aid, Emergency Policy and Medication**

We will handle minor injuries with band aids, ice packs, hugs, and kisses. Parents or emergency contact person will be notified when a child is sick or injured. If a child gets seriously hurt while at daycare an ambulance will be called. If poison or any toxic substance is suspected to have been ingested the emergency Montana Poison Control center will be called. Medication is to be brought to us by the parent and a medication authorization form will need to be filled out. All medications must be in their original packaging and labeled with the students name.

## **Food policies**

Snack is served every day in the morning and afternoon. Healthy snacks promote healthy bodies and minds. The snack schedule will be sent home and posted in the entry way each month. When school is in session lunch is available to be purchased through the hot lunch program for \$3.00 per lunch or children may pack a cold lunch. Trinity does participate in the free and reduced lunch program. To see if you qualify or if you have questions please stop in the front office.

If you child has a food allergy, intolerance or a special dietary need, the parent is responsible for providing daily snacks for their child.

## **Personal Belongings and Clothing**

In general, school policy requests that children's toys be left at home to avoid possible distraction, loss, or damage. If accidentally brought with to school the child will be asked to store them in their backpack.

Please provide extra clothing for your child in case of an accident. You are welcome to leave a set at daycare or you may bring it on a daily basis. If there is none at daycare we will provide some. Please wash and return them to daycare.

Daycare is an experience where students and teachers are active and physically involved in learning. For this reason, please send your children to school in comfortable everyday clothing and shoes that can get dirty. According to school dress code shorts may only be worn to school in May-September.

Please help your child dress appropriately for the weather. We go outside to play whenever possible. Your child will need a good jacket, snow pants, mittens, a hat, and boots for cold and snowy weather. We recommend that they have a separate bag to hold these items. They will need hats and sunscreen for warm weather.

## **Guidance and Discipline**

The word "discipline" comes from the root word "disciple." James, John, Peter and others were disciples: they served as Jesus' first and most sincere followers. They followed Jesus with their hearts, minds, and bodies, literally stepping where He stepped.

Our idea of discipline therefore is to follow Jesus. The daycare will make every effort to help the child grow in God's love and forgiveness while together becoming aware of our sinful nature. The daycare will use positive guidance techniques.

We DO:

- Communicate to children using positive statements
- Communicate with the children on their level
- Talk with children in a calm quiet manner
- Explain unacceptable behavior to children
- Praise and encourage the children
- Apply rules consistently
- Set up the room and schedule to prevent problems
- Redirect children
- Give children opportunities to make choices and solve problems
- Help children talk about problems, solve conflicts, apologizing, and forgiveness

We DO NOT:

- Use corporal punishment
- Use any strategy that hurts, shames, or belittles a child
- Uses any strategy that threatens, intimidates or forces a child
- Use food as a form of reward or punishment
- Use or withhold physical activity as a punishment

- Shame or punish a child if a bathroom accident happens
- Embarrass any child
- Compare children
- Allow discipline of a child by other children
- Criticize, make fun of, or otherwise belittle a child's parents, families, or ethnic group

Conferences will be schedule with parents if a particular disciplinary problem occurs. If a child's behavior consistently endangers the safety of the child around him or her then the director has the right, after meeting with the parents and documenting behavior problems and interventions, to terminate the child care services for that particular child.

### **Communication**

Education and childcare is a cooperative process involving the student, family, and the daycare. You are welcome to discuss any ideas, questions or concerns with your child's teacher. The preschool teachers, daycare providers, and school staff work together to provide a loving, Christ-centered atmosphere. The greatest benefits can be achieved through school and family mutual cooperation and prayer. Please make sure to contact daycare or call the school office if your child will not be at daycare that day.