

Trinity Daycare & Preschool

Welcome to Parents

Welcome to our center! We are excited to have you as part of our family. At Trinity Daycare there is no insignificant position in the center and every child is important. This policy booklet will help you understand our goals and policies. Included in this packet is the paperwork needed for your child's file. We want to be a help and an encouragement to your family. Please let me know of any area in which we can be of particular assistance to you.

OUR PHILOSOPHY

Our program is structured to provide quality care in an environment conducive to the individual growth of each child, through love and learning. Trinity Daycare will promote self-esteem, physical, cognitive, language, spiritual, mental, as well as the emotional growth of children through creative play and a structured learning environment. The curriculum is designed for the various interests, abilities, and developmental levels of the children through a balance of self-directed and teacher-directed activities. Teachers interact in a very positive manner with each child during all their daily activities, and seek out opportunities in which they can offer good, positive reinforcement. Our program creates an atmosphere that celebrates the diversity and uniqueness provided by each child and their family.

ENROLLMENT INFORMATION

Enrollment shall be open to any child provided the center can meet the needs of that child. The child must be 12 months, and walking, through five (5) years of age. ALL FORMS MUST be filled out and signed before enrollment can be complete. Each child must have on file the following forms:

- Enrollment Forms
- Developmental History
- Persons Authorization to Pick Child Up
- Signed Field Trip Form
- Child/Adult Income and Food Program Form
- Health Form – a physical examination by your doctor is required. You will need to show proof that all immunizations are current. No child will be admitted if a safe level of immunization has not been reached.
- Emergency Form- this form gives hospital preference and gives the center permission to attend to your child (call 911 for an ambulance) in case of extreme emergencies.
- Permission to Photograph Your Child Form

ALL RECORDS ARE CONFIDENTIAL

Hours & Days

Trinity Daycare is opened from 6:30 – 6:00pm, Monday through Friday. We are CLOSED on the following holidays: New Years Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day & Christmas Day. **FULL TUITION IS DUE DURING HOLIDAYS.** If Christmas Eve day falls on a weekday, the center will close at 3:00pm. In the event that any

of these holidays fall on a weekend, it will be observed on either a Monday or Friday closest to the actual Holiday. This is to be decided in advance by the Program Director. Trinity Daycare will remain OPEN during any type of weather, snow, sleet, heavy winds, etc.

Drop Off & Pick Up

Parents MUST accompany their child into the building, sign their child in, and drop their child off in the appropriate classroom. Be sure a teacher knows your child is here. It is strongly encouraged that child not be left longer than 10 & ½ hours a day, per day. According to state licensing regulations “each child shall have direct contact with a teacher upon arrival for early detection of apparent illness, communicable disease or unusual condition of behavior which may adversely affect the child or the group.” If any of these things are determined, the child must go home immediately.

All children must be picked up and signed out by 6:00pm. A late fee of \$5.00 per minute will occur starting at 6:00pm if a child is not picked up. The late fee must be paid before the child can return to the center. Anyone, including all parents, who are allowed to pick the child up MUST be listed on the *Authorized to Pick Up Form*. It is to your benefit that you inform the center if someone who is not on the *Authorized to Pick Up Form* will be picking up your child. That person MUST show a picture ID in order for us to release your child.

An access control system is installed on the front door of the center. From the hours of 6:30am – 8:30am, the door will remain unlocked. From 8:30am – 5:00pm, the door will be locked. In order to enter, you will have to use a six digit code which is your child's date of birth. If you have more than one child at the center, you will use the youngest child's date. From the hour of 5:00pm – 6:00pm, the door will be unlocked. There is a doorbell located at the bottom of the panel.

Meals & Snacks

We will provide breakfast, a nutritious hot lunch, and an afternoon snack. Monthly menus are posted in the office and each classroom as well as on the website. If your child has a dietary need, you will be responsible for supplementing food to meet your child's needs. A doctor's notice will be required for any food or milk allergy.

For toddlers, only plastic bottles are allowed. The bottles and nipple covers must be labeled with the child's name. Leftover milk and juice shall be refrigerated with the nipple covered and used within 24 hours. Toddlers will not be allowed to go to sleep with a bottle in their mouth.

PLEASE DO NOT BRING GUM, CANDY OR ANY OTHER TYPE OF FOOD TO TRINITY DAYCARE UNLESS IT IS FOR A SPECIAL OCCASION.

Special occasions are defined as birthday parties or holiday parties. Only STORE BOUGHT treats will be allowed. All children are encouraged to pour their own milk and serve themselves.

SUPPLIES

You will need to furnish for your child the following:

- Change of clothes
- Toothbrush – we will supply toothpaste
- Diapers/Pullups, if needed – we will supply wipes

PLEASE HAVE EVERYTHING MARKED WITH YOUR CHILD'S NAME OR INITIALS.

Children should be dressed in washable and comfortable play clothes. All children are asked to come clean and dressed appropriately for the weather. All children must wear shoes all day. ALL SHOES AND SANDALS MUST HAVE A BACK STRAP TO THEM. NO SLIP ON SHOES/SANDALS ARE PERMITTED FOR SAFETY REASONS! If your child does have on shoes/sandals without a back strap, they will not be allowed to stay.

NO toys are allowed at the center except on Fridays which are Show-N-Tell Days. One (1) toy is allowed. The purpose of Show-N-Tell is to encourage interest in life, build self-esteem, self-image, self-discovery, awareness, social skills and enhance vocabulary knowledge.

TUITION

Trinity Daycare charges a one time \$30.00 registration fee per family. Parents can pay weekly, bi-weekly, or monthly, with payment due in advance. We also use the Electronic Benefit Transfer (EBT) for SRS clients. We have the Point Of Sale (POS) machine that will allow you to swipe your Vision Card and pin number and receive a receipt instantly. Trinity Daycare RECOMMENDS that each SRS family pay for the entire month on the first business day of each month. If tuition is not paid by 10:00am on Tuesdays, a \$5.00 per day late fee will be charged. After one full week of tuition delinquency, dismissal may occur and your account will be turned over to our collection lawyer. After being enrolled at Trinity Daycare for one (1) month, each child is given fifteen (15) half-price days to use each year from their enrollment date. The half-price days can be used for illness, vacation, or other absences. After the child's fifteen (15) days are used, all other absences are charged at regular price.

WITHDRAWAL / TERMINATION

Trinity Daycare requires at least one (1) weeks notice if you intend to withdraw your child from the center. The child's adjustment to our program and the appropriateness of this care arrangement for an individual child may cause concern for the child's well-being. If the center staff does not feel that it is meeting the child's needs, Trinity Daycare reserves the right to terminate the care arrangement on a time line that is in the child's best interest. Other reasons which may result in termination of a specific care arrangement are as follows:

- Non-payment for child care services and/or lack of adherence to our tuition payment policies.
- Behavior problems that the Program Director or the teacher can not deal with effectively.
- Consistent lateness in picking up your child.

- Failure to follow Trinity Daycare's rules and regulations.
- Abusive behavior and/or verbal threats by parents towards the program staff or other parents.

ILLNESS & ACCIDENT POLICY

For the protection of all concerned, care will not be provided to a child who has a communicable disease, or is suspected of having one, has an unexplained rash, has diarrhea or vomiting, or has a fever of 100 degrees, taken auxiliary (under the arm). Parents will be called if a child becomes ill while at the center or is seriously injured. A note from the doctor is required for the child to return to the center for some illness.

DO NOT bring your child to the center if he/she has any of the following symptoms:

- sore throat
- fever
- swollen glands
- sever cough or cold
- diarrhea or vomiting

YOUR CHILD MUST BE SYMPTOM FREE FOR 24 HOURS BEFORE THEY CAN RETURN TO THE CENTER.

All staff members are trained to basic first aid, accident prevention, recognizing signs and symptoms of childhood illness, and in recognition and reporting of child abuse and/or neglect.

In case of serous injury, we will make an immediate attempt to contact the parents. If we are unsuccessful in that attempt and have exhausted all attempts in contacting the emergency numbers, we will call 911 and take the child to the hospital listed on their emergency form.

All minor injuries, such as skinned knees, ect. Will be reported to parents using an accident report from.

IT IS TO YOUR CHILD'S BENEFIT THAT YOU KEEP THE CENTER UP-TO-DATE WITH YOUR HOME AND WORK PHONE NUMBER AND ANY OTHER EMERGENCY NUMBERS SO THAT WE WILL BE ABLE TO CONTACT YOU.

MEDICATION

Trinity Daycare will administer medication to your child only if you fill out a Medication Form which are located on the wall next to the sign in/out sheet. Prescription medicines shall be in the original pharmacy container with the proper label that has the child's name, prescription, doctor's name and dosage. Non-prescription medicine will need a label taped to the container with the child's name and dosage. All medicines shall be in their original containers. Please do not leave medicines on the Program Director's desk. Hand it to a teacher. **IT IS THE PARENTS RESPONSIBILITY TO REMEMBER TO PICK UP YOUR CHILD'S MEDICINE EVERYDAY.** Non-prescription medication, such as Tylenol, Motrin, Cold Medicines, will only be administered for five (5) days. If the child is still showing signs of symptoms, the child

must see a doctor.

FIELD TRIPS

All classes will be taking field trips throughout the year. Transportation for our trips will be by the church van or walking. Parents will be notified at least one (1) week in advance of any such trips. Trinity Daycare follows the 4/40 rule when using car seats. All field trips will be kept to a minimal expense. Parents are responsible to cover the expense for their child's field trips. We are always grateful for volunteers to accompany us on any trips away from the center.

FIRE, TORNADO, SERIOUS STORMS, INTRUDER PROCEDURE

Regular monthly fire and tornado drills are carried out to help prepare for such happenings should they occur. In case of fire, tornado, or serious storm, your child will be taken across the street to Trinity Christian Center, 2356 N. Arkansas. 316-838-6800. Parents will be called to pick up their child. All children's records will be taken to the church with us.

If an intruder comes into the building, the Program Director or staff member would see if they could be of assistance. During this time, another staff member would then use the designated code to alert other staff members in the building and to contact the police. If possible, children will be taken to a designated area in the building. We will then proceed as directed by the police.

RELIGIOUS TRAINING

Trinity Daycare teaches a basic view of religious training. This involves that there is a God who loves us, and his son is Jesus, whose birth we celebrate at Christmas and whose death and resurrection we celebrate at Easter. The bible stories are told on a level the children can understand; emphasizing good morals and behavior that reflects them. Formal chapel time is held once a week at Trinity Christian Center. We come together, sing praises, and learn about the love of Jesus. All children are encouraged to say a prayer before all meals.

POTTY TRAINING

Potty training will be started according to the child's age and stage of development (usually between 20 – 26 months of age). Children beginning potty training will be encouraged, but not forced, to use the potty every hour. When a child successfully used the potty, or even just tries, teachers will verbally praise them, applaud for them, and sometimes, even offer a reward. Children will sit for no more than five (5) minutes in one sitting. Teachers will be patient and display a positive attitude toward the process. "Accidents" will not be punished, shamed or reacted to in any way that might be considered negative. We will always try to emphasize success.

DISCIPLINE

Discipline is the on-going process of helping children develop inner-control so that they can manage their own behavior and take responsibility for their own actions. Discipline which is

humiliating or frightening, or physically harmful to the child will not be used at any time. If the child is not responsive, the parent will be notified by note or by phone. If all methods of modification fail, the parent will be asked to withdrawal the child from the center.

The following steps will be used when dealing with a behavior problem:

- Redirection
- Time Out / Cool Down-one (1) minute per child's age
- The child will be taken to the office
- Last possible resort, the parent will be contacted

COMMUNICATION

We will do our very best to keep you informed about what we are doing at Trinity Daycare. We wish to keep the line of communication open at all times and keep you informed of your child's progress. If you feel that you or your child has a problem, question, ect., please do not hesitate to call and talk with us.

Trinity Daycare has an open door policy; all parents of children are welcome to visit and participate at their convenience. We invite you to drop in at any time to observe or just join the fun! We encourage parent participation as often as possible.

Tiny Tot and Teddy Bear Classes send home detailed daily schedules everyday. Newsletters are sent home every month.

PROGRAM

The program of Trinity Daycare is a combination of structured and unstructured activities as well as individual and group activities. This means that each day is divided into time periods in which some activities, like learning the alphabet, have a specific desired outcome, while others, like finger-painting, are done to experience new things. Some activities are done in a large group of children, while other activities are done individually or with 2 – 4 other children.

A normal day is focused on learning through play and has many parts, including learning centers, regular nap times, outdoor play, potty times, and meal times. The entire curriculum is planned and taught in cooperation with the Program Director. A weekly lesson plan is posted in each classroom to let the parent know what will be taught for the week.

The "Preschool Areas" used in developing lesson plans are:

- Gross Motor – an area that lets your child use their large muscles, inside and outside.
- Housekeeping – a child size role play area to develop "adult" social skills. Your child can express their feelings about what they observe in their world on a day-to-day basis.
- Discovery/Science – is an area that explores an "unseen" world, or how one thing changes into another. The activities offered in this area are both sensory and discovery based. They give the children a chance to experiment with materials such as sand, shaving cream, rice, magnets, plants, animals and water. The focus of these

activities is not the end product, but what the children can discover as they work through the process.

- Art-- We empower the children by offering an area that allows free exploration of a particular art medium. It is the process, not the product of the art project that we focus on.
- Big Blocks – is an area with a variety of large and small blocks of various textures. A tool work bench is set up in this area.
- Puzzles – contains various kinds of age appropriate puzzles and “puzzle-like” materials.
- Music – is an important ingredient of early childhood development. Music actually becomes another language through which young music makers learn about themselves and others.
- Library – appreciation and love for books and reading can mean success in school. This area encourages reading, listening, understanding skills, and language development.
- Manipulative Center – is an area with a variety of “hand-on” activities that reinforce the week's lesson plans.

PETS

Trinity Daycare has several pets in the center, the main one is Ms. Kitty, our resident cat. Ms. Kitty Annette Cat adopted Trinity Daycare in April 2008 as our resident Pet Therapist. She is a very docile and loving kitty, very frolic outside. Health Dept. regulations state that daycare's are allowed to have cats on the premises as long as she has had her immunizations and they are on file. Ms. Kitty even has an application on file. There is one very important rule concerning Ms. Kitty:

ANYONE, INCLUDING PARENTS, PETTING, TOUCHING, OR PLAINING WITH MS. KITTY MUST WASH THEIR HAND BEFORE DOING ANYTHING ELSE.

If you find Ms. Kitty sitting in the chair next to my desk, move her so you can sit down and visit with me. I do have several pet hair brushes to remove the cat hair, just ask!