



# Trinity Lutheran School Early Childhood Handbook

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## **WELCOME**

The staff of Trinity Lutheran Early Childhood Department is pleased to welcome you to our program. This handbook contains information about our program. As we cannot cover the entire program in this booklet, we ask that any special questions, requests, or comments be addressed to the Program Administrator, Jessica Kinney.

## **MISSION STATEMENT**

*Know Christ + Grow in Christ + Make Christ Known*

## **MISSION**

It is the mission of Trinity Lutheran Early Childhood Department to grow and nurture the whole child – cognitively, physically, socially/emotionally, and spiritually – within an environment where all relationships are infused with His mercy and grace.

## **VISION**

Our intentional, purposefully designed environment is the foundation which cultivates the natural development of each child and teaches respect, social responsibility, and community through exploration, discovery, and means of expression. Children will emerge as socially capable, confident citizens and servants of God.

## **PROGRAM OVERVIEW**

### **QUALITY INITIATIVES**

Our program strives to continuously provide the highest quality care in the state of Iowa, meeting or exceeding all state and local requirements. We are licensed by the Iowa Department of Human Services (DHS). DHS requires us to follow the Child and Adult Food Program (CACFP) OR the National School Lunch Program (NSLP) rules and regulations during snack and lunch. We have been awarded a level two certificate of quality through the Iowa Department of Human Services.

### **STAFF QUALIFICATIONS**

Trinity Lutheran Early Childhood Department understands that not all families can afford the opportunity to be home with their young children. Qualified early childcare educators promote learning, development, and skills for success in school and life. Our curriculum, rooted in Christian principles and beliefs, is dependent on educators who are committed to a life in Christ. Therefore, it is of utmost importance that all early educators within the program have both a relationship with God and a strong background in Early Childhood Education.

### **HOURS OF OPERATION**

Monday - Friday 6:30 AM to 5:30 PM

### **DHS CAPACITY AND RATIO REQUIREMENTS**

Our DHS licensed capacity for Trinity Lutheran Early Childhood Department is 107 children. Our program will never exceed the following:

First Steps - 4 one-year olds at a 1:4 ratio and 7 two-year-olds at a 1:7 ratio.

3 - Year – Old Preschool – 20 children at a 1:10 ratio.

4 – Year – Old Preschool – 20 children at a 1:10 ratio (State funded preschool)

Kindergarten Prep - 12 children at a 1:12 ratio

## **ENROLLMENT & TUITION**

### **ADMISSION**

Children are enrolled in Trinity Lutheran School with the exception of the Summer Program.

## **ENROLLMENT APPLICATION**

### **APPLICATION**

Enrollment applications must be completed in full and include a one-time application fee of \$30 per child. Applications will be prioritized for families who require and utilize the program(s) full time. “As needed” care will be determined daily during summertime only until programs reach state licensed capacity.

### **REQUIRED CONTACT INFORMATION**

It is important that all required contact information is completed in full and legible. If home addresses, emails, or phone numbers change, please inform the Program Administrator promptly. Updated information is pertinent to deliver daily communications or emergency information promptly to you.

### **MEDICAL RECORD REQUIREMENTS**

All medical and dental information must be completed upon registration. In addition to providing a list of doctors/dentists for your child, current physicals and immunizations MUST be submitted. Applications with missing information or documents cannot be accepted.

### **ALLERGY ACTION PLANS**

All known allergies must be documented. If your child has a current action plan, please provide a copy with the application. The Program Administrator will work with parents to develop an action plan, if needed. Action plans are kept in your child’s file and where snacks are kept. Additional copies of these plans are kept with medications and brought on all off-site field trips. All staff interacting with children who have allergies meet with the Program Administrator to discuss action plans. DO NOT list dietary preferences as an allergy. All allergies must be KNOWN allergies and documented with your child’s doctor.

## **REGISTRATION**

Registration is completed annually per child and includes emergency contact information, medical and dental information, updated permission slips, pricing options, and handbook review. Parents are asked to complete a daily usage sheet. This usage sheet will serve as contractual times for staffing and attendance purposes. Parents also pay the annual registration fee of \$150 at this time, which is credited back to tuition later. *Please see Policies & Procedures “Attendance” for further information.*

## **TUITION & PAYMENT OPTIONS**

Trinity Lutheran School Early Childhood Department charges are billed just as school tuition. Families with outstanding balances will be suspended from using the program until the account is in good standing.

### **PRICE OPTIONS**

There are a variety of payment options for the school year. A fee sheet is attached to the parent handbook; priority is given to families using the programs full time. Attendance is billed weekly throughout the school year despite family vacations, holidays, illness, and weather-related closings or delays.

### **PAYMENT OPTIONS**

Payments through ProCare – parents can connect their bank or credit card information through ProCare’s app and pay directly. Payments **MUST** be made according to your billing cycle, or a \$30 late payment fee will be added to your charge and services will be suspended until the account is paid up. There is a \$5 administrative charge per billing.

Pay weekly by check – parents may pay weekly on Fridays at 5:30 PM by check. Checks should be placed in the Early Childhood Department office in the lockbox.

## **CHILD CARE ASSISTANCE (CCA)**

Trinity Lutheran School Childcare accepts a limited number of families who qualify for childcare assistance. You must inform the Program Administrator at the time of enrollment if you qualify for CCA. To qualify for Childcare Assistance, families must complete an application form through the Department of Human Services. Contact the Program Administrator if you would like additional assistance locating or completing the application form.

## **DISENROLLMENT POLICY**

Trinity Lutheran School reserves the right to terminate a child from our program for any of the following reasons:

- Payment obligations are not met.
- Parents/guardians fail to meet contractual obligations related to the program’s Attendance/Tardiness Policy 5.07.1.
- A child’s behavior becomes so disruptive to the program it adversely affects the other children and/or staff as outlined in Dismissal Policy 5.08.1.
- It is determined a child is a habitual biter and/or a biter who breaks the skin of other children and the incident is deemed a safety issue for others.
- The family does not adhere to our policy/procedures as outlined in our Parent Handbook.

If able, Trinity Lutheran School may give a 2-week notice of termination to the family.

*A two-week written notice to terminate childcare services is required. The written notice to terminate must be addressed and given to the Early Childhood Program Administrator. There are no exceptions to this policy. The notice to terminate must include the last day your child will be in attendance. If the parent/guardian does not provide the Center with a two-week written notice to terminate services, you will be responsible for paying tuition. Tuition will be due regardless of whether your child is in attendance.*

## **POLICIES & PROCEDURES**

### **ARRIVAL & DEPARTURE/ATTENDANCE**

It is the parent/guardian responsibility to ensure that the child(ren) arrives and departs according to contracted times. Early childhood students are subject to school Policy 5.07: Attendance. If a child is marked with an unexcused absence for morning preschool, they will NOT be accepted into wrap-around care that day. Consistent tardiness or absence may result in termination from Trinity Lutheran School.

#### **LATE PICK UP**

While we understand unpredictable situations occur, please try to be on time each day to pick up your child. Our teachers work hard each day caring for your child and it's important for them to have time with their own families. Children picked up after closing time (5:30 PM) will be charged according to the schedule below:

- 1-9 minutes late- \$25/child
- 10-19 minutes late- \$50/child
- 20-29 minutes late- \$75/child
- 30+ minutes late- \$200/child

If you are more than 40 minutes late and we have been unable to contact anyone listed on your Authorized Pick-Up form, we are required to contact Social Services, who will then pick up your child for safekeeping. If you will be late, let us know so we can reassure your child you will be arriving shortly, as well as avoid unnecessary panic.

#### **NO SCHOOL DAYS**

You must sign your child up ahead of time to use the program on no school days. Trinity Lutheran Early Childhood Department will communicate when sign-up sheets are posted for no school days. Parents will have 10 days to sign children up for care, with the last day clearly marked. The "deadline" is the final date to sign up and/or cancel. ***If canceling after the deadline, families will be charged \$40 for each day their child(ren) signed up. Families who do not show up on marked days will be charged a \$40 no show fee. Extended Care requires a minimum of 8 children to be signed up to remain open on no school days.***

## **PARENT COMMUNICATION**

Parents are welcome at Trinity Lutheran School. Please feel free to come and observe your child's daily activities. Parents must check in at the front office before visiting a classroom during main school hours. Trinity Lutheran School encourages parents to download the ProCare app. Staff will be sending out electronic notes, reminders, and pictures daily. ProCare provides a pathway for positive communication between parents and teachers. In addition to ProCare, all teachers will send a newsletter highlighting the important dates and events for their classroom. Events and important parent notifications will be posted there. Parents are encouraged to contact the Program Administrator with questions or concerns.

## **CONFIDENTIALITY**

All children's records will be kept strictly confidential. Information will be available to licensing personnel and parents only upon request.

## **PROGRAM CLOSINGS**

There is no fee reduction for celebrated holidays and snow days. See the list below of the holidays, school closings, and early dismissals for the 2024/2025 school year.

### **No School or Care Available:**

**August 12 - August 20** - Staff Development

**September 2** - Labor Day

**November 8** - School Conferences

**November 28 & 29** - Thanksgiving Break

**December 23 - 26** - Christmas Break

**January 1** - New Year's Day

**April 21** - Easter Monday

**May 26** - Memorial Day

### **12:00 PM Closures**

8/21/24	1/22/25
9/18/24	02/12/25
10/16/24	03/5/25
11/7/24	04/9/25
11/20/24	05/7/25
12/11/24	05/20/25
1/10/25 (11 AM)	



## **WEATHER RELATED CLOSINGS/DELAYS**

If Trinity Lutheran School is closed due to weather, care will not be available. In the event Trinity Lutheran School issues a two-hour delay, morning care will not be provided, there will not be part day preschool, and Trinity's Early Childhood Department will open at 10:15 AM. *Please follow KCRG for weather related closings/ delays. Due to DHS regulations, we must limit the number of children we are able to take care of. We ask all parents to call before bringing their children to care to confirm we have space available.* The Early Childhood Department will notify parents by ProCare and email if we are forced to close for emergency reasons during regular operating hours (severe weather, power failure, etc.). If it is your child's normal day of attendance on a day which care is closed, you are still expected to pay that day's fees.

## **EMERGENCY PROCEDURES**

### **FIRE AND TORNADO EVACUATIONS**

Evacuation routes are posted for the event of a fire/tornado. Trinity Lutheran School Early Childhood Department practices monthly fire and tornado drills. Daily attendance and child location will always be known. Trinity Lutheran School utilizes a Crisis Management plan for emergency situations. All crisis events include detailed plans related to specific scenarios. Staff is trained to understand each plan and has unlimited access to the Crisis Management plan for review purposes. Staff always have access to an iPad. All emergency contact information is stored on the ProCare app, along with each child's photo. All allergies and action plans are uploaded to necessary accounts. If an emergency occurs, Trinity Lutheran School Early Childhood Department will send out an "EMERGENCY SOS" text through ProCare in an appropriate and timely manner. Details will then be provided as directed by the principal.

## **SAFETY**

### **UNAUTHORIZED ACCESS**

Trinity Lutheran Early Childhood Programs exist within the K– 8<sup>th</sup> grade building. Trinity Lutheran School maintains a safe, secure environment. All outside doors remain locked during school hours. School hours are 8:15 - 3:15 Monday-Friday. Early Childhood and Extended Care Families should use their key fobs at the childcare door. Each person should use their key fob before coming into the building. Do not hold the door open for the person behind you. The door should shut in between each use. This is to ensure the safety and security of the building and all the students inside.

#### **Key fobs are active:**

**6:30 AM – 8:15 AM**

**11:05 AM – 11:20 AM**

**3:15 PM – 5:30 PM**

Parents are required to walk their child down to the cafeteria for extended care and let staff know they are at care. Make sure to stop at lockers or cubbies to put items away. Kids are not to be unsupervised in the hallways. If a teacher encounters a student unsupervised the student will receive a white slip. If you arrive at school when key fobs are not active, you will need to use the main doors of the school. The school secretary will buzz you in.

## **UNDER THE INFLUENCE**

In the event a parent/guardian, or any person authorized to pick up a child, comes to the center and a staff member believes that person to be under the influence of drugs or alcohol and too intoxicated to transport the child safely, we will call another authorized person to have the child picked up. A staff member will remain with the child until an alternate person arrives. If there is resistance to this procedure, or if a person appearing to be intoxicated attempts to leave with the child, staff will immediately call 911 to report the incident and provide the police with the description of the car and license plate number the child is leaving in. The Police Department and the Department of Human Services will then handle the matter.

## **CHILD ABUSE/NEGLECT**

Staff employed by Trinity Lutheran School are mandatory reporters. If Trinity Lutheran School Early Childhood feels a child is being abused or neglected, we will contact the appropriate authorities as required by law.

## **DISCIPLINE & BEHAVIOR**

### **DISCIPLINE**

“Discipline” means the ongoing process of helping children develop self-control for self-management while protecting and maintaining the integrity of the child. Staff will use positive discipline, which include:

- Always communicate with children using positive statements.
- Provide encouragement and mediation for children to facilitate the use of their own words and solutions to resolve conflicts.
- Discuss expected behaviors and established consequences with children in a calm, quiet manner.

If there is a time when a child’s behavior is hindering the learning of others, Staff will discuss the incident with the child privately, allowing the child to return to the group when they feel ready. In cases of recurring misbehavior parents will be contacted and asked to discuss incidents with staff, Program Administrator, and the principal. -For recurring and or severe behavior problems, please see Policy 5.08.1: Dismissal Policy (below).

### **BITING**

Even in the best childcare center, periodic outbreaks of biting occur among infants, toddlers, preschoolers, and occasionally older children. This is an unavoidable consequence of grouping young children together. When it happens, it can be scary and very frustrating for children, parents, and teachers. Understanding the reason for biting is the first step to changing a child’s behavior. Children bite for a variety of reasons: teething, simple sensory exploration, cause and effect, imitation, crowding, seeking attention, frustration, and stress. Childcare group situations are difficult: dealing with others constantly around, sharing attention and toys, and too much or too little stimulation are all very difficult for children. Biting is not something to blame on children, their parents, or their teachers. When biting breaks out, a high-quality childcare program immediately acts, not to blame the biters but to change the

environment and help children change their behavior. Caregivers should remain calm and in control of their emotions when biting occurs. In addition, the following steps will be taken.

1. The teacher will remove the child from the situation and focus caring attention on the child who was bitten.
2. The caregiver should talk to the child who bit (if able to communicate) and talk about different strategies that the child can use next time (give them appropriate words-if able) instead of biting. This should be done in a simple way.

It is important to explore the reasons for biting when it occurs. Examples of some triggers would be communication deficits, transitions, hunger, lack of sleep, need for oral stimulation or teething pain. Once triggers are identified, staff can work on prevention strategies and start teaching replacement skills. Below are some examples of how the teacher will begin this assessment.

1. The teacher will examine the context in which the biting is occurring and look for patterns. The teacher will use the Center Action Plan for documentation and ask the following questions:
  - Was the space too crowded.
  - There were too few toys.
  - Was there too little to do or too much waiting.
  - Was the child who bit getting the attention and care he/she deserved at other times, other than when he/she was biting?
2. The teacher will change the environment, routines, or activities if necessary.
3. The teacher will work with the child who is biting to resolve conflicts and frustrations in more appropriate manners, including using words, if they are capable of them.
4. The teacher will observe the child, to get an idea of why and when they are likely to bite.
5. The teacher will identify children likely to be bitten and make special efforts to reduce their chance of being bitten.
6. The teacher, parent and administration will meet regularly to regulate an individualized action plan and to measure the outcome of these changes.
7. If biting continues, the Director or On-Site Supervisor will observe the group more closely and work with the parents to seek out additional resources as necessary to shadow the child who is biting.

When children bite, parents of both parties are informed the same day. All information is confidential, and the names of the children involved in the incident are not shared between parents. Biting is documented on our standard incident form which is completed and signed by the teacher, parents and an administrator is notified. One copy is given to the parent and one copy is kept in a locked file cabinet in the office.

When biting occurs, here's what you can expect from us:

- We will put the child's safety first and provide first aid as well as comfort, support and advice to any child who is bitten.
- We will make current information and resources on biting available to you.

- We will provide teachers with adequate knowledge and training to deal properly and effectively with biting.
- We will take your concerns seriously, treating them with respect.
- We will tell you what specific steps we are taking to address biting and explain the reasoning behind those steps.
- We will respond to your questions, concerns, and suggestions.
- We will schedule conferences about biting with you, at a time you can attend.
- We will keep your child's identity confidential if he or she bites. This helps avoid labeling or confrontations that may prolong the behavior.

If a child continues to bite, and biting poses a health risk to other children, the Program Administrator will make the decision to withdraw the child from our program. While we understand biting is a part of a developmental stage some children may go through, we must consider the safety of all children enrolled in our program. The severity and frequency of a child biting will determine whether the center gives the family a two-week notice of termination OR whether there is a need for immediate termination for our program. We wish we could guarantee that biting will never happen in our program, but we know there is no such guarantee. You can count on us to deal appropriately with biting so it will end as quickly as possible. We want the best for all the children in our program.

## **DISMISSAL POLICY**

It is the goal of Trinity Lutheran to work with and support the families in our community. Our program strives to meet the needs of all students. In rare circumstances a child may be removed from our program either on a short term or permanent basis. We make every effort to prevent a dismissal from occurring; however, there are situations when corrective action may be necessary.

**Initial Corrective Action Plan:** If a child's behavior continues to endanger staff or other children physically or emotionally within the program, a parent meeting will be requested. The problem behavior(s) will be discussed and recorded. An initial corrective action plan will be established to help the child succeed.

**Second Corrective Action Plan:** If, after a predetermined time frame, the initial plan for changing the child's behavior fails, a second meeting will occur. The behavior correction goal(s) will be reviewed again. A new behavior plan will be defined.

**Dismissal:** If no progress occurs within the established timeline, the child may be dismissed from the program.

*Trinity Lutheran School Administration reserves the right of immediate student dismissal (i.e., major safety infraction, threat, behavior not in line with the teachings of Trinity Lutheran Church and School).*

## **HEALTH POLICIES/NUTRITION**

Trinity Lutheran Early Childhood Department may follow the Child and Adult Care Food Program (CACFP) OR the National School Lunch Program (NSLP). Our programs provide nutritional snacks and optional lunch (during the school year). A menu which includes whole grains, fruits, vegetables, and USDA meats/poultry is posted on each classroom's parent bulletin board. Children are given the opportunity to taste new foods. *All food allergies your child has must be documented and communicated with the Program Administrator upon enrollment.*

### **ILLNESSES**

The health of our children is of primary importance to us. Only healthy children will be permitted to stay at school to prevent the spreading of germs. Symptoms that necessitate keeping your child home include:

- Temperature over 100.4 degrees
- Vomiting (must remain home 24 hrs. after last incident)
- Diarrhea (must remain home 24 hrs. after last incident)
- Skin Rash, severe cough

Should a teacher or staff member feel that a child is unable to participate properly due to illness, the parent/guardian will be notified immediately and requested to make arrangements for transportation home within 1 hour. Children sent home for illness may not return to the program for 24 hours or until the illness has passed.

### **COMMUNICABLE DISEASES**

Communicable diseases can spread quickly in childcare settings. It is important for parents to notify Trinity Lutheran School when they learn that their child has been diagnosed with a communicable disease. This is important to prevent outbreaks throughout school and their families. It is our policy that parents will immediately inform our facility when it is known that your child has been diagnosed with a communicable disease. A few examples of diseases that need to be reported: influenza, pink eye, measles, mumps, lice, scabies, ringworm, strep throat, chicken pox, salmonella, and whooping cough. Within 24 hours of a diagnosis, Trinity Lutheran School will inform parents of the communicable disease that has been found. Your child will not be permitted to return to school until a written note from a doctor states your child is free from the communicable disease, or your child has been symptom free WITHOUT medications for 24 hours.

## **PERMISSION FORMS**

### **MEDICATIONS**

If your child must receive medication during care hours, parents must fill out the DHS required form giving permission to administer the medication. Prescription medication needs to be in the original container and labeled with the child's name, name of drug, dosage, and directions for administering, date and physician's name. Dosage and amount cannot be changed without a doctor's written permission.

### **FIELD TRIPS**

Students may participate in field trips if the student has a signed field trip permission form. This form will be available prior to the field trip. Trinity Lutheran Early Childhood discourages parents from joining field trips in progress or picking up your child during an arranged field trip. Destinations and dates will be announced in advance. If a field trip is scheduled, all children attending childcare that day will attend the field trip. There will not be additional childcare provided at the school during field trips.

### **SUNSCREEN APPLICATION**

Parents/guardians are expected to apply a full head to toe sunscreen application prior to arriving at Trinity Lutheran School. Staff will then reapply sunscreen to children's exposed skin prior to afternoon outdoor playtime. Students attending field trips with extended outdoor activity will reapply sunscreen more frequently based on need. If you forget to apply sunscreen on your child prior to arrival, you will be asked to use Trinity Lutheran School's sunscreen on your child before leaving. Trinity Lutheran School treats sunscreen as topical medication. Therefore, never send sunscreen in your child's backpack or store it in your child's locker, unless your child has an allergy or skin condition requiring a specific brand sunscreen. Trinity Lutheran Early Childhood will provide water resistant, long lasting, SPF 50 lotion for program wide use.

## PROGRAMS

### PRESCHOOL & FULL DAY CARE

#### CHILDCARE STRUCTURE

Children who attend Trinity Lutheran School Early Childhood will enjoy a variety of age appropriate and hands-on activities in the areas of fine motor, gross motor, creative expression, social interaction, intellectual and cognitive growth, and outdoor play. Most important of all, each day we will spend time learning about Jesus and what He has done for us. We use several curriculums: Handwriting Without Tears, Jolly Phonics, Bridges in Mathematics, and Creative Curriculum. Additionally, the preschool program strives to follow the Early Childhood Environmental Rating Scale, which focuses on creating meaningful interactions within the child's environment through carefully planned hands-on experiences. Beyond the classroom, Trinity Lutheran Early Childhood provides ample time for gross motor development and community-based projects.

#### NAPTIME

Trinity Lutheran Early Childhood provides nap cots. Parents should provide a nap mat (blanket/pillow in one that easily rolls up). While students are not required to sleep, DHS requires children attending programs for more than five hours **MUST** rest for a specified time. If your child would like their own "lovey" from home, they may bring it to be used at rest time only. *Do not send items that light up, make noise, or rattle.*

#### PERSONAL BELONGINGS

Toys and personal items from home are not allowed at Trinity Lutheran School unless approved for a special occasion. Items can be lost or damaged and often become the center of disruption in the classroom. From time to time the teacher may allow students to bring show and tell items from home. Parents will then be notified of these special times. Trinity Lutheran School is not responsible for lost or damaged personal belongings.

#### CLOTHING

We encourage active hands-on playing and learning. Dress your child for FUN in nonrestrictive, comfortable clothing that can get dirty. Tennis shoes or shoes with a back and covers the toes are preferred. Be mindful of outside weather as we will go outside whenever possible. *Our staffing does not allow an option for children to stay inside during scheduled outside time.* Send boots, hats, gloves, and winter coats when necessary.

***Preschool and Kindergarten Prep students follow the K-8 uniform dress code.***

#### POTTY TRAINING REQUIREMENTS

All students attending 4 – Year – Old Preschool and Kindergarten Prep Programs **MUST** be potty trained before they may attend. We understand accidents do happen, and staff will help assist your child with any incidents, but overall children should be able to use the restroom by themselves on a regular basis. All children are required to have a complete change of clothes to keep in their cubby. Label all items with your child's name.

## **EXTENDED CARE: BEFORE/AFTER SCHOOL**

### **EXTENDED CARE STRUCTURE**

Our time together after school will include a snack (provided from home), homework assistance, playground time, art/craft time, and free play. No school days will have planned and structured activities to keep your children busy and engaged throughout the day.

### **LUNCH**

When Trinity Lutheran School is not in session, families must provide a sack lunch from home. On early dismissal days, lunch will be provided for our Early Childcare Department. Trinity Lutheran Early Childhood will send reminders prior to these days; if your child does not have lunch, they will not be permitted to stay in care unless you bring them lunch.

### **SNACKS**

Children will be served an afternoon snack each day at 2:30 PM.

### **PERSONAL BELONGINGS**

Trinity Lutheran School is not responsible for lost or damaged personal belongings. iPads and tablets are not permitted in Trinity Lutheran School except for middle school students (due to school requirements).

### **CLOTHING**

Be mindful of outside weather as we will go outside whenever possible. *Our staffing does not allow an option for children to stay inside during scheduled outside time.* Please send boots, hats, gloves and winter coats when necessary.

## **THE SUMMER PROGRAM**

### **PROGRAM STRUCTURE**

The summer program is a full-time program offered between Memorial Day and mid-August. The program is offered to children ages 18 months – 6<sup>th</sup> grade and accepts families outside of Trinity Lutheran School. The purpose of the summer program is to thwart the “Summer Slide” through high quality, active programming. On-site activities include daily devotions, self-directed classroom time, group sports, art, music, and weekly trips to Cleveland Park. Field trips are offered 2 times a week: Tuesdays and Thursdays along with on-site activities planned.

### **LUNCH**

The summer program provides free breakfast and lunch to all children under 18 years of age. If you choose to bring your child a cold lunch, it will need to be in a lunch box with an ice pack as we do not have access to refrigeration during the day.



## **PERSONAL BELONGINGS**

Trinity Lutheran School is not responsible for lost or damaged personal belongings. All personal belongings, such as tablets and toys, remain at home unless otherwise noted.

## **FIELD TRIPS**

The summer program includes a variety of field trips throughout the summer. All children are required to have signed permission slips to attend each field trip. Permission slips are included within the summer program registration packet. If a child **does not** have permission to attend a field trip, it is the parent/guardian's responsibility to make alternative care arrangements for that day. Trinity Lutheran Early Childhood will not provide any additional staffing on-site for children who cannot attend an off-site field trip. Trinity Lutheran School Early Childhood contracts with the Cedar Rapids Community School District (CRCSD) transportation department. Every bus will have seatbelts in the front rows for preschool age children. CRCSD buses are inspected twice each year and serviced, as needed, according to Department of Education requirements.



## Trinity Lutheran School Handbook Acknowledgement

We pledge to support the Trinity Lutheran Early Childcare Department. We accept our financial responsibility and agree to pay the fees and applicable rates in accordance with the policy of Trinity Lutheran School.

I have received and read the Trinity Lutheran School Early Childhood Handbook.

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Parent Signature

Date