



Trinity Lutheran School Early Childhood Handbook

Trinity Lutheran School
1361 7th Ave SW
Cedar Rapids, IA 52404

Phone: (319) 362-6952
Fax : 1-877-687-7670
Email: schooloffice@trinitycr.org

TABLE OF CONTENTS

<u>WELCOME</u>	3
MISSION STATEMENT	
PROGRAM PHILOSOPHY	
<u>PROGRAM OVERVIEW</u>	3
QUALITY INITIATIVES	
STAFF QUALIFICATIONS	
HOURS OF OPERATION	
DHS RATIO REQUIREMENTS	
<u>ENROLLMENT & TUITION</u>	4
ADMISSION	
ENROLLMENT APPLICATION	
REGISTRATION	
TUITION & PAYMENT OPTIONS	
CHILD CARE ASSISTANCE (CCA)	
DISENROLLMENT POLICY	
<u>POLICIES & PROCEDURES</u>	7
ARRIVAL & DEPARTURE	
PARENT COMMUNICATION	
CONFIDENTIALITY	
SCHOOL CLOSINGS	
WEATHER RELATED CLOSINGS/DELAYS	
EMERGENCY PROCEDURES	
SAFETY	
DISCIPLINE & BEHAVIOR	
HEALTH POLICIES	
<u>PERMISSION FORMS</u>	14
MEDICATIONS	
FIELD TRIP	
SUNSCREEN	
<u>PROGRAMS</u>	16
PRESCHOOL & WRAP AROUND	
EXTENDED CARE: BEFORE/AFTER SCHOOL	
SUMMER PROGRAM	

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.

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 96 children. Our program will never exceed the following:

Transitional Room- 4 one-year olds at a 1:4 ratio and 7 two-year olds at a 1:7 ratio.

Threes Room – 20 children at a 1: 10 ratio.

Fours Room – 20 children at a 1:10 ratio (State funded preschool)

K-prep room- 20 children at a 1:10 ratio

ENROLLMENT & TUITION

ADMISSION

Children are enrolled in Trinity Lutheran School with the exception of the Summer Program. Trinity participates in the Statewide Voluntary Preschool Program.

Statewide Voluntary Preschool Program

Cedar Rapids Early Learning is part of the Statewide Voluntary Preschool Program and follows the Iowa Quality Preschool Program Standards. Visit the Iowa Department of education website to learn more about this program:

<https://educateiowa.gov/pk-12/early-childhood/statewide-voluntary-preschool-program-four-year-old-children>

Program Eligibility

“A child who has reached the age of four by September 15 and who is enrolled in the statewide preschool program under chapter 256C shall be considered to be of compulsory attendance age unless the parent or guardian of the child submits written notice to the school district implementing the program of parent’s or guardian’s “intent to remove the child from enrollment in the preschool program.” Iowa Code 299.1A(3) (2013).

Curriculum, Instruction, and Assessment

[Early Learning Standards](#)

[Creative Curriculum](#)

[Gold Assessment](#)

Assessment (4.1, 4.2)

Our preschool program uses the Teaching Strategies GOLD assessment tool to assess our students. Teaching Strategies GOLD assessment is aligned to the Iowa Early Learning Standards and assesses students’ skills in social emotional, physical, cognitive, language, literacy, mathematics, social studies, science and technology, and the arts. Through this assessment, we will take observational notes, create portfolios, and plan activities that are one on one, small group, or whole group to evaluate students’ skills. The assessment information is then used to guide lesson planning and report progress to parents/guardians. There are three checkpoints throughout the school year for Teaching Strategies GOLD.

Every November, February, and May we assess each student's skills in each domain. Report cards will be sent home three times a year after each checkpoint and will reflect the level of your child's abilities at that time. The domains that appear on the report card are Preschool Priority Standards chosen by the Early Childhood Special Education teachers.

Communication of Assessment Information

At the beginning of each school year, a questionnaire is sent to families to gauge the child's interests, strengths, and parental concerns. This information is used in lesson planning at the beginning of the year and used to assist in classroom placement. Before conferences in the spring the preschool program sends home pre-conference forms for parents/guardians to complete and share their celebrations and concerns for their child. The preschool sends home family activities, completed classroom activities, and a weekly newsletter to inform parents/guardians of what academics were worked on each week.

Student Records

Student records containing personally identifiable information, except for directory information, are confidential. Only persons, including employees, who have legitimate educational interest are allowed to access a student's records unless a release has been filled out by parents granting another party permission.

Program Evaluation, Accountability, and Continuous Improvement (10.15)

The program offers staff and families opportunities to assist in making decisions to improve the program. Collaborative and shared decision making is used with all participants to build trust and enthusiasm for making program changes. Staff and families meet at least annually to consult on program planning and ongoing program operations. In the Spring of each school year, families will be provided with a family questionnaire to provide feedback around policies and procedures of our program. The program staff will use the information gathered from this questionnaire along with a staff survey to determine goals for the program. These goals are shared with all families.

ENROLLMENT APPLICATION

APPLICATION

Enrollment applications must be completed in full and include an annual \$20 application fee per child. Applications will be prioritized for families who require and utilize the program(s) full time. "As needed" care will be determined daily 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

For each child with special health care needs or food allergies or special nutrition needs, the child's health provider gives the program an individualized care plan that is prepared in consultation with family members and specialists involved in the child's care. The program protects children with food allergies from contact with the problem food. The program asks families of a child with food allergies to give consent for posting information about that child's food allergy and, if consent is given, then posts that information in the food preparation area and in the areas of the facility the child uses so it is a visual reminder to all those who interact with the child during the program day.

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 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. Fees do not apply to students enrolled in the Statewide Voluntary Preschool Program.

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. The flat rate choices are not based on attendance and are billed weekly throughout the school year despite family vacations, holidays, illness, and weather-related closings or delays.

PAYMENT OPTIONS

Payments through the school website – parents can connect their bank or credit card information through the school website 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.

Pay weekly by check – parents may pay weekly by 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 Child Care 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 Child Care 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.

POLICIES & PROCEDURES

ARRIVAL & DEPARTURE/ATTENDANCE

It is the parent/guardian responsibility to ensure that the child(ren) arrive and depart 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 the 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) were 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.

FAMILY INVOLVEMENT

Home Visits

Home visits are made at the beginning of the school year as a requirement of the Statewide Voluntary Preschool Program. This is an opportunity for the preschool teacher to get to know you, your child, and your family. This meeting begins a partnership between home and school in order to best meet your child’s needs. This is a great time for you to share your knowledge about your child’s interests, approaches to learning, and developmental needs. You can help the teacher understand what your goals are for your child and whether you have any concerns you’d like addressed. Parents are encouraged to share these preferences, concerns, and questions at any time with either the classroom teacher or administrator.

Parent-Teacher Conferences

The teacher will schedule two in school conferences for your child with one being in the fall and one in the spring of the year. This will be a time for the staff to talk with families about our shared goals for your child throughout the school year. If you would like more frequent conferences, please contact your child’s teacher.

Open House Night

Families are invited to Open House Night in August of each year. This allows children the opportunity to meet their teacher, see their classroom and meet other classmates. This also serves as a time where parents can ask any questions and become more familiar with the program and school.

Preschool Parent Orientation Day

Before school starts, incoming parents are invited in for a 30-minute session to preview the preschool program. Families meet the principal and teachers and are presented with information on the program. This allows families to ask questions and become familiar with our preschool program.

Volunteering in the Classroom

We encourage and welcome parent volunteers to help in the classroom. We ask that all volunteers sign in at the office when they arrive and receive a volunteer badge. Some of the ways you could help would be to listen to children read, support student learning during play opportunities, and support routines and transitions. If you are interested in volunteering, please notify the office, your child's teacher, or the building principal.

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. Please 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

08/21/2024	1/12/2024
09/18/2024	1/17/2024 (11AM)
10/16/2024	02/21/2024
11/07/2024	03/05/2024
11/20/2024	04/09/2024
12/11/2024	05/07/2024

WEATHER RELATED CLOSINGS/DELAYS

If Trinity Lutheran School is closed due to weather, care will not be available. In the event Trinity 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 be always 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 has 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– 8th 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 pins at the childcare door. Each person should enter their pin 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.

Pins 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 pin codes 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

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.
 - Were there 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 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 in order to prevent the spreading of germs. Symptoms that necessitate keeping your child home include:

- Temperature over 100.4 degrees
- Vomiting (must remain home 24hrs after last incident)
- Diarrhea (must remain home 24hrs 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 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 outbreak 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 state your child is free from the communicable disease, or your child has been symptom free WITHOUT medications for 24 hours.

CLEANING & SANITATION

The routine frequency of cleaning and sanitizing all surfaces in the facility is as indicated in the [Cleaning and Sanitation Frequency Table](#). Ventilation and sanitation, rather than sprays, air freshening chemicals, or deodorizers, control odors in inhabited areas of the facility and in custodial closets.

Standard Precautions

Procedures for standard precautions are used and include the following:

- a. Surfaces that may come in contact with potentially infectious body fluids must be disposable or made of a material that can be sanitized.
- b. Staff use barriers and techniques that minimize contact of mucous membranes or of openings in skin with potentially infectious body fluids and reduce the spread of infectious disease.
- c. When spills of body fluids occur, staff clean them up immediately with detergent followed by water rinsing.
- d. After cleaning, staff sanitize nonporous surfaces by using the procedure for sanitizing designated changing surfaces described in the Cleaning and Sanitation Frequency Table.
- e. Staff clean rugs and carpeting by blotting, spot cleaning with a detergent-disinfectant, and shampooing or steam cleaning.
- f. Staff dispose of contaminated materials and diapers in a plastic bag with a secure tie that is placed in a closed container.

PERMISSION FORMS

MEDICATION ADMINISTRATION

Students may require medications to be administered at school.

- a. Staff administer both prescription and over-the-counter medications to a child only if the child's record documents that the parent or legal guardian has given the program written permission.

- b. The child's record includes instructions from the licensed health provider who has prescribed or recommended the medication for that child.
- c. Any administrator or teaching staff who administers medication has (a) specific training and (b) a written performance evaluation updated annually by a health professional on the practice of the six right practices of medication administration: (1) verifying that the right child receives the (2) right medication (3) in the right dose (4) at the right time (5) by the right method with documentation of each right each time the medication is given. (6) The person giving the medication signs documentation of items (1) through (5) above. Teaching staff who are required to administer special medical procedures have demonstrated to a health professional that they are competent in the procedures and are guided in writing about how to perform the procedure by the prescribing health care provider.
- d. Medications are labeled with the child's first and last names, the date that either the prescription was filled or the recommendation was obtained from the child's licensed health care provider, the name of the medication or the period of use of the medication, the manufacturer's instructions or the original prescription label that details the name and strength of the medication, and instructions on how to administer and store it.
- e. All medications are kept in a locked container.

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

CHILD CARE 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 and fitted sheets. Parents should provide a small pillow **OR** stuffed animal and blanket. 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 pillow or "lovey" from home, they may bring it to be used at rest time only. *Please 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 for 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.* Please send boots, hats, gloves, and winter coats when necessary.

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

TOILETING & DIAPERING

Students will be provided with regular bathroom breaks. Plans for toilet training, if your child needs support, must be collaboratively developed or shared with the classroom teacher. Procedures are in place for changing diapers for students who are still required to use diapers. Diapers must use absorbent materials in the inner diaper with a waterproof outer lining to prevent the escape of urine and feces. Both inner and outer liner will be changed at

the same time. Clothes that are soiled by urine feces are immediately placed in a plastic bag (without rinsing or avoidable handling) and sent home that day or laundering.

Staff will check for signs that diapers or pull-ups are wet or contain feces

- a. At least every two hours when children are awake;
- b. When children awaken;
- c. Diapers are changed when wet or soiled;
- d. Staff change children's diapers or soiled underwear in the designated changing areas and not elsewhere in the facility;
- e. Each changing area is separated by a partial wall or at least three feet from other areas that children use and is used exclusively for one designated group of children;
- f. At all times, caregivers have a hand on the child when being changed on an elevated surface.

EXTENDED CARE: BEFORE/AFTER SCHOOL

EXTENDED CARE STRUCTURE

Our time together after school will include a snack, homework assistance, playground time, art/craft time, and free play. Early out days and 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. Extended Care families will need to pack a cold lunch for their child if they are staying for care. The cafeteria is closed on no school days and hot lunch is not an option. 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 3:30 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 with the exception of 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.

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 12 months – 6th 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 attends 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 the 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 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.

Parent Signature

Date