



TRINITY
Early Learning Center

Parent's Handbook

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Welcome to Trinity Early Learning Center

Dear Parents,

I am so excited to support your family at Trinity Early Learning Center! Thank you for entrusting your child to me and to our teachers. Trinity Lutheran Church and School is thrilled to now offer a 6 weeks through 8th grade program, and we have a vested interest in how our classrooms develop, what we teach, and how we create experiences for children, staff, and parents to learn together today. At Trinity Early Learning Center, we are committed to fostering strong partnerships between our staff and your family. We welcome new members into our community and we look forward to the unique part that each person will play in our growing family.

Please become familiar with the policies in this handbook and let me know if you have questions. I look forward to getting to know you better and serving your family.

Joyfully,

Dana Millard
Director of Trinity Early Learning Center

Welcome to the Trinity Lutheran Church & School Community!

Trinity Lutheran Christian School (TLCS) and Trinity Early Learning Center (TELC) are ministries of Trinity Lutheran Church. Since 1890, for over 130 years, Christian education has been an integral part of this congregation. We recognize that the task of the church is to bring people to Jesus Christ, to nurture people in the good news of His Word, and to be God's people in the world. Our relationships (parent-child-teacher) are bound by a spirit of acceptance and forgiveness through the Gospel "Love one another as I have loved you." John 15:12

We also recognize that the teaching of the Christian faith is a primary function of the home. It is our goal to assist families in this purpose as an extension of the home and to provide an environment that allows for the development of the whole person (spiritual, mental, emotional, social and physical).

TELC and TLCS are owned and operated by Trinity Lutheran Church, a member of the Lutheran Church-Missouri Synod. To fulfill our purpose, it is the goal of TELC and TLCS to offer a quality education founded on high academic standards, with the presence and example of Christ permeating all activities. We strive to equip children to be good stewards of their time, talents and treasures, thus enabling them to face the challenge of everyday life from a Christian perspective.

Welcome to you, parents of our youngest students! What a blessing it is to have you and your children in the Trinity family. Please know that you are welcome to come, join us for worship and all other activities.

May Christ's love, peace and grace be yours!
Trinity Lutheran Church and School
Board of Education

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Section 1. TELC's Philosophy & Goals

Purpose Statement

We assist parents with their role as the primary educators and nurturers of their children.

We help children and their families grow in the social, emotional, creative, spiritual, cognitive, and physical areas of development.

We have a strong commitment to the Bible and we fully integrate principles of love, faith, and spirituality into every aspect of our program.

Mission & Vision

Support and strengthen the entire family in a neighborhood environment.

Blend high quality child care, family education, and faith based beliefs.

Provide experiences where children, parents, and staff are encouraged to participate, learn, and grow together.

Philosophy Statement

Each child is viewed as a separate and unique creation of God with his or her own rate of maturation and growth. Children will grow in all areas of development through play and interaction with the people and objects in their environment. Children do not need to be forced to learn. They are motivated by their own desires to understand the world, and thus they learn experientially. TELC uses developmentally appropriate practices to provide a safe and nurturing environment in which children engage to explore, experience, imitate, ask questions, and further their thinking and problem solving skills. TELC believes parents are a primary influence in their children's lives. Together we foster children's social, emotional, and spiritual development.

Nondiscrimination Statement

Trinity Early Learning Center enrolls children of any race, color, national and ethnic origin, religion or gender to all the rights and privileges, programs and activities at Trinity. Trinity does not discriminate on the basis of race, color, national and ethnic origin, religion or gender in the

administration of its educational or admissions policies. Trinity Early Learning Center offers a general education environment, and requests for enrollment of a child with a disability will be assessed on an individual basis to determine if the program can care for the child with reasonable accommodations. We are unable to accommodate beyond the training of our staff.

Program Goals

Social/ Emotional

Value familial relationships and understand the importance of obeying parents and teachers

Begin to learn and practice the art of sharing

Begin showing empathy and kindness

Use language to express self, developing positive kinds of conflict resolution

Develop self-confidence in self-initiated activities

Begin to exhibit self-control

Be comfortable participating in group discussions

Begin to verbalize their desires and wishes to others

Creative

Encouraged to express creativity using a variety of provided materials

Use imagination in dramatic center play

Find creative solutions to problems that arise throughout the day's activities

Spiritual

Understand that God is a loving God

Understand that Jesus is God's Son

Know that Jesus wants to initiate a personal relationship with each person

Understand that the Bible is a special book, inspired by God

Use prayer to express their thoughts and needs to God

Develop a desire to attend church

Know that God created the world

Cognitive

Able to engage with others in learning activities, including the ability to explore, create, experiment, observe, plan, analyze, reason, investigate,

and question

Understand math vocabulary, concepts, and directed activities

Understand the importance and use of language in the environment

Have cultivated prewriting skills in the context of emergent literacy

Be aware of different sound-letter relationships

Physical

Acquire and refine the fundamental skills of balance, movement, touch, and coordination

Acquire and develop fine motor skills

Recognize that their body is created by God and take special responsibility to care for it

Families will do the following

Understand the importance of being the primary educator and nurturer of their children.

Participate in center-wide events for families, when available, and attend parent-teacher conferences, as requested by children's teachers.

Willing to partner with TELC to create strategies and systems of support for the benefit of their child's development and growth.

Respect the faith based principles of love and respect taught at TELC.

Convey kindness towards the TELC team in their daily support of children.

Acknowledge and be committed to exhibiting respect to the TELC team in all circumstances.

Section 2. Our Programs

Daily schedule

At TELC each infant sets their own schedule based on individual needs and parent wishes. During each day a variety of activities designed to focus on developing skills that are in line with each age and appropriate development are planned and implemented as time allows. Skill building activities are incorporated into the setup of the classroom as well as the activities that are available for every child to experience.

In our older Infant classroom, a schedule is gently introduced as children grow and their attention span increases. The schedule is adapted for daily use.

Toddler through our school age classes follow a daily routine including free time activities, discovery centers, group times, and outside play. Developmentally appropriate activities are planned in each room that encourage child development and learning in the core areas. Teachers strive to balance large and small group learning and play time, periods of individual choice, and gross and fine motor activities. Regular daily schedules are established by the classroom teacher and approved by the Assistant Director. Schedules will be posted in each room and available in printed format. Parents will be provided with their child's classroom schedule.

Staff Ratios and Group Size

The number of staff and group size is determined by the number and ages of children present. The staff/child ratios for each classroom allow for quality care and learning experiences. The age ranges may vary according to space availability. If a classroom has the correct ratio for a teacher to work alone, support is provided as needed to assure quality care.

Age of Children	Minimum Number of Staff to Children	Maximum Number of Children in a Group
6 weeks of age through 23 months	1:4	8
24 months of age through 35 months	1:5	10
36 months of age to attending kindergarten	1:10	20
Attending kindergarten and older	1:15	30

Infants

TELC is an extension of your home, and wants the very best for your littlest ones. Guided by family input, infants are encouraged to eat, sleep, and play on demand. Breast milk or formula provided by parents keeps each tummy happy, and children are comforted with a blanket brought from home so that the environment always feels familiar and safe. The clean play area gives children a variety of textures, sounds, and sights to explore, and ample floor space allows for gross motor development. Babies are rotated through different stations during the day that include tummy time, learning toys, and one on one time with caregivers. Comfort is the key ingredient in our infant rooms, and our staff enjoy rocking children and engaging them in play.

Toddlers

Children are naturally curious, and toddlers at TELC learn by doing. Using all five senses allows children to participate in firsthand experiences to become confident, competent learners. Playing at a variety of discovery centers within the classroom provides opportunity for young children to learn at their own level of interest and skills. Playing “pretend,” learning games, hands-on activities are just a few of the ways children are engaged. Since learning how to relate to others is important, we do large and small group activities every day including a character development group that might emphasize sharing, loving others, or helping at home, just to name a few.

Preschool & Jr. Kindergarten

An exciting world is opened to a young child when given opportunities to explore, feel independent, and ask questions. Children in preschool and jr. kindergarten are encouraged to try new things every day in the classroom: use creativity to put on a play in the drama center,

exercise their muscles playing catch, or make up stories in the writing center using a combination of words and hand drawn pictures. Groups focus on developing the four aspects of literacy- reading, writing, speaking, and listening. Manipulative shelves hold boxes of trinkets and treasures used for counting, sorting, and playing “make-believe.” Character development is part of every day at TELC. Kids will have opportunities to learn about God’s love. Using play, stories, and activities, children learn important skills for making friends, and school readiness.

School Age

TELC offers kids a safe place to study quietly, eat snacks, and hang out with friends after school hours. They can play board games, dress up, relax with a computer game, get help with homework, or settle into a lounge chair to read a story. In addition children will have opportunities to experience many hobby type activities and perhaps learn a new skill that will last a life time.

Special camps are planned for school breaks so children can come all day and participate in field trips and themed activities.

Section 3. Personnel Overview

Program Staff

Trinity Early Learning Center Director

A full-time, on-site director supervises and manages the program operation. The Director has extensive education and training in early childhood and at least three years of experience working with children and families, including at least one year of management experience. The Director works closely with the center staff and parents to assure the quality of the program. In addition, plans a combination of events, ongoing support groups, time-limited classes, and one day workshops to support and strengthen families.

Assistant Director

The Assistant Director supervises staff and curriculum development for child care, preschool, and the after school program. The Assistant Director has education and training in Early Childhood or interrelated field and two years direct child care and teaching experience with groups of children ages 6 weeks to 6 years.

Lead Teachers

A Lead Teacher is assigned to each age group and is responsible for general classroom management including curriculum planning for the group and individual children. Lead Teachers work with the Assistant Director to plan the classroom environment and organize curriculum developmentally appropriate to the age and abilities of the children including outdoor activities. Lead Teachers must have a minimum of one year direct childcare and teaching experience with the age they are responsible for or have completed at least 15 credits of training at a college or university in early childhood education or child development and at least 6 months qualifying teaching experience.

Teachers and Teacher Aides

Teachers and Teacher Aides are assigned to each classroom to work with the Lead Teacher to provide quality childcare and learning experiences for the children.

Floats & Substitutes

Floats are Teachers and Aides that support classroom staff by giving planning time and breaks. If staffing requires substitute staff in the classroom, a floater is often assigned to this position so the children are familiar with all staff in the classroom. Floaters that substitute as a teacher must meet all requirements listed above. The nature of care at TELC demands an active substitute staff. Substitute staff meet the requirement of either an assistant teacher or a teacher.

Professional Development

All staff participate in the Oregon Registry, a system of professional recognition in childhood care and education. This program is administered by the Oregon Center for Career Development in Childhood Care and Education and allows staff members to be recognized for professional training and education. Every staff member participates yearly in at least 15 hours of continuing education ranging from community sponsored workshops, conferences, and degree programs in Early Childhood Education and Child Development. All staff are trained in First Aid and CPR, Child Care Health and Safety, Infant Safe Sleep, Prevention is Better Than Treatment, Recognizing and Reporting Child Abuse and Neglect, and have a Food Handler's card. In-service training is provided quarterly to assure quality programming and care.

Section 4. Administration & Scheduling

Time and Days of Operation

TELC operates year round, Monday through Friday, 7:30 AM to 5:30 PM. We are closed for a minimum of eight days of in-service training each year. The dates are posted in advance. We do not pro-rate or offer make up days for time your child may be away from school or for days TELC closes.

Holidays

TELC is closed on these major holidays.

1. New Year's Day
2. Martin Luther King, Jr. Day
3. President's Day
4. Memorial Day
5. Juneteenth
6. Independence Day
7. Labor Day
8. Indigenous People's Day
9. Veteran's Day
10. Thanksgiving Day and the Friday following
11. Christmas Eve and Christmas Day

Additional Summer Break and Winter Break holidays may be included in the TELC closure calendar.

Enrollment

Families are introduced to TELC at group tours available at set times throughout the week. Following completion of a tour, families are invited to enroll/register with a regular schedule, as space allows. Registration for the waitlist may be completed through TELC's website.

Registration meetings are scheduled with the Director or her designee.

Registration paperwork is distributed in advance and should be completed in preparation of the scheduled interview. If paperwork is not completed when a family arrives, the meeting may be rescheduled to a later time. If a family is using Employment Related Day Care (ERDC) through the Department of Human Services, please inquire about additional steps required before the Enrollment Interview.

All families are required to re-enroll annually, including families who are drop-in only. Paperwork is usually distributed mid-summer and due by September 1. A fee is associated with reenrollment, separate from the original registration fee. Families who do not submit new paperwork by September 1 may be unenrolled and any positive balance on the account is forfeited.

Arrival and Departure Procedures

The following procedures are requested of parents to ensure the safety and wellbeing of the children.

1. Parents and others entering TELC must enter and exit through the main school door entrance.
2. Please drive slowly, in the correct direction in the parking lot, and be cautious of children in the parking lot.
3. Parents will accompany their children to the child's classroom and enter the classroom when bringing or picking up their child. This is for the safety of the child and promotes informal and convenient conversation between parents and teachers. Older siblings are not allowed to pick up a younger sibling unless they are over 16 years old and are on record as a pick up person for the child.
4. Please be sure to securely close any classroom and any exterior door as you enter and leave. This is essential for the safety of the children.
5. When arriving or departing, children should be signed in or out via the automated system.
6. If your child will be absent, please notify the office before 10:00 am. If your child's absence is due to illness, please inform us of the nature of the illness. This information helps us track and minimize the spread of illness.
7. When picking up a child, please inform a teacher upon your arrival. Children will only be released to those adults whose names are listed on the release section of the Enrollment Form. Please be sure to keep this list updated. We will not release a child to an unauthorized person.
8. Any person unknown to the staff will be asked for identity information, such as a driver's license. This is for protection of the children and staff. If an unexpected or unknown person arrives to pick up a child, the child will not be released to that person and the late parent will be assessed the late pick-up fee.

Communication between staff and parents is very important. However, the safety of the children in the classroom is the first priority of the staff. The child's teacher may not always be able to talk at length with a parent about concerns and issues while on duty in the classroom. Time can be arranged to meet with the teachers outside the classroom when the teacher can focus completely on the discussion. This also assures the child will not overhear problem descriptions or frustrations that may impede a solution.

Separation and Visits

Time of initial separation is often difficult for children and parents. Our staff is experienced with this transition period and will work with you to establish the best approach for you and your child. We encourage you to email your child's teacher at TELC during the initial acquaintance period to see how your child is doing. Parents may have access at any time and visitation is encouraged if it is not disruptive for the child or the program activities.

Visitors not accompanied by a parent must be listed as an authorized pickup or as an emergency contact on the Enrollment Form in order to visit with the child. Photo identification will be required of visitors unknown to the staff. If a parent knows of an impending visit, please notify the staff. This will make visits more comfortable for children and staff. Please keep visits brief so as not to disrupt the flow of the classroom for all children present.

Any visitor to the center or other adult who is not enrolled in the CBR shall not have unsupervised access to children.

Schedule Changes and Extra Day Requests

Trinity Early Learning Center offers flexible full day schedules. A schedule change request form may be requested from the office. All attempts will be made to accommodate a schedule change. Schedule changes may not immediately be available due to enrollment and licensing standards requiring staff to child ratios.

At least 30 days notice is required for any change request. Change requests are processed once mid-month and once in advance of automatic billing on the 1st of each month or the next business day. If space is not available, the form will be held and processed when space becomes available. At TELC's initiative, a schedule change may be processed immediately when a day comes open that allows a held form to be approved.

If a change is effective mid-month, prorated charges will be billed to the account at the time this form is processed. Any credit for dropped days will remain on the account towards the following month's tuition. Refunds by check or to debit/credit cards are not issued for change requests.

Child Observation and Assessment

TELC staff will assess each child's progress as it relates to child development and the Expected Outcomes that drive the curriculum planning and interactions between children, peers, and adults. Parents of infants, wobblers, and toddlers will receive daily reports. Daily reports will contain feeding schedule, toilet and diapering activities, and their child's sleep schedule. Lead Teachers are available to meet with families regularly to update parents on their child's development. Parents are encouraged to talk with teachers and request additional appointments, as needed.

Field Trips

Field trips are a fun and important part of a child's learning experience. Children at home experience many trips with parents during the business of daily family life, as well as special trips with the family. TELC strives to provide similar experiences through field trips.

Transportation is provided by Trinity Early Learning Center staff in personal or rented vehicles, with required driving record and insurance documentation on file. Extra supervision is essential on field trips into a public setting. Field trips may request parent participation in order to have adequate supervision.

Parents will receive 48-hour advance notice of a field trip using transportation. The date, time of departure, route of transportation, the destination, and a list of the children and adults accompanying the group will be available in the TELC office with estimated time of return. Parents of school age children are asked to sign a Transportation Permission form for spontaneous outings to close locations such as playgrounds.

If a family does not wish their child to participate in a field trip, or arrives after the field trip has departed, the child must stay home for the hours when the class will be away from TELC. TELC cannot provide an alternative class for children who do not participate.

A walking field trip may also be taken within the Trinity Lutheran Church and School building or within the neighborhood. The date, time of departure, route of the walking field trip, and the destination will be available in the office with estimated time of return.

Use of Passive Media

Children are encouraged to engage, explore, experience, imitate, ask questions, and further their thinking and problem solving skills through lesson and play times. Teachers may utilize brief education videos to illustrate key concepts to children.

Use of passive media for other purposes, such as a reward or holiday party, is limited and infrequent.

Publicity Images

Trinity Early Learning Center reserves the rights and may give permission to the media to photograph classes, programs, and participants on our property and at events. Please be aware that these photos, without student names, are for promotional purposes and may be used in future publications and media communications. Staff members are not allowed to post pictures of students to personal social media accounts.

Private After-Hours Child Care

Arrangements with TELC staff for after-hours childcare in private homes are private contracts between individuals. Staff providing child care before or after hours, in their home or off site, are not accountable to or managed by Trinity Early Learning Center.

Child Abuse and Neglect Reporting

When a child care provider has reasonable cause to believe that abuse or neglect has occurred, the provider is required by law to report its concerns to the State of Oregon Services to Children and Families, or to a law enforcement agency, including the juvenile department, which must investigate the report. TELC staff receive training required by the State in recognition and reporting of abuse and neglect.

Problem Resolution

TELC operates as an extension of each family. We expect that any problem a parent identifies can be resolved through informal discussion with the classroom teacher.

When discussion with the classroom teacher does not improve the situation, the following steps to a resolution are suggested.

1. A parent should discuss the situation or problem concerning his/her child's care or the center's operation with the Lead Teacher.
2. The Lead Teacher and Assistant Director (or his/her designee) will investigate the issue and seek to resolve the problem to the parent's satisfaction. This response should take no longer than three operating days.

3. If the issue is not resolved to the parent's satisfaction, the parent may put the issue in writing and submit it to the TELC Director. The written statement should be submitted no more than three operating days after the Lead Teacher and Assistant Director's initial problem solving response.
4. Within three operating days of receiving the parent's written statement, the Director will schedule a conference with the parent(s), the Lead Teacher, and other appropriate persons for a review. Within a week of this meeting, the Director will submit a response to the parent(s) in writing. The Director's decision(s) will be final.
5. TELC reserves the right to discontinue or refuse services to a family for good cause such as not working with the staff to solve a child's behavior problems or the inability of staff and family to work together in a congenial and cohesive manner.

The Child Care Division of the Oregon Employment Department is the licensing authority with state jurisdiction over the operations of Trinity Early Learning Center. They may be contacted (503) 669-7112.

Section 5. Financial Policies

Registration Fee

A \$50 registration fee is charged per student. This fee is non-refundable.

Account Payments

Statements are distributed 6 days before the end of the month for the next month's tuition. Primary Payers will receive monthly tuition statements via Brightwheel. Tuition is automatically processed on the 1st of the month.

Tuition may be paid in **cash** or **check** by any responsible person.

- Delivered to the TELC front office
- By mail – be sure to mail far enough in advance that it is received on or before the 1st so it will not be considered late.
- Brightwheel.

Every family is required to sign up for automatic billing with Brightwheel via ACH Bank Transfer (preferred) or by entering a valid credit/debit card. All accounts will be billed on the 1st of the month for that month's tuition. All unpaid accounts will be charged to the card on file. If you wouldn't mind helping us to keep our costs down, we would prefer the ACH Bank Transfer option, but the other is fine too. We accept VISA, MasterCard, Discover or American Express.

Credit Card Declined

To avoid fees and possible unenrollment, it is important to keep your payment information current on Brightwheel. Also be sure we have an active telephone number and email address we can use to reach you.

If the credit card on file is charged for **tuition** on or after the 5th of the month, or is charged for a **late pick up fee**, *and is declined*, a \$50 decline fee is added to the account and all payers are contacted.

We contact payers as soon as possible using the contact information in the TELC files. If a valid credit card number is not received from a payer within 24 hours of the email or phone contact (within 48 hours of the decline notice), the child may be unenrolled without further notification.

If a child is unenrolled, the child's space may be given to another child. After the account is paid in full, if space is available, then the child may resume attending. If no spaces are available, the family and child will be placed on the waitlist.

Returned Checks

If a check is returned for insufficient fees, TELC will add \$50 to the total amount due and immediately bill the amount due to the credit card number on file.

Late Pick-up

A late pick-up fee is charged if a child is picked up after 5:30 PM. The charge is \$25.00 for the first ten minutes and \$1.00 per minute after the first ten minutes, measured and charged by the check in system at the TELC office. The late pick-up fee is automatically charged to the credit card on file the next day. Frequent lateness may result in unenrollment for the child.

Drop-in Care Payment

Drop-in Care may be available as space allows for a 2 hour minimum session. Families must pre-register each child at least 1 business day in advance and prepay a minimum of 10 hours. A credit card must be on file to use this service. Sessions will be billed to this card within about a week of using care. Minimum session time does not apply to families adding time to their regular, existing schedule. Any portion of an hour used will be charged for the full hour.

If Drop-In Care is scheduled and the child cannot attend, notice should be given to the office. If a pattern is noticed of a child not attending after the care is scheduled, the child may become ineligible for future Drop-In Care or withdrawn from the program.

Waitlist

If a TELC class is full, parents may ask to be placed on the Waitlist for free. TELC will contact families as space becomes available. Parents notified of an opening have at least 24 hours to respond. If the parent declines a spot, they will retain their spot on the Waitlist.

If they do not contact the office to confirm or decline the spot within 24 hours, their name may go to the bottom of the list and the next family will be offered the spot. The office will occasionally contact families on the Waitlist to confirm their intention to enroll as space allows. If the family does not respond in a timely manner, the family may be withdrawn from the Waitlist.

Withdrawal

If a family needs to withdraw their child from the program, a 30-day written notice is required, and accepted only on a withdraw form available in the office for this purpose. Email, handwritten notes, verbal communication, and voice mail are not sufficient. The final month's tuition invoice will be prorated to include the 30-day notice.

Refund Policy

All rates are assessed monthly. Holidays, in-service days, family vacations, child illness, and snow days, as well as longer and shorter months, have all been taken into account when establishing monthly rates. We do not prorate for time your child may be away from school or for days TELC closes.

Emergency Tuition Grants or Scholarships

Emergency tuition grants or scholarships are not available through Trinity Lutheran Church and School. In some circumstances, payment plans may be arranged by speaking with the Director. Parents are encouraged to talk with a case manager at the Department of Human Services (DHS) to determine eligibility for state tuition assistance.

Field trip fees

The cost of field trips is covered by each child's tuition. No additional costs are necessary to participate.

Fundraising

Trinity Early Learning Center does not participate in fundraisers where a child is expected to sell items (gift wrap, candy bars, cookie dough). The Director may approve classrooms to participate in fundraising support and donations for an outside cause, such as Operation Shoe Box. Additionally, families may be notified of opportunities to partner with TELC financially to enrich the learning environment for their children. Participation is voluntary in all fundraising campaigns.

Tuition Increases

TELC strives to maintain stable tuition rates through the calendar year; however, rates are subject to change at any time. Whenever possible, parents of currently enrolled children will receive written notice 45 days in advance of the date changes take effect.

Section 6: Nutrition and Food Service

Meal Time & Snack Procedures

TELC provides morning snack, lunch, and afternoon snack for Wobblers, Toddlers, Preschool, Jr. Kindergarten, and School Age children who are in attendance at scheduled eating times and able to eat table foods. Foods for Infants, including puréed foods and breast milk or formula are provided each day by the parents.

Meal times are learning opportunities as children learn about different foods, nutrition, table manners, and social conversation. The food service for infants is on demand. Other classrooms have established meal times. Parents may check the daily schedule posted in the classroom. A light snack is available for children in the center after 5:00 PM.

Food Allergies & Preferences

Special food requests for allergies, personal preferences, religious, or other reasons require notification to the office by submitting the Allergies & Food Preferences Form. Notification via email or in person to your child's teacher is not sufficient. We value the safety of all children at TELC, and proper documentation is imperative. The completed form is used to communicate with multiple caregivers in your child's classroom and limits the potential for mistakes.

When a form is on file, it is the parent's responsibility to

1. Review the menu daily
2. Provide all snacks and meals on a day the child requires food substitutions (It must be ALL food from home for every snack and meal or ALL food from TELC; no exceptions)
3. Pack food with any needed ice packs or in a thermos (TELC cannot refrigerate or heat foods from home)
4. Communicate with your child's teacher at drop-off or via a Brightwheel message that food from home is in my child's cubby.

If milk alternatives are the only substitution, the parent will provide the alternative and TELC will provide foods according to the menu.

If you notify us of food allergies or food preferences, your child will be removed from our regular food program on the days that allergies or preferences apply and you may provide your child's meals/snacks in a chilled container. We will be careful to see that your child eats only what you have provided.

Our menu describes our plans for each day, but the menu is created weeks in advance and food overages from a previous day or shortages from our supplier can result in a variation. Because the menu can change, the only way to be sure your child does not eat a disagreeable food item is for you to provide your child's snacks and meals every day.

TELC will not provide food for any snacks or meals on a day that the child cannot partake of the entire day's menu. If the child cannot eat the entire day's menu, the parent will be called to bring food for the day or pick up the child. No portion of the meal, even foods the child is not allergic to, will be served. The teacher must be able to retrieve a chilled container from the child's cubby to serve.

TELC supports healthy food choices for children. Parents who wish to provide food for snacks and meals are encouraged to use whole grains, calcium-rich foods, lean protein, and a variety of fruits and vegetables.

Food Preparation

Our kitchen staff is trained in the United States Department of Agriculture (USDA) Child and Adult Care Food Program. All food is prepared by staff with current Food Handler Certification. Menus follow USDA guidelines; assuring meals are nutritious and include a balance of grains, protein, vegetables, and fruit. Parents may pick up a copy of the menu at the TELC office or find it on the website. A menu will be posted at the office and any changes to meal composition will be noted.

Birthday Celebrations and Food for Special Occasions

Birthdays are special times for children. Suggestions for birthday celebrations include special napkins and cups to be used with our regular snack, or a special snack provided by the family.

Special occasion food items must be commercially prepared and packaged in order to be shared with the children. To accommodate special celebrations, please notify the Teacher at least 3 days in advance. Party favors may be distributed as children go home. If parents are planning a party outside of TELC and wish to invite all of the children in the classroom, invitations may be distributed at the Center. If only selected children are being invited, please mail those invitations.

Section 7: Health and Medical Policies

Allergies

It is essential for staff to be aware of existing allergies (food, drug, environment, or other) or allergies that might be developing. An Allergy & Food Preferences Form is required. Notification via email or in person to your child's teacher is not sufficient. We value the safety of all children at Trinity Early Learning Center, and proper documentation is imperative. The completed form is used to communicate with multiple caregivers in your child's classroom and limits the potential for mistakes.

Allergies require a note from your child's doctor indicating the reaction to expect if the food or medicine is accidentally ingested and required treatment. If medicine is required, please provide it for your child's teacher along with a current medication release form.

Exclusion for Illness

In an attempt to maintain the highest possible health and safety standards for the children in Trinity Early Learning Center, we have formulated a health policy for children and staff based on standards recommended by the Oregon Child Care Division. We realize that at times these policies may cause some inconvenience. Cooperation in abiding by these state standards helps protect *all* the children and staff and maintains a healthy learning and working environment.

Once an exclusion symptom is identified, children may not return to care until 24 hours following the last symptom. If medication has been administered, the 24 hours starts when the medication is no longer active. For instance, if a fever is noticed at 8 am and Acetaminophen is given, the 24 hours begins at noon if no symptoms are present and no further medication is given. Assuming the fever is gone when that medication's effectiveness ends at noon, the child could return at noon the following day. Any returning child must be able to fully participate in the program activities.

In rare cases, a note from a doctor may approve a child to return to care while symptoms remain. This may occur if a child is on antibiotics and is no longer contagious. The note must be turned in to the office to be kept on file.

In summary, to return to care, the child's exclusion symptom must be completely gone, or we must have a note from the child's doctor approving the child to be in care and confirming the child is not contagious

1. Symptoms requiring parental notification and *exclusion* from Trinity Early Learning Center attendance include, but are not limited to:
 - Fever over 100.4 degrees.
 - Diarrhea (more than one abnormally loose, runny, watery, or bloody stool)
 - Vomiting (not "spitting up")
 - Nausea
 - Rash
 - Severe coughing
 - Difficulty breathing or abnormal wheezing
 - Unusual yellow color to the skin or eyes
 - Skin or eye lesions which are severe, weeping, or pus-filled, including chicken pox and pink eye
 - Complaints of severe pain
 - Head lice or the appearance of nits
2. When a parent is notified that their child is ill and must be excluded from care, all attempts should be made to pick up the child within an hour. Sick children are excluded from classroom activities and prolonged individual care is a hardship on staffing.
3. A child should be well enough to participate in *all* activities before returning to TELC. Staffing does not allow for children to remain indoors. A child must be well enough to tolerate the demands of a regular day's schedule.
4. If there has been exposure to any contagious disease at TELC, a written notice or report will be posted at the center and/or emailed to the parents.

Alerting Staff to Children's Health Conditions

Parents should contact the TELC office to alert staff of their child's illness. This helps us track the spread of illness, especially those that are communicable (*i.e.* lice, chicken pox, pink eye). Parents should alert staff of any chronic health conditions (*i.e.* asthma, ear infections) and any treatment needed while a child is at school. Medication release forms are available with your child's teacher if medication must be administered while your child is in care at TELC.

Medication

If a child has a chronic health condition, such as asthma or bee sting allergies, please make sure medication is always on site. Should this medication require use or expire, a new supply must be brought before the child can return to care.

1. TELC will administer, but will not provide medication, including, but not limited to, pain relievers, cough syrup or drops, diapering or first aid ointments.
2. For staff to administer parent-provided medications, parents must complete a medical authorization form stating the name of the medication, the dates and time to administer, and the dosage. A new medication authorization form must be completed for each medication administered.
3. Medication dosages and times must follow label directions on the bottle.
4. All medication must be in the original containers.
5. Prescription medication must be labeled with the child's name, directions, physician's name, and date. Medication prescribed for a sibling will not be administered. For prescription medication, please ask your pharmacist to provide two bottles with one labeled for the doses required at home and the other labeled for doses required at the Center. This will eliminate daily transport of the medication.
6. Non-prescription medication must be labeled with the child's name and the date the medication was brought to the Center. Non-prescription medication must be administered according to label directions unless the child's pediatrician approves other instructions in writing.
7. Sunscreen, diaper ointment and lip balm are considered medication and require a medical authorization form. All creams and lip balms should be in tubes to assist in ease of application and prevent contamination.
8. Medications are kept out of children's reach. Please do not leave any medications in diaper bags or other belongings. Medication should be left with staff. If parents are unable to secure two

containers of the medicine and must bring it home each night, staff will retrieve the medication for parents when the child is picked up. If a special spoon is used for administering medication, please label and place medication and spoon in a plastic bag.

9. By regulation, all medications in the Center must be authorized. Medication no longer authorized for use should be removed promptly from the Center. Medication that is not in use and has not been removed within one week will be discarded.
10. Parents are asked to complete a daily report each morning in order to facilitate communication and help us provide the best possible care for the child each day. If a child is given medication at home, this should be noted on the report so we will be aware of possible responses to medication such as lethargy, lack of appetite or development of a rash.

Illness at School or Medical Emergencies

In the event of an accident or an illness that warrants sending a child home, the following procedure will be followed:

1. The parent/guardian will be called.
2. The emergency numbers on the application will be called.
3. In the event the staff is unable to locate a parent/guardian or any of the emergency persons, we may transport child to hospital or contact local authorities.

Parents, or their designated alternate, should pick-up a child within one (1) hour of call. It is the responsibility of the parent/guardian to reimburse TELC for any expenses incurred as a result of emergency health/medical procedures undertaken on behalf of the child.

Health History and Immunization

Oregon state law requires up-to-date immunization and health history information on each child at enrollment. As age permits, proof of immunization for diphtheria/tetanus polio, varicella (chickenpox), measles (rubeola), mumps, rubella (German measles), Hepatitis B, and Haemophilus influenzae type b (Hib) is required.

If there is a medical or religious reason a child is unable to keep up to date with immunization TELC requires communication from a doctor and an exclusion form to be signed by the parent.

First Aid

A staff member will administer first aid for minor cuts and scrapes. First aid includes washing the wound and applying ice and/or bandage(s). Staff are trained in First Aid and Infant/Child CPR.

Communication with parents will occur via the daily report (infant, wobbler, and toddler classes) or in person or a note home (preschool, jr. kindergarten, and school age classes). At the discretion of the staff, parents will be contacted immediately regarding the accident.

Biting can be a common behavior of young children as they learn verbal and social skills. When a bite occurs, it is washed with soap and water. Ice is applied as needed. If the skin is broken, parents will be notified immediately and it is suggested the child's pediatrician be contacted for advice about further medical treatment.

Toilet Training

Toilet training is available beginning in the toddler classroom when it is determined a child is ready to participate. Our facility is not set up to accommodate requests for toilet training in the infant or wobbler classrooms.

Children move from the toddler room to the preschool room in June or September after their third birthday, as space allows for the promotion. We require that all children be completely toilet trained within 2 months of joining the Preschool classroom. This allows children who are still working on the skill to promote to preschool and become competent in this area. Preschool children who are still working on toilet training may wear pull ups. If a child has not mastered this area within 2 months of joining Preschool, they will be unenrolled and placed on the Waitlist. When the skill is mastered, parents may inquire about space and the child may return if space allows.

Section 8: Safety Policies

Inclement Weather

Trinity Early Learning Center strives to make decisions about closures and delays by 6:00 am to give you time to leave your house, drop off your child, and still get to work on time. We notify families in variety of ways.

- www.flashalert.net (subscribe to: Trinity Lutheran School & Early Learning Center)
- Email message to your address on file
- On the Facebook page for Trinity Early Learning Center

There will not be a recorded message on Trinity Early Learning Center's voicemail related to closures.

Emergency Closing Plan for Contacting Parents

If TELC must close in the middle of the day for an emergency, such as inclement weather, then every attempt will be made to contact parents requesting they pick up their child. If parents cannot be reached, staff will call other authorized persons listed on the child's enrollment forms to pick up the child. TELC will remain open until the last child has been picked up.

If the nature of the emergency causes TELC to evacuate the building, staff will lead children down the road to Rigler Elementary School, located at 5401 NE Prescott St, Portland, OR 97218.

Emergency Drills

As the Oregon Child Care Division mandates, we perform fire drills monthly, and we practice one other emergency drill every other month. These drills include lock-down, lock-out, earthquake, and flood drills. Our teachers tailor these emergency scenarios to the specific setting and age group of each classroom.

It is important to us that our children learn these practices in a positive manner so that they can feel confident and safe at school. If parents have

questions about what the various drills look like in different classes, please feel free to contact their teacher or our Assistant Director

Cleaning

TELC uses biodegradable, non-toxic cleaning products and least toxic disinfecting products. Cleaning products are stored out of children's reach or in locked cabinets or rooms that are inaccessible to children. Area rugs are vacuumed frequently and cleaned annually. All furniture surfaces are non-absorbent and may be cleaned with a cloth and disinfecting product.

Facility Use Policy

Trinity Lutheran Church and School campus may be used for activities throughout the week, evenings and weekends. Special church events (funerals, pastoral meetings, etc.) may occur during TLCS and TELC operating hours. TLCS sports events will happen after school and into early evening.

During TLCS and TELC Operating Hours

Trinity Lutheran Church and School expects to have sole and full use of property for its academic program. Signs are posted to indicate that there is no public use or access Monday-Friday 7:30 AM to 5:30 PM. Non-Trinity users are to be reported to the office.

Established procedures exist for students, parents and all visitors (including vendors, professional workers, prospective families, and church members) to enter the TLCS building and to best ensure the safety of all students while they are on the TLCS campus. It is expected that all who come to the TLCS campus follow those rules.

Non-School Operating Hours/Days

The Business Manager coordinates and schedules all use of the buildings and outside property. Permit forms with necessary details and fee schedule are available from the Business Manager's office. Church and school activities and events are given priority for the scheduled use of property.

Trinity Lutheran Church and School property is a Drug, Alcohol, Weapons, and Tobacco Free campus. In all matters of activities that are considered criminal or in violation of federal, state or local laws by student/s or non-student/s on the TLCS campus, the appropriate authorities will be contacted. Student involvement in such activities is cause for expulsion.

Section 9: Classroom Management

Guidance Strategies

Guidance strategies for children at TELC respectfully support the needs and developmental levels of the individual children. TELC is a general education environment, and we use the following strategies to help us work with the children.

- Re-direction - When a child is engaged in inappropriate activity, we direct the child to an acceptable activity
- Positive messages - Directions and limits are stated in a positive manner whenever possible so children know what is expected and why a behavior is inappropriate
- Simple directions - Communications are clear and simply stated
- Warnings - We give an advance warning before an activity will change so children are prepared for the transition
- Choices - Whenever possible we provide appropriate choices so children have some control in their world
- Consistency - We are consistent in actions and routines so children know what to expect
- Modeling - Adults serve as models of desirable behavior
- Explanation - Children are given reasons for rules and limits
- Logical consequences - Consequences, such as exclusion from an area of play, helps a child take responsibility for his or her actions
- Praise and encouragement - To help children know what is expected and appropriate, we praise and encourage children in their work
- Thinking time - To help a child gain control, we give a time-away from group activity when other methods have not been successful

Physical punishment is prohibited at TELC. We strive to teach children logical reasons for rules so that they can develop self-control, self-esteem and respect for others.

Special Needs or Challenging Behaviors

Occasionally, when these guidance strategies are exhausted and children continue to interfere with the learning environment or act unsafe towards themselves, peers, or TELC staff, TELC will call the child's parents and arrange for pick-up within one hour of the call. When possible, TELC will call parents earlier in the day to communicate about a child's behavior, ask suggestions for working with the child, and give a time frame when a request for pick-up may occur if the behavior does not improve.

If a pattern is observed of frequent communication to parents related to a child's behavior, TELC may require any or all of the following steps:

1. Scheduling a parent conference with the child's teacher and/or the Director
2. Determining a plan for assessment of behavior and potential outcomes
3. Reducing the child's schedule, including half-days instead of full or fewer days per week

TELC is a general education environment. Children with special needs or challenging behaviors will be assessed on an individual basis to determine if the program can care for the child with reasonable accommodations. This assessment may include the Ages and Stages Questionnaire or services from Multnomah Early Childhood Program. We are responsible not to accommodate beyond the training of our staff.

While we strive to work through behaviors with a continuum of interventions, a child may be expelled without notice, especially when TELC has a concern about the safety of the child, peers, or TELC staff or when the family does not wish to participate in the assessment process or services from Multnomah Early Childhood Program.

Parent Conferences

Parent conferences are available to families by request throughout the school year. Topics of discussion may include the child's progress, developmental needs, educational program and any other complements and concerns.

Parents will be informed of developmental changes and inappropriate patterns of behavior that a child displays. A conference between the teacher, Assistant Director or Director, and the parent(s) may be scheduled concerning problem behaviors. When necessary, the family will be referred for evaluation to other professional services. We will work closely with a family if such a situation develops.

Section 10: Family Responsibilities

Volunteering

Parents are encouraged to volunteer through the Parent Teacher Organization (PTO), but TELC understands work schedules sometimes make this impossible. Volunteers must complete an application and background check before being scheduled as a volunteer. This process may take several weeks.

Home to Center Responsibilities

Clothing

1. Children should dress in clothes appropriate for active play. Activities can become messy. Washable, comfortable clothing is important for the children to participate fully in the program. Formal clothing, such as party clothes or Sunday clothes, are not appropriate as children become upset if they spill or have an accident. Please help to avoid these disturbances by dressing children appropriately.
2. All children should arrive at the center dressed for the day.
3. All children, including children who are toilet trained, should have a complete set of extra clothing at the Center at all times. Unusual circumstances can cause an accident or extra clothing may be required for other reasons, such as rips or spills. Extra clothes should be appropriate for the season. If a child does not have an extra set of clothing and needs a change, TELC staff may contact a parent to bring clothing or pick up their child. Alternately, TELC may have an extra set of clothes on hand that can be used. A \$25 fee will be assessed on the account for use of this set of clothes, and a credit may be issued when the complete set is returned in good condition.
4. Weather appropriate clothing is necessary as outdoor time is a daily occurrence, except for infants. In cold weather, children should wear warm coats, hats, mittens, and have their legs covered. Clothing with tie strings are discouraged because the strings can get caught on objects when children are climbing or running.

5. In hot weather, shorts and sandals that buckle or tie are acceptable. Flip-flop shoes or clog type shoes may not be worn to school as they do not provide adequate protection during active play. We prefer closed shoes and socks for safety and comfort.
6. All clothes, bedding, and other personal items brought into the Center from home should be labeled with the child's name.

Bedding

Crib sheets are provided by TELC and are changed for each child and at least once a week. Crib sheets are washed on site using mild detergent. Parents must provide blankets for children to use in cribs or on nap mats and are responsible for replacing them with clean blankets as needed. We recommend all blankets and stuffed animals go home weekly to be washed.

Diapers

Children who are not toilet trained should bring diapers, diaper wipes and any necessary ointments. Cloth diapers are permitted in the infant room only. Limited storage allows 2-3 days of diapers to be stored at the Center. Parents are responsible to maintain stored diapers. A \$3.00 fee will be charged if TELC disposable diapers or pull ups are used.

All diapers, ointments, boxes of wipes, etc. should be labeled with the child's name.

Staff are instructed to handle soiled clothing as little as possible to reduce the chance of spreading disease. Soiled clothing is placed in a plastic bag without rinsing. Parents should pick-up soiled clothing each evening for rinsing and laundering.

Pacifiers

Pacifiers must be "labeled, stored individually and sanitized after contamination" according to the rules for Certifying of Child Care Centers, 414-300-0180, 5b. If a child uses a pacifier, a number (dependent on need for comfort) of pacifiers – labeled with the child's name– must be available for use throughout a child's day.

Provision of Medication

If a child has a chronic health condition, such as asthma or bee sting allergies, please make sure medication is always on site. Should this medication require use or expire, a new supply must be brought before the child can return to care. Please refer to Section 6: Health & Safety for additional requirements for providing prescription or over the counter medicines.

Cartoon Character Influence and Violent Activity

Violent behavior is not allowed at TELC. Children are redirected from activities that may promote violent activity such as making toy weapons or pretending to shoot during play. Many cartoon characters and other television personalities exhibit violent or non-social behavior. Children are frequently influenced by clothes and toys that model violent behavior in their play. Clothes and toys connected with or displaying such actions or characters are discouraged at TELC.

Comfort Items

Special comfort items, such as blankets and stuffed animals, may be brought to the Center for use during transition times and nap. If the child is feeling uncomfortable, the security item will be placed in his/her cubby.

Toys from Home

Toys from home (other than previously mentioned comfort items) are not to be brought to TELC except by special request for show-and-tell days. Show-and-tell items should be marked with the child's name. Toy weapons (guns, knives, swords) or other objects that promote violence are not allowed. Valuable and fragile items should be left at home to avoid loss or breakage.

Electronic Communication Devices

Use of mobile devices by children enrolled at TELC is prohibited unless used during an emergency situation declared by TELC staff. Cell phones and other electronic communication devices should be turned completely off and kept out of sight in the child's cubby with other personal belongings. It is the students' responsibility to ensure that their mobile devices are turned off and stored appropriately. Students who disregard these rules create a disruption to the classroom environment. Their phone or electronic communication device will be confiscated and returned to the student's parent.

Students are personally and solely responsible for the security of their mobile and other electronic devices. Trinity Lutheran Church and School shall not assume responsibility for theft, loss, or damage of a mobile device, or unauthorized calls and other charges made on a cell phone or other electronic devices.

