

# **TLC Child Care**

*Ministries*



*Reaching the World, One Child at a Time*

# **Parent Handbook**

2017-2018 School Year

5001 Trotwood Ave

Columbia, TN 38401

TLC Phone: (931)381-7843

Trinity Lutheran Church: (931)381-0790

Website: [www.trinitycolumbia.org](http://www.trinitycolumbia.org)

## Table of Contents

<b>TABLE OF CONTENTS</b> .....	<b>2</b>
<b>WELCOME</b> .....	<b>3</b>
<b>GENERAL INFORMATION</b> .....	<b>4</b>
<input type="checkbox"/> Staff to Child Ratio	
<input type="checkbox"/> Holiday Closing	
<input type="checkbox"/> School Closing	
<input type="checkbox"/> Chapel	
<b>COMMUNICATION</b> .....	<b>5</b>
<input type="checkbox"/> Messages	
<input type="checkbox"/> Parent/Teacher Conferences	
<input type="checkbox"/> E-Mail	
<b>OUR BOARD</b> .....	<b>6</b>
<input type="checkbox"/> Advisory board	
<input type="checkbox"/> P.T.C Association	
<input type="checkbox"/> Nondiscrimination Policy	
<input type="checkbox"/> Termination	
<b>OUR ENROLLMENT</b> .....	<b>7</b>
<input type="checkbox"/> Our Waiting List	
<input type="checkbox"/> New Enrollment	
<input type="checkbox"/> Returning Enrollment	
<input type="checkbox"/> Scholarships	
<b>PRE-SCHOOL PROGRAM</b> .....	<b>8</b>
<b>SCHOOL AGE PROGRAM</b> .....	<b>9</b>
<b>OUR FEES</b> .....	<b>10</b>
<b>CLOTHING</b> .....	<b>11</b>
<b>MEALS</b> .....	<b>12</b>
<input type="checkbox"/> Parties	
<b>HEALTH</b> .....	<b>13</b>
<b>OUR MEDICATION POLICY</b> .....	<b>14</b>
<b>OUR STAFF</b> .....	<b>15</b>
<input type="checkbox"/> Training	
<input type="checkbox"/> Transition of staff	
<input type="checkbox"/> Volunteers	
<input type="checkbox"/> Child Guidance	
<b>EMERGENCY MANAGEMENT</b> .....	<b>16</b>
<input type="checkbox"/> Field Trips	
<input type="checkbox"/> Fire & Tornado Drills	
<input type="checkbox"/> School Closings	
<input type="checkbox"/> Emergency Management	
<input type="checkbox"/> Security	

# Dear Parents,

**We welcome you and your child to TLC Child Care Ministries.** Your family is in for a great experience and we thank you for letting us be part of your child's developmental years. All of the staff and I pray that the 2017 – 2018 school year is a great year for you and your child. We are passionate about offering a learning environment in which each child thrives and grows in all their skills and most importantly in their faith. Trinity Lutheran Church's' mission statement is to know Christ, serve Christ, and make Christ known to all. Here at TLC Childcare it is our personal mission to help your child grow in their own understanding of Christ, so they may serve Him and help others learn about him.

Open and ongoing communication is vital to the partnership that we share with parents. This handbook has been prepared so you will know the policies and better understand the program so we may work together to help your child experience a wonderfully successful school year.

You are welcomed to call, e-mail or make an appointment to meet with me anytime you have questions or concern. I look forward to working with you and your child this year.

Sincerely,



## **LaDonna Lyons**

TLC Child Care Ministry - Director

(931) 381-7843

[tlcchildcare@trinitycolumbia.org](mailto:tlcchildcare@trinitycolumbia.org)

# GENERAL INFORMATION

**Days:** Monday – Friday

**Hours:** 6:30 am – 6:00 pm

**Pre-School:** 2 ½ to 5 years & not attending  
Kindergarten

**School Age:** 5 to 12 years of age



## STAFF/CHILD RATIO:

Pre-K 2/3: 1 staff for every 8 children

Pre-K 3/4: 1 staff for every 11 children

Pre-K 4/5: 1 staff for every 13 children

School Age K-2<sup>nd</sup>: 1 staff for every 20 children

School Age 3<sup>rd</sup>-6<sup>th</sup>: 1 staff for every 20 children

## HOLIDAY CLOSINGS:

Independence Day

Tuesday, July 4, 2017

Labor Day

Monday, Sept. 4, 2017

Thanksgiving Day and Friday

Nov. 23 & 24, 2017

Christmas Holiday

Dec. 25 & 26, 2017

New Year's Day

Monday, Jan. 1, 2018

Good Friday

Friday, March 30, 2018

Memorial Day

Monday, May 28, 2018

## SCHOOL CLOSINGS

We plan to be open even when public schools are closed. Tune into **Channel 5 Weather Watch** for possible school closings.

## CHAPEL

One of our foundational principles is putting God first in our daily lives. We attend Chapel each week.

## SCHOLARSHIPS:

Applications are available in the office. Scholarships are awarded as funds become available.

## COMMUNICATION

Communication between parents and TLC staff is essential.



- Messages must be written. Verbal messages or instructions are sometimes forgotten
- Parent / Teacher Conferences are scheduled in the Spring and as needed. Drop-off and pick-up is not the time for lengthy or private discussions. We want to be able to give you the attention you deserve; therefore, we ask that you schedule a conference with your child's teacher for a lengthy discussion or private matters.
- Newsletter and Calendars
- Website / FaceBook
- Messages on Procure
- Phone Calls
- E-mail  
At TLC children always come first, so if you call and the answering machine picks-up, it means our hands are full, please leave a message. We check messages every 30 minutes. Please call the center by 9:00 if your child will not be attending that day.

Our e-mail address **[tlcchildcare@trinitycolumbia.org](mailto:tlcchildcare@trinitycolumbia.org)**  
This is a great way to communicate with us,  
if the information is not time sensitive.



## **TLC ADVISORY BOARD**

To ensure the Center follows its mission faithfully, the board advises all aspects of this ministry. The Board is comprised of the director, representatives from Trinity Lutheran Church, parent representatives, along with the church treasurer. If you would like to be part of this board, please let Mrs. LaDonna know!

## **NONDISCRIMINATION POLICY**

TLC Child Care Ministry admits children of any race, color, or ethnic origin to all rights, privileges, programs and activities. In addition, our center will not discriminate based on race, color, or ethnic origin in administration of its educational policies or programs. We do not discriminate because of disability as long as the accommodation would not be cost prohibitive.

## **TERMINATION OF SERVICES**

We reserve the right to terminate services if we are unable to meet the needs of any child. We will give the parent two weeks to make other arrangements unless health and safety issues are present.

We ask for a minimum of two weeks written notice be given to our Director when discontinuing services and your job to be returned to the office.

# ENROLLMENT

## OUR WAITING LIST

Preference is given:

- Children are currently enrolled in the center
- Have a sibling attending TLC currently
- Families that live in Woodard & Whitthorne school district.
- Alumni Families

## NEW ENROLLMENT

Please complete the following:

- Visit the Center
- All Forms completed in Registration Packet
- An Immunization form completed by your Doctor (Pre-school only)
- Annual Registration fee
- Attend one Parent Orientation and Open House in February or in August

## RETURN OR CONTINUED ENROLLMENT

Please complete the following:

- Update your child's current records
- Update your child's Immunizations. (Pre-school only)
- Current on childcare payments
- Annual Registration Fee
- Attend one Parent Orientation and Open House in February or in August

# PRE-SCHOOL PROGRAM:

Ages: 30 months – 5 years old  
( & potty trained) (Not in kindergarten)



## SAMPLE SCHEDULE

6:30-7:30	Open/Center Time
7:30-8:30	Breakfast
8:30-9:00	Clean up / Center Time
9:00-9:20	Group Time: Calendar Bible Lesson Weather
9:20- 10:20	Small Group/Centers Music Alphabet Math Science Center Choice
10:20-11:15	Recess
11:15-12:30	Bathroom Break Lunch Centers Prepare for Rest
12:30-2:00	Rest Time*
2:00-3:00	Wake up Put up Mats Snacks
3:00-4:15	Recess
4:15-5:30	Centers
5:30 -6:00	Clean-up/Closing



## REST TIME

State Childcare Standards require we have a minimum of 1.5 hours of rest time each day.

*\*Children are required to rest quietly on their mats, sleeping is not mandatory*



# SCHOOL AGE

**AGES:** Attending kindergarten or be 5 years or older by Sept 30 – 6<sup>TH</sup> grade



## SAMPLE AFTERSCHOOL SCHEDULE

3:30 – 3:40	Bus Arrives/Roll
3:40 – 4:00	Wash/Snacks/Centers
4:00 – 4:45	Recess
4:45 – 5:30	Homework /Centers
5:30 – 6:00	Combine Classes/Centers

## PAYMENT POLICY

- All fees are due on Monday - A Late Payment Fee of \$5 applied to your account for any account with a balance after Wednesday.
- For your convenience, we offer automatic payments. These payments are made on Monday of each week.
- Fees are not reduced for days your child is absent or for holidays.
- If an account becomes past due, you will be asked to find other childcare arrangements.

## LATE PICK-UP POLICY

TLC Child Care Ministries closes at 6:00 pm.

If you arrive after 6:00 pm, a late pick-up fee of \$1 per minute will be charged. A 5-minute grace period is given to parents who call and let us know you are going to be late on the first offense.

## FAMILY DISCOUNT

Families with 2 or more children will receive a \$5 discount.

**MATERNITY LEAVE:** A fee of \$50 will hold their child's place while on maternity leave for up to six weeks.

# OUR FEES:

Pre-school Registration	\$45 annually (non refundable)
School-Age Registration	\$25 annually (non-refundable)
'Fob' user fee	\$10 each

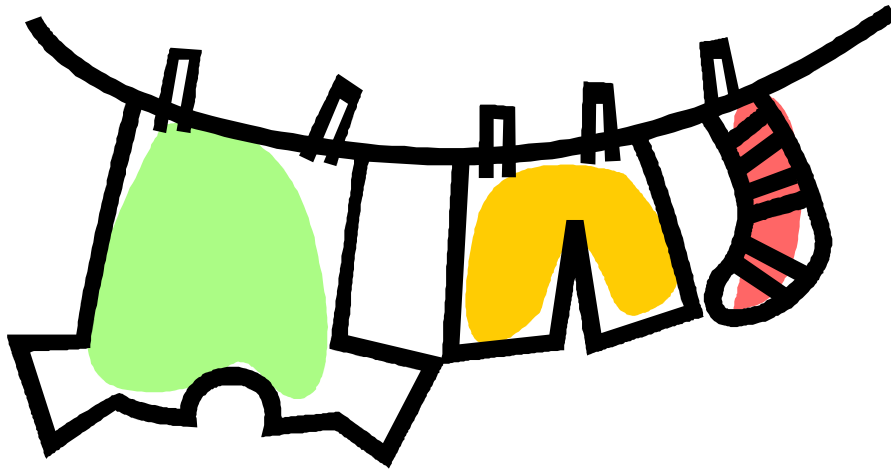
## PRE-SCHOOL PROGRAM:

- Ages: 30 months (& potty trained)– 5 years old (not in kindergarten)
- PS Annual Registration fee \$45
- PS Rates: \$115 weekly

## SCHOOL AGE OPTIONS: Attending kindergarten or be 5 years or older by Sept 30

**Best Value!**

- OPTION 1:** Balance Payment plan  
(This plan includes breaks, holidays, & snow days for the 2017-2018 school year)
  - Before &/or Afterschool.....\$60 wkly
  - Summer– sign-up for the weeks you want.....\$85 wkly
  - One Week of Vacation .....no charge
  
- SA OPTION 2:**
  - Before & After School Only (No Breaks) . . . . . \$50 wkly
  - Summer & Break .....\$80wkly
  
- SA OPTION 3** (must reserve **full weeks**, if available):
  - Summer Care: .....\$85 wkly
  - Breaks / Holiday: .....\$85 wkly / \$25 per day
  
- SA OPTION 4** (We cannot reserve this option, you may call 1 week in advance)
  - Daily (if space is available) .....\$25 daily
  
- Fees are not reduced for days your child is absent or for holidays.**
  
- If an account becomes past due, you will be asked to find other childcare arrangements.



## CLOTHING

- Dress your child according to weather conditions.
- Sun hats in the warm weather and warm items (hat, mitts, and scarf) in the cooler weather.
- Please apply sunscreen before coming to school and provide sunscreen if you would like it to be reapplied.
- Dress them in clothing that they can operate on their own.
- Tennis shoes are recommended for safe outside play.
- In accordance with our Tennessee State License, each child participating in a full day program is required to have one hour of outdoor play, weather permitting.
- Bring a complete change of clothing & label all clothing with your child's name.

## MEALS

- ❑ Breakfast is served between 7:30 and 8:30 am
- ❑ Lunch is served between 11:30 am and 12:30 pm
- ❑ Afternoon snack is served between 2:30 pm and 4:00 pm

Weekly menus are posted on the Parent Information Bulletin Board and in each classroom.

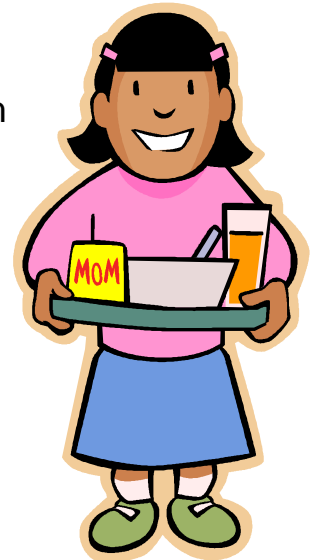
Preschool parents are provided a copy of the menu along with the 'Highlights of the Week'.

Staff should be made aware of any restrictions due to allergies or other health issues. Accommodations will be made for these restrictions to the best of our ability.

TLC participates in C.A.C.P.F. food program. Therefore, we provide nutritionally balanced meals, much like the public school lunches.

**Food from home is not allowed.**

Please advise us of any food allergies your child may have. We require that a medical statement from your doctor be included stating the allergy, symptoms, and treatment.



**PARTIES:** We love to celebrate special event with your child like birthday parties & holidays. Food may be brought in for these events. Please coordinate your plans with your child's teacher.

# HEALTH

Immunizations/or refusal from your doctor is required for all students. Ask your doctor for the **Preschool Form** required at all childcares in TN.

## **Be wise; keep a sick child at home.**

Your child needs to be fever free for 24 hours, without fever reducing medication, before returning to school.

**Do not bring your child to the center if they have diarrhea or have been vomiting in the past 24 hours.** This will benefit all of us - your child, the other children in the program, and our staff.



If a child becomes ill during the day and is unable to participate fully in the scheduled program, you will be contacted and asked to pick up your child immediately.

We understand that having a sick child can be an unanticipated disruption in a parent's day; however, we do expect your cooperation when illness necessitates your child's removal from the center.

Please advise us of any allergies your child may have. We require that a medical statement from your doctor be included stating the allergy, symptoms, and treatment.

TLC follows the same guidelines for communicable diseases as the state of Tennessee.

# OUR MEDICATION POLICY



- Fill out a **Medication Log** at enrollment.
- **Medication form** must be filled out by parents. Forms include your child's name, dosage, time of dosage, and dates medication is to be given.
- **Parent initials the medication log at pick-up time.** (This insures the medication was given each day)
- **Don't forget to pick up the remaining medicine.**
- **REMEMBER:** Prescription and over the counter products must be in the original **container with your child name on the label. This includes bug spray, lotion, and sunscreen if you want us to apply it.**

PLEASE DO NOT SEND MEDICATIONS IN YOUR CHILD'S BOOK BAG.

## EPI-PENS AND INHALERS

Some children need daily medication, such as epi-pens and inhalers.

- A copy of this medication form will stay with the child's teacher will be signed each time the medication is administered.
- A copy of the form may be placed in the child's file.

School-aged students may carry inhalers in their book bags as long as we have a medication form on file with the teacher and in the office.



## **OUR STAFF**

Our staff is hired based on their formal education and experience with young children. C.P.R., and First Aid training are required within the first year of employment. Our staff is also required to put in 18 hours of educational training each year. Before employment, staff must complete a Criminal Reference Check.

## **TRANSITION OF TEACHERS**

When we have a change in staff, we will introduce the children to the substitute or new teacher and post information for the parents. If possible, the new teacher will meet the children before taking over in the classroom.

- Parents will be asked to show their drivers' license until a teacher gets to know you to continue security in that class.
- Children may wear a name tag

## **VOLUNTEERS**

TLC is always open to volunteers who have a sincere and positive approach toward the children. We also welcome students in training from community colleges and high schools.

All volunteers are given vulnerable person registry check. Regular Volunteers are asked to have a criminal history background check including fingerprints.

## **CHILD GUIDANCE**

At TLC, Our motto is to treat others the way we want to be treated. Children are educated in a positive and consistent manner at a level that is appropriate to their actions and their ages. We do not permit physical or emotional punishment.

Any concerns, which the staff might have regarding a child's behavior, will be discussed with you privately. We find a conference gives parents ample time for discussions. You may request a personal conference at any time.

## **FIELD TRIPS**

TLC does not provide transportation. We bring 'Field Trips' to the center. For example, Maury County Library, Super Science, and various artists, come to the center each week.

Permission slips are required before a child may participate in an 'off campus' field trip, like the Nursing Home Ministry.

## **FIRE AND TORNADO DRILLS**

TLC conducts a monthly fire drill and quarterly tornado drills. These records are posted on the parent bulletin board.

## **SCHOOL CLOSINGS**

We plan to be open even when public schools are closed. Tune into Channel 5 Weather Watch for possible school closings.

## **EMERGENCY MANAGEMENT**

For any kind of emergency that requires a full evacuation of the center, children will be escorted to:

Sterling House Nursing Home  
5011 Trotwood Ave  
Columbia, TN 38401

Parents wishing to locate their children during an emergency are directed to go to this area. Parents will be notified by phone, if possible, if a full evacuation occurs.

TLC plays a part in Sterling House' emergency evacuation plan.

## **SECURITY**

TLC has a state of the art security system. If your fob is lost or stolen, please report this to the office so the fob will be turned off immediately, and a new one will be issued for a small fee.

**Please return your 'Fob' on the last day your child attends.**