



Trinity Learning Center
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Hartford, SD 57033
(605) 526-4021
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*"Train a child in the way he should go and when he is old he will not turn from it."
Proverbs 22:6*

Dear Parents/Guardians,

Welcome to Trinity Learning Center. We are so excited that you have chosen us to provide care for your children and are even more excited to have the opportunity to work with you and your family. We look forward to spending time with your children and providing them with the love and support necessary for their futures.

We offer a safe and loving center for your children to grow socially, emotionally, physically, creatively, spiritually and intellectually. Activities are provided for all developmental levels to help encourage healthy growth and development.

The staff and I will do our best to support you and your family. I want you to know that we are a team, and plan to work as a team with you and your children to provide the best experiences for everyone.

The purpose of this handbook is to share information and ideas with you and to promote an understanding of our program and the spirit of our center. I hope that you will find this information useful and will share any comments, questions, or concerns you may have with me and the staff.

We have an open door policy so please feel free to visit us at any time. You are always welcome to visit your children during the day and be involved with them and us at the center.

Thank you for sharing your children with us. Most of all, thank you for putting your trust in us.

Blessings,
Dr. Ashley Ingalls
Director
Director@HartfordTLC.org

Statement of Philosophy:

The purpose of Trinity Learning Center is to provide a caring atmosphere for young children in which they can experience the love of God and His people. Our primary mission is to extend the Gospel to young children through a quality, Christ-centered learning environment. The Center is committed to excellence in its programs, offering children a healthy, loving, Christian environment in which to learn and develop creatively and mature emotionally, physically, socially, and spiritually. The Center's commitment to our community is to provide quality care at a reasonable cost.

We ask three things of our parents:

- We want you to feel welcome in our Center and visit often to watch your child playing in our busy, creative class areas.
- We want you to know, understand, and discuss with the staff at Trinity Learning Center the goals for your child.
- We want you to realize the importance of that play and to work with our teachers so that together we can help your child develop to his/her full potential.

Trinity Learning Center admits students of any race, color, creed, religion, sex, national or ethnic origin to all the rights, privileges, programs and activities available to students at the Center. The Center is in compliance with and is licensed by the Department of Social Services of the State of South Dakota and is a non-profit organization.

We are pleased to be able to offer you a quality and caring day care environment for your child. We are confident that you will find our program to be a loving and cheerful experience for your child.

Admission:

Before your child is enrolled, a short pre-admission conference will be scheduled with the director. This meeting will give you and your child the opportunity to become familiar with our environment, staff and schedule, and give us the chance to get to know you better. This conference can be done at the time it is convenient for the parent and the director.

The program, as a state-licensed center, is required to maintain a file on all registered children. Parents have the responsibility to return the following completed forms:

- Enrollment Form For Trinity Learning Center
- Trinity Learning Center Health and Immunization Form (at least copy of Immunization Record)
- Child Tuition Contract
- Receipt of Key Cards form
- Website Photo Permission Form

Enrollment Form for Trinity Learning Center: This form gives the Center the necessary information about your child, where you can be reached in an emergency, the child's source of medical care, and parent release information required for specific parental authorization. The emergency portion of the form **must** be completed and signed by the parents for each child enrolled in the program. It **must** include emergency phone numbers and a release for emergency care.

Copy of Immunization Record: The child's immunization record must be provided to the Center where a copy will be made and kept in the child's file.

Immunizations:

State law requires that only children whose immunizations are current upon admission throughout enrollment are eligible for care. The Center requires that you provide documentation of each immunization prior to the end of each designated dosage period. When your child receives the needed vaccine, please bring the child's immunization record to the Center so that a copy of it can be made for our files. A child's immunization level must be kept current at all times. Failure to provide notification of updated immunization before the due date may result in termination of care for your child at Trinity Learning Center.

REGISTERED AND LICENSED CHILD CARE PROGRAMS IMMUNIZATION SCHEDULE

Effective November 1, 2016

The chart below indicates the age, or age range, each immunization must be obtained for children enrolled in a registered or licensed child care program. If a child has a medical reason for not receiving an immunization, or is behind in receiving immunizations, an explanation from the child's doctor is to be included in the child's file. If immunizations are not given due to a parent's religious belief, a parent explanation must be included in the child's file.

Vaccine	Birth	1 Mo	2 Mo	4 Mo	6 Mo	12 Mo	15 Mo	18 Mo	19-23 Mo	4-6 Yr
Hepatitis B (Hep B)	#1	#2				#3				
Diphtheria, Tetanus, Pertussis (DTaP)			#1	#2	#3		#4			#5
Haemophilus Influenzae Type b (Hib)			#1	#2	#3	#4*				
Inactivated Poliovirus (IPV)			#1	#2		#3				#4
Measles, Mumps, Rubella (MMR)						#1				#2
Varicella (Chicken Pox)						#1				#2
Pneumococcal (PCV)			#1	#2	#3	#4				
Hepatitis A (Hep A)						2 doses, 6 mo. apart				

 = Immunization is to be given within the range of time

Combination Immunizations Often Seen on Immunization Records:

Pediarix = DTaP + Hep B + Polio

Pentacel = DTaP + Hib + Polio

Kinrix = DTaP + Polio

MMRV = MMR + Varicella

*The Pedvax Hib and COMVAX series are three dose Hib series and all other Hib series are 4 doses.

A child is exempt from meeting the minimum age-specific immunization levels if the child's parent or guardian has written certification from a licensed physician stating that the physical condition of the child is such that a test of immunization would endanger the child's life or health or if the child's parent or guardian has signed a written statement that the child is an adherent to a religious doctrine whose teachings are opposed to such tests and immunizations. Written documentation of either of these exemptions must be submitted to and kept on file at the Center. Children are eligible for the following immunizations for a nominal fee or at no cost from your local primary care doctor, nurse practitioner, physician assistant, or Community Health. For help locating a provider, call the SD Department of Health Immunization Program at 1-800-592-1816.

Tuition:

Registration Fee: There is a \$25.00 registration fee per family due upon enrollment. This pertains to new enrollments as well as any returning enrollment that has previously withdrawn. This fee is non-refundable and is used to secure your child's spot and process paperwork.

Family Discount: For families with multiple children in full-time care (40 hour contract), the child with the highest weekly rate will be charged the full amount; all others will receive a 10% discount off of the weekly minimum fee.

Payment of Tuition: All parents will need to pre-pay. Tuition is **due by 6 p.m. Tuesday for the current week**. Advance payments are accepted. We accept check/cash. If a check is returned due to insufficient funds, a \$30 charge will be added for the returned check. Following a second occurrence, all subsequent payments must be made with cash or money order. Overpayments to the Center will be credited to your account, no refunds will be granted. A late fee of \$5.00 will be added to your account if payment is not made by 6 p.m. Tuesday of every week. If tuition becomes more than two weeks late, you may be asked to withdraw your child(ren) until your account is paid in full. If it is not paid within 30 days of the initial charges your child's spot will be forfeited.

Fee/Weekly Rates: You will be charged a weekly minimum rate depending on the contract that you choose (40, 30, or 20). Contracts will be filled out bi-annually and switching back and forth between rates is not permitted. Special circumstances will be taken into consideration per the Director. *You will be charged your weekly fee whether your child attends the Center or not (see free days below).* You will be billed your minimum weekly fee on Monday of the current week and then any hours over your 20 or 30 hours will be billed at an hourly rate and added on to your next week's payment which will be due the following Monday.

Weekly Rates – 40 hours per week

Age Group	Age Range	Weekly Minimum Fee	Charge per hour over 40 hours
Infant	4 weeks-17 months	\$170.57 minimum	No overage charges
Toddler	18 months-35 months	\$154.91 minimum	No overage charges
Preschool (must be toilet-trained)	3 years-5 years	\$145.43 minimum	No overage charges

Weekly Rates – 30 hours per week

Age Group	Age Range	Weekly Minimum Fee	Charge per hour over 30 hours
Infant	4 weeks-17 months	\$139.98 minimum	\$4.67/hour
Toddler	18 months-35 months	\$128.24 minimum	\$4.27/hour
Preschool (must be toilet-trained)	3 years-5 years	\$119.58 minimum	\$3.99/hour

Weekly Rates – 20 hours per week

Age Group	Age Range	Weekly Minimum Fee	Charge per hour over 20 hours
Infant	4 weeks-17 months	\$102.59 minimum	\$5.13/hour
Toddler	18 months-35 months	\$94.14 minimum	\$4.70/hour
Preschool (must be toilet-trained)	3 years-5 years	\$86.31 minimum	\$4.32/hour

School-Age

Ages 6 years-12 years	TLC Fee	Charge per hour over 20/30/40 hours
Before and After School (Early dismissal (less than 4 hours), 2 hours late)	\$40 a week	No additional charge
No School days (Non-school days, snow days or 1 hour late)	\$20 per day + \$40 a week	No additional charge
Christmas Break/Drop in School Age	\$ 28 per day	No additional charge
Summer	40 hr \$145.43 minimum weekly fee 30 hr \$119.58 minimum weekly fee 20 hr \$86.31 minimum weekly fee	No overage charges 30 hour - \$3.99/hour 20 hour - \$4.32/hour

3/4 Preschool - \$110/month

4/5 Preschool - \$165/month

Drop-In Care: Drop-in care is at a rate of \$5.50/hour and must be pre-approved through the Center Director. Parents still need to have children’s forms and immunizations on file. You must call ahead to check availability for drop-in care. Payment will be due immediately.

Center Schedule and Holidays: Trinity Learning Center will be open Monday-Friday from 6:30 a.m. to 6:00 p.m. A fee of \$2.00 per minute, per child, will be charged for picking up children after we close at 6:00 p.m. Tuition for holiday weeks will be charged as 32 hours for 40 hour contract enrollees. **Tuition for 30 hour and 20 hour contract enrollees will remain the same.**

Trinity Learning Center will be closed on the following holidays:

New Year’s Day
Memorial Day
Independence Day
Labor Day
Thanksgiving *and* the day after Thanksgiving
Christmas Eve – closing at 1:00
Christmas Day

If the holiday falls on a Saturday, TLC will be closed the Friday prior to the holiday. If the holiday falls on a Sunday, TLC will be closed on the following Monday.

On days around the holidays, we may do a sign-up to see if enough children will be attending to remain open. If you sign up and do not attend, a \$15 cancellation fee will be charged.

Free Days: 40 hour enrollees will be allowed 80 hours per year that can be used as credit on your account for days when your child is ill, vacation, or holidays. 30 hour enrollees will be allowed 60 hours per year and

20 enrollees will be allowed 40 hours per year. A free day form will need to be filled out before or during the week of credit in order to use your hours. Free days are accrued per each child's anniversary date, which is the date of enrollment. Each child must be enrolled for four complete weeks before any free days can be used. Free days may not be accumulated from year to year. No free days for school age children.

Schedule: All families must fill out a weekly schedule – this is to be done so that we can have a plan to adequately meet our teacher to student ratios. Schedules are due by Wednesday prior to the week of care. We realize that schedules can change throughout the week, but please be as accurate as possible when completing your weekly schedule. *Since staffing is based upon these hours, we can only guarantee child care availability for the hours you listed on your weekly schedule. If you need additional hours or need to change your schedule, arrangements will need to be made with the Director.*

In order to maintain accurate adult/child ratios, a staff person is assigned for the time that your child is scheduled for care. For this reason, parents are required to contact Trinity Learning Center before their child's scheduled time if the child is not going to be attending or is going to be more than an hour late.

If you are going to be away from your place of work for the day, please leave a phone number where you can be reached or a relative can be reached in case you are needed for a medical emergency.

Children's Arrival and Departure:

For the safety of all children and staff, all entrances will remain locked. Each family will receive two key cards unless only one is needed. Your first two cards will be given at no cost however any additional cards will be a \$5 replacement fee. If your family leaves the center, all cards must be returned or there will be a \$5 fee per card on your final bill. The key cards will unlock the North Entrance (rear door) only. You can also ring the doorbell if you forget your key card or another authorized adult is picking up your child.

Arrival

For your child's safety, we require that you or another authorized adult **bring** your child into the Center to their classroom through the North Entrance (rear door) of the building each day and help him/her get settled at the cubby before bringing the child to the assigned area. Please sign your child in upon arrival. **Parents must notify the Center if you are going to be more than one hour late. If we do not hear from you within an hour of your scheduled time, we reserve the right to cancel your child for that day.**

Departure

When picking up your child, please do so at the North Entrance (rear door) of the building. Be sure the Center staff knows that your child is leaving before exiting the building. (This procedure is for your child's protection.) Please sign your child out upon arrival. If, during the day, you become aware that you will be delayed beyond your originally scheduled pick-up time or that another person may be picking up your child, you must call the Center staff.

Parents who are late in picking up their child at closing time will be charged \$2.00 for each minute they arrive late after the Center closing time of 6:00 p.m. If emergency delays you and you are going to be late picking up your child, please notify the Learning Center before closing time.

In the event that your child is still at the Center after closing and no communication has been received from the parent, the following steps will be taken (in order):

1. Attempt to reach you at home, work or school
2. Call the people listed on the Emergency Contact List
3. Call the authorities

Persons Authorized to Pick Up Child:

At the time of enrollment, parents must provide the names and telephone numbers of persons authorized to bring/pick up the child. It is the parent or guardian's responsibility to notify the Center of any changes to this authorization. If someone other than the authorized person (as indicated on the child's enrollment form or in the child's file) is to pick up for child, please notify the Center in writing. We will release children to authorized persons only. The teacher will request the person's identification and/or signature for verification before releasing the child.

Absence:

Parents must contact the Center immediately if their child will not be attending at his/her scheduled time due to illness, family emergency, etc.

Withdrawal/Termination:

When parents decide to terminate the child care arrangements, a two-week's written notice to the Center Director is required. You will be charged in full for those 2 weeks whether you attend or not unless you have free days to use. In the great majority of cases, termination of care by the parent is due to reasons such as relocation, child entering school, etc. However, we also recognize that not every situation is appropriate for every child. If, for any reason, this program is found to be unsatisfactory for any particular child, we will make every effort to discuss this with the parents in order to determine the cause. Sometimes, we can help the child make the adjustment. If this is not possible, the parent and/or program may choose to terminate the arrangement on a time line that is in the child's best interest.

Termination of Care by the Center:

As stated above, the child's adjustment to the program and the appropriateness of this particular care arrangement for an individual child may cause concern for the child's well-being. If the Center staff does not feel that it is meeting the child's needs, we reserve the right to terminate the care arrangement on a time line that is in the best interest of the child. Other reasons that may result in the termination of a specific care arrangement are as follows:

1. Non-payment for child care services and/or lack of adherence to our policies.
2. Lack of cooperation from parents with the program's efforts to resolve differences and/or to meet the child's needs through parent/staff meetings or conferences.
3. Abusive behaviors and/or verbal threats by parents toward program staff or other parents (immediate termination).
4. Parents disciplining, in any way, children (other than their own) while at the Center.

Trinity Learning Center reserves the right to ask a family to leave the center if it is determined, after an established time period, that a behavioral problem, which cannot be overcome, continues to be threatening to the safety of the child, other children, staff, or facility.

Staff:

All of the staff members have required fingerprinting, first aid/CPR training, child development training, and have been screened on the sex offender registry and for incidents of child abuse/neglect. Staff members continue an ongoing training process to meet state and center guidelines. All volunteers used to fill the position of a hired staff member will meet the requirements of that position.

Parent-Center Communication:

Parents will be regularly informed of the program's plan through posted lesson plans, food menus and monthly newsletters. Special events, including conference schedules, may be posted on a parent bulletin board or sent home as a memo. Parents of infants and toddlers will receive a daily report of food intake, elimination, sleeping patterns and general behavior. Teachers will communicate with parents on a regular basis. Parents will be informed of all field trips. If an injury occurs at the Center, a form will be filled out for parents to be retained at the center.

Parent participation and observation are encouraged. Parents who have a child enrolled at the Center are encouraged to visit at any time during the hours of operation. In this manner, parents can gain a deeper understanding of their child and the Center. Parent involvement is necessary for the continuing success of Trinity Learning Center. Parents are encouraged to share their time and talents, go on field trips, and donate useful items to the Center for use in the curriculum.

Feedback/Suggestions/Grievances:

We feel that a positive emotional environment exists when parents and the Center work together as partners. Our staff welcomes comments and suggestions to improve the quality of care for your child. When areas of concern arise, the problems should be brought to the attention of the Head Teachers who will hear your suggestion and/or grievance and attempt to work through the problem. If additional communication is necessary, the problem may be taken to the Center Director.

Confidentiality:

All child and family records and personal information will be kept confidential. Any medical, behavioral, or financial information provided by parents about their enrolled children or their personal family matters is considered personal information and such information will not be released without permission, except as otherwise provided by law.

Insurance:

Each child enrolled at Trinity Learning Center will be covered under a liability and premise medical insurance policy while they are at the Center and/or on Center-sponsored activities and field trips. The Center does not carry accident insurance for children enrolled. Please review your personal insurance to be certain that your child has the proper coverage.

Children's Belongings:

Each child will be provided with a cubby for his/her personal belongings. **All belongings must be labeled with the child's name or initials.**

Because the Center is equipped with adequate toys and supplies, we request that children's toys and items of value remain at home. We cannot assume responsibility for materials brought from home. Children's personal items will need to stay in their cubbies while at the Center. Children are not allowed to bring food or candy from home as appropriate meals and snacks are provided. A lost and found area will also be provided at the Center. Lost items that are not claimed for a designated period of time will be donated to charity.

Clothing:

Please label **all** clothing with the child's name or initials.

Play is children's work so they need to wear clothes appropriate for their work such as washable, comfortable clothing and non-skid shoes.

All children must have at least one complete change of clothing (including socks, underwear and outerwear) that can be left at the Center in their cubby in case their clothes get wet/dirty while playing. Please change the type of clothing that you bring for "extras" as the weather outdoors changes. Please provide several changes of clothing for infants and toddlers.

Winter Clothing – Snow pants, hats, mittens and boots will be required for winter play. A separate pair of shoes to be worn inside are preferred as boots must stay on the rug.

Summer Clothing – Flip-flops, sandals, or crocs are NOT permitted unless it is for water play. Hats and reusable water bottles are strongly encouraged for summer play.

Meals and Snacks:

Meals and snacks will be provided by the Center in accordance with guidelines set by the State of South Dakota. The guidelines ensure that balanced meals offering a variety of foods from the basic food groups and which supply at least one-third of a child's nutritional needs are available to the children. Due to allergies and Department of Health Regulations, **please do not bring in any outside food or drinks** unless you have made arrangements with the Center Director. We are a peanut/tree nut free center.

The Center provides meals and snacks for children who are able to eat table foods. Children are encouraged to feed themselves as much as possible. Meals and snacks are served family style, thus creating additional opportunities for the children's social and language development. Children are encouraged to try bites of all items and staff sit down to eat with children to model good eating habits. A monthly menu will be posted. If the child has any food allergies, the parents must notify the Center in writing including the symptoms resulting from the allergy and the remedies and precautions to be taken. If a child needs a special diet, the Center must receive a statement from the child's physician describing the type of diet needed. The Center will then make the necessary arrangements in the food program if possible.

Baby food and formula/breast milk shall be provided by the parents for infants. (Each container should have the child's full name on it.) Parents must provide enough canned, powdered, or prepared formula for the hours the child is at the Center. Please bring 2-3 plastic bottles with lids to be left at the Center. Breast milk must be marked with the child's name, date, and time on each bag or bottle. **All bottles and caps must be clearly marked with the child's name.** Extra items may be brought to be left at the center.

No baby of any age will be put in bed with a bottle. Bottles will not remain unrefrigerated for more than 45 minutes. Breast milk left at the end of a feeding will be discarded unless requested by the parent. Bowls and spoons are provided by the Center. Infants will be fed according to their own schedule and will be held by a caregiver during bottle feedings. The appropriate time to introduce table food will be determined by the parent or guardian. Please make sure to communicate with your infant's teacher to ensure that there is consistency between home and daycare with what your child is eating and drinking.

Meals and snacks are served at the following times (times may slightly vary in each age group)

Morning Snack	8:45 a.m. – 9:00 a.m.
Lunch	11:15 a.m. – 12 p.m.
Afternoon Snack	3:00 p.m. – 3:30 p.m.

Allergies:

Center staff are required to be trained in the area of food and allergic reactions. We require all parents to complete an enrollment form and if there are allergies, to list those allergies. When a parent lists an allergy, they are required to complete a document that lists the allergy, what the allergy is related to (food, pets, etc.); what the signs and symptoms of distress are should the child have an allergic reaction; and what the process is for assisting the child should they be in distress due to a reaction. Each staff person who is associated with this child (teacher, cook, etc.) is provided an overview of the situation, an overview of the allergy document and the instructions for preventing a reaction as well as instructions for handling a reaction.

Birthdays:

Children enjoy celebrating their birthdays with their friends. You may want to send a special snack for the day of your child's celebration. If you do plan to send a snack, please send enough for all the children and teachers in your child's age group. Our licensing requires that treats be store-bought and we request that you bring nutritious snacks. For snack ideas please see the Head Teachers or the Learning Center Director. Also, please check with the Head Teacher or Director regarding food allergies of the children in a class.

Nap and Rest Policy:

Naps and rests are appropriate for children and will be held shortly after lunch clean-up. General rest time is one and a half to two hours depending on the age and development of the child. Infants will nap on their own schedule. Children are welcome to have security objects such as stuffed animals, blankets, pillows, and pacifiers at nap time if they are important to your child; however, they must be kept in the child's cubby when he/she is not napping. Children will use mats provided by the Center to nap on. Napping children will not be left alone. Parents who do not wish for their child to nap will need to discuss this with the Head Teacher. A child who is not required to nap will still need to have quiet time during the entire allotted nap time.

Parents will need to provide a washable, labeled blanket for their children to use during nap time. These will be kept in the child's cubby during non-nap times. Parents are responsible for laundering of these items every Friday.

Infants will be placed on their back during nap time as is recommended by the Academy of American Pediatrics for the prevention of SIDS. In compliance with our South Dakota Licensing Guidelines, infants under one will not be allowed to be put to sleep with blankets. Swaddlers or sleep sacks are permitted.

Toileting:

To prevent the spread of infectious organisms and to keep the diaper changing area more sanitary, only disposable diapers will be used at the Center. Diapers and wipes are provided by the parents. You may bring bulk packages of diapers to be stored at the Center. Please mark diaper and wipe packages in permanent marker with your child's full name. You will be notified when your supply of diapers and/or wipes are running low. If for some reason not enough diapers are provided, the Learning Center will supply diapers.

Toilet training will begin when parents decide it is appropriate. Parents will be encouraged to wait until the child is at least 18 months to two years old (or as advised by a physician), is walking well, and has enough language to understand and use a word or phrase as a cue. Feedback will be provided on each child's progress at the Center.

Children will be offered frequent opportunities for toileting, particularly after meals and before naps.

Procedures for toilet training:

1. When parents and staff agree to begin toilet training, the child will be taken to the toilet at frequent intervals.
2. The child is allowed to sit as long as he/she is willing.
3. The child is never punished or embarrassed for accidents.
4. Children's hands will be washed with soap and water after toileting.
5. Caregiver will wash hands thoroughly after helping each child.
6. Bathroom floor, sink and toilets will be cleaned and sanitized daily.

Outdoor Play:

Daily outdoor activity is very important for young children and is planned whenever possible. In the winter we will go out as long as the temperature and wind-chill are 0 degrees Fahrenheit or above. It is our policy that children who are well enough to come to the Center are well enough to go outdoors. If children are dressed appropriately, weather conditions should not pose any health risk. Please supply appropriate clothing allowing for the weather extremes found in South Dakota. In the winter, children should have available to them: mittens, boots, shoes, hats, a snowsuit, or snow pants with coats. In the summer, they should have available: cool tops, shorts, sunscreen/bug spray, and swim suits for swimming days. Flip-flops or sandals are not permitted. At the parent's discretion, infants will be able to go outside when appropriate temperatures exist.

Field Trips:

First-hand experiences such as field trips and nature walks are considered an important part of the educational program at Trinity Learning Center. The Center will provide the same quality supervision and care for excursions as is provided to the children while in attendance at the Center. A notice listing the date, time, place, and purpose of the trip will be posted or sent home each time a trip is planned. Permission for field trips is authorized on your child's enrollment form. If at any time you do not wish for your child to attend a designated trip, please notify the Head Teacher or Learning Center Director.

Transportation:

When going on field trips, transportation will be provided in our 15 passenger van. Parents will be responsible for bringing a car seat or booster seat for their child. Staff may transport children in their own personal vehicles, as long as those vehicles have proper coverage and are in good working order. Parent permission will attempt to be made before field trip. Licensed staff will follow all current laws.

Behavior Management:

Our program promotes a positive approach to managing the behavior of all children. We believe in giving children choices and allowing them to develop healthy emotional, social and mental skills. We will provide the children a strong basis that will include: playing together, sharing, being a good friend, taking turns and respecting themselves and others.

An emphasis will be placed on peace-making and redirecting. To keep discipline simple, a child will be spoken to with respect, may be redirected to a new activity or given break time. Break time will consist of taking time in a peaceful place, looking at a book or having a talk with a teacher.

On rare occasions, when a child is extremely upset, they may be removed from the group to allow them to calm down. The teacher will also discuss with the child the importance of love and friendship. In an extreme case, the parent will be called. Unresolved behavioral problems may result in termination of services.

Prohibited Actions

Children shall not be subjected to any form of corporal punishment, including: rough handling, shoving, hair pulling, ear pulling, shaking, kicking, biting, pinching, hitting, or spanking. Children shall not be subjected to any form of emotional abuse, including: name calling, ostracism, shaming, making derogatory remarks about the child or his/her family, or using language that threatens, humiliates, or frightens the child. Peers are also prohibited from administering any form of discipline.

Toilet habits, or lack thereof, will not be a cause of punishment of any form.
The withholding of food, clothing, or medical care will not be used as punishment.
No physical restraints or mechanical restraints of any kind will be used on a child.

Child Abuse and Neglect:

The staff at Trinity Learning Center are mandated by South Dakota law to immediately report suspicion of child abuse and/or neglect to the SD Department of Social Services or law enforcement. Staff members of the Learning Center are screened by the Department of Social Services Central Registry and are required to sign a statement which defines child abuse and neglect and reporting requirements. Learning Center staff members that are placed under investigation for child abuse/neglect will be temporarily suspended until the investigation has been completed. Upon completion of the investigation and if charges are substantiated, the staff will be discharged immediately. If charges are not substantiated, the staff may return to work.

Medications:

If you are able, Trinity Learning Center asks that parents be responsible for the administration of medications. For example, if your child needs antibiotics 2 times a day, you would do that at home. Absolutely no medications (prescription or non-prescription) will be administered to any child unless written permission and instructions from the parent are obtained. Prescription medications will only be given to the child listed on the label and with specific direction of a licensed physician. Medications that are not kept in their original containers with the original label; legible directions for use, expiration date, the child's name,

and physician's name, will not be administered to the child. The contents in any drug container without a label or with an illegible label will not be permitted at the Center. ***NO medication should be left in backpacks, diaper bags, etc. Make sure they are given to a staff member upon your arrival at the center.*** All medications will be stored in an area inaccessible to children.

Parents must complete a medication form if they want their child to have medication. Forms cannot be filled out for "as needed" medication unless it is approved through the Center Director. Staff will document medication administration on this form. Medications left at the Center more than one month will be discarded.

Illness and Health Exclusions:

The South Dakota Department of Health requires us to report contagious diseases. Children that exhibit any of the following conditions **will not** be allowed at the Center. All parents and the Department of Health will be notified, as required by law, if any child at the Center contracts a communicable disease.

At the discretion of the Center Director or primary caregiver, the parents will be called to take the child home if the symptoms listed below occur. A designated area in the Center separated from other children will be provided for children who are ill where they can rest and play quietly until a parent arrives.

Fever: Axillary (under arm) or oral temperature of 100 degrees or higher (101 F oral) – especially if accompanied by other symptoms such as vomiting, sore throat, diarrhea, headache and stiff neck, or undiagnosed rash.

Respiratory Symptoms: Difficult or rapid breathing or severe coughing; child makes high-pitched croupy or whooping sound after he/she coughs, and child is unable to lie comfortably due to continuous cough.

Vomiting: Two or more episodes of vomiting in a two hour period.

Eye/Nose Drainage: Thick mucus or pus drainage from the eye or nose.

Sore Throat: Sore throat, especially when fever or swollen glands in the neck are present.

Skin Problems: Rash – skin rashes, undiagnosed or contagious. Infected sores; sores with crusty, yellow or green drainage which cannot be covered by clothing or bandages.

Itching: Persistent itching (or scratching) of body or scalp.

Appearance/Behavior: Child looks or acts differently, unusually tired, pale, lacking appetite, confused, irritable, or difficult to awaken.

Unusual Color: Eyes or skin: yellow (jaundice). Stool: gray or white. Urine: dark; tea colored.

Diarrhea: Two episodes of abnormal loose stools in a two hour period.

According to the American Academy of Pediatrics recommendations for Child Care Center Infants and Children, "Any child with diarrhea should be dismissed until the problem subsides. The definition of the term is presumed to be an increased number of watery stools. If symptoms persist, the child should be seen by a physician for a written OK before returning to the Child Care Center." After symptoms subside, the child may return using the following guidelines:

Campylobacter: After three consecutive stool specimens, obtained 24 hours apart, are negative.

Clostridium Difficile: After three consecutive stool specimens, obtained 24 hours apart, are negative.

Giardia: 72 hours after symptoms subside and after three consecutive stool specimens, obtained 24 hours apart, are negative.

Rotavirus: After three consecutive stool specimens, obtained 24 hours apart, are negative.

Salmonella: After three consecutive stool specimens, obtained 24 hours apart, are negative.

Shigella: After three consecutive stool specimens, obtained 24 hours apart, are negative.

Other Diarrhea Illness: If symptoms persist, the child should be seen by a physician for a written “OK” before returning to the Center 24 hours after symptoms have subsided.

Guidelines for Readmitting:

Children can come back to the center once symptoms have disappeared and/or the child has been on medication/antibiotics for 24 hours.

In case of fevers, children may return when they are fever free without the aid of aspirin, Tylenol or ibuprofen.

Chicken Pox: Exclude until all blisters have dried into scabs; about six days after rash onset.

Conjunctivitis (Pink Eye): Exclude until drainage stops or after 24 hours of appropriate antibiotic treatment.

German Measles (Rubella): Children who have not been immunized excluded for 24 days after exposure; other children exclude until seven days after the rash appears.

Hand, Foot, Mouth Disease: Exclude until fever is gone and child is well enough to participate in normal daily activities (sores may still be present).

Hepatitis B: No exclusion necessary unless infected child exhibits biting behavior or has open sores that cannot be covered.

Impetigo: Exclude until sores are healed or can be covered with bandages, or until child has been treated with antibiotics for at least a full 24 hours.

Lice (Pediculosis): Exclude until first treatment has been completed and no live lice are seen.

Measles (Rubella, Red Measles, Hard Measles, 9 – 10 day Measles): Children who have not been immunized excluded for 21 days after exposure; other children excluded four days after onset of rash.

Pertussis (Whooping Cough): Exclude until 5 – 7 days after antibiotic treatment begins.

Respiratory Illness: Exclude until child is without fever for 24 hours and is well enough to participate in normal daily activities.

Ringworm: Exclude as long as lesions are present and living spores persist.

Streptococcal Sore Throat, Scarlet Fever: Exclude at least 24 hours after treatment begins and child is without fever for 24 hours.

Please see the attachment from the South Dakota Department of Health for more information at the end of this handbook.

Medical Emergency:

Children with true medical emergencies will be transported immediately to a hospital or other emergency medical treatment facility. Trinity Learning Center will follow these procedures when a true emergency arises:

1. Obtain emergency transportation to medical facility.
2. Call the hospital or emergency facility and alert it to the nature of the patient being sent.
3. Call parents or guardian.

The Center will contact the parents immediately as to their wishes about the source of medical care when an emergency is not life threatening.

Fire or Emergency Evacuation:

Licensing requires the Center to conduct at least four fire drills every year. The state fire marshal, a local fire authority, or the Department of Commerce will inspect the Center each year. During the fire/evacuation drills the children and staff will evacuate out the nearest exit to the picnic shelter. Visual evacuation plans are located throughout the building.

Emergency Preparedness and Response Plan:

Trinity Learning Center has a written policy for emergency preparedness and a response plan developed and is available to parents to review upon request. Trinity Learning Center will hold at least one tornado drill during the spring and summer months. In the event of a severe storm, or if alerted by civil defense regarding a tornado warning, the children will be gathered at the safest location. Visual evacuation plans are located throughout the building.

Emergency Center Closing:

If it becomes necessary to close the Center, the following procedures will be followed:

1. Weather – Local television and radio stations will be used to notify parents the Center is closed or will be closing. Parents or guardians will be emailed or called if possible.
2. Other Reasons – Parents or guardians will be emailed or called.

Infant Items Needed

- ✓ 2 bottles with lids
- ✓ Can of formula or breast milk
- ✓ Diapers
- ✓ Wipes (wipe bucket initially and then refill packs thereafter)
- ✓ Diaper rash cream (optional)
- ✓ Pacifier (optional)
- ✓ Swaddler or sleep sack (optional)
- ✓ A couple extra sets of clothing
- ✓ Infant Questionnaire
- ✓ Copy of Immunizations

Toddler Items Needed

- ✓ Diapers
- ✓ Wipes (wipe bucket initially and then refill packs thereafter)
- ✓ Diaper rash cream (optional)
- ✓ Small Blanket and travel sized pillow (optional)
- ✓ Couple extra sets of clothing
- ✓ Sunscreen and bug spray (Summer)
- ✓ Copy of Immunizations

Preschool Items

- ✓ Backpack
- ✓ Extra set of clothing
- ✓ Small blanket and travel-sized pillow (optional)
- ✓ Sunscreen and bug spray (Summer)
- ✓ Copy of Immunizations

During the winter, please keep a spare set of shoes here so that your child can leave their boots on the rug to dry.

THANK YOU for choosing Trinity Learning Center and for taking the time to learn about the Center and its policies. These policies are established for the welfare and safety of your children, and the staff's highest priorities.

**[Jesus] said to them,
“Let the little children come to me,
and do not hinder them,
for the kingdom of God belongs to such as these.
I tell you the truth, anyone who will not receive the Kingdom of God like a child will
never enter it.”
And He took the children in His arms,
put His hands on them and blessed them.
*Mark 10:14-16***

Acknowledgment of Parent Handbook Trinity Learning Center

This parent handbook outlines the policies and procedures for the Trinity Learning Center Daycare Center. An understanding of and adherence to the policies and procedures will ensure positive parent/Center relations and will ensure that the children's needs are being met. Therefore, Trinity Learning Center requires that all parents and/or guardians of the children enrolled at the Center **read, sign and return to the Center director** the statement that follows:

1. I have read and studied the Trinity Learning Center Handbook.
2. I will read and study any additions to, or revisions of, the parent policies.
3. I will adhere to the parent policies explained in this handbook.
4. I realize that lack of adherence to these policies may result in termination of the child care arrangement.

I realize that the policies in this handbook and communicated to me in any fashion are subject to interpretation, review, and change by the Trinity Learning Center Board of Directors.

Parent/Guardian Signature _____ Date _____

Parent/Guardian Signature _____ Date _____