

Trinity's Playhouse Early Learning Center

*Parent Handbook
Revised August 2021*



Our Philosophy

Trinity's Playhouse Early learning Center, llc is open to children ages six weeks through five years of age. Our center is founded on the principles of Christ's love and seeks to express that love in word, thought and action. Through His Word we are directed to love one another as He loved us. Following that example, we will provide a warm and nurturing environment to enhance the spiritual, social-emotional, cognitive and physical development of each child. Christian values will be promoted through interaction, conversation and daily activities.

Admission and Withdrawal Policy

Trinity's Playhouse Early Learning Center, llc provides care for children ages 6 weeks to 12 years old. A non-refundable enrollment fee and security deposit is due at the time of registration. Your security deposit is equal to one weeks tuition and is also due at the time of enrollment. The security deposit will be applied to your last weeks tuition, if and when a proper 2 week notice is given. The yearly, non-refundable fee is \$85.00 per child, and \$105.00 per family. The enrollment fee and a registration packet including the enrollment application, child information card, and immunization records must be completed and returned prior to the first day of attendance.

Trinity's Playhouse Early Learning Center, llc reserves the right to terminate the enrollment of any child. Reasons for such action include, but are not limited to: delinquent fees or non-payment, persistent failure to comply with center's policies, disruptive or uncontrollable behavior or inability of child or parent to adjust to the program disciplines. If a child is terminated from our care for any reason, your security deposit will be forfeited.

Upon enrollment, each child will be placed on a three week probationary period. If there are any disciplinary actions or parent issues during that time, child care will be immediately terminated and your security deposit will be forfeited.

Should your child not attend for two weeks without a written notice, your child will be automatically disenrolled. If the parent desires to re-enroll within one year of disenrollment, a re-enrollment fee of \$50 will have to be paid. When withdrawing your child from our program, we ask that you submit a two week written notice to the Program Director. Your security deposit will be applied to your last week of care, with the proper 2 week notice.

Hours

Trinity's Playhouse Early Learning Center, LLC is open Monday through Friday from 6:00 am to 6:00 pm. The center is open year round with the exception of the following holidays:

Labor Day
Thanksgiving
Christmas Eve
Christmas Day
New Year's Eve
New Year's Day
Good Friday
Memorial Day
4th of July

**The center will be closed two days per year for staff professional development. Parents will be notified in advance!

Payment Policy

We strive to provide the most cost effective care possible for your family in these economic times. In order to maintain this philosophy, it is imperative that accounts are paid in a timely manner.

WEEKLY SCHEDULE CHANGES

- We will not be accepting flex scheduling/ weekly schedule changes. You will be required to submit a one time fixed schedule. A fixed schedule is one that is set from the time of enrollment or Policy update and does not change from week to week. If there will need to be a schedule change due to vacation, traveling, etc.: submit those changes two weeks in advance. The fixed schedule will be immediately in effect following the temporary change. Weekly changes will not be permitted. If you change jobs and will need to change your schedule due to job change, please submit your new schedule 2 week in advance.
- If you will be going on vacation, 50% of your tuition will be due in order to hold your spot.
- Please inform Ms. Alanna (no later than 9am) if your child will be tardy or absent on a day they are scheduled. Please also notify us ASAP if you are running late for pick-up in the afternoon/evening!
- Children must be picked up within 10 mins of the time that is indicated on your schedule. If a child is not picked up after the 10 minute grace period, there will be a charge of \$15 for every 10 minutes that a parent is late picking up. We understand that emergencies arise, please call us to let us know!

Payments are expected IN ADVANCE of the care provided.

Payments are due every Friday for the upcoming week. If payments are NOT received by 6 pm on Friday your child will be removed

from the schedule and can not attend until full payment AND late fees are paid! A \$10.00/day late fee will be added each day the payment is late. You will not be reimbursed for any days that your child is ill during your scheduled week. You can pay weekly, biweekly, monthly, or quarterly. **CREDITS WILL NOT BE HONORED ON DELINQUENT ACCOUNTS.**

A yearly, non-refundable enrollment fee is due at the time of registration. The fee is \$85 per child, \$105 per family.

Vacation Time:

If your child will be absent for vacation during their regular scheduled week, you must submit a two week notice in advance. If a two week notice IS provided your tuition will be credited accordingly. If a two week notice IS NOT provided, tuition adjustments will not be made. Credits WILL NOT be given for sick days.

Tuition:

Infants and Toddlers	\$228/week	or	\$58/day (2 day minimum)
Preschool	\$198/week	or	\$52/day (2 day minimum)

Parents can pay weekly tuition through CashApp, Paypal, Debit, Credit and by check or Money Order.

Please make all checks and money orders payable to Trinity's Playhouse Early Learning Center. If you and your child do not share the same last name please include the child's name on the memo line of the check. A service charge of \$35.00 will be required for any checks returned for insufficient funds. After three such incidences, subsequent payments may be required in cash or money order at the discretion of the Director.

Sibling Discount- Full time (Non-DHHS) families will receive a 15% family discount for the second child,

Late Pick Up

Our hours of care are 6:00 am to 6:00 pm. A \$3 fee is charged for each minute your child remains in care after 6:00 pm. If you are not able to make it on time please be courteous and call to let the staff know in or make arrangements for your child to be picked up on time by another family member or caregiver.

DHHS

In the case that a child's child care benefits are canceled, child care will be canceled as dated on the Child Care Provider Notice Form. Families will be given One week (7 days) to take over financial responsibility by paying full tuition, or receive another approval from DHHS. After the 7 day grace period, your child's spot will be immediately filled. In the event that your hours are increased, and back billing is necessary. All funds acquired by the daycare will be applied to your account.

Families who receive DHHS subsidy payments, are required to sign in their child in and out each day, in the blue sign in book in the front entrance. DHHS indicates how many hours per week you are allotted for daycare. You may not schedule your child beyond the hours that are allotted to you. In the case that you will need more hours of daycare due to work schedule, you must submit the necessary information to your caseworker to have your allotted hours changed.

Drop Off and Pick Up

Children will only be released to parents or those who have been authorized on the child's information card and release form. You must notify the Director in writing if a non-registered person is going

to pick up your child. **Identification will be required.** WE ARE PROHIBITED BY STATE LAW TO RELEASE A CHILD TO ANYONE UNDER EIGHTEEN YEARS OF AGE.

Make sure to sign your child in and out each day at the Child Check In Kiosk.

Please assist your child with their belongings and in removing and putting on outerwear.

Although we understand that things come up, please try to arrive and pick up your child at the times agreed upon in your contract/schedule. We staff the center accordingly.

No child will be accepted before 6:00 am.

Discipline

Positive methods of discipline to encourage self-control, self-direction, self-esteem, and cooperation will be utilized. In the event of disruptive or inappropriate behavior the caregiver will intervene and try to redirect the child to another interest. If this is not effective, the child may need to separate from the other children and do an individual activity until he or she feels able to rejoin the group. Time-outs will not be implemented in our classrooms as they are not an appropriate method of discipline for children under the age of three. Our teachers will engage in the conscious discipline model which helps children to identify, understand and communicate their feelings. The Harvard study's authors say, "Conscious Discipline provides an array of behavior management strategies and classroom structures that teachers can use to turn everyday situations into learning opportunities."

Should a child present a consistent pattern of behavior which is physically and/or emotionally harmful to self or others, a conference

will be requested between the Director, caregiver and parents and a plan will be discussed as to how we can best meet the child's needs together.

All of the following means of punishment shall be prohibited:

Hitting, spanking, shaking, biting, pinching or inflicting other forms of corporal punishment. Restricting a child's movement by binding or tying him or her. Inflicting mental or emotional punishment, such as humiliating, shaming, or threatening a child. Depriving of meals, snacks, rest, or necessary toilet use. Excluding a child from outdoor play activities. Excluding a child from daily learning experiences. Confining a child in an enclosed area, such as a closet, locked room, box, or similar cubicle.

Nutrition and Food

Before eating, children and staff will wash and dry hands according to our hand washing procedures. Children will be encouraged to take part in a mealtime prayer. Meals and snack times are considered to be a pleasant social and learning experience. The nutritional aspect of food, as well as table manners, will be discussed informally and positively with children.

Breakfast and (2) snacks will be provided by the center and served daily. A weekly menu will be posted on the parent communication board located at the entrance. Meals and snacks served by Trinity's Playhouse Early Learning Center, will comply with rule 400.8330(3) to ensure children with special dietary needs receive meals/snacks in accordance with the child's needs. Lunch is provided by the parents. We asked that parents provide a healthy well balanced lunch that promotes positive eating habits. We ask that you exclude candy, snack cakes, cookies and chips from lunches. Containers should be clearly labeled with the

child's name. All lunches are put in a refrigerator until lunch time. If you sent a hot item in a thermos, please let us know so it will be set aside. If you send pasta, or leftovers we are happy to warm these items for your child.

Breakfast is served between 7:00 am and 8:00 am, A.M. snack is served at 9:30 am, Lunch is served at 12:00 pm, and P.M. snack is served at 3:30 pm.

At Trinity's Playhouse Early Learning Center LLC, our goal is to provide nutritionally balanced breakfast and snacks for your child to encourage healthy meal habits. In order to meet this goal, breakfast and snacks include healthy food components, to ensure that food provided is healthy. When providing your child's lunch, we ask that parents are mindful to provide healthy lunch options and refrain from snack cakes, chips and soda. Children will always be encouraged but never forced to eat specific foods. We will encourage children to share their new food experiences and talk about the importance of making healthy choices.

There are many tools/resources that are available to help support our center in meeting our program's nutrition goals. As a licensed child care center, we can choose to follow the guidelines the Child and Adult Care Food Program (CACFP) and attend trainings that are offered. We welcome information from parents about your family's cultural food background. It can be a great learning opportunity for the children to learn about and taste new foods from different cultures.

All parents are made aware of our nutrition plan by reading through our Parent Handbook. We will provide parents with nutritional information and updates that are provided by the CACFP that you can use at home with your family. Food menus are posted for parents to view.

In order to meet the needs of individual children and their families, we will make sure to keep communication open about specific needs. If your child has any food allergies, you must provide this information on the Child Questionnaire and Emergency Card.

Infants

Prepared bottles, baby food, and solid foods, will be provided in sanitized bottles with lids by the parents. These items should be labeled with the child's FIRST NAME, LAST NAME and DATE.

Bottles and food will be refrigerated until time of use, and warmed if necessary. According to state guidelines any bottles not used in a day's time must be returned to the parents or thrown out. We are not allowed to keep formula in our refrigerator for more than one day.

Children too young to hold their own bottles will be held during feeding. Children too young to sit in a highchair will be held in a semi-sitting position or placed in an infant seat during feeding. Mothers may visit the center to breastfeed or express milk may be sent in to the center. Baby food containers that are opened, will be covered, dated, labeled regarding contents and refrigerated. The contents will be used or discarded by the end of the day. Children will not be fed directly from baby food containers if the contents are to be used at more than one sitting or for more than one child.

Child Care Daily Schedule and Routine

Schedule

6:00 - 6:30	Arrival/ Quiet Time
6:30 - 8:30	Center Play
7:00 - 8:00	Breakfast
8:45 - 9:00	Clean Up/Bathroom
9:00 - 9:15	Circle Time
9:15 - 9:30	Snack Time
9:30 - 10:30	Free Choice

10:30 - 10:45	Clean Up
10:45 - 11:00	Small Group
11:00 - 11:15	Bathrooms
11:15 - 12:00	Outdoor Play
12:00 - 12:30	Lunch
12:30 - 12:45	Bathroom/Prep for Nap
12:45 - 2:45	Nap/Rest Time
2:45 - 3:00	Center Play/Bathroom
3:00 - 3:15	Snack Time
3:15 - 3:30	Bible Lesson
3:30 - 4:30	Outdoor Play
4:30 - 6:30	Bathroom/Free Choice/Story Time/Departure

Daily schedules are posted in classrooms and designed to ensure a balance between:

- Quiet and active choices
- Indoor and outdoor play
- Small and large muscle activities
- Individual and group time
- Teacher directed and self-directed activities

Free Choice: Learning activity centers, which include dramatic play, toys and games, art, literacy, blocks and science exploration have all been built in our program and been carefully designed to meet each developmental stage. During free choice time children also learn how to make choices, to share play space, and how to clean up.

Small Group Activity: During this time, the primary caregiver of each group will present a lesson plan (usually following a specific theme). In order to reinforce the theme the centers and some indoor and outdoor activities will be set up around the theme.

Circle Time: Together with the caregiver, the class participates in songs, finger plays, storytelling, sharing and discussion. This time

offers opportunity for children to improve their pro-social behaviors and learn about such topics as weather, time, seasons and holidays.

Lunch and Snack Time: Infants will be fed on demand and according to schedule provided by parents. All other children will be offered snacks at approximately 9:00 am and 3:00 pm. Lunch, provided by parents, will be served at approximately 12:00 pm.

Nap Time/Rest Time: Infants will nap on demand or according to schedules provided by parents. Naps will be encouraged between 12:30 pm and 2:30 pm. Since length of sleep varies with each child, quiet activities will be provided for early risers and non-napping children.

Outdoor Play: Weather permitting, children will have the opportunity to play outside each day. The playground contains equipment for running, jumping, dramatic play, sand and water play, and riding toys.

Classrooms

Infants: 6 weeks to 12 months

Waddlers: 12 months -24 months

Toddlers: 24 months to 3 years

Preschool: 3 years to 12 years

Staff

Both staff members and volunteers are required to undergo a state background check and to have current TB testing results on file.

Volunteers and parents can not be left unsupervised, unless deemed eligible through the criminal background check. Each lead teacher is certified in CPR and First Aid, which the center offers annually. 16 Hours of professional development is offered throughout the year in order to maintain the most current knowledge of the field Early Childhood Education.

In accordance with Michigan licensing, there will be at least one (1) caregiver for every four (4) children, ages six weeks to two and one half years of age, one (1) caregiver for every eight (8) children two and one half to three years of age, one (1) caregiver for every ten (10) children in the three to four years of age, one (1) caregiver for every twelve (12) children four to five years of age. At least one staff member trained in infant/child CPR and First Aid is on site at all times.

Mandated Reporter:

As mandated reporters, we are required by the Michigan Child Protection to report their suspicions of child abuse or neglect to Children's Protective Services (CPS) at the Department of Health & Human Services (DHHS). If you suspect child abuse or neglect call 855-444-3911 to report your concerns.

Parent Notification

The center will notify parents when the center observes changes in the child's health, a child experiences accidents, injuries, or incidents, or when a child is too ill to remain in the group. In this event, the following procedure will be implemented.

1. **Parents will be contacted by phone immediately.** Parent's must list two phone numbers in which they can be reached. (Cell phone, work phone). In an EXTREME EMERGENCY, 911 will be called first. In the parents' absence the emergency contact person designated on your child's emergency card will be notified. Parents must list AT LEAST two emergency contact persons. Staff will administer emergency care if necessary.
2. Attempt will be made to contact the child's doctor listed on the information card.

3. If an ambulance is needed, the child will be transported to the hospital listed on the card, or to the nearest hospital if deemed necessary.

Exclusion policy for child illnesses

A child who becomes sick while at the center will be removed from the group and given a cot to rest on in the office until picked up.

Fever:

- Our rules stipulate that any child with a fever of 100.4 or higher will be sent home
- Parents will be called. If a parent can not be reached, the emergency contact person designated on the emergency card will be notified.
- The sick child will be expected to be picked up in a timely manner to avoid further exposure to other children and staff.
- We are not allowed to administer fever reducing medication in an attempt to keep your child in care.
- The sick child must be fever free for 72 hours without the aid of a fever-reducer before returning to the center.

Diarrhea:

- A child who has two liquid stool, will be sent home.
- Parents will be called. If a parent can not be reached, the emergency contact person designated on the emergency card will be notified.
- The sick child will be expected to be picked up in a timely manner to avoid further exposure to other children and staff.
- The sick child must be diarrhea free for 24 hours before returning to the center.

Vomiting:

- A child who vomits, will be sent home.
- Parents will be called. If a parent can not be reached, the emergency contact person designated on the emergency card will be notified.
- The sick child will be expected to be picked up in a timely manner to avoid further exposure to other children and staff.
- The sick child must be free of vomiting for 24 hours before returning to the center.

Health Policy

In accordance with state guidelines we need the following information on each child enrolling in our center:

- A completed health appraisal form, including immunizations, health information and doctor's signature is required. You have 30 days to return this form; once the 30 days have passed we reserve the right to put your child's care on pause until this form is turned in.
- A child EMERGENCY information card must be completed and returned before the child is allowed to attend the center. Please make sure when filling out your child's emergency card it is completed in full, front and back. Including two phone numbers for each parent, and AT LEAST two emergency contacts.

*It is also important that all information be kept up to date. Please notify the Director of any changes.

Sick Child Policy

Despite measures taken to maintain a safe and healthy environment for all children and staff, sickness does occur. Parents are asked to keep a child home if any of the following are present:

- Fever of 100.4
- Nasal drainage
- Vomiting
- Diarrhea

- Persistent cough
- Unexplained or contagious rash
- Eye discharge
- Head lice

A child on antibiotics for a contagious infection should be kept home for the first 24 hours of treatment before returning to the center. In the case of head lice no child will be re-admitted to the center until infestation is properly treated and all nits removed from the hair.

Covid Response Plan

Trinity's Playhouse Early Learning Center has developed a COVID Response Plan. You can access the full COVID Response plan on our website. Here are some important notes for you.

Daily Screening- Upon entering the center, each child will be screened for COVID symptoms and their temperature will be taken. Any child exhibiting COVID symptoms or has a temperature of 100.4 or higher will not be permitted into daycare. Any child that develops these symptoms during the day, parents will be called for immediate pick up.

Response to confirmed cases of COVID_ In the event that there is a confirmed case of COVID in our center, the classroom of the confirmed case will be closed. All children and staff will be required to quarantine for 14 days. The classroom will be deep cleaned and closed for 14 days.

Mask wearing- All staff are required to wear a mask at all times when working with children. Children ages 2 years and up are encouraged to wear masks throughout the day. We do not require or encourage children to wear their mask when they are eating meals, taking naps or playing on the playground.

Cleaning and Disinfecting- Tables, chairs and high touch areas, and cleaned often throughout the day. After children play with toys, they are pulled out of the classroom and cleaned before returning to the classroom.

Parent Communication- Parents will be informed if there is a confirmed case of COVID in our center. We also ask parents to be honest and upfront when answering morning check in questions. Please inform us of you or your child may have been exposed to COVID by another person outside of the daycare center.

Late Starts/Early Closure/Emergency closures

To keep all of the children and staff safe, it may become necessary to enforce a late start or early pick up. Emergency closures will go into effect in the event that there is a confirmed case of COVID in our center, or other infectious disease/cold/virus or when our Program Director deems necessary.

WE RESERVE THE RIGHT TO DETERMINE IF A CHILD'S CONDITION HAS MET THE REQUIREMENTS.

Our overall goal is to ensure that our center is safe and healthy for all children. In order to do this the following thing will be done:

- Parents are required to fill out an enrollment packet, and must be updated each year, per licensing.
- We encourage parents to understand the importance of taking their children to each well-child appointment at the doctors office.
- If parents need assistance with finding a doctor/health clinic, we will be happy to assist.
- We have access to many health resources throughout Kent County provided by Great Start to Quality. We are happy to share these resources to our parents.

Ouch Reports

If your child is injured while at the center, an "Ouch Report" is filled out by the staff member. The report will indicate the date, time and hour the "ouch" occurred. The parents will be asked to read and sign the report. Please feel free to contact us with any questions or concerns.

Licensing Notebook

Licensing Notebook Effective May 27, 2010, the Child Care Organizations Act (1973 PA 116) requires providers to maintain a licensing notebook which includes all licensing inspection and special investigation reports and related corrective action plans (CAP). The notebook must also include a summary sheet outlining all the reports and CAPs contained in the notebook. The notebook must include all reports issued and CAPs developed on and after May 27, 2010 until the license is closed.

Our licensing notebook is kept at the Check In Kiosk located in the front entrance.

Written Daily Reports

Parents will receive a daily report through our Brightwheel App Which will detail the child's

- (a) Food intake; time, type of food, and amount eaten.
- (b) Sleeping patterns; when and how long child slept.
- (c) Elimination patterns, including bowel movements, consistency, and frequency.
- (d) Developmental milestones.
- (e) Changes in the child's usual behaviors.

Medication

If a child needs to be given medication while in our care, a medication form must be filled out completely for each medication. Medication

must be in original pharmacy container, labeled with child's name, physician's name, and specific instructions on how to administer. Medication will be stored according to instructions and always out of reach of children. Please ask your doctor about any possible side effects and share that information with us. The teacher will indicate on the form the time and amount of medicine was given.

Weather Guidelines

Each day we are required to have an outdoor play time when weather permits. In the summer, we will go outdoors when it is 90 degrees or below with the heat index.

In the winter, we will go outdoors when it is 15 degrees or above with the wind chill. In the winter, we ask that each child bring with them a warm coat, snow pants, boots, a hat and mittens or gloves to play in the snow.

Inclement Weather

The center will remain open during winter storms or inclement weather, unless roads are impassable and staff is unable to get to work. If your child is unable to attend due to weather conditions, please notify the center. If it becomes necessary to close our center, every effort will be made to notify our families as early as possible. Please check local television stations and our facebook page to receive closing information.

Napping

A nap or rest period will be provided after lunch for every child attending the center between 12:30pm and 2:30 pm. Infants will nap as each personal schedule dictates. A crib or cot will be provided for each child by the center. For toddlers and preschoolers, you are asked to

provide a blanket for naptime. Items should be labeled and taken home weekly for laundering.

Potty Training

If your child is nearing the time of potty training, we will work together with you to make sure your child's experience is a positive one. Please communicate with your child's teacher and confer to maintain consistency between home and school.

Transitions

One of the most difficult transitions here at our center is from the Infant room to the Toddler Room. When your child makes this transition, we do our best to make it as comfortable as possible for them.

HERE ARE A FEW THINGS TO MAKE THIS TRANSITION EASIER:

- When your child is in the infant room we allow eating and napping at your child's individual schedule. When coming into the toddler room we work towards one afternoon nap and timed snack schedule.
- In the infant room we allow pacifiers as needed, while in the toddler room we only allow them at nap time to prevent them from accidentally dropping it and a toddler friend picking it up and putting into their mouths.
- During our snack and lunch times, we allow your child to drink out of a sippy cup or their bottle at the table only and we work towards them feeding themselves.
- We do suggest scheduling a conference with the toddler room teacher prior to your child moving up.

