

Purpose

The Daily Childcare Program at Trinity Lutheran Early Childhood Center offers Christian childcare as a service to families enrolled in the 3K, 4K, and Kindergarten programs. The Daily Child care follows a daily schedule of activities that compliment the curriculum of the 3K, 4K and Kindergarten, while providing a safe, healthy learning environment.

Registration/Schedules

Families are welcome to use the Daily Childcare program for their convenience- everyday or periodically. Care will be given on a first come first serve basis as staff/ child ratio allows. Families are asked to fill out emergency information and a schedule. All schedules are due to be turned in on Wednesday morning, before 9:00 am for the following weeks' care. Any schedules received after Wednesday morning will be charged the Drop in Rate*.

Information kept on file: (to be filled out by parent or guardian)

- A Registration and Fees Agreement
- Physical form
- Emergency Information
- Schedule

Hours of Operation

The Daily Childcare will be open weekdays 7am-5: 30pm.

Daily Childcare will remain open on non-school days based on interest with the exception of Christmas Break, Spring Break, Thanksgiving and Good Friday.

Fees and Payments

\$4 per hour or any portion of an hour.

*\$5 drop in rate

Daily Childcare is a pre-pay program. Payments are to be made on Friday for the next week's care based on the hours reserved for your child on their schedule. Refunds and credits will only be given in the event that Daily Childcare is closed. All payments by check can be made payable to Trinity Lutheran School and placed in the Childcare Payment box which can be found outside the Daily childcare room. 1-day grace will be given after which late fees of \$5 per day (\$25 per week) will apply. For your convenience, prepayments can be carried over to subsequent weeks' care.

We ask that families be considerate to Daily Childcare workers and respect opening and closing times of our program. In the case of an emergency please contact an alternate contact, listed on your child's Emergency card, or notify Daily Childcare of your late arrival. Pick-ups after 5:30 pm will result in a \$1 per minute service charge.

Signing in and out

Parents are asked to personally sign their child in and out of Daily Childcare. A sign in clipboard will be found on the white cabinet as you walk into the Childcare room.

For the safety of your child:

- * Please be sure Daily Childcare staff are aware of your child's drop off or pickup.
- * If anyone other than parents or guardian will pick up, this needs to be stated in writing.
- * Identification will be checked for those who are unfamiliar to Childcare staff

Lunch and snacks

Daily Childcare will provide a healthy morning snack. Children are encouraged to bring healthful lunches (lunches should contain 1 protein, 1 starch, 1 dairy, 2 fruit/vegetable combinations: please limit dessert items to 1 per day). We do have a microwave to heat up meals for the children. Please send these items in a microwaveable container with a lid for easy clean up. Due to limited time for preparation and lunch, we ask that all noodles and rice be pre-cooked, (no Easy Mac or rice bowls in which the noodles/rice have not been cooked).

Hot Lunch Tickets can be purchased for \$ 25 for 10 lunches *Prices are subject to change.

Families have the choice of Skim or 2% milk, which will be provided by the Childcare for an additional \$.30 per snack/lunch. Chocolate milk can be ordered on Friday at parents' request.

Medication

If a child is to receive medication while in the Childcare , parents must fill out a Medication Authorization Form that is available from the Director.

Health and safety

If a child has any of the following conditions, parents will be notified to pick up their child immediately: Contagious disease, vomiting, diarrhea, fever (100 or higher), or an accident that requires medical attention.

Soap and water will be used to clean any superficial wounds and a band-aid applied for protection. Ice may be used in some situations.

Please make sure Emergency Information such as phone numbers and emergency contacts are up to date.

Children are asked to wear clothes proper for seasonal outdoor play (comfortable shoes and clothing, hat, mittens, boots, and snow pants when appropriate).

Please be sure Childcare staff is aware of any food allergies and/or medical conditions (asthma, diabetes, etc.).

Personal Property

The Daily Childcare is blessed to have many wonderful toys and activities. Please refrain from bringing items from home as they could be lost or broken. One small, soft item may be brought in for naptime. These items should fit inside each child's personal naptime bag (Provided by Trinity Childcare).

Conduct in the Extended Care Room

- Be respectful to Childcare staff and other children.
- Use kind words and nice touches.
- Cooperate and follow rules of Childcare staff.
- Be respectful to school property and equipment.
- Follow school and playground rules

Discipline

Daily Childcare will handle discipline in a positive manner that promotes the physical, psychological, and spiritual well being of each child. Most situations will be handled with re-direction or a time out. Staff will assist children in talking through problems and will encourage forgiving relationships. Discipline problems such as disrespect to staff or physical abuse of another child will be reported to parents and administration. Repeat offences may result in dismissal from the program.