

Parent Handbook



2024-
2025



“Train up a child in the way he should go; even when he is old, he will not depart from it.”

-Proverbs 22:6

2024-2025 School Year

Open House

Friday, August 30, 2024
10:00 a.m. – 11:00 a.m.

First Day of School

September 3, 2024

Last Day of School

May 15, 2025
Early release at 12:00 p.m.

Hours of Operation: Monday - Friday

9:00 a.m. - 2:00 p.m.

Early Birds

Monday-Friday
8:00 a.m. - 9:00 a.m.
\$8 per day

Later Gators

Monday-Friday
2:00 p.m. - 3:00 p.m.
\$8 per day

Office Hours

Monday - Friday
8:00 a.m. - 3:00 p.m.

Director

Nancy Norrid
nancynorrid@tlcdenton.org

Office Manager

Lety Guerrero
letyguerrero@tlcdenton.org

Trinity Learning Center Office Number

940-566-5682

FPS Child Abuse Hotline

1-800-252-5400

Texas Council on Family Violence

1-800-799-SAFE

Welcome to Trinity Learning Center!

“Play is the work of a child”- Mr. Rogers

Dear Parents,

We are thrilled to welcome you to our preschool family, and we look forward to partnering with you in the beginning stages of your child's education. Preschool is an exciting time filled with wonder and exploration. Trinity Learning Center provides a quality, developmentally appropriate learning experience for each child. We are a nonprofit 501 (C)(3) preschool and a mission of Trinity United Methodist Church since the 1980s and are proud to serve Denton and surrounding communities.

Our staff is highly qualified and brings lots of experience to the classroom. Each day is filled with fun and exciting learning opportunities to help your child develop spiritually, academically, and socially. We look forward to all that God will do this year as we work together in building a foundation for your child's future.

Preschool provides a solid foundation for a child's learning experience. We consider the work and love that we put into our program to be a tremendous privilege and opportunity. The staff at Trinity Learning Center look forward to building a relationship with you and your child.

If you have any questions about our program, policies, and procedures, please feel free to reach out.

Sincerely,

Nancy Norrid

Director

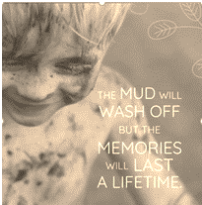
nancynorrid@tlcdenton.org

OUR MISSION AND PHILOSOPHY STATEMENT

Trinity Learning Center is a non-profit preschool who believes that children learn best through play. Through play-based learning, our teachers work to help children develop as a whole person; intellectually, socially, emotionally, physically, and spiritually. We provide a loving, Christian environment where children can grow through praise and encouragement. We believe that each child has a natural curiosity and desire to learn. By making learning fun, we will help develop a love for learning that children can take with them throughout their educational lives.

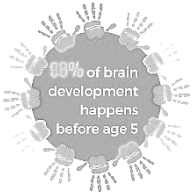
EXCELLENCE BUILT ON EXPERIENCE

Trinity Learning Center is licensed through the state of Texas. We are a play-based program that uses curriculum from Learning without Tears and Letterland. All staff members are qualified caregivers and meet and/or exceed Texas State Minimum Standards. All staff is background checked, FBI fingerprinted, First Aid and CPR certified and maintain a minimum of 24 hours of continued education per calendar year.



EARLY CHILDHOOD IS THE BEST TIME TO LEARN

Right now, your child's brain is growing faster than it ever will in their whole life, making amazing connections every second. That is why every learning moment counts! Our classrooms are designed around your child's unique needs, and our curriculum is built from the latest research in early childhood development to help little minds grow. Each day will be filled with fun and exciting opportunities to help your child develop spiritually, academically, and socially. We look forward to all that God will do this year as we work together in building a foundation for your child's future.



BRIGHTWHEEL AND COMMUNICATION

We are proud to be utilizing an app called brightwheel as a communication tool between parents and school. Once your child is set up with a Brightwheel account, we will send an invite through a text message (you will have the option of changing it to your email). Once you accept the invitation you will start receiving private, real-time updates, photos, videos, and messages from TLC staff delivered to your phone or computer. You will also be able to check your child in and out of school each day by using your own device and pay your monthly tuition through brightwheel.



TEACHER QUALIFICATIONS AND TRAINING

The teaching staff at Trinity Learning Center is comprised of professional educators with knowledge and experience teaching young children. All employees meet the licensing requirements to be able to teach in a licensed facility in the State of Texas, including background checks and FBI fingerprints. To work at TLC, all teachers and teacher assistants must receive 24 hours of in-service training yearly which includes Recognizing and Preventing Child Maltreatment and SIDS with Head Trauma, in addition to training in CPR and First Aid.



Five Commitments we ask of TLC parents:

1. Support the philosophy and standards of Trinity Learning Center.
2. Pray for the school community.
3. To be actively involved in shaping their children's values.
 - a. Model appropriate behavior.
 - b. Be involved in your child's learning.
4. View us as partners.
 - a. Welcome and open to constructive feedback regarding your child.
 - b. Allow your child to experience and take ownership of their actions.
5. Allow us to be the first contact in addressing your concerns.

DEVELOPMENTAL GOALS



Gross Motor Skills

Preschool children need opportunities to develop their gross motor skills and develop their bodies and coordination. Running, jumping, lifting, pushing, and pulling are great ways to develop gross motor skills. Physiological readiness precedes other learning and is important to each child's development.

Gross Motor Skills

1. Locomotor activity—

The movement from one spot to another. Examples: walking, running, climbing, leaping, jumping, hopping, galloping, sliding, and skipping. Young preschool age children need opportunities to develop their gross motor skills to develop their bodies and coordination.

2. non-Locomotor activity—

The movement in a stationary place. Examples: pushing, pulling, bending, stretching, twisting, turning, swinging, swaying, rising, and falling.

3. Manipulative skills —

The moving of objects in a variety of ways. Examples: throwing a frisbee, kicking a soccer ball, bouncing, and catching.



Fine Motor Skills

Small muscle, hand-eye coordination is important to developing fine motor skills. Young children need opportunities to practice with things to put in, take out, match, fit, connect, and disconnect. The environment provides the developmental materials such as manipulative, puzzles, play-doh, and stringing beads).



Science and Nature

The younger children know and understand about their world, the more independent and confident they will become. Learning about seasons, weather, bodies, senses, health, and nutrition are only a part of the concepts.



Language Art Skills

Children learn the vocabulary and the rhythm of speech listening to their peers and other languages that are spoken in many forms. Home and classroom libraries, storytelling, self-expression (toy telephones and puppets), games, alphabet letters, calendar time, name recognition, expression through show-n-tell, are a few examples of the ways communication which are vital to both personal and academic success.



Creative Expression

Experimentation, discovery, the experience itself, is the value of arts and crafts at an early age. They learn about basic colors, and shapes, through painting, coloring, cutting, gluing, play-doh, and sand/water play. Children learn to control the **medium and satisfaction that comes** with learning the creation of something that is uniquely their own.

Required Policies

Trinity Learning Center is licensed and regulated by the Texas Department of Family and Protective Services. The following policies are required by Child Care Licensing per The Minimum Standards for Child Care Centers 746.501.

Non-Discrimination Policy

Trinity Learning Center does not discriminate based on gender, race, color, religion, or national or ethnic origin in admittance, education, or other administrative policies and extends to all the rights, privileges, programs, and activities made available to students at the school. No exceptions or exclusions will be made for any student.

School Calendar

Minimum Standards 746.501(1)

Trinity Learning Center operates September through May and offers a summer camp in June. We follow the Denton ISD calendar for holidays observed, holiday breaks, and inclement weather. The only times TLC will have early release are the last two days before break in December and the last two days of school in May.

Hours of Operation

Minimum Standards 746.501(1)

Trinity Learning Center is open from 8:00 a.m. – 3:00 p.m. Monday through Friday. Our program begins at **9:00 a.m.** and ends at **2:00 p.m.** Children must be picked up promptly by 2:00 p.m. If children are not picked up by 2:01 p.m. they will automatically be put into Later Gators, and you will be charged the Later Gator fee of \$8.00 for each child. We strongly encourage parents to drop off their children at 9:00 a.m. each day and **no later than 9:15 a.m.** so that the child can take part in our full educational program. Your child may be denied admittance into the program if dropped off after 9:30 a.m. for the day. Medical appointments are an exception.

Before and After School Care

EARLY BIRDS. In addition to regular school hours, we offer before school care Monday through Friday from 8:00 a.m. to 9:00 a.m. (Early Birds). Please let us know at least 24 hours in advance so we have the proper coverage. The cost is \$8.00 per hour and will be billed through Brightwheel at the end of the month.

LATER GATORS. We also offer extended care Monday through Friday from 2:00 p.m. to 3:00 p.m. (Later Gators). The cost is \$8.00 per hour and will be billed through Brightwheel at the end of the month. You can sign up with your child's teacher in the morning, message us through brightwheel, or simply give us a call by 1:00 p.m. **Children must be picked up by 3:01 p.m. to avoid a \$25.00 late fee per child.**

Inclusion Policy

Minimum Standards 746.501 (30)

We recognize that children may come to us with additional special care needs and accommodations (IEP Plan) recommended by a primary care physician, qualified professional affiliated with the local school district or early childhood intervention program. We strive to support families and children by allowing children to receive services with qualified service providers at our facility with the family's request and approval. We will make all reasonable accommodations, including creating lesson plans to allow every child to participate in all activities as recommended by service providers. Caregivers will also utilize adaptive equipment provided by the parent for the child's use as recommended by service providers.

Enrollment Procedures

Minimum Standards 746.501 (13)

Participation at Trinity Learning Center requires an annual enrollment. Enrollment each school year is contingent upon receipt of the completed enrollment application and enrollment fees. A child's placement is based on the age of the child as of September 1st of the current school year. Children must be 12-months through kindergarten in order to enroll at Trinity Learning Center. All children must turn 4-years old by September 1st of the current year in order to enroll in Pre-K. Upon selecting TLC to meet your child's educational needs, **all enrollment paperwork is required before the child can start our program at least 3 business days prior to starting.** Incomplete paperwork will not be accepted and will cause a delay in your child starting school.

Paperwork required for enrollment includes:

- Registration Form
- Admission Form
- Physician's Statement (Must be signed by a physician)
- Copy of updated immunization record
- Copy of the hearing and vision screening for children 4-years old
- Tuition Agreement
- Handbook Contract Agreement
- Discipline and Guidance Form
- Emergency Form with current picture

Parents will be notified within 30 days of any policy change in writing. Signatures from parents may be required.

Tuition Policies

There is no discount given during holidays, student vacations, preschool closings due to COVID-19 or during the months December and May. You may not make up time lost due to student vacations, sickness, or a change in parents' schedule.

Payment of tuition and fees is required for continued enrollment in the program as well as to hold a spot during an absence. If a child does not attend for one or more months without payment, then a new registration fee will be due upon re-enrollment.

Registration Fee. There is an annual \$150 per family registration fee due at the time of registration in order for us to place your child on our class lists for the following fall. This fee is non-refundable.

Spring Supply Fee. There is an annual one time \$150 supply fee per child due in January along with the January tuition. This fee is non-refundable.

Late Tuition Payments. Tuition is due on the first school day of the month unless payment arrangements have been agreed to by the Director. If payment is not received by the 10th of the month, then a late charge of \$30 will be added to your account in brightwheel. Your child may be denied a place until payment is made.

ACH Returns. A service charge of \$35 will be added to your account in brightwheel for any returned payments.

Late Pick Up Fees. Any child still not picked up by 2:00 p.m. will go into Later Gators and will be charged the Later Gator Fee of \$8.00 per child.

Children must be picked up from Later Gators by 3:00 p.m. to avoid a \$25.00 late fee per child. Late fees will start at 3:01 p.m.

Immunization Requirements

Minimum Standard 746.501 (11)

According to the American Academy of Pediatrics (AAP), children require immunizations and frequent boosters during early childhood. Each child enrolled at TLC must meet applicable immunization requirements specified by the Texas Department of Health. A current copy of updated immunizations must be on file in the office at least **3 business days prior to the child's first day of school**. It is the parent's responsibility to ensure that your child's immunizations are kept current. Failure to keep children current on immunizations may lead to disenrollment.

Texas Immunization Exemption. Trinity Learning Center will accept a Texas Immunization Exemption Waiver for immunization requirements and must meet criteria specified by the Texas Department of Health rules in 25 TAC §97.62. The original notarized affidavit must be on file for these children before attending school and is good for 2 years. You can find out more information relating to immunization requirements by visiting the Texas Department of Health at www.dshs.texas.gov/immunize/school/exemptions.aspx. TLC will promptly exclude any under immunized child if a vaccine preventable disease occurs in the program.

TB testing is not required by Denton County for children or employees.

Employee Immunizations

Minimum Standards 746.501(28)

Trinity Learning Center employees are encouraged but not required to receive vaccines listed by the Center of Disease Control and Prevention; including an annual flu shot or COVID-19 vaccination.

Hearing And Vision Screening

Minimum Standards 746.501 (12)

The Special Senses and Communication Disorders Act (Texas Health and Safety Code, Chapter 36) requires a screening for possible vision and hearing problems for all students who turn four years of age. Parents need to bring in their child's screening results from their local pediatrician.

Dress Code

Busy, creative, active play can be messy regardless of the age of the child. Please dress your child in play clothes that can get dirty and that are appropriate for weather conditions. Even when children wear smocks to cover clothing during messy activities, we cannot guarantee that spills and stains will not occur. We suggest that parents dress their children as if they are painting every day! Children should wear comfortable, functional shoes that allow them to run and climb. **Closed toe shoes with rubber soles with laces or Velcro closure is required.** For children's safety, heeled shoes, flip flops, and dress shoes are not allowed. **Girls wearing dresses/skirts must wear shorts underneath.** All children should keep at least one change of clothing (including socks and shoes) in a Ziploc bag to be kept in their backpack. Please label all belongings with your child's name.

Outdoor play is a regular part of the daily routine. Children should be prepared to play outside every day (weather permitting), so when the cold weather comes, please send a warm labeled jacket and a hat.

Please dress younger children in clothing with easy access for diaper changing. If your child is potty-training, please send 3 sets of extra clothes.

Toys from Home

Due to the risk of damage, sharing issues, and loss, children are not permitted to bring in toys from home, unless specifically requested by the classroom teacher for use as part of the curriculum. Parents are responsible for enforcing this policy with their child.

Birthday and Holiday Celebrations

Children enjoy celebrating special events such as their birthday with their friends. Parents may send a "store bought," nut-free treat to share with the class. Treats must be in the original store-bought packaging and are to be unopened. Parents may bring in a birthday treat such as fruit salad, apple slices, cookies, brownies, chocolate pretzels or Rice Krispy treats to help celebrate their child's birthday. If your treat requires utensils, please provide those for the class as well. You may also send in special plates and/or napkins. We ask that you discuss this with your child's teacher so she can notify you of any dietary restrictions of the children in the class. Parents are welcome to attend all parties. Please make arrangements with the teacher in advance when planning a special occasion.

Invitations to private parties cannot be passed out in class unless the entire class is invited. This prevents any hurt feelings of those not invited.

At the end of each month, we celebrate each child's birthday in chapel. Children who have a summer birthday will celebrate their birthday during the last chapel in May.

Nutrition/Lunch/Snack

Minimum Standards 7746.501 (10)

MORNING SNACK. We provide a morning snack to the students each day. If your child has any known food allergies, the parents are encouraged to bring in their child's snack. Please notify the Director and classroom teachers.

LUNCH TIME. Is a learning experience for little ones. Please send a healthy and nutritious lunch your child can eat by themselves. Keep in mind we do not heat or refrigerate lunches. Items that need to be kept cool should be sent in an insulated lunchbox with a cold pack. Items that should be served warm should be sent in an open mouth thermos. **Due to choking concerns, please cut all round food such as grapes, hot dogs, strawberries, large blueberries, baby carrots etc. into fourths. Popcorn is not allowed for children in toddlers through three classes due to it being a choking hazard.** Any meat sent needs to be cut into small pieces. Please remember to send in a

napkin and any needed eating utensils. For toddlers, please send in finger foods that they can feed themselves. **Items that require preparation, such as slicing apples or peeling oranges should be done at home.** Please do not send soda, juice, or candy. **Trinity Learning Center is not responsible for the nutritional value of the lunch each child brings to school.**

Trinity Learning Center has a water only policy. Due to the high sugar content in juices and flavored waters, we only allow plain water to be served at TLC. Water bottles need to be sent daily containing only water. Water bottles and beverage containers with a straw or small flat nozzle are more developmentally appropriate.

Parents are not allowed to bring in outside food from restaurants unless it is for the whole class.

Classroom Assignments

Classroom assignments are based on each individual child's chronological age, as of September 1st. Children must be 4-years old by September 1st to go into Pre-K. Children do not get moved into the next age group during the year.

Nap/Rest Time

Supervised nap/rest periods are provided for the toddlers and twos. Parents will need to provide a nap mat for their child and will be sent home weekly to be washed. All nap mats must be labeled with your child's name. Due to regulations, parents cannot request that their child be exempt from nap or rest time. Per the Minimum Standards, babies 12 months and younger cannot sleep with any kind of blanket.

Withdrawal from School

If you need to withdraw your child, we require a **two-week written notice** prior to your child's last day. Any unused tuition is non-refundable.

Biting

At Trinity Learning Center, we realize that biting incidents can happen as part of a child's natural development and exploration. We are committed to creating a safe and nurturing environment for all children in our care. Our approach to handling biting incidents is to focus on prevention, and communication, education, and support for both the child who bites and the child who was bitten. Our staff maintains continuous supervision of children to minimize the likelihood of biting incidents and prompt intervention if any conflicts arise. We encourage open communication with parents about their child's behaviors, triggers, and any relevant health or emotional issues that might contribute to biting. Please inform us of any changes in your child's behavior or any significant events that may affect their interactions with other children.

1. If a biting incident occurs, our staff will intervene immediately to separate the children involved and ensure the safety of all children in our care.
2. The staff will tell the child who bit **"NO BITE." "BITING HURTS."**
3. The teacher will redirect the child to another activity.
4. The staff will attend to the needs of the child who was bitten, providing appropriate first aid and comfort.
5. The incident will be documented in an incident report, including the time, location, and circumstances surrounding the incident. Both parties will be required to sign the incident report.
6. If biting becomes a common occurrence the Director will meet with the child's parents to determine further action and could lead to termination of care.

By working together, we can address biting incidents effectively and help our children develop positive social skills, and behaviors.

Discipline & Guidance Policy

Minimum Standards 746.501(7)

Trinity Learning Center staff members are trained to use a positive method of discipline and guidance that encourages self-esteem, self-control, and self-direction. Just a few examples used in this situation are praise and encouragement of good behavior instead of focusing only upon unacceptable behavior, reminding a child of behavior expectations daily by using clear, positive statements, and redirecting behaviors. Trinity Learning Center may use "thinking spot" as a form of managing behavior. The time may be up to one minute per child's age. **Trinity Learning Center staff will never use Corporal Punishment or negative discipline that may hurt or humiliate a child.**

Research has shown that positive guidance teaches children skills which help them get along in their physical and social environment. This aim is to develop personal standards in self-discipline, not to enforce a set of inflexible rules. Providing children understandable guidelines and redirecting their behavior helps them to develop internal control of their actions and encourages acceptable behavior. Positive cooperation is required from the family when dealing with disruptive behavior. We feel that consistency from all parties involved is the best way to manage these issues. ***Trinity Learning Center reserves the right to terminate care for any discipline problems at any time such as excessive spitting, biting, scratching, or assaulting another child or teacher in anger. This is only done as a last resort. The school will work with the child's parents first to help resolve the issue. If the attempt is not successful, the family will be referred to our Developmental Specialist or the child's pediatrician for additional support and guidance. If we see the parents working with their child to help correct the problem an understanding can be reached. If we see the parents not supporting their child or the school, and there is no reason for the behavior, then the next steps will be taken and could lead to termination of care with or without notice.***

Handwashing

The most important thing teachers and children can do to prevent the spread of illness is to wash hands thoroughly and often. Teachers are given state guidelines regarding how and when to wash their hands and the child's hands. They teach the children to wash their hands:

- As soon as they enter their classroom
- After any visit to the restroom or diaper change
- Before lunch and snack
- Before and after using the sand/water/sensory bins/discovery table
- After they come in contact with soiled items
- Before going out onto the playground and after coming back from the playground
- After handling any pets or animals
- Any other occasion when hands may become dirty

Diapers/Pull-Ups and Toilet Training

Please make sure to drop off your child every day in a clean diaper or Pull-Up. For teachers to apply diaper rash ointment, a Topical Form must be filled out and signed by a parent giving permission. The goal of Trinity Learning Center is to meet the needs of each child. Teachers will work with each child on an individual basis to assist efforts at home toward toileting success. **Children need to be potty-trained and be able to use the restroom independently to be able to enroll in the 3-year-old classrooms.**

Being **fully potty-trained means** having control over their bladder **and** bowel movements. Having control over their bladder and **not** bowel movements is not considered potty trained. Children must be able to tell the teacher they

have to go potty BEFORE they go and must be able to pull down pants and underwear by themselves or with minimal help.

If your child is in Pull-Ups, please provide Pull-Ups with the side tabs for easier changing.

Drop Off/Pick Up of Children

Drop Off. Children must be signed in and out daily by a parent or adult person approved by the parent(s) using the **Brightwheel app**. We value our relationships with parents and encourage open communication with our TLC staff. In order to participate in our fully educational program we ask that parents drop their children off no later than 9:15. Late arrivals are a disruption to the classroom and other children and may break the established routine of the classroom. If you arrive after 9:15 a.m. you may be denied dropping your child off. This excludes medical appointments.

Pick Up. Unless your child is a Later Gator dismissal is at 2:00 p.m. The teachers will bring their class to their designated spot between 1:50 p.m. – 2:00 p.m. Parents are considered late at 2:01 p.m. The child will then go into Later Gators and parents will automatically be charged an \$8.00.

We do understand that there may be times when there is a need to have your child picked up by someone other than yourself. In these instances, the parent/guardian must notify the school prior to the desired pick-up time. Upon arrival, the designated person must present a valid government issued ID to the classroom teacher or to the office.

Promotion of Indoor and Outdoor Physical Activity

Minimum Standards 746.501(18)

Trinity Learning Center strongly believes and supports the need for physical activity each day. When children participate in physical activity every day, multiple health benefits accrue. Regular physical activity builds healthy bones and muscles, improves muscular strength and endurance, reduces the risk for developing chronic disease risk factors, improves self-esteem, and reduces stress and anxiety. Beyond these known health effects, physical activity may also have beneficial influences on academic performance. In addition, cognitive skills and motor skills appear to develop through dynamic interaction. Research has shown that physical movement can affect the brain's physiology.

Toddlers through Kindergarten will participate in a minimum of 35 minutes of moderate to vigorous active play each day. Physical activity may take place in the classroom or on the playground when the weather permits. Opportunities for active play may overlap with outdoor play.

Trinity Learning Center will promote all children's active play every day. Children will have ample opportunity to do moderate to vigorous activities, such as running, climbing, dancing, skipping, and jumping, to the extent of their abilities.

All children will participate each day in:

- An extended time of outdoor play when weather permits.
- Two or more structured or teacher-led activities or games that promote movement over the course of the day.
- Continuous opportunities to develop and practice age-appropriate gross motor and movement skills.

When participating in physical activity, children’s clothing should protect them from sun exposure and permit easy movement (not too loose and not too tight) that enables full participation in active play. Footwear should provide support for running and climbing. Hats may be worn to protect children from sun exposure.

Examples of appropriate clothing/footwear include:

- Gym shoes or sturdy shoe equivalent
- Clothing for the weather, such as a lightweight, breathable jacket without any hood and neck strings.

Examples of inappropriate clothing/footwear include:

- Footwear that can come off while running or that provide insufficient support for climbing.
- Clothing that can catch on playground equipment, such as those with drawstrings or loops.

When weather conditions prohibit outdoor play, physical activities will occur in the classroom and or Big Room during the scheduled outside time. Classroom teachers have activities planned for “rainy days.”

Conditions that Prohibit Outdoor Play

Minimum Standards 746.501 (f)

Trinity Learning Center receives a daily weather report from Denton ISD with guidelines for outdoor activities. This includes the following: temperature, air quality, UV exposure, and pollen forecast. We also take into account the wind chill and heat index.

If the temperature is between 45- 95 degrees, the children will have normal outdoor recess. If the heat index is over 95 degrees, the children will have indoor recess in the Big Room. If the temperature and wind chill is under 45 degrees, the children will have indoor recess in the Big Room. In the event of a red zone quality day the children will remain indoors. Appropriate weather will also be monitored by staff and measured by the “Childcare Weather Watch.”

Outdoor Play Policy

Children go outdoors each day unless there is severe cold, drenching rain, excessive heat, or unhealthy air quality. Real-time conditions, specific to our area, are monitored by staff and access to the outdoor environment is limited, amount of time, time of day, or cancelled, when necessary. Children should dress appropriately to move their bodies and for current weather conditions. When it is raining, please do not send your child with an umbrella. We ask that they have a rain coat and rain boots to utilize outdoors. Parents should keep children home if they are not able to go outdoors.

Release of Children

Minimum Standards 746.501 (2)

Per Texas state laws, parents have a right to access their child at any time during school hours. If a parent is unable to pick up their child, they may authorize another legal adult to pick up. **Children will not be released to a minor.**

Authorized adults must be listed on the enrollment form with their current address and phone number to pick up and must bring a picture ID. Children will not be released to adults without a valid government picture ID.

BRIGHTWHEEL. TLC uses Brightwheel, an educational software, as a tool for digital attendance and daily reporting, parent communication, and assessments. Parents can also use their cell phone to sign their children in/out contact free. Brightwheel is also a classroom management app that helps improve communication and connectivity between teachers and parents. This helps to provide parents with real-time information about their child's day including photos, videos, activity updates, reminders, and more. Daily reports may include details on when and how long a child may nap, snacks and lunches, diaper changes, and trips to the restroom. **Approved pickups need to be in brightwheel with the legal name of the person picking up.**

Illness/Communicable Disease Exclusion Policy

Minimum Standards 746.501(3)

Trinity Learning Center is **DESIGNED TO CARE FOR WELL CHILDREN**. At no time do we provide sick childcare. The following illness policies will be strictly enforced for the health, well-being, and safety of all concerned. **Please do not bring your child to school if he/she is ill.** The Health Department discourages admittance of any child into a school who exhibits any of the following symptoms. **Please be considerate of the other TLC families and staff members to keep illness at a minimum.**

Guidelines for determining the contagious period for a specific illness are based on the recommendations by Child Care Licensing and the American Academy of Pediatrics.

Therefore, it is the policy of Trinity Learning Center to not accept any child who exhibits the following:

- Excessive coughing.
- Shortness of breath or difficulty breathing.
- Fever of 100° – Children must be fever-free and medicine-free for 24 hours before returning to school.
- Mucus or colored drainage from nose, eyes, or ears.
- Sore Throat
- Headache
- Diarrhea within the last 24 hours
- Vomiting – *DO NOT* bring your child if he/she has vomited within the past 24 hours.
- Unexplained or unusual rash/sores
- Lice – Cases of lice must be treated, and child must be lice- and nit-free before returning to care.
- Communicable diseases (Hand Foot and Mouth, Chicken Pox, Measles, Mumps etc.)

In addition, a child does not necessarily have to run a fever to be sick or contagious. Any child whose illness prevents them from participating in daily activities or on the playground will be sent home. Sometimes it takes an extra day of rest at home for them to feel better. Our hope is that our policy keeps everyone as healthy as possible. If your child is out due to a contagious illness, please notify us as we are required to notify other parents of their child's exposure, as well as the local health department.

Children may also not attend TLC if their illness/injury results in a greater need for care than their teachers can provide without compromising the health, safety, and supervision of the other children in care.

Your child's health is the most important to us. If a child becomes ill while in our care, we will contact the parent immediately. **Please note that any child who has 2 episodes of diarrhea or vomiting will be sent home.** We will care for the child apart from the other children with proper supervision and give extra attention to hand washing and to sanitation practices. Parents need to pick up children within **1 hour** of notification. If a parent is reached but

cannot pick their child up within **1 hour**, it becomes the parent's responsibility to arrange for alternate pick up with someone listed on the child's emergency contact form. **If a child is sent home sick from our program, they may not return until the child is symptom-free for 24-hours without any medication.** Please save the school phone number (940-566-5682) and check brightwheel.

If a child has a doctor's note saying they can return to care, the Director has the right to refuse care if she feels the child is still sick or contagious.

LICE. If a child is sent home with lice/nits, he/she will need to be treated at home and may return to school once treatment has been administered and there are no signs of lice/nits anymore. Once they return to school, they will be checked upon arrival for 3 consecutive days to ensure that they are free of lice/nits. If any lice/nits are found, they will need to go home.

CONTAGIOUS DISEASES. Your child's health and safety are our top priority. In the event your child is diagnosed with a communicable disease/illness, please notify the TLC office immediately so other parents can be notified, as well as the local health department. It is important for us to communicate this to all staff and parents so they can take necessary precautions to prevent others from becoming ill. Communicable diseases that exclude a child from care are defined by the Texas Department of Health (TDH) in 25 TAC §97.7 (relating to Diseases Requiring Exclusion from Child Care Facilities and Schools). You can access this information from the Texas Department of Health.

- A Director will call you to come and pick up your child. Please note all children must be picked up within 1 hour.
- Your child will be cared for outside of their classroom in the TLC office or lobby, paying careful attention to supervision and hand washing.
- We will notify all parents of any contagious diseases that a child may have had exposure to through email or Brightwheel.
- After the child has been picked up, we will clean and sanitize the area thoroughly.

COVID-19 Illness and Protocols

For COVID related illness, we will continue to follow guidelines set forth by The Denton County Health Department, CDC, and the American Academy of Pediatrics. We are mandated to report every positive Covid case to Childcare Licensing and The Denton County Health Department.

Accident/Incident Reports

If your child suffers a minor injury at school, the teacher will treat the injury and fill out an incident report explaining how the incident happened and the action taken. The teacher must sign the form along with the Director and a parent. After the parent signs the report, the original will be kept in the child's file and a copy will be sent home in the child's backpack. The Incident/Illness Report should be completed and signed by the parent within 48 hours.

If a non-emergency incident occurs while your child is in our care, parents will be notified by phone call, and in writing. If a parent needs to be contacted concerning the injury or incident, they are always welcome to come up and check on their child. A written report of how the incident occurred will be shared with the parent. The parent is required to sign the report indicating they have reviewed and received a copy of the report within 48 hours of when the incident occurred.

TLC WILL NOTIFY PARENTS WHEN

Minimum Standards 746.307 (b)

- If there is an allegation that a child has been abused, neglected, or exploited while in our care.
- Licensing finds a deficiency related to abuse, neglect, or exploitation within 5 days using Form 7266.
- The child has been involved in an incident that places them at risk.
- When there is a less serious injury such as cuts, falls, scratches, bites, etc.
- When their child has been involved in a situation that renders the center unsafe such as fire, flood, or damage, loss of water and electricity as a result of severe weather.
- If their child or an employee contracts an infectious disease.
- When their child was in a group of children when lice or other infestation outbreak has occurred.
- Licensing finds a deficiency in a safe sleeping standard within 5 days using Form 2970.

Dispensing Medication/Allergic Reactions

Minimum Standards 746.501(4)

Trinity Learning Center will not administer medication at any time. If your child is taking over-the-counter medication or is on a prescription medication that he/she must have during the day, parents are invited to come to school and administer that medication. Please notify staff if medication needs to be administered by a parent.

EPI-PENS. Medication delivered by a device such as Epi-Pens, must have written documentation from the doctor indicating when it is appropriate to administer such medication: including signs and symptoms that the medication is needed. It is the responsibility of the parent to ensure that life-saving medication be replaced prior to the expiration date and a yearly updated action plan is on file. Action plans must include the doctor's signature, parent signature, and a photo of the child.

If a child requires an epi-pen to be used if exposed to an allergen, please make sure to leave an epi-pen in the office with the Director where it will be stored. The box must have a pharmacy label with the following information: child's first and last name, directions on how to use, the physician's name and phone number, date when the prescription was filled, and the expiration date. Any expired epi-pens will not be accepted. All epi-pens will be returned on the last day of school. The TLC staff are trained in how to administer an epi-pen.

BREATHING TREATMENTS. If a child should need a breathing treatment during the day, parents may come up to administer the breathing treatment to their child.

ALLERGIES. If your child has a diagnosed allergy or food allergy, an action plan must be filled out and signed by the child's doctor, parent, and must include a picture of the child. We will post it in their classroom, kitchen, and in their file. For anyone else with an allergy or sensitivity we will post a list in each classroom and inform teachers of emergency actions. If snacks are sent by a parent because of food allergies, please let staff know. We ask that you avoid sending any birthday or holiday treats containing peanuts or peanut butter.

TLC will provide a list of snacks the school provides to each family whose child has an allergy or food sensitivity. The list will include the brand of snacks with a list of the ingredients.

Make sure your child's teacher and the Director are aware of specific cases such as diabetes, asthma, allergic reaction, etc. Precautions to ensure your child's safety and health are of the utmost importance to us. Please keep us informed of any allergies/reactions your child might have or develop during the year.

Allergy Emergency Plan

If your child has an identified and diagnosed food allergy, we must have a food allergy emergency plan on file prepared by the child's health care professional. This plan must include:

- A list of each food the child is allergic to.
- Possible symptoms if exposed to a food on the list.
- The steps to take if the child has an allergic reaction.
- Signature and date of both the parent and health care professional.
- Signed permission (or denial) to post child's allergy in rooms where the child spends time.

Topical Non-Prescription Medication/Sunscreen

Minimum Standards 746.501(19)

A Topical Ointment Medicine Authorization must be completed on the Admission Form by a parent or guardian for a staff member to administer topical non-prescription medications such as diaper ointment, Neosporin, anti-itch cream, bug spray or sunscreen. Even though our playground is shaded, we still ask the parents to apply sunscreen to your children before coming to school.

Water Activities

Minimum Standards 746.501(15)

Parents will be notified in advance through flyers placed in your child's backpack and through brightwheel for Sprinkler Day and Splash Day and other water play activities.

Splash/Sprinkler Play is offered in May at the end of the school year and during summer camp. Parents are asked to bring in a swimsuit, swim diaper (if applicable), water shoes, towel, and sunscreen on their child's assigned splash day. Children wearing regular diapers will not be allowed to participate in Splash Day/Sprinkler Day.

Procedures for Handling Emergencies

Minimum Standards 746.501(5)(24)

In case of minor injury or accident, the staff will administer basic first aid. All injuries or illnesses not requiring immediate parental notification will be documented and reported to parents when the child is picked up at the end of the day. In case of medical injury or illness requiring immediate professional care (emergency), the staff will call 911, giving the location and nature of the emergency. As appropriate, the staff will administer CPR or First Aid measures. Parents will be notified immediately. If parents are unavailable, those individuals designated as emergency phone contacts will be notified. **All children must have an emergency medical release form with their picture on file in case of such an emergency. This information will be kept in a red binder in the TLC office.**

If a child ingests or comes in contact with a poisonous substance, the staff will contact the Poison Control Center 1.800.222.1222.

Tornado/Bad Weather

This will be familiar to the children since you practice this each time you have a severe weather drill.

- **Lowrie Hall Building**- children will proceed immediately to the designated lockdown site/shelter in place designated spot. Have the children sit as close together as possible and have the children duck and cover.

- **Church building**- children will proceed immediately to the designated spot (choir room). Have the children sit as close together as possible and have the children duck and cover. This will be familiar to the children since you practice this each time you have a severe weather drill.
- **Children under 24 months or have limited mobility** will be carried by a caregiver and office staff to the designed lockdown site/shelter in place designated spot.
- Stay there until advised that the bad weather has passed.
- The Director or person in charge will monitor local weather stations and the weather alert radio for updates.

Communicable Disease Outbreak

- All staff members will vigilantly follow policies and procedures regarding diaper changes, toileting, hand washing, food preparation and general common-sense measures such as keeping surfaces clean, changing bedding, teaching children how to cover coughs and sneezes, etc. to prevent the spread of germs that cause illness in the first place.
- In the event of an outbreak, the Director or person in charge will notify the Health Department and Child Care Licensing to inform them of the situation and ask for instructions and guidelines to follow for specific illness or outbreak.
- The Director or person in charge will inform all staff members of instructions and guidelines and require them to follow the same.
- The Director or person in charge will also notify all parents about the situation in writing within 48 hours as required by the Texas Department of Family and Protective Service Child Care Licensing.
- All staff are to follow the school's confidentiality policies when speaking of the above outbreak.

Lock Down (includes weapon, hostage incident, intruder, trespassing, disturbance)

- The Director or designated person will always supervise the front lobby during the incident, if possible.
- When we are aware that an intruder has entered the building or immediate vicinity. The children will know what to do because we practice every three months.
- The teachers will have their transition sheets in their hands and stuff them into their clothing.
- Close all your classroom doors and lock them if possible.
- Turn off the lights. Whisper and remind the children that "we are to be very quiet."
- The teachers will do a name/face check silently.
- Keep the children and yourself safe, in place, and away from all interior and exterior windows.
- If the intruder enters your classroom, do not argue with him.
- The Director or person in charge will ensure that all building entrances and exits are locked and that no unauthorized individuals leave or enter the building.
- The staff will await further instructions from the Director or person in charge or emergency personnel.

Accident

- Make sure all children are supervised.
- A classroom teacher will comfort the child by speaking in a low, quiet voice.
- Apply first aid as needed.
- If the child is bleeding profusely, apply pressure to stop the bleeding. (In an extreme case, take off the child's shirt and use that.)

- If the injury is to the head or face, report it to the office immediately - even if it is minor.
- Complete an Accident/Incident Report, have the Director sign it immediately, and have the parent sign it when the child is picked up.
- Keep the Accident/Incident Report confidential while in your presence. Fold it under the child's name.
- In the event of serious illness or injury involving an adult, contact the office and a Director or the designated person in charge will call 911 and/or the person's emergency contact.

Illness

- Ask the child, "What doesn't feel good?"
- Contact the office and have the child's temperature taken. If the fever is over 100 degrees, the Director or office manager or person in charge will contact the parent.
- If there is no fever, make the child comfortable and keep an eye on him.
- If the child complains of pain, ask him to point with one finger where it hurts the most and then investigate that spot for injury or discoloration and call the office.
- Light vomiting or mild diarrhea: If no pain, call the office after the second episode.

Explosion, chemical spill, or gas leak

that occurs INSIDE the facility (TUMC has NO gas line pipes)

- See procedures for FIRE and OFF-SITE EVACUATION AND RELOCATION

that occurs OUTSIDE the facility

- Close doors and lock them if possible.
- Turn off air conditioner/heater.
- Turn off lights, classroom iPad, computers, CD player or anything else that may cause a spark.
- Keep children seated on the floor and calm. Sing quiet songs or read stories.
- Be prepared to evacuate if told to do so by the Director or person in charge or emergency personnel.
- If you detect a strong odor, show the children how to lift and breathe through their shirts.
- If told to evacuate, consider crawling to avoid strong fumes that are floating higher in the air. Ask for clarification if time.

Bomb threat or other threat

- Write down everything the person says.
- Ask where the bomb is. Ask when the bomb (or other threat) will "go off" or "happen".
- Write that down, too. Notify the Director or person in charge to call 911 immediately.

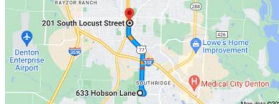
Off-Site Evacuation and Relocation

- Our primary responsibility is to keep the children safe.
- If time allows, gather children's backpacks, food, and coats.
- Depending on the situation, the City of Denton may also send transportation vehicles.
- The Director is responsible for keeping a charged cell phone with her and overseeing and directing the evacuation process. She is the last person to leave the building.
- The Office Manager is responsible for taking the red emergency binder (of permission slips and parent contact information), the first aid kit, classroom teachers will carry any emergency medication (i.e., insulin and epi pens, and in an over the shoulder bag with them), a charged cell phone and accompany the first vehicle to the evacuation site so that she can be in charge of the evacuation site.

- **Our local evacuation and relocation site is:** Sam Houston Elementary School 3100 Teasley Lane in Denton Texas 76205, 940-369-2900.



- **Our distant evacuation and relocation site is:** First United Methodist Church, 201 S. Locust Street, Denton, Texas 76201, 940-382-5478. **Unless directed elsewhere by emergency personnel.**



- In the extreme case of an evacuation to the off-site location and walking is not an option, children will be loaded and accompanied by a teacher and driven in teacher/staff cars, with or without car seats to get them to the safe location in a timely manner. As soon as children are safely relocated, parents will be notified.
- After all children and staff have been relocated to the evacuation site and are safe and have had all their needs taken care of, the Director, assistant Director, and office manager will designate staff to contact parents and notify them of the situation.
- Staff members will continue to supervise and take care of the children, including entertaining them with songs, stories, games, etc. at the evacuation site. They will watch the kids, not the situation.
- The office manager will continue to supervise and take care of the needs of the staff.
- The Director will be the contact person for emergency personnel and parents.
- The center's usual verification process for allowing adults to pick up children from the center will be used at the evacuation site. (i.e., only persons listed on the child's enrollment form as authorized to pick up will be allowed to do so after showing photo ID.)

Fire

- When aware of fire or when alarm sounds, quietly say, "Fire drill boys and girls, line up at the door please." This should be familiar to them since you say it every month when you practice monthly fire drills. Your primary responsibility is to get the children safely out of the building. Do not attempt to put out the fire unless it is between you and a child or preventing exit.
- **Children under 24 months or have limited mobility** will be carried by a caregiver and office staff to the designed lockdown site/shelter in place designated spot.
- Get your cell phone and your transition sheet binder and keep it with you.
- Make a quick head count. Make sure you have everyone.
- Proceed to the proper fire exit and exterior meeting place as designated on the floor plan in the classroom. This is the same spot you take the children each month during your fire drill.
- Do a name/face check once you are outside and check it against your transition sheet. If anyone is missing, tell the Director or person in charge or a fire fighter immediately, but never leave the children unsupervised.
- The children must be safe (out of way of emergency vehicles and the fire) and always supervised.
- Watch the kids, not the situation.
- The fire department, Director or person in charge will tell you when you and the children can re-enter the building or begin off-site evacuation procedures.

Conferences and Communication

Minimum Standards 746.501(6)(20)

Open communication between parents and staff is crucial for the well-being and development of each student. When parents and staff work together, they can create a supportive and enriching environment that benefits their child's overall growth and development. Anytime throughout the year a parent or teacher can request a parent-teacher conference to discuss the child's progress, strengths, areas for improvement, and any concerns. These conferences provide an opportunity for open dialogue and ensure that parents are involved in their child's education. Children in the Pre-K and Kindergarten classes will be sent home with progress reports three times a year.

Trinity Learning Center has multiple ways of communicating with parents. In some situations, parents may be asked to sign a document acknowledging that communication has taken place. Failure to sign documents is grounds for immediate dismissal from the program.

Listed below are ways that Trinity Learning Center may communicate with parents:

- Brightwheel notifications or announcements
- Monthly newsletters/calendar
- E-mail notifications
- Written notices placed in your child's daily folder
- Bulletin boards in both buildings and classroom postings
- Our website (www.tlcdenton.org)
- Facebook and Instagram ([trinitylearningcenter1](#))
- Verbal and written communication with the child's teachers

QUESTIONS and CONCERNS

Minimum Standards 746.501(20)

If parents have questions or concerns about our program, we encourage you to have open communication with your child's teacher and the Director. The Director may be reached by phone or email to review and discuss any questions or concerns about our policies and procedures.

Through open communication, we can ensure that all parties are well informed and working as partners in the child's education.

Animals

Minimum Standards 746.501(17)

From time to time, Trinity Learning Center may have classroom pets that meet the requirements of Texas Child Care Licensing. A notice to parents will be posted outside any classroom door when a pet is present. Parents may decide whether to prohibit or allow their child to have contact with animals.

State Licensing Authority

Minimum Standards 746.501(22)(23)

Trinity Learning Center is licensed and regulated by the Texas Department of Family and Protective Services of the State of Texas, and we follow the Texas Minimum Standards for Child Care Centers. All our guidelines for operating procedures, administration of our school, and laws can be found in the Minimum Standards (updated 2021). Trinity Learning Center receives a yearly unannounced visit from a childcare licensing representative who will conduct an inspection of the operation, in accordance with licensing laws, administrative rules, and minimum standard rules. During inspections childcare licensing will monitor all student files and it's the parents' responsibility to ensure that we have the most updated information including immunization records, hearing and vision statements, and a Texas State Immunization Affidavit which must be notarized.

Parents may review a copy of these standards in the TLC office, or a copy is kept in every classroom. You may view the standards online at www.dfps.state.tx.us. You may also call the intake line at 800-582-6036.

Licensing Office
1400 Summit Drive, Suite 100
Austin, Texas 78728
(512)834-3195

Denton County Licensing Office
535 S. Loop 288, Suite 2001
Denton, TX 7620
(940) 381-3400

Compliance History

Parents may also review a copy of the child-care centers most recent licensing inspection report posted on the Parent Communication board in the entryway in Lowrie Hall and on the licensing website listed below. Parents may reach childcare licensing by using the website above or calling the local offices listed below:

Dallas County (214) 583-4253
Denton County (940) 381-3400
Tarrant County (817) 321-8604

Trinity Learning Center encourages parents to view our compliance history with Child Care Licensing. Our most recent inspection is posted on our parent communication board inside Lowrie Hall and in the church building, or you may view this at www.dfps.state.tx.us/Child_Care/Search_Texas_Child_Care/ppFacilitySearchDayCare.asp. Parents may also contact our local child care licensing office at 214-583-4253.

Gang-Free Zone

Minimum Standards 746.501 (2)(a)

Trinity Learning Center is designated as a GANG-FREE ZONE. Under the Texas Penal Code, any gang-related criminal activity or engaging in organized criminal activity within 1,000 feet of TLC is a violation of the law and is therefore subject to a harsher penalty.

Breastfeeding Provision

Minimum Standards 746.501(25)

Trinity Learning Center will provide a comfortable place with a seat for mothers to breastfeed their child if they choose to do so. Parents may also provide breast milk for their child to be served while in our care.

Mandated Reporting of Suspected Child Abuse and Neglect

Minimum Standards 746.501(26)

Under the Child Protective Services Act, mandated reporters are required to report any suspicion of abuse or neglect to the appropriate authorities. The employees of Trinity Learning center are considered mandated reporters, under this law. The employees of TLC are not required to discuss their suspicions with parents prior to reporting the matter to the appropriate authorities, nor are they required to investigate the cause of any suspicious marks, behaviors, or conditions prior to making a report. Under the Act, mandated reporters can be held criminally responsible if they fail to report suspected abuse or neglect. We at Trinity Learning Center take this responsibility very seriously and will make all warranted reports to the appropriate authorities. The Child Protective Services Act is designed to protect the welfare and best interest of all children.

As mandated reporters, the employees of TLC cannot be held liable for reports made to Child Protective Services which are determined to be unfounded, provided the report was made in "good faith."

RECOGNIZING ABUSE AND NEGLECT IN CHILDREN. The Trinity Learning Center staff receives **annual training on recognizing and responding to abuse and neglect of children**, including physical abuse, neglect, sexual abuse, and emotional abuse. These types of abuse are more typically found in combination than alone. A physically abused child, for example, is often emotionally abused as well, and a sexually abused child also may be neglected.

Causes for reporting suspected child abuse or neglect include, but are not limited to:

Signs of abuse or neglect may include:

- Bruises, burns, or wounds in various stages of healing
- Injuries on two or more sides of the body
- Injuries reported to be caused by falling but which do not include hands, knees, or forehead
- Reluctance to leave school
- Leaving a child in a vehicle unattended
- Not securing a child in a seat belt or booster seat
- Regularly inappropriate dress for the weather that may hide injuries to arms or legs
- Revealing discussion, stories, or drawings
- Radical behavior changes or regressive behavior; changes in school performance
- Child has not received help for physical or medical problems brought to parent's attention

If parents feel they need assistance with child abuse, neglect, or sexual abuse, we encourage you to get help. Please call the National Parent Hotline at 1-855-427-2736 or visit www.helpandhope.org/find-help.html. The statewide Abuse & Neglect phone number is 1-800-252-5400, if you would like to report any suspected abuse or neglect. This hotline is open 24 hours a day and 7 days a week. You can also make your report through their secure website, and you will receive a response within 24 hours: www.txabusehotline.org. If parents need additional guidance and support, they are encouraged to reach out to the Director and or church pastor.

Signs of neglect may include:

- Obvious malnourishment
- Is frequently absent from school
- Begs or steals food
- Lacks needed medical or dental care, immunizations, or glasses
- Is consistently dirty and has severe body odor
- Torn or dirty clothes

- Lacks sufficient clothing for the weather
- States that there is no one at home to provide care

Signs of emotional abuse may include:

- Severe depressed
- Anxiety or aggression
- Low self-esteem
- Overly compliant
- Difficulty making friends or doing things with other children
- Lagging in physical, emotional, and intellectual development
- Caregiver who belittles the child, withholds love, and seems unconcerned about the child's problems

Signs of sexual abuse may include:

- Has difficulty walking or sitting
- Evidence of injury to the genital area
- Fear of being alone with adults of a certain sex
- Reports nightmares or bedwetting
- Demonstrates bizarre, sophisticated, or unusual sexual knowledge or behavior
- Becomes pregnant or contracts a venereal disease
- Reports sexual abuse by the parent or another adult caregiver
- Sexual victimization of other children

Signs of emotional maltreatment may include:

- Shows extremes in behavior, such as overly compliant or demanding behavior, extreme passivity, or aggression
- Is either inappropriately adult (parenting other children, for example) or inappropriately infantile (frequently rocking or head-banging, for example)
- Is delayed in physical or emotional development
- Consider the possibility of emotional maltreatment when the **parent or other adult caregiver:**
- Constantly blames, belittles, or berates the child
- Is unconcerned about the child and refuses to consider offers of help for the child's problems
- Overly rejects the child

Health Checks

Minimum Standards 746.501(27)

Trinity Learning Center staff will do a visual check of the children upon arrival each morning. If a staff member notices anything unusual, they are required to point this out to the parent at that time. If your child has an accident overnight, please notify staff members when dropping off so that we can assist in watching the child for side effects.

Confidentially

While your child is enrolled in our program, all information and records regarding children, families, staff members, and center business is confidential information. For reasons of professional ethical standards, all information received from Trinity Learning Center must always remain confidential. Breaching confidentiality may lead to disenrollment.

Parent Code of Conduct

Please understand, young children are present in our building. Trinity Learning Center prohibits swearing or cursing on our property. Threatening staff, children, or other parents will not be tolerated per Texas Department of Family and Protective Services. Trinity Learning Center has the right to terminate care in the event of disruptive behavior from a parent or guardian. Trinity Learning Center must follow rules on discipline and guidance as outlined in the Texas Minimum Standards for Child Care Centers. All adults, including parents, must follow these rules while on our property.

Cursing/Swearing. Some adult language is not appropriate for young children. Trinity Learning Center prohibits offensive words on our premises. This includes but is not limited to swearing or cursing. Please also be mindful of music that may be heard from your vehicle when in our parking lot.

Threats and Confrontations. From time to time, parents may have questions about their child's care and education. Trinity Learning Center promotes open communication and discussion. We expect parents to manage disagreements in a calm and respectful manner. Threatening staff, children, or other parents will not be tolerated. Trinity Learning Center has the right to terminate care in the event of disruptive behavior from any parent, guardian, or visitor. To maintain safety, all threats will be taken seriously. In addition, all threats will be reported to the appropriate authorities and will be prosecuted to the fullest extent of the law.

Discipline and Guidance. Trinity Learning Center must follow rules on discipline and guidance as outlined in this handbook and the Texas Minimum Standards for Child Care Centers. All adults, including parents, must follow these rules while on our property. Regardless of a parent's personal belief on corporal punishment, failure to follow our discipline and guidance rules will lead to immediate termination of care. Please refer to our policy on discipline and guidance for further explanation of our expectations.

Use of Tobacco Products. Per the Texas Department of Health and Human Services, the use of tobacco products is strictly prohibited on our premises. This includes, but is not limited to, cigarettes, vapor devices and chewing tobacco. Parents who are smoking in their cars must dispose of the cigarette prior to entering the parking lot.

Firearms and weapons on school property- At no time is any person permitted to possess firearms, ammunition, or other weapons on school property. For persons authorized to carry concealed weapons, we respectfully request that any/all weapons be left in your vehicle during the period you are at school. Any violation of this policy may result in immediate disenrollment from our program, as well as criminal prosecution.

Drugs and alcohol- Trinity Learning Center prohibits the use of drugs and alcohol on the school property. If at any point an employee suspects that a parent picking up their child is under the influence, then they will not release that child. They will contact the person in charge who will call an emergency contact. If the person starts getting aggressive, we have the right to call the local police department.

Cell phone usage- Proper parent communication is imperative when working with young children. It is difficult to communicate when cell phones are in use. Effective December 1, 2010, the Texas Department of Health and Human Services passed new regulations prohibiting the personal use of cell phones in classrooms. Please end all calls prior to dropping of your child so that our Trinity Learning Center staff can effectively communicate with you. Please help us stay in compliance with this new standard.

Parent Responsibilities

There are several ways you can help us maintain the best possible teaching atmosphere for your child:

- Communicate any concerns regarding our program or your child immediately to staff.
- Pick up and read the notices and information on brightwheel or left for you in your child's folder and/or posted on the front bulletin board or outside your child's room.
- Pick up your child's papers/projects daily. Their work is especially important to them and provides another means of communication between parent and child. This is a great tool to help the parent share in the child's day.
- Please be aware of the scheduled snack and lunch time and make sure your child arrives in time to be included in those meals. It is difficult to try and feed a child later than the scheduled mealtime, and causes a disruption in the classroom schedule, which affects all the children in the classroom.
- Also, make sure when your child arrives at school that he/she has had breakfast. They may not eat or finish their breakfast in the classroom because this causes a disruption in the classroom, which affects all the children in the classroom.
- Periodically check on your child's supply of extra clothing and proper clothing for the different seasons. Please take-home soiled clothing promptly.
- **The Texas Department of Family and Protective Services does not allow smoking on the premises, either indoors or outdoors.**
- We will not receive a sleeping child. Children will be fully awake upon entering their classrooms.
- If your child is a walker, please **send them with shoes on.**
- If your child takes naps, please do not bring your child right before or during nap time. This is disruptive to the class. We ask you to drop off no later than **9:15 a.m.** so your child can take part in our full educational program.

Parent Involvement

Minimum Standards 746.501 (b)(1)

Parents are invited to be involved in their child's school activities. There are many ways in which parents can participate and volunteer at TLC. Parents may participate in our TUMC pumpkin patch field trip, read in the classroom, coordinate special events and classroom parties.

Per Minimum Standards parents may visit the school any time during hours of operation to observe their child, program activities, the building, the grounds, and the equipment without having to secure prior approval. Any visitor will need to sign in and out at the TLC office.

Suspension and Expulsion

Minimum Standards 746.501(8)

There are several circumstances where it may be necessary to terminate a child's care. This decision will only be taken as a last resort after all other efforts of working with the child and their family have proven unsuccessful. **Trinity Learning Center reserves the right to terminate care at any time with or without notice for any discipline problems such as excessive hitting, spitting, biting, scratching, or assaulting another child/teacher out of anger, or school property. Before a child is terminated the following steps must be taken.**

The school will work with the child's parents first to help resolve the issue. If needed the family will be referred to our Developmental Specialist or their child's pediatrician for further support. *If we see the parents working with their child to help correct the problem an understanding can be reached. If we see the parents not supporting*

their child or the school, and there is no reason for the child's behavior, then we reserve the right to terminate care with or without notice.

Other incidents that may cause a family to be dismissed (but are not limited to):

- When behavior resembles bullying behavior, physical or verbal abuse by a child or parent.
- When a child or parent's behavior threatens the safety of or becomes abusive toward other children or TLC staff.
- Parents fail to provide the required records necessary to comply with the Texas Department of Family and Protective Service.
- Disrespect toward teachers or school employees by child or parent
- Not following of school policies
- Delinquency in Tuition, Registration Fees, Supply Fees, Early Birds Fees, Later Gator Fees, or Late Fee Payments.
- Parents are consistently late in picking up their child or children.
- Inability of the school to meet the child's health or educational needs.

Custody Situations

Trinity Learning Center prefers NOT to get involved with custody disputes. Trinity Learning Center will follow a court order exactly as written. If your family has a court order on file, please provide us with the most recent copy. ***PLEASE NOTE: PER STATE LAW, IN THE ABSENCE OF A COURT ORDER, BOTH PARENTS HAVE EQUAL RIGHTS.*** With this being said, it is imperative that all enrollment forms are completed with both parents' information. A copy of a child's birth certificate may be requested at the Director's discretion. If a custody dispute takes place on our property, the local police will be called and asked to handle the dispute. Our staff will not be placed in the middle of such disputes. If a custody issue creates a risk for our facility or staff, Trinity Learning Center has the right to terminate care.

Inclement Weather Policies

In the event that significant events accompany severe weather, such as a loss of power or water, the school will close.

In the event of an emergency closing and/or inclement weather, parents will be notified of the closing by a brightwheel message, and postings on the school's social media page, and/or by email.

Should the school need to close in the middle of the day, the Director and office staff will attempt to reach the child's parents first to arrange for pick up. If they are unable to reach the parents, the persons listed on the emergency contact form will be called until pick up arrangements can be made. The Director or office staff will notify the parents or emergency contact person at the time of the call of the pickup location should the children need to be evacuated from the child care center. Parents or emergency contact persons should report directly to the alternate location if one is indicated.

Should the center need to close for any reason, tuition will not be refunded or reduced for closures of less than five school days.

Curriculum

Learning Without Tears. This exceptional curriculum teaches techniques where the child builds on what has been mastered. All techniques are developmentally based, and diagonal lines are taught last. Letters are taught in groups

of similar strokes with multi-sensory teaching techniques used. The children learn to use posture and balance, control and movement, perception and memory, and coordination correctly, to develop good handwriting habits from the very beginning.

Letterland Phonics. Letterland is a unique, phonics-based approach to teaching reading, writing, and spelling. Simple stories, songs, and action tricks explain the full range of dry phonics facts so that children are motivated to listen, to think, and to learn. These stories explain letter sounds and shapes, allowing children to progress quickly to word building, reading, and writing.

Daily Schedule

Trinity Learning Center classrooms follow a daily schedule designed specifically to meet the children's developmental, social, emotional, and personal needs. All schedules are contingent on the needs of the children and may vary from day to day. Your child's schedule will vary from room to room and will be given to parents as well as posted in each classroom. Our specials consist of: Chapel, Mighty Movers, Music, and Spanish. Physical activity will be included and promoted throughout each day. Science and STEM are incorporated into the curriculum for all classes.

CHAPEL. Chapel takes place every Thursday morning. During Chapel, children sing praise and worship songs, learn bible stories, and study memory verses. Prayer is also incorporated throughout the day before snack and before lunch.

MUSIC. Music class is designed to teach songs through finger plays and singing games. Movement to music increases the awareness of body image. Listening skills are used to help develop an appreciation and enjoyment of music. Trinity offers a music class once a week for toddlers through kindergarten. In this class, the children participate in rhythmic activities and learn music concepts. There will also be opportunities throughout the year to perform for parents.

MIGHTY MOVERS. All classes participate in our weekly Mighty Movers class. The students take part in large motor group activities and games that include walking, running, skipping, jumping, balance and coordination.

SPANISH. The threes through kindergarten classes participate in a weekly Spanish lesson taught by our Spanish teacher. Spanish is taught as part of the curriculum by classroom teachers in all other classes.

School Safety Policies

Parents need to personally escort their child(ren) to their designated drop off and pick up spot to sign them **in** and **out** each day. Parents are welcome to visit the center any time during the day to observe their child without prior approval. However, if you would like to stay and spend time with your child during activities, please see the office so we can do a proper criminal history check, as required by the Texas Department of Family and Protective Services. You will be notified of any incidents other than minor scrapes or bumps with a phone call. We will also give you a written report at pick up time. First aid will be applied to minor incidents. In the event medical attention is required, we will notify you immediately. Parents are responsible for all medical fees.

Photographs

Trinity Learning Center believes in the benefit of using real life pictures in our educational program. Photos taken of the children will be taken with a school owned iPad and will only be used in our program. If parents choose to take pictures of events held at our program, they may only photograph their child, unless the other parent gives written permission. Please note during certain TLC events, such as Pre-K graduation, Christmas program, and holiday parties, photographs may be taken. If you wish for your child to not be photographed, you may want to remove them from these events.

Infant Sleep Safety

Minimum Standards 746.501(9)

Trinity Learning Center does not service infants younger than 12 months of age. We still follow the Infant Sleep Safety Guidelines as listed in the Child Care Minimum Standards and as outlined by the Consumer Product Safety Commission. All infants would be placed on their backs to sleep. To avoid suffocation, nothing is allowed in the pack-n-play but the infant, this includes blankets and stuffed animals. Sleep positioning devices are prohibited unless instructed by the child's health care professional. An "Infant Sleep Exception" form must be completed by the health care professional. All pack-n-plays at TLC meet the CPSC safety guidelines. Pack-n-play compliance documents are on file in the TLC office. Pacifiers are allowed, however straps that are attached to the child's clothing and pacifiers with stuffed animals attached are prohibited.

Transportation

Minimum Standards 746.501(14)

Trinity Learning Center does not have any transportation vehicles therefore we do not transport any students.

Gang Free Zone

Minimum Standards 746.501(b)(2)

Under the Texas Penal Code any area within 1000 feet of a childcare center is a gang-free zone, where criminal offenses related to organized crime activity are subject to a harsher penalty. Any information about this can be found on our parent communication board located in the Lowrie Hall building entry way.

Field Trips

Minimum Standards 746.501(16)

Trinity Learning Center does not participate in any field trips away from the school. We do schedule fun on-site experiences that include a walk to the TUMC Pumpkin Patch, community helper visits, and events that provide fun and educational replacements for field trips. As part of our enrollment paperwork parents sign their name giving permission to have their child visit the patch. TLC will have extra staff that day to help but all parents are encouraged to attend.

Trinity Learning Center

