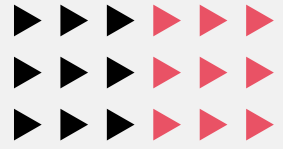




**TRINITY
LUTHERAN
CHURCH**



LEARNING CENTER HANDBOOK



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Dan Forsgren
Pastor



TLC Learning Center is a ministry of Trinity Lutheran Church. We embrace Jesus' words, "Let the little children come to me and do not stop them, for it is to such as these that the kingdom of God belongs" (Luke 18:16). We know that good childcare is available in many places. Trinity strives to provide wonderful and loving care for your child along with a variety of learning opportunities. It is our hope, that as a community of faith, we can be a service to both you and your child. The children love to hear the stories of Jesus and His love for them. You are always welcome here! If you have questions about the congregation or wish to talk with a pastor, please call the church office at 208-664-5743.



Julie Larson
TLC Director

Hello! I am so excited for the opportunity to serve as the Director of the Learning Center at Trinity Lutheran Church! My name is Julie Larson, and my previous experience includes working as a preschool teacher in Washington state and Colorado before moving to Coeur d'Alene. Preceding that, I was a physician. While I loved my career practicing medicine, God helped pave the way for me to work with children and I've never been happier. It is so rewarding to witness children play, learn, and grow (both physically and spiritually) and I cannot wait to get to know the families at the TLC Learning Center! I received my undergraduate degrees in History (BA) and Health Science Studies (BS) from Quinnipiac University, my Master of Public Health (MPH) from Dartmouth University and my Doctorate of Medicine (MD) from Creighton University. When I'm not working, I love to write (my first children's book "I Have A Doll Like You" was published a few years ago with the plan to write more), transform photos into Shutterfly scrapbooks, and hike, ski and camp with my family. I am married and have three children (ages 5, 3 and 1). We love being outside and are looking forward to exploring all of God's beauty in Northern Idaho.

HISTORY & PHILOSOPHY

History

The idea for providing infant/toddler care at Trinity Lutheran Church began with a dream possessed by a group of women at TLC in 1997. They wanted to create an outreach that would benefit young children in our community. On February 1, 1999 this dream became a reality. TLC Learning Center, a non-profit facility, opened its doors offering loving Christian care for children.

The Mission is to strengthen and support families by providing a Christ-centered learning environment for children.

Philosophy

TLC LC respects and celebrates all cultural, social, and economic lifestyle differences among families. We are a place of Christian nurture, where we proclaim God's word in all aspects of a child's care. We strive to provide parents the best of both worlds: fun safe child care while at work and a preschool environment. TLC LC respects children of all abilities providing equal access to developmentally appropriate opportunities. We feel children learn best through hands-on activities and discovery. Through hand-on learning, we feel children become socially, emotionally, and academically prepared and learn to make good choices, to explore new options, and come to see themselves as capable individuals with useful skills and ideas to advance in life.

CLASSROOMS



Infants (6 weeks to about 14 months)

Our infant room focuses on the needs of our youngest learners. We have a strong emphasis on discovery and exploration while helping foster social and emotional growth. This classroom has a ratio of 1 to 4.



Waddlers (about 14 months to 2 1/2 years)

This classroom focuses on both language and physical development. These learners experience group time/story time and get to explore the outside and activity centers. Our goal is to provide simple challenges that foster developmental growth. Our ratio for this room 1 to 6.



Cruisers (2 1/2 to 3 1/2 years)

Our cruisers class focuses on learning ideas and expressions. Here the learners are introduced to science, art, and dramatic play. This class fosters independent play to reinforce thinking skills, self reliance and build confidence. The ratio for this room is 1 to 8.



Challengers (potty-trained 3 1/2 to 5 years)

Challengers class is designed to get our learners kindergarten ready. Here the learners focus on learning to write, identify and use the ABC's. Here we also work on feeling identification and using our words to resolve problems. Our ratio for this room is 1 to 10.

DAY TO DAY

OPERATIONS

05



Clothing

Our program encourages children to explore the world around them with all their senses; learning that getting messy is okay, and fun! So PLEASE, SEND YOUR CHILDREN IN CLOTHES THEY CAN GET MESSY! Also send a change of clothes you can change them into at pick up if you are not planning to go home. Thank you.

For the safety and comfort of your child, we ask that your children wear WASHABLE, PLAY CLOTHES AND TENNIS SHOES every day. Please only fully enclosed soft-soled shoes. NO Sandals.

Please dress your children in clothes and shoes that encourage self-help.

- Ø An extra set of clothes, needs to be left at the center daily for any mishaps.
- Ø Weather appropriate clothing should be brought daily (boots, gloves, hat, coat, snow pants, towel, clothes to get wet in, and sunscreen).
- Ø The children go outside EVERY DAY.
- Ø Please MARK everything your child brings to school with either their name or initials.

Diapering & Potty Training

Routine potty training takes place in our Cruiser's Classroom.

The skills necessary for appropriate potty training are part of the Cruiser's program. Children need to be provided with plenty of wipes, diapers, pull-ups and changes of clothes during this process.

* In all classes parents/guardians must provide enough diapers, wipes, and change of clothes for each day your child/children attend school. A fee for \$2.00/diaper and \$2.00/day for wipes will be applied to your invoice if TLC LC supplies are used.



OPERATIONS

Illnesses

TLC Learning Center is a Well Center, therefore we can only accept well children. Daily observations are made to ensure that all of our children are healthy when brought to the Center. Children exhibiting symptoms such as the following should not be brought to the Center or will need to be picked up promptly:

- Ø Fever of 101 degrees F. or higher; (children also need to be fever free, without fever-reducing medication, for 24 hours prior to returning to the Center)
- Ø Vomiting;
- Ø Diarrhea;
- Ø Draining rash;
- Ø Eye discharge or pink eye;
- Ø Lice or nits;
- Ø Thick colored discharge from the nose;
- Ø Severe or chronic cough;
- Ø Ear discharge or earache;
- Ø Sore throat;
- Ø Too tired, sick or unable to be outside to participate in activities.



Note: Children must be 24 hours symptom-free without the aid of fever-reducing medication before returning to the Center.

PLEASE keep your children home if he/she shows any signs of health or behavior that is noticeably out of the ordinary. The well-being of all the children and staff at the center depends on keeping a healthy environment.

PLEASE report contagious diseases immediately to the Center so other parents can be alerted. Thank you.



Medications

All medications (including vitamins) must be given to a member of the staff by the parent/guardian. Medications may not be given to children to give to a member of the staff or left in their lunch boxes. (Medication looks like candy to children.) Over-the-counter medications and prescriptions will only be given with written approval of the parent/guardian.

OPERATIONS

Meals



All parents/guardians must provide lunch for their child. Lunches need to include a drink and foods that do not need to be heated or cooled. (An “icy” works great in the summer and heating food before coming to school keeps food warm enough in the winter.)

Suggestions: sandwich, cheese/crackers, meat slices, yogurt, boiled egg, chili, noodles, fruit/veggies cut up, granola/fruit bar. Please no nuts or popcorn.

Healthy snacks are provided once a day. Each snack includes a grain, fruit, and a drink. (We are a popcorn-free school.) We do not serve peanut products; however, children are allowed to bring peanut products to the center. If we are notified that a student has a severe peanut allergy, we will send a notification to all parents of the center and discontinue this practice.

If you drop children off after 11:15 am, please make sure they have already had lunch.

Snack donations are always welcome. Any time you would like to make something special for your child’s classroom, the children and staff would be very appreciative.

Naptime

Daily nap time begins at noon in the gym. Each child has their own cot to lie on and the staff sits with the children while soft music plays in the background. Children who do not fall asleep are asked to lie on their mats quietly for a short time and then are given quiet activities to do until rest time is over. The children are in the gym until about 2:30 p.m. and once they are awake they have the opportunity to continue to lie, play quietly, or look at books.

Except for our infant’s parents, all parents are required to supply a small blanket for your child to rest with. PLEASE LABEL EVERYTHING!

Infant Parents, please refer to TLC LC Safe Sleep Policy given with the Enrollment packet.

On Fridays, the cots and sheets the children sleep on are washed.



POLICIES

Annual registration takes place in September. (\$150.00/child)

Payments are requested in advance. You will receive a monthly bill in your parent mailbox located in the front entryway at the end of each month, for the upcoming month. All payments are due by the 1st of the month. A late fee of \$25.00 will be added for any payment received after the 1st. If the 1st lands on the weekend or a holiday, payment must be received the last school day before the weekend or holiday. If tuition still has not been paid by the 10th of the month, you will receive a written notification that your child's tuition is late, you will be advised that a \$25 late fee has been added to your account, and you will receive a reminder of our discontinuation of services for nonpayment policy. If the tuition is still not paid in full by the end of the month, the child cannot return to the Center. (There is only one \$25 late fee applied per month. The letter on the tenth is just to serve as a notification that the late fee has been applied and that balances are still outstanding).

Communication makes a difference. If there is a problem affecting your payment, we want to work with you any way we can.

ICCP is accepted. Co-payments are due according to the monthly payment policy. If ICCP payments are pending or do not come through (for various reasons) you are required to pay your bill in full until ICCP is in place. A letter or phone call from your caseworker, as proof of acceptance, is required.

Late pick up: The center is closed at 5:30 PM and Noon for AM only program. Children must leave the center prior to that time or a fee of \$5.00 per minute, per child will be charged. There are no exceptions!

Extra days: Space allowing, you may **add** a day to your child's week **but we do not trade days**. Extra days will be charged at the daily rate (discounts do not apply to the day rate).

If your child will not be attending their scheduled sessions, please call the center at 208-676-9112

HOLIDAYS OBSERVED

09

CLOSURE OF THE CENTER

TLC Learning Center will be closed on the following Holidays:

- New Year's Day
- MLK Day
- Presidents Day
- CDA School District Spring Break
- Good Friday
- Memorial Day
- Independence Day
- Labor Day
- Veteran's Day
- Thanksgiving Day and the day after
- Christmas Eve
- Christmas Day

These are subject to change depending on the calendar each year. Sufficient notice will be given each year.

If the holiday falls on Saturday the Center will be closed the Friday before, and if the holiday falls on Sunday, the Center will be closed the following Monday.

Tuition also includes days when the Center needs to be closed. TLC Learning Center is open all year aside from listed holidays. The center will follow the same weather closures put out by the CDA School District. Every effort will be made to contact parents/guardians in this event.

TLC LEARNING CENTER FEES 2023-2024
NON-REFUNDABLE REGISTRATION OCCURS EVERY SEPTEMBER
ANNUAL REGISTRATION FEE\$150.00/YR./ CHILD

Days per Week	After January 1, 2023	
Infants	5 days	\$ 1,100
	3 days	NA
	2 days	NA
	Extra day	NA
Waddlers	5 days	\$ 810
	3 days	\$ 630
	2 days	\$ 480
	Extra day	\$ 45
Cruiser	5 days	\$ 665
	3 days	\$ 495
	2 days	\$ 370
	Extra day	\$ 35
Challenger	5 days	\$ 600
	3 days	\$ 425
	2 days	\$ 320
	Extra day	\$ 35

AGE GUIDELINES ARE BASED ON DEVELOPMENTAL READINESS.

THIS CENTER IS AN EQUAL OPPORTUNITY PROVIDER

POLICIES

We believe that all children have the potential to make good choices. But all of us at times make choices that affect ourselves or others in a negative way. If a child engages in unacceptable behavior, we will explain to them in an age-appropriate way why their actions are unacceptable. Then together, the teacher and child will plan some ways for changing the problem behavior. This may mean the child is redirected to a different area on the playground or in the classroom. It may mean the child is not allowed to continue playing with a toy or piece of equipment that he/she used inappropriately. We always encourage children to make good behavioral choices and will do our best to help your child learn appropriate behavior in the group setting. We will also encourage your child to develop healthy coping skills to work through frustration and help them name their emotions.

Persistent behavior problems will be reported to the child's parent/guardian. Documentation will be made of persistent behavior problems. If the problem continues, the teacher and/or director will meet with the parents to make an action plan for desired behavior change. The child who continually places themselves or others in danger will most be asked to leave the center.

The following steps will be taken before the child is removed from the program:

1. Parents will be notified of persistent behavior problems.
2. Parents will meet with the teacher and director to discuss the problem situation.
3. An action plan, which may include counseling, will be implemented to attempt to alleviate the problem behavior.
4. If, after two weeks, or a time specified by the teacher and director, no improvement is evidenced, the child will be removed from the program.

Non-Aggression Policy

If a child is overly aggressive to his/her classmates and/or staff the child may be asked to leave for the day. Chronic, excessive use of aggression by a child may be determined as grounds to discontinue childcare services.

Some examples: Biting - if a child is 3 years of age and up;

Hitting, punching, scratching, and throwing others to the floor

Out-of-control behavior where redirection is not working;

Using foul language (cussing); Belligerent talking back

EMERGENCY PROCEDURES



As we all know, when an earthquake or other emergency strikes, it strikes without warning. Trinity Lutheran Church Learning Center has implemented a preparedness plan that we feel will act in the best interest of your child.

In the event of an earthquake or other emergency, we will:

- Keep your child at the center.
- Provide first aid/CPR as needed.
- Call 911 if needed
- Lock our Facility Down which includes
 - Not allow anyone except authorized personnel in building
 - Release children only to persons listed on your Emergency Information Form.
- Take your child, should we need to evacuate our building, to the nearest safe location.

For Minor emergencies: TLC LC staff is trained in First Aid and CPR and will take appropriate steps to assure all owies are taken care of.

For Critical emergencies: TLC LC staff is trained in First Aid and CPR, and will take appropriate steps, while another staff member calls 911. Parent/guardian will be contacted A.S.A.P.

All faculty members have been informed of procedures and assigned tasks in the case of any emergency.

If you have any questions about our total facility plan for addressing emergencies, please speak with the Preschool Director.

DISCONTINUATION OF SERVICES



The following are grounds for discontinuation of childcare services:

- Failure to pay monthly tuition as agreed;
- Repetitive delinquencies to pay monthly tuition as agreed;
- Repetitive, unannounced, late child pickups
- Lack of cooperation with childcare programs and policies;
- Inappropriate conduct by adults towards staff and/or children or by children toward other children and/or staff.

RIGHT TO REFUSE ADMITTANCE

- The right to refuse admittance shall be within the authority of the Director, with oversight by the TLC Board. This shall apply to a child already enrolled, as well as to a child applying for enrollment.

IMPORTANT CONTACTS

Name	Position	Contact
Julie Larson	TLC Learning Center Director	directortlclc@gmail.com
Andrea Werpy	Trinity Church Office Manager	office.trinitycda@gmail.com
Dan Forsegren	Pastor	dantlccda@gmail.com
Carrie Gridley-Shienfield	President- TLC LC Board	clgstylist@gmail.com