



*A Ministry of Trinity Cathedral*

# Parent Handbook 2023-2024

**Trinity Learning Center  
1100 Sumter Street  
Columbia, SC 29201  
803.254.5819  
childcare@trinitysc.org  
DSS License #12127  
ABC Revisions 3-3-2023**







Dear Parents,

Welcome to Trinity Learning Center (TLC)! We are excited to have the opportunity to teach and care for your children and look forward to becoming better acquainted with your whole family. We will offer many opportunities for your child to develop intellectually, physically, socially, emotionally, and spiritually. It is our desire to provide a quality learning environment that is positive and meaningful, as well as fun and safe.

Our commitment to your child is to:

- ✝ Enjoy and love him or her as an individual.
- ✝ Be understanding and loving when things do not go right.
- ✝ Be encouraging and patient when he or she needs our help.
- ✝ Provide structured time to encourage learning skills.
- ✝ Provide free and unstructured time to encourage social skills and growth.
- ✝ Remember what it is like to be a child.
- ✝ Foster his or her positive self-image, as this is the seed of respect for God's whole world.

Each month, you will receive a newsletter via email full of information about special events and class updates. There will also be a weekly classroom update for your child's particular class, listing weekly themes, projects, activities, and other items of interest. We recommend you post the monthly news in a place where you will see it often, so you do not miss your child's daily experiences.

Please read each section of this handbook carefully, as it contains information and guidelines that are in the best interest of your child in our program. These guidelines will help us provide the best quality care for your child. Remember that you are your child's most important teacher and understanding the policies of this program will help us to work together and communicate effectively to provide a positive learning environment for your child in our care.

After reading this handbook, please sign the insert in the back stating that you have read and understand the policies of this program. During the school year, please return form updates immediately to the TLC office after receiving them in your parent communication slots in your child's classroom.

Sincerely,

Jean Knowlton  
Director  
Trinity Learning Center



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# Introduction



## STATEMENT OF PURPOSE

As a part of Trinity Episcopal Cathedral's mission to minister to the needs of all people, Trinity Learning Center teachers and support staff endeavor to provide the following.

1. Support children's growth in their awareness of the world around them and guide them in developing an understanding of God's love for them as they experience a learning environment that fosters their emotional, social, intellectual, physical, and moral development.
2. Support the families of TLC and the Cathedral with respect to their individual cultures and unique dynamics in order to promote a child's positive identity formation and development, which allows children to realize their full potential.
3. Partner with community agencies who serve our families to provide resources that enhance our families' abilities to grow in knowledge and understanding of how to best support the growth and development of their individual children.

## GOALS

Trinity Learning Center's program goals enable children to:

1. Develop emotionally as they experience success, thereby contributing to a positive self-concept. Children will also develop a sense of trust, autonomy, and initiative.
2. Develop socially as they experience regular social interaction with peers and are guided by reassuring adults who provide a model of desirable social interaction as they relate to children. The children will grow in understanding and love for themselves, their family, and others in the world.
3. Grow in their ability to think, solve problems, and develop language skills. The development of each child as an individual will be stressed as opposed to rote learning.
4. Develop physically as they gain mastery in both fine and gross motor skills by participating in art, music, play, and other means of creative expression.
5. Grow spiritually as they expand their awareness that God has a unique and special plan for them.

*NAEYC 10.A.01*

## CURRICULUM

Reading and writing are more than reciting the alphabet. Counting is more than simply recognizing numbers. Children learn these skills with a rich variety of hands-on activities that stimulate all five (5) senses.

Trinity Learning Center's teachers are creative guides who enhance these steppingstones of learning through a huge library of curriculum guides and resources from our staff library.



**Creative Curriculum.** This is a South Carolina Department of Education approved curriculum, and is a practical approach on how to organize the environment to support children's social development and active learning. It is based on child development theory. By continually changing and enriching the environment, teachers can support learning and creativity in children. It emphasizes establishing a partnership with parents and offers practical ideas for explaining the curriculum to parents. For more information, [www.teachingstrategies.com](http://www.teachingstrategies.com)

**WEE Learn Curriculum.** This curriculum is the basis for weekly thematic units, which blend with the learning centers and emphasizes spirituality with respect for all of our unique families at TLC. The learning centers in our school are arranged to promote independence, decision-making, and group involvement. The children select their own activities from the learning centers prepared by our teachers. These centers include home living and dramatic play, science and nature, puzzles and manipulative toys, creative art and music, blocks and books. We want to represent the culturally diverse families we serve by adding family pictures and customs to the different areas of our classrooms. Please feel free to share in the creation of our children's home away from home.

## ASSESSMENT

Assessment is the process of gathering information from several forms of evidence, and then organizing and interpreting that information. Assessment is an integral part of Trinity Learning Center's program. Assessments of children, staff, administration, and the program as a whole are conducted in the following manners. The benefits of developmental child assessments are the following:

- \* Your child's strengths and needs are clearly identified for you, your child, and the teacher.
- \* Teachers focus on your child as an individual and set specific goals for him or her.
- \* Your child is observed and evaluated using a developmental checklist that is based on the most current knowledge about how children develop and learn.
- \* The process of evaluating your child is connected to what happens in the classroom.

**Work Sampling System.** At TLC, we use a "Work Sampling System" to assess our children. This valid, research-based performance assessment is designed to enhance instruction and improve learning. Work sampling consists of several interrelated elements: Developmental Guidelines and Checklists, Portfolios, Ages and Stages Questionnaire and for our 4-K the GOLD online assessment. These elements, when used together, motivate children by emphasizing what they know and can do, providing meaningful information to teachers and families, and giving educators a common language based on national standards and shared criteria for assessment. In addition, they track the growth of children across developmental areas, such as social, emotional, physical, and cognitive. This assessment is used to assist teachers in adapting a curriculum, lesson plans, activities, and environment to meet a child's specific needs and interests. It also helps TLC identify children who might benefit from special services and assist teachers in communicating children's progress to parents.

NAEYC 4.A.03

**South Carolina Early Learning Standards.** Along with the Work Sampling System, TLC uses the state's early childhood standards to make sure each child is meeting and exceeding state standards. These standards are available in our office and on the web at <http://ed.sc.gov/agency/programs-services/64/documents/EarlyLearningGoodStart.pdf>.

**Portfolios.** Furthermore, each child has an individual portfolio. This informal assessment tool contains a variety of materials that document the child's growth and development. Documentation

## ASSESSMENT (CONT.)

methods may include work samples, photos, teacher's observations, anecdotal records, audio recordings, checklists, and rating scales. Portfolios are shared with parents at each conference.

**Speech and Hearing Screening.** The University of South Carolina's Speech and Hearing Research Center conducts screenings for 3 year old students and above at the start of each school year. Parents must fill out a permission slip to have their child screened and if there are any issues referral lists will be given out to parents.

As with many aspects of TLC, assessment is viewed as a team effort. Parents are asked to supply information about their child through written documentation and in parent/teacher conferences. Parents are encouraged to be active participants throughout the school year by continuing to share information both during conferences and as they deem necessary. At the end of the school year, much of the portfolio content will be sent home. Teachers make copies of the developmental checklists, which are included in each child's permanent files and are readily accessible to the teachers in the following year. Assessments are shared a minimum of twice a year (January - July). Assessment tools are also used as indicators of the overall program's success and areas of improvement. The gathered information helps guide TLC's program and planning for the next school year.

TLC's staff is committed to confidentiality surrounding children and their assessment. Documents are housed in a secure manner and shared only with those directly involved in supporting the child. Staff will not discuss individual children, their progress, or classroom situations at any time when others may hear the conversation or with anyone outside of the child's immediate family. Parents are always welcome to schedule a meeting if a concern should arise. Parents must report any concerns immediately to the Lead Teacher and/or Director in order to effectively problem solve.

*NAEYC 2.A.05, 2.A.06, 4.A.02, 4.E.02, 4.E.06, 4.E.07, 7.B.03, 7.B.04*



# Management



## BOARD OF MANAGERS

Trinity Learning Center is guided by the Board of Managers, which is made up of parents of children enrolled in the Center, as well as church members. The Board works closely with the TLC Director on the foundation of policies and procedures, budget issues, and the continuing development of the program. The Board is available for assistance when needed.

Nominations to the Board of Managers will be made by and voted on by members of the Board. The Vestry Representative will present the names of the nominees approved by the Board to the Trinity Episcopal Cathedral Vestry for approval. The members of the Board shall be divided into three classes with each class to be as nearly equal in number as possible. The term of office of members of each class will be for three full years. The terms run concurrent with the Cathedral and Vestry. A member of the Board may not serve two consecutive full terms.

Any vacancy occurring in the Board of Managers may be filled by the affirmative vote of a majority of the remaining Board members through less than a quorum. A member elected to fill a vacancy shall hold office until the expiration of the term of office of the class for which he or she was elected. A member of the Board elected to fill a vacancy who serves less than three full years may be re-elected for one additional term.

The standing committees of the Board of Managers shall include the following.

1. Executive Committee
2. Finance Committee
3. Special Projects Committee

Meetings of the committees may be held at any time on call of any member of the committee. A majority of the members shall constitute a quorum for all meetings. Committees shall keep minutes of their proceedings and submit them to the next succeeding meeting of the Board of Managers for approval.

## STAFF

Just as our students come from many different cultures and life experiences, so do Trinity Learning Center's teachers. They are all caring and nurturing people who are called to the ministry of guiding young children. The staff of TLC exemplifies professional ethics when working with children, parents, and each other.

**Employment.** The TLC Director, teachers, and support staff are registered with the South Carolina Department of Social Services (DSS) and have gone through fingerprint and background checks required for licensed childcare centers. Typically, new staff has a two-week waiting period before beginning employment at TLC to allow for processing of required DSS paperwork. If a situation arises whereby an employee is needed to start before the two-week waiting period, DSS allows a twenty-four hour notification with fingerprints, required paperwork, and an additional SLED check for provisional employment to begin. These provisional employees also receive direct supervision from senior staff members during their six-month orientation period.

**Training.** Each calendar year, the TLC Director participates in twenty-five clock hours of training, and all teachers receive at least twenty clock hours of training in early childhood development, guidance, and curriculum. All training complies with DSS policies and guidelines. The TLC staff also

receives training in Infant/Adult CPR/First Aid and Blood Borne Pathogen Handling, which is in addition to the twenty-hour requirement by DSS. Additionally, all staff members are encouraged to stay actively enrolled in Early Childhood Education degree programs offered at Midlands Technical College, Columbia College, or the University of South Carolina and supported by the Richland County First Steps T.E.A.C.H. scholarship program and TLC.

## ABUSE

Trinity Learning Center is committed to the prevention of any form of abuse, including physical, sexual, or psychological abuse. For TLC's purposes, the term "abuse" can refer to any incident where an individual, adult, or child, engages in conduct that harms or substantially threatens the physical, sexual, or psychological well-being of any student. Such abuse can be subdivided into three areas.

1. **Physical Abuse.** Non-accidental physical injury and/or extreme and/or repeated failure on the part of the caretaker to meet the child's physical needs.
2. **Psychological Abuse.** Extreme and/or repeated conduct that is inhumane or otherwise unconscionable.
3. **Sexual Abuse.** Sexual involvement between a child and staff member who has greater knowledge, authority, power, and/or resources.

**Reporting Duties for Harassment, Abuse, and/or Neglect.** Any parent, student, or employee who believes that a parent, staff member, another student, or a non-employee's actions or words constitute discrimination, harassment, or abuse towards themselves or another person has a responsibility to report the situation immediately. Thereafter, they should submit a written description to the Director.

**Complaints Involving TLC Staff.** TLC, at its sole discretion, may suspend or withhold pay from any school employee accused or suspected of abuse and/or harassment as defined herein. Any staff member who engages in abuse and/or harassment is subject to discipline, up to and including immediate termination. The circumstances will be promptly investigated by the Director and/or appropriate law enforcement agencies.

### Reporting of Abuse or Neglect

All Early Childhood Programs are mandated by law to report suspicion of child abuse or neglect, the law requires reporting the following:

- Any physical injury, sexual or emotional abuse inflicted on a child other than by accidental means by those responsible for his/her care, custody and control shall be construed to be abuse.
- Failure to provide by those responsible for the care, custody and control of the child, the proper or necessary support, education as required by law, medical, surgical or any other care necessary for his/her well-being shall be classified as neglect.

**Child Abuse and Neglect:** All suspected issues of child abuse/neglect by families, staff, volunteers or others are to be reported to DSS and the appropriate local law enforcement agencies. Examples of types of abuse and neglect that staff may look for include but are not limited to: Child has frequent injuries or "accidents," unexplained burns, cuts, bites, fading bruises or other marks noticeable after an absence from school or the explanation does not match the injury. Child is always watchful and "on alert," as if waiting for something bad to happen. Injuries appear to have a pattern or resemble an item such as marks from a hand or belt. Child shies away from touch, flinches at sudden movements, or seems afraid to go home. Child arrives each day very hungry, unclean (body or clothing) or perhaps is covered in bug bites, takes food to eat at home, etc. – things that would suggest the child is not receiving proper care at home. The child may also share information with the staff regarding things that are happening in the home which places the child in danger, e.g., parents use illegal drugs or substances, or someone **in the**

home is abusing them (physically or sexually). Director should always be consulted unless she is out of town or unreachable.

DSS office of Child Protective and Preventive Services with the office of Out of Home Abuse and Neglect (OHAN)

Can be reached 7 days a week at 1-888-227-3487 or  
online at <https://dss.sc.gov/child-well-being/report-child-abuse-and-neglect/>

The Child Abuse and Neglect Law:

“Child Abuse Prevention and Treatment Act (CAPTA), originally enacted in 1974 (Public Law 93-247) and reauthorized in 2010, is the largest body of legislation with regard to the fair, ethical, and legal treatment of children and is intended to keep them free from all forms of abuse including physical, sexual, emotional, and psychological.”

**Child Maltreatment Policy:**

Child Maltreatment includes all types of abuse and neglect of a child under the age of 18 by a parent, caregiver, or another person in a custodial role (e.g., clergy, coach, teacher). There are four common types of abuse. They are: sexual, physical, emotional, and neglect. The following are examples (but not limited to) of abuse and neglect that may occur in a child care setting: physical harm, withholding food, water, restroom use, or affection; verbally threatening a child; yelling at a child; shaming, inappropriate discipline such as washing a child’s mouth out with soap as a punishment, etc.

# Program



## CLASSES AND SHIFTING

The placement of each child is based on a variety of factors including age, physical, social-emotional, and cognitive development, classroom size, and the rules and regulations regarding classroom space. Exceptions for classroom placement may be based on the child's developmental ability after proper assessment by the Director and teachers for children with fall birthdays.

Nursery Hall Class move up pattern – Infants at the age of 10 months, if developmentally ready will shift to the Wonderful Ones class which is designed to encourage the beginning walking infant with plenty of space to physically develop. Our Terrific Twos will experience a shift to Turning Threes when they are potty trained and are approaching 36 months. These shifts occur either in January or June. All other classes are school year based classes which start in September and end the following August.

Trinity Learning Center's Fabulous Fours Kindergarten class is a South Carolina First Steps classroom and meets all requirements of the South Carolina Department of Education.

### **NURSERY HALL**

**Incredible Infants**  
***6 weeks to 9 months***

**Wonderful Ones**  
***10 months to 16 months***

**Terrific Twos**  
***24 months to 36 months***

**Turning Threes**  
***2.5 to 3 by September 1***

### **PRESCHOOL HALL**

**Thrilling Threes Kindergarten**  
***3 by September 1***

**Fabulous Fours Kindergarten**  
***4 by September 1***

**After-School /Summer Camp**  
***Elementary School 5K and above***

### **SUPPORT STAFF**

Ms. Jean Knowlton, Director  
Mrs. Sakina Bhagat, Assistant Director  
Eriana Neiblum Lamkin, Scheduling Coordinator  
Mitzi Lanford, Afterschool Elementary Supervisor  
Mrs. Hazel Flemming, Chef





## RATIOS

Trinity Learning Center has set a high standard for quality by establishing low child-to-teacher ratios and providing the required small group sizes in accordance with National Association of Education guidelines. In the event of staff absences, we make every effort to use our on-staff floaters to cover classrooms, rather than outside substitutes and always stay within the DSS required ratios. During our current recovery from the economic impacts of COVID TLC ratios have been operating at the DSS standard. We hope to get back to the TLC standard by Fall 2023

### Department of Social Services

Child's Age	Child-to-Staff Ratio (minimum)
Infants	1:5
Ones	1:6
Twos	1:8
Threes	1:12
Fours	1:17
Fives	1:20
Six and above	1:23

### Trinity Learning Center

Child's Age	Child-to-Staff Ratio
Infants	1:4
Ones	1:5
Twos	1:7
Threes	1:7
Fours	1:8
Fives	1:10
Six and above	1:12

## INFANT AND TODDLER CARE

Parents are granted free and full access to the Trinity Learning Center infant room. Please wash your hands and slip off your shoes before visiting with your baby.

If you are entering the ones, toddlers, or twos' rooms, please remember to have your child wash their hands. We wash hands in ALL classrooms each time we enter, whether from the playground, strolling, or field trips.

**Safe Infant Sleep.** All infants in our care will be placed on their backs to sleep. Only under the specific written instructions of both a licensed pediatrician and the child's parents will we act otherwise. This is in accordance with the DSS Child Care Licensing Policy 114-509 A. (5). All teachers and staff working in this room have received training in our Safe Infant Sleep policy, which is included in our registration packet for you to sign.

**Bottles and Solids.** TLC provides Similac with iron, cereal, baby fruits, vegetables, meats, and snacks when your child is old enough. We follow United States Department of Agriculture (USDA) guidelines to make sure you are aware of the recommended servings and an individual daily report is turned into DSS each month for their review.

TLC does not prop bottles or give bottles in cribs. Bottles are warmed in a crock-pot, and solids are warmed in a microwave located in the classroom. As your child begins to eat solids, make sure to send bibs and plenty of comfortable outfits so baby can stay fresh. Solids and liquids are stored in a full-sized refrigerator in the infant room.

**Personal Belongings.** Each Monday, you need to provide two crib sheets, which will be returned every Friday. Please provide diapers and wipes to be stored in your baby's cubby. On your child's daily report, the teacher will let you know when more are needed. Label all of your child's items, including sheets, blankets, clothes, and bibs.

**Cleaning.** All cribs, mattresses, and toys are washed and sanitized daily. Children are changed on a changing table. The surface is sprayed with bleach and water solution after each use. Teachers use gloves and follow South Carolina Department of Health and Environmental Control (DHEC) approved health procedures to keep children healthy and clean.

**Daily Report.** You will receive a daily report of feeding times and diaper changes, and supplies (e.g., diapers, wipes) needed in the Infant room. In addition, teachers will call you if they ever observe anything out of the normal pattern of your child's day. In the Ones and above diapering charts are kept up to date throughout the day.

**Diapering and Potty Training.** TLC begins watching for signs of toileting readiness in the Terrific Twos' classroom, which is equipped with age appropriate toilets. Signs of readiness include the child being dry between diaper changes, which occur at 1.5-hour intervals. When this pattern emerges, teachers will let you know that potty training has begun at school and will encourage you to follow our methods at home. We do not allow the child to sit for long periods of time or to wander without underwear on.

Potty training should be a positive experience for children. It should take only a short period of time, if the child is ready. Potty training is as individual as learning to walk; there is no right age by which all children should be using the toilet.

We will attempt potty training with your child for ten days. If the child shows no interest, is fearful, or has too many accidents, your child will go back into diapers until we decide together that your child is ready to try again.

Below is a list of helpful ways we can work together to minimize frustration and maximize success. Of course, encourage your child and continue the process at home.

- Have your child wear loose fitting clothing that he or she can manage independently, such as elastic waist pants that are easy to pull up and down. Do not dress your child in overalls, t-shirts with snaps between the legs, or pants with belts. Dresses are also a good idea because your child can see to pull down her pants.
- We prefer you supply regular thin cotton underpants, rather than thick training pants, and no pull-up diapers. This way, your child is more aware when he or she has had an accident. For a while, we will put children back into diapers at naptime.
- Bring a bag with at least three sets of extra clothes, including socks and an extra pair of shoes. Label all clothing with your child's name.
- Decide at the beginning if little boys will sit or stand.
- Have your child start wearing underwear at home the weekend before we initiate it at TLC. During the week, continue the program at home, having your child wear underwear rather than diapers.
- If you feel you need to, your child can wear a diaper at night, but first you might try getting him or her up once during the night to go to the bathroom.
- Here, we leave the door to the bathroom open, both for easy access and to encourage your child's interest seeing other children use the toilet. Your child goes to the potty with a "buddy" for positive reinforcement.
- Your child will be told, "You need to go potty now," (or whatever term you prefer) every 30 to 45 minutes during the first and second week, as necessary.
- Unfortunately, because of health regulations, teachers cannot wash out soiled clothes. We will put them in a plastic bag for you to take home and wash.

**Aggressive Behavior.** During the toddler years (ones and twos), before language skills are completely mastered, children become aware of and begin socializing with one another. Pushing and pulling one another often occurs. The more negative behaviors, such as hitting and biting, also occur. Generally, these common stages of childhood pass within about a three to six month period. While these phases are common, our teachers are quick to identify and watch for signs of this behavior.

When these incidents occur, please know that whether your child is the victim or the aggressor, both parents will be notified and encouraged to work with us to help these children achieve success in the socializing process. If you find a sign of injury that you were not notified of by accident report, please let us know. We watch very closely to ensure that our children are safe and learning appropriately. Fortunately, with our low ratios and skilled teachers, the aggressive behavior stage passes very quickly.

Just remember that it is a natural stage of development, and once beyond it, our children have learned to respect their whole environment and are ready for the next step in the learning experience.

**Separation Anxiety.** Separation anxiety is a common experience for children. It is rarely the result of anything that the parent or teacher is or is not doing. It is part of maturing independence and memory in your child. To minimize your child's anxiety and to maximize their adjustment to being away from you, follow these steps suggested below from the book, *What to Expect the First Year*.

1. Give your child advance notice of the start of preschool and visit beforehand.
2. If they are walking, let your child walk in instead of carrying them.
3. Let the teacher take them if necessary.
4. Keep a smile on your face and let your child know that you are confident in his or her teachers and that they are friends.
5. Do not sneak out but reassure them that you will be back after work.
6. Stick to a consistent schedule of drop off and pick up.
7. You can call and check in later if you need to. We will always call you if your child truly needs us to.

You will be doing your child a great service by helping him or her positively make this adjustment!

## CLASS ACTIVITIES

**Outdoor Play.** It is our expectation that children will go outside EVERYDAY. When outdoor conditions are above 90 degrees or below 32 degrees, we will exercise caution. If you feel your child is too sick to go outside then he or she is too sick to be at Trinity Learning Center. We request that you keep him or her at home until he or she is well enough to go outside. During sunny weather, sunscreen should be applied to your child prior to arrival. With written parental permission, teachers will reapply sunscreen before afternoon outdoor play. Please leave a container of your child's sunscreen labeled with his or her name for the teachers to apply.

**Celebrations.** Birthdays may be celebrated during snack time with a simple snack. Ask your child's teacher for suggestions. Party invitations may not be distributed at school unless you are including the entire class. Please keep your celebration simple, since not all children have school parties. TLC will not provide transportation to or from birthday parties.

**Show and Tell.** Your child's teacher will indicate on her calendar when Show and Tell is to take place. Parents are asked to follow the teacher's instructions on what is to be brought to show the

class. Other than this specific time, toys from home are not allowed. TLC is not responsible for lost or broken toys. Please teach your child from the start that it is against school rules. We are very busy during the day, and toys from home disrupt our learning environment.

**Swimming.** Other than sprinkler day during the summer, the children do not participate in swimming activities at TLC. However, parents of three's and above will have the opportunity to sign their children up for swim lessons at an announced location for which we provide transportation. More information will be available in the spring.

## **FIELD TRIPS**

By sending your child to Trinity Learning Center on a day that a field trip is scheduled, you are giving TLC the expressed permission to allow your child to travel to and from the chosen destination, and to participate in all planned activities. Field trip plans will be published monthly in the parent newsletter. Information will also be posted at the classroom door with a sign-up for chaperones, the type of transportation to be used, and departure and arrival times. Directions will be printed, kept on the bus, and can be available to you upon request. A permission slip will be sent home the week before the field trip and must be returned twenty-four hours before the trip is to take place.

Children's emergency contact numbers and medications will be taken on the field trip. If a child becomes ill during a trip, the assistant teacher will remain with the child until you are contacted and able to come to the location to pick up your child.

By signing below, you release from all liability TLC, Trinity Episcopal Cathedral, and staff from any injuries received on field trip. All field trips are considered an educational portion of our program. They are prepaid based on class enrollment and charged to your account. Refunds are not issued based on absences.

It is the policy of TLC that only three-year-old children and above participate in field trips.

## **EXTRA-CURRICULAR ACTIVITIES**

Trinity Learning Center offers a variety of additional instructional classes for you to choose from during the school year. Registration for these classes takes place during Parent Orientation in August. The cost is usually between \$30 and \$45 per month for weekly instruction. Payments are made to the instructor, not TLC. This is a contract between you and the instructor. TLC provides the location for instruction and files a background check for each instructor. A DSS Release Form is required to be on file for your child to attend these activities

Classes will be scheduled to begin the second week of September. Instructors are usually accompanied by an assistant during their weekly class. In the event of an instructor's absence, make up classes will be scheduled.

TLC is pleased to offer the following activities.

- Miss Kim's Koordination Gym with Kim Boyd (toddlers and above)
- Soccer Shots with Matt Simmons (twos and above)
- Yoga with Mrs. Panna Chauhan
- Ballet with Blake Lett (twos and above)

## REST TIME

Rest time is required by DSS for children aged 6 years and under. Trinity Learning Center provides a cot for each child with his or her name on it. They are not shared. The cots are sprayed after nap daily with disinfectant. DHEC recommends that sheets, pillows, and stuffed animals should not be allowed in order to keep down the spread of germs. TLC allows a small blanket or pillow that will fit in your child's cubby, which should be taken home at the end of each week to be washed.

Rest time begins around 11:30 – 12:00 for the younger classes and 12:00-12:30 for the older classes  
Rest time ends by 2:00-2:30 p.m. for all classes.

## MEALS

Trinity Learning Center follows the USDA, DHEC, and DSS guidelines for quality nutrition, health, and safety guidelines for serving food. We provide 1% milk for twos and above and whole milk for 12 to 24 months.

TLC provides infants with Similac Advance with iron and all other infant cereals, fruits, vegetables, meats, and breads. Please make note on your infant statement of your desires regarding the serving of formula. Teachers will be happy to share the USDA and American Medical Association approved feeding guidelines.

For toddlers and above, do not send in sippy cups, as we will supply paper or plastic cups and plenty of drinks. If your child travels with a cup in the car, please leave it in the car.  
Preschoolers eat Breakfast and Lunch in Melcher Hall and have afternoon snacks in their classrooms.

**Menu.** Monthly breakfast, lunch, and snack menus will be emailed to you and posted in each classroom. Unless your child has a written food allergy notice or special diet, he or she will be served what is posted on the menu. If there is an unexpected menu change, it will be posted at the sign-in table.

**Breakfast.** Breakfast is provided between 7:45 a.m. and 9:00 a.m. Please do not bring foods from home to share.

**Lunch.** Lunch is usually served between 10:30 a.m. and 12:30 p.m., starting with youngest classes first. Hands will be washed and blessing said before lunch is served. Teachers encourage the children to eat most of their lunch and model mannerly eating habits. After lunch, and before rest time, teachers will ensure that hands and faces are washed and wiped.

**MILK Policy** – In keeping with USDA requirements 1% milk is served to all 2 year olds and above. If your child has a Milk Allergy we must have written record of this and you must provide an approved substitute such as Lactaid. Milks such as Soy, Almond, Silk and Rice Dream are not approved Milk substitutes and your child cannot be claim as a food program participant which in turn reduces TLC's federal funding.

- Please note in the appropriate area on you child's registration form any allergies, food restrictions (such as vegetarian) or any other foods you prefer your child not have. The Teachers and the cook will work with you to make accommodations as needed for your child.

## AFTER SCHOOL PROGRAM

TLC will offer many opportunities for your child to continue to develop intellectually, physically, socially, emotionally, and spiritually. Our primary goal is supporting the education your children are receiving in their daily school environment. We also want you to know that there will be time to play on the playground and in the gym as well as having some relaxing time eating snacks, finishing up homework and playing board games and other inside activities. It is our desire to provide a quality-learning environment that is positive and meaningful, as well as fun and safe.

### AFTER SCHOOL PROGRAM (Cont.)

Child groupings are as follows:

“Elementary After School” consists of 5-K<sup>T</sup> through 4<sup>th</sup> graders who must have a homework time period.

“Preschool After School” are children in K-4 and K-3. They typically do not have homework but will have a time period consisting of Free Art, Scientific Experimentation, and Academic Enhancement.

Items to leave here at TLC in your child’s cubby include:

- A full seasonal change of clothes including socks and underwear to be rotated each quarter.
- Full sized Bug Spray and Sun Block with Medical Consent (Teachers will keep in a storage container in the cabinet)
- Electronics are your child’s responsibility and are typically only used during Homework periods.

### After School Rules:

Please follow all **3 steps** keeping in mind that the Buses leave the center 1 hour before dismissal times. In the event of your child’s absence at school due to illness, Doctor Appointment, etc. please. Drivers will share their contact info with you once the school year gets underway.

1. Call the Center (803) 254-5819 and leave message
2. Text Jean (803) 402-2202
3. Email the Center [childcare@trinitysc.org](mailto:childcare@trinitysc.org)

Transportation Safety Discipline (children are required to sit facing forward with feet over the front of their seats and use inside voices)

1. Seating will be assigned if problems arise
2. Warning note will be sent home to parents
3. Student/Director Conference
4. Parent/Director Conference

Let’s hope that is as far as it goes

## **After School Transportation:**

Children registered for TLC's After School program are picked up from the designated bus line at their assigned schools. The driver will not leave until attendance for the day has been verified on a written tracking record. The driver will then report the children to the after school teacher/tracker. Driver will sign children in on the sign-in list at the parent desk. If the bus/van is disabled or the driver unable to drive, the children will be picked up by the Director and/or her designee in their personal insured vehicle following all of the tracking procedures written above. If the child is absent, it is the parent's responsibility to inform TLC before 1:00 pm on the specific day of absence.

## **Transportation:**

- a. Written consent from the parent must be obtained prior to transportation.
- b. Staff must bring emergency medical information and contacts for each child
- c. The vehicle(s) must have a current vehicle registration and insurance.
- d. The driver must have access to a cell phone.
- e. A First Aid Kit must be on the vehicle(s) during transport.
- f. Tracking procedures to ensure that no child is left in the vehicle at the end of the trip or left unsupervised outside or inside the vehicle during loading and unloading.
- g. Written transportation plans for routine travel must be on file outlining the route to be followed.

## **CHILD DISCIPLINE, GUIDANCE, AND INCLUSION POLICIES**

Trinity Learning Center strives to provide a loving atmosphere in which children can thrive. Children of all abilities have equal access and opportunities to interact meaningfully with their peers and environment. Our Inclusion Policy supports high quality learning and care for all children. When a problem exists and a child needs to exercise more self-control, we will provide a choice of activities to fill the child's needs. If the problem persists, the child will be removed from the group situation to permit him or her to get their thoughts and feelings together prior to returning to the group activity. The child will not be left unattended during his or her time in a peaceful place within the classroom. If the problem continues, the Director will confer with you to offer suggestions so that disciplinary practices will be consistent at TLC and home alike. If and when a child's behavior is consistently aggressive beyond the norm, the director will request the parents to seek professional opinions from provided resources. TLC does not expel children from the center and will diligently seek to help parents find resources to support their children while in school.

It is the policy of TLC not to administer corporal punishment. Communication with lead teachers is important. Teachers will communicate regularly with you through newsletters, phone calls, and notes. A conference to discuss your child's progress will be scheduled in the early spring. As needed, additional conferences can be scheduled by calling the office.

Our 3K and 4K Program began implementation of Conscious Discipline into our SC classrooms in the fall of 2014. Please read more at <http://consciousdiscipline.com/>

Conscious Discipline is an evidence-based comprehensive program that changes the school's atmosphere to enhance cooperation, willingness and responsibility and eliminate bullying, blame and cliques. A positive School climate impacts all achievement.

The School Family, built on a healthy family model, is this new metaphor. The goal of a healthy family is the optimal development of all members. The School Family builds connections between families and schools, teachers and teachers, teachers and students, and students and students to ensure the optimal development of all.

These connections provide the three essential ingredients for school success:

A willingness to learn: Without willingness, each interaction becomes a power struggle instead of a learning opportunity. The School Family brings all children, especially the most difficult, to a place of willingness through a sense of belonging.

Impulse control: Connection with others is the construct that literally wires the brain for impulse control. Disconnected children are disruptive and prone to aggressive or bullying behaviors. External reward/punishment systems cannot improve a child's ability to self-regulate because they are not designed to teach new skills. The School Family uses connection to encourage impulse control while teaching self-regulation skills in context.

Attention: Our attentional system is sensitive to stress and becomes engaged with positive emotions. The School Family reduces stress while creating an atmosphere of caring, encouragement and meaningful contributions. These components are essential for children to develop and apply sustained attention.

The School Family is created through routines, rituals, and structures. The School Family creates a fundamental shift in education and classroom management. Punishment or harsh treatment does not encourage the goals of good discipline. Our program does not allow corporal punishment by any staff or parent/guardian. Corporal punishment is defined as any treatment that humiliates or treats the child disrespectfully. This includes, but is not limited to spanking, belittling, shaming, shaking, depriving food, water, naps, outside time, or bathroom facilities, unsupervised isolation, or improperly restricting the movement of the child. It is our strong belief that these methods work against the healthy growth and development of a child.

We are committed to your children...

- Teachers will work with parents to determine the way your child learns in order to individualize their daily experiences.
- Encouragement will be used for positive behavior.
- Consistent and patient redirection will be used to correct negative behavior.
- Children's individual needs will be considered as our teachers guide them throughout their preschool experience.
- The Director will involve you to reinforce consistent guidelines at home and in school.
- Each child's privacy will be protected by the Director and teachers to keep a child from being inappropriately labeled by others.
- Please do not distract the teacher from his or her duties by requesting to talk to him or her during school hours without prior arrangements.
- Please refrain from discussing a behavioral issue outside of an arranged conference.
- All children's files are confidential and kept filed and locked in the office.
- TLC Staff embrace children with special needs and those needing learning assistance. If your child requires individualized therapy, contact the director. You will be provided with the necessary paperwork to allow your child's therapist or tutor to come to the center and offer their services on site.
- Please maintain communication with the Director if you have concerns. Often, questions can be answered by just asking.
- Please stay in charge of your children after you have picked them up. Do not allow them to run up and down hallways.



# Health and Safety



## HAND WASHING POLICY

DHEC requires that hand washing occur when children enter the classroom each morning, as well upon return to the classroom after strolling, playing on the playground, or any other time outside the regular classroom environment. We ask that you remember to help us keep the hand washing policy in effect by stopping at the children's bathrooms at the entry to Trinity Learning Center and have your child wash his or her hands before entering the classroom for the day or by using the sinks in the classrooms.

## MEDICAL POLICIES

Trinity Learning Center takes our healthy environment seriously. Children may NOT return to school for twenty-four hours after being sent home; they must be free of fever, vomiting, and/or diarrhea for twenty-four hours.

**Vaccinations.** Trinity Learning Center requires children to be vaccinated per DHEC requirements. We do not accept Religious or Medical Exemptions.

**Administration of Medication.** Written, signed, and dated parental consent is required prior to the administration of any prescription, over the counter medication, or special medical procedures. All medications will be used only for the child for whom the medication is labeled. Medications will not be given in excess of the recommended doses. Prescribed special medical procedures ordered for a specific child should be written, signed, and dated by a physician or other legally authorized healthcare provider.

The Medical Consent Forms are available by request from the Director's office. Instructions regarding dose and time must be noted on the form. The medicine and form will be kept in the classroom out of reach from the children. A child who has been on an antibiotic and fever free for twenty-four hours is considered non-contagious.

**Storage of Medication.** All medications will be kept in their original labeled containers and have child protective caps. The child's first and last name shall be on all medications. All medications will be stored in a separate locked container under proper conditions of sanitation, temperature, light, and moisture. Discontinued and expired medications will not be used and will be returned to the parent or disposed of in a safe manner.

**Medication Log.** For each medication that is administered by a staff member, a log will be kept with the child's name, name of the medication, dosage, date, time, and name of person administering the medication. This information will be logged immediately following the administration of the medication and a copy of the log will be provided to the child's parent.

**Medication Errors.** Failure to administer a medication at the prescribed time, administering an incorrect dosage of medication, or administering the wrong medication will be recorded in the child's record. The parent will be immediately notified verbally and in writing of a medication error or a suspected adverse reaction to a medication.

**Emergency Medical Treatment.** In the event of an injury to your child or illness, every attempt will be made to contact the parent. If a parent cannot be reached, alternate persons listed on the registration form will be notified. In all injuries requiring first aid, an accident report will be filed and signed by the parent and returned to the teacher for the child's file. By signing below, parents give permission for first aid to be administered by TLC's certified staff.

If the injury or illness requires emergency medical treatment, by a parent's signature On our policy page in the registration packet, he or she gives consent for said medical treatment by a qualified medical provider, and releases TLC and its staff from all liability expressed or implied which may result from such services. An ambulance will be called, and Palmetto Richland Children's Hospital will be the facility used. The lead teacher or Director will accompany the child on the ambulance and take their individual file. The assistant teacher or hall monitor will maintain coverage of the classroom.

**Food and Insect Allergies.** Parents of children with life threatening allergies to foods or insects should provide the Director, teacher, and assistant teacher with a medical consent form to post in your child's file explaining all the symptoms and treatment procedures related to the particular allergy. We will take all reasonable precautions to meet your child's special needs. Parents are their child's best advocate; therefore, they should not hesitate to send in reminders and updates on their child's allergies.

### **Procedure to Prevent Medical Emergency due to Allergies:**

Parents are asked to provide a list of their child's allergies on initial registration form. Teachers must read over these registration forms and create an emergency contact form, including a list of allergies, to be carried everywhere the class goes. EpiPens and all other necessary medication should be kept in a locked and clearly labeled container. A list of food allergies should be posted immediately outside the classroom and the cook will be informed upon the child's entry into the center. Medical consent form describing what their child's allergic reaction looks like should be kept in a Ziplock bag along with the child's medication.

#### **Steps to Follow if a Child has an Allergic Reaction**

If a child should experience an allergic reaction the teacher should first determine if an EpiPen or other medication is necessary. If so, administer the EpiPen or medication and immediately call the child's parents. If necessary, call 911.

**Seasonal Allergies.** Children with seasonal allergies should have a physician's statement on file. If allergies persist to the point of extreme coughing, respiratory distress, or head congestion, the Director will call the parent to pick up the child. Allergies can quickly turn into contagious infections, so it is best for the benefit of all the children to make this decision in extreme cases. While we try to meet each individual child's need, we cannot keep children inside, in another classroom, or in the office during playground time. Therefore, if a child is not well enough to play outside, they are not well enough to be at school and should be kept home.

**Colds and Runny Noses.** A child with a cold is contagious. A runny nose indicates an allergy only when discharge is clear. A non-clear discharge indicates infection, and the child must remain at home.

**Fever.** A child with a 101-degree fever (according to DHEC a person's non fever range can be 98-100 and you should know your child's typical fever range) must remain home and be fever free for twenty-four hours before returning to school. If a fever is present in the night but gone in the morning, parents should not send their child to school; twenty-four hours means twenty-four hours exactly. Parents are asked not to administer a fever reducer and send their child to school. At school if the teachers notice a child is not feeling well, they will check temperature twice at 30-minute intervals before determining fever is rising. If your child is prone to fever related seizures, you should inform the teachers and map out a response plan.

**Diarrhea and Vomiting.** A child should be free of diarrhea or vomiting for twenty-four hours before returning to school.

**Coughs.** A child who is coughing with a cold or bronchial infection is contagious so long as the cough is moist. If the infection is bacterial and the child has taken an antibiotic for twenty-four hours, with no fever for twenty-four hours, he or she may return to school.

**Conjunctivitis and Pink Eye.** Red, itching, oozing, or matted eyes are all signs of infection. A child must be on antibiotic drops for twenty-four hours and eyes must be clear before returning to school.

**Skin Irritations.** Chicken pox, impetigo, ringworm, and all other skin irritations must be completely dry before returning to school.

**Open Wounds.** Open wounds must be covered with at least an adhesive bandage while at school.

**Head Lice.** Parents should notify the Director if their child becomes infected with or has been in contact with other children who have been infected with head lice. This must be treated before returning to school.

Parents should remember that children will be exposed to germs in many places other than our facility. In fact, the daily disinfecting procedures of the classroom and toys by our staff and cleaning service, as well as regular hand washing procedures practiced by our staff and children, mean that our children are in a much cleaner environment than the grocery store, doctor's office, or restaurants. If we adhere to these policies, we will be able to cut down on infection throughout TLC.

Children will also build up their immunities as illnesses occur so that by kindergarten age, they will more likely be able to stay the required days of attendance in public or private school. Thank you for respecting our policies.

## **EMERGENCY EVACUATION PROCEDURES**

**Fire.** TLC practices routine fire drills for the purpose of having our children and teachers prepared and knowledgeable of the route to take when leaving the facility in an emergency. Trinity Episcopal Cathedral's Sextons immediately report to TLC when the alarms sound to assist in the evacuation process, which exits to the covered walkway in the Parish House parking lot. The Director will take the sign-in book to follow through with the final head count of children signed-in each morning, and the teachers will report their numbers to the Director.

**Lock-down.** If an emergency occurs at Trinity Learning Center a "lock-down" is necessary due to a potential intruder or dangerous person. In this event, all doors should be always closed during lock down. No staff or children will be allowed to come or leave until law enforcement or administration says it is safe.

**Tornado.** TLC practices routine tornado drills for the purpose of having our children and teachers prepared and knowledgeable of the area they are assigned to take cover during a tornado watch. The Cathedral's Sextons immediately report to TLC when the alarms sound to assist the teachers into the three stairwells used for shelter. The Director will take the sign-in book to follow through with the final headcount of children signed-in each morning, and the teachers will report their numbers to the Director.

**Evacuation from Premises.** In the event that Richland County or State officials should order that the children be immediately evacuated from the area during an emergency, parents will be notified immediately. If there is not enough time for parents to pick up their child, teachers will accompany children to the designated location listed below with an emergency kit, attendance record, and parent contact information. A map and phone numbers will be posted at the TLC entrance.

Shandon Presbyterian Child Development Center  
607 Woodrow Street  
Columbia, South Carolina 29205  
803.799.8533

ABC Quality  
Phone 1-800-876-2223

## EMERGENCY PLANS

A copy of Trinity Learning Center's emergency plan has been forwarded to the Child Care Regulatory Services Regional office.

### Emergency Phone Numbers

Jean Knowlton, TLC Facility Director	803.402.2202
Emergency	911
Columbia Police Department	803.252.2911
Richland County Sheriff's Department	803.691.9000
Columbia Fire Department	803.252.2911
Palmetto Poison Center	803.777.1117
Carolina Occupational Healthcare	803.799.3926
DSS Child Care Licensing	803.898.7601
Carol Jefferson, DSS Licensing Specialist	803.898.9018
Alternate Evacuation Site: Shandon Presbyterian CDC	803.799.8533
Alternate Evacuation Site: American Red Cross	803.540.1200
ABC Call Center Phone (for emergencies only)	800.262.4416
Child Care Services Disaster Response Line	800.556.7445

**Medical Emergencies.** Medical conditions under which emergency care and treatment is warranted are listed below.

- Loss of consciousness
- Semi consciousness
- Breathing difficulties
- Severe bleeding
- Unequal pupils
- Seizure
- Neck or back injury
- Continuous clear drainage from nose/ears after a blow to the head
- Severe headaches
- Stiff neck or neck pain when head is moved
- Hives that appear quickly

- Very sick child who seems to be getting worse quickly
- Repeated forceful vomiting
- Vomiting blood
- Severe abdominal pain that causes a child to double over
- Possible broken bones
- Shock
- Severe lacerations

**Steps to be Followed in a Medical Emergency.** Staff trainings are held in February, May, August, and November on the regularly scheduled Teacher In-Service Days. Blood Borne Pathogens Handling, Adult/Infant CPR, and First Aid courses are held annually. In the event of a medical emergency, TLC staff will follow the below procedures.

1. Call 911 immediately upon recognizing signs and symptoms that require medical attention.
2. Call the child's parents immediately after calling 911 to inform them of symptoms and where they will be transported for care.
3. Provide first aid as trained in an approved First Aid course until emergency personnel arrive.
4. Lead teacher will accompany child and take emergency forms with them to the hospital.
5. Administrative staff to join teacher assistant to continue supervision of children in classroom activities.
6. Teacher and staff will try to calm children and provide a positive environment.
7. Director to call DSS to report emergency.

## **SANITATION**

Trinity Learning Center has an evening cleaning crew provided by Trinity Episcopal Cathedral. The crew sweeps, vacuums, mops, and removes trash in our facility five days a week. The carpets are cleaned and sanitized on a quarterly basis. The hallway floors are stripped, waxed, and buffed twice a year.

Teachers are also required to keep their classrooms and other areas of regular usage clean and germ free. They are expected to sweep, clean, and sanitize tabletops after each meal. Teachers are also responsible for cleaning their classroom toys and equipment daily. Entry and exit door knobs are sprayed daily to cut down on outside germs. And they are expected to sanitize the bathrooms after their class has used them.

## **SECURITY**

Trinity Episcopal Cathedral employs a security guard who is on duty at 4:00 p.m. each day. The Cathedral entrances remain locked during the week, except for days that the Cathedral is holding services or meetings. The one entrance to the Trinity Learning Center is located in the back parking lot by the covered walkway. Other entrances to the Cathedral Administrative Building and Bookstore have security buzzers installed to sound as people enter. Security cameras are posted in all hallways and entry points, and are monitored in the Director's office and Cathedral Administration Building.

**Security Cameras.** TLC has security cameras in various locations throughout the facility to aid in reinforcing the security of our children and staff. To protect the privacy of the children, TLC does not allow any person to view the videos captured by the security cameras, with the exception of the persons listed in the Permitted Uses paragraph below. The Director will endeavor to maintain the data captured by the security cameras for a period of time not to exceed thirty days.

**Permitted Uses.** The TLC Director may use any video images captured by the security cameras for training and/or demonstrative purposes. The Director may also share the video images with any governmental entity, National Association for the Education of Young Children (NAEYC), or other entity within the discretion of the Director for conducting an inspection or interview with the Director or staff member. In the event of any incident at TLC, the Director may, at her discretion, share the video images with any member(s) of the TLC Board of Managers. TLC parents may be shown the video for various reasons, such as demonstrating equipment, viewing their child engaging with other students, etc., in the discretion of the Director.

**Security Keys.** A complimentary key swipe is provided to parents upon enrollment. Additional keys, up to three per family, can be purchased with a check to Trinity Episcopal Cathedral for \$10 each. Parents are encouraged to use their keys rather than buzz the front office, which is only open between 8:30 a.m. and 5:00 p.m. In addition, there are many times when the Cathedral's receptionist is unavailable due to the variety of job duties for which she is responsible.

**Photographs.** Photographs are taken of the children engaged in multiple learning activities for the purposes of Portfolio collections, Newsletters, display in the TLC hallways and the TLC Facebook page. They are not individually identified. Please let TLC know in writing by email if you would prefer that we avoid taking your child's picture.

# General Information



## ENTRANCE REQUIREMENTS

Trinity Learning Center must have the following documents on file before each child begins the program.

- Updated South Carolina Immunization Record from a Physician's Office (must be updated each time immunizations are received)
- Completed and Signed Registration Package
- Signed CCAFP Application (if applicable)
- Infant Statement (if child is less than 12 months)
- Infant Safe Sleep Policy (if child is less than 12 months)
- DSS 2900 Parent Information Sheet
- Financial Policies Statement
- General Policies Statement

## FAMILY ORIENTATION

At time of enrollment, parents will be provided with the necessary paperwork and a copy of this Parent's Handbook. The Director will review the program specifics, while classroom teachers will inform parents of classroom specifics. Whenever possible, parents are encouraged to bring their child to visit Trinity Learning Center before the official start date. Parents are required to stay on the premises during these visits either in the classroom observing or meeting with the Director. TLC conducts a parent orientation meeting at the beginning of each school year and encourages parents to attend and go over specific classroom schedules and curriculum.

## HOURS OF OPERATION

Trinity Learning Center operates year-round, Monday through Friday, from 7:00 a.m. to 6:00 p.m. See the school year calendar included herein for holidays and in-service days.

## FREE AND FULL ACCESS

**Open Door Policy.** Free and full access is granted to parents of children enrolled at TLC without prior notice, unless there is a court order limiting parental access. This free access must not disrupt instructional activities and classroom routines. Identified biological parents will not be denied from picking up a child unless a court order prohibiting them is provided. If you are not married and the biological parent arrives to pick up the child and is not listed on the paperwork, that parent must provide proof (birth certificate with his name on it) before the child can be released.

## SIGN-IN AND OUT

Parents are required to sign their children in and out each morning at the parent desk. This policy is required by DSS. In the event of an emergency, this serves as a checklist of children in attendance.

Daily medication forms, special needs forms, and change of pickup forms are available in the Director's office. Parents should fill these out and give to them to their child's teacher. Word of mouth does not always get passed along. We are not responsible unless a written request is issued and will be posted near the classroom door.

**Tracking Children.** Although teachers keep daily attendance records in the classroom, parents are required to sign their child in and out every day at the parent desk. Teachers keep attendance records in each classroom to take with them during field trips, evacuations, and all other times of transition to and from the classroom. The teachers also use a classroom tracking form to mark the location of each child throughout the day.

## RELEASE OF CHILDREN

It is the parent's responsibility to keep a current list of authorized individuals who are able to pick up their child. Photocopies of all people who are authorized to pick up a child enrolled at Trinity Learning Center must be in the child's file. It is the parent's responsibility to inform TLC by written instructions (e.g., handwritten note, email, or fax) if a person other than an authorized person is to pick up a child from the facility.

**I.D. Verification.** Authorized pick-up people must show picture identification (i.e., driver's license, student ID, military ID), which will be photocopied and kept on file, prior to the child being released into their custody. In addition, the individual must be able to state the family code word, if applicable. TLC reserves the right to make the ultimate determination in the release of the child.

## INCLEMENT WEATHER

A decision to close or delay opening will be made based on the forecast for the day. If conditions are projected to clear by mid-day, Trinity Learning Center will delay opening. If conditions are projected to worsen by mid-day, we will remain closed. If inclement conditions begin to occur during the day while children are in our care, we expect parents to pick up their child. We will attempt to contact parents if this occurs.

The Director will call WIS Television as soon as inclement weather is forecast for the area, and will have them broadcast TLC's name on the bottom of the screen under the Day-Care/Child Care Centers category. We will also change the message on our answering machine, so parents can check the school phone. We will generally follow school district closings for the Midlands area.

## CLOTHING

Parents should label ALL of their children's clothing. We cannot be held responsible for lost clothes. Children should dress in comfortable, washable play clothes appropriate for painting, climbing, and outdoor play. Shoes should be appropriate for the playground. Flip Flops cause many accidents and should not be worn. Sandals that buckle or Velcro are fine. In addition, parents should dress their child for the forecasted temperature, as we play outside everyday if it is not raining or the temperature is not extreme.

A full change of clothing should be sent and labeled in a large Ziploc bag to stay at school. Even if children are completely potty trained, clothing should be easy to snap, button, and zip to avoid accidents.



## BATHROOM POLICY

We are required to supervise children in the bathrooms. On the preschool hall, the bathrooms are located in the middle hallway. At the beginning of each school year, the teachers will emphasize bathroom rules for your child's safety. It is important for parents to take their child to the bathroom before reporting to class each morning. The teachers will take them at specific times between activities (e.g., after breakfast, before group time). They will be able to go at least once every 1.5 hours. The schedule is designed to accommodate their needs and not interrupt planned classroom activities. Of course, if a child indicates an emergency, our staff will make every attempt to get him or her to the bathroom in time. We will encourage children to try to go during the group visits so they do not have to interrupt their playground, nap, or classroom activities. **We also expect that at times of transition to new classrooms, seasonal changes, or events at home can distract young children and potty accidents will occur.** Always have extra clothes in your child's cubby so we can help them stay clean and fresh.

## COMMUNITY RESOURCES AND REFERRALS

Trinity Learning Center staff and administration are aware of a variety of community resources available to families including, but not limited to, BabyNet, Interfaith Family Resource and Referral, and specialists in child psychology, occupational therapy, etc. Families seeking assistance should contact the Director.

ABC Special Needs	803.935.523, 803.935.5281
ABC Child Care Voucher Program	800.476.0199
Adoption and Birth Parent Services	800.922.2504
AFDC/Food Stamps/Medicaid	800.768.5700
Baby Net and First Nine Care Line (Prenatal Care)	800.868.0404
Child Abuse Hotline (National)	800.422.4453
Child Care Resource and Referral	803.252.8390
Department of Social Service (DSS)	803.714.7300
Family Connection of South Carolina	800.578.8750
First Steps of Richland County	803.256.7237
Healthy Start (Home Visitations)	800.747.2229
National Association for the Education of Young Children (NAEYC)	800.424.2460
Parents Anonymous (24-Hour Hotline)	800.326.8621
Poison Control Center	800.222.1222
South Carolina Multiple Sclerosis Society	800.922.7591
Sudden Infant Death Syndrome (SIDS)	800.232.7497
Woman, Infant, and Children (WIC)	800.403.4047

*NAEYC 10.D.09*

# Financial Policies



## **PAYMENT OF TUITION**

Tuition is billed through ProCare on the 1<sup>st</sup> day of each month for the following month. Parents must set up Auto draft through the ProCare system to occur on the 5<sup>th</sup> day of month. TLC does not accept checks, cash or credit cards for tuition and fees. A drop box is located on the office door for fundraisers, extra-curricular payments, ect.

## **TUITION ADJUSTMENTS**

No tuition adjustments are made for vacation, sickness, planned days Trinity Learning Center is closed, or closings due to unanticipated situations. If a financial hardship arises, please call the financial office of Trinity Episcopal Cathedral to discuss payment arrangements and scholarship options. The information will be presented to the Financial Administrator, who sets the policy. Tuition fees are normally reviewed and updated annually, with exceptions occurring only in the event of significant, unexpected increases in expenses.

## **LATE PAYMENTS**

Tuition is due by the first of each month. If the tuition payment is not made on or before the fifth of the month, a late fee of \$20 will be charged for each week tuition is past due. If tuition is not received by the end of the month that it is due, the child may be precluded from attending Trinity Learning Center until tuition is paid in full. If tuition is not received by the end of the second month, the child may be withdrawn from the program and replaced by a child on the waiting list. In addition, parents will be expected to pay any remaining balance.

The TLC staff strives to provide the best quality care for your child at the most economical rates possible. However, that quality care depends greatly on the financial obligation of each parent being made in a timely manner. TLC operates entirely on the revenues generated by tuition fees, supply fees, and registration fees. Please be aware that payments will always be applied to the oldest balance due on the child's account.

## **FIELD TRIPS**

Field trips are considered an educational portion of our program. Field trips are prepaid based on class enrollment and charged to each class accordingly. Refunds are not issued based on absences. By enrolling children in Trinity Learning Center and signing below, parents give us the expressed permission to allow their child to travel to and from field trips and to participate in all the activities offered.

## **RETURNED CHECKS**

The first time a check is returned by a bank for insufficient funds, a copy of the check will be returned to the parent and a \$20 insufficient funds fee will be charged to the account. If a second check is returned, only cash or certified funds will be accepted along with a second \$20 insufficient funds fee.

## **LATE PICK-UP CHARGE**

For the first five minutes or portion thereof, a parent is late in picking up their child after 6:00 p.m., a late fee of \$10 will be assessed, and \$5 will be charged for every five-minute period thereafter. Teachers who stay with the child of a late parent are compensated with overtime.

## **WITHDRAWAL**

A thirty-day written notice of withdrawal from Trinity Learning Center is required to be sent to the Director. If written notice is not received prior to thirty days of withdrawal of a child, the child's account will continue to be charged with all applicable late fees assessed. Notice must come as an email for record keeping purposes.

## **SOUTH CAROLINA CHILD EARLY READING DEVELOPMENT AND EDUCATION PROGRAM - (4K)**

Trinity Learning Center has been a participant in the South Carolina First Steps 4-K program since the Fall of 2014. Children from qualifying families in our school district can apply for eligibility in the summer before the school year starts if spaces are available. TLC is honored to participate in this program in response to the need in our community for children to be properly prepared in a quality environment for 5K in our public school systems.

The goal of the South Carolina Child Early Reading Development and Education Program (4K) is to provide children and their families with the developmental and learning support necessary for school success. Each program shall endeavor to:

- Provide a healthy, safe and nurturing environment that encourages emotional, social, physical and intellectual development that children must have in order to be ready for school
- Make learning fun so that children will develop a desire to be lifelong learners
- Encourage language development, creativity and an appreciation of fine arts
- Support comprehensive, systemic approach to reading and successfully complete the readiness assessment
- Encourage children to interact successfully with other children and adults and to live and work together in a cooperative environment which promotes decision making, peaceful resolution of conflicts and respect for others
- Incorporate parenting education, including strengthening parent involvement in the learning process with an emphasis on interactive literacy
- Identify community and civic organizations that can support early literacy efforts.

## **CHILD AND ADULT CARE FOOD PROGRAM**

**Non-Discrimination Statement.** This institution participates in the Child and Adult Care Food Program (CACFP), a program administered by the United States Department of Agriculture, and adheres to the federal Civil Rights Compliance requirements for the Child and Adult Care Food Program.

These regulations require all institutions participating in the CACFP to be in compliance with Title VI of the Civil Rights Act of 1964 and are prohibited from discriminating on the basis of race, color, national origin, sex, age or disability.

Any person alleging discrimination who wishes to file a complaint of discrimination can write to: USDA, director, Office of Civil Rights, 1400 Independence Avenue, SW, Washington, DC, 20250-9410 or call (800) 795-3272 or (202) 720-6382 (TTY). USDA is an equal opportunity provider and employer. (The attached Civil Rights Discrimination Complaint form can be used when filing a complaint. Please note that any complaints should be filed within 180 days of the alleged discriminatory action).

# ***Building For the Future***

This day care facility participates in the Child and Adult Care Food Program (CACFP), a Federal program that provides healthy meals and snacks to children receiving day care.

Each day more than 2.6 million children participate in CACFP at day care homes and centers across the country. Providers are reimbursed for serving nutritious meals which meet USDA requirements. The program plays a vital role in improving the quality of day care and making it more affordable for low-income families.

**Meals** CACFP homes and centers follow meal requirements established by USDA.

Breakfast	Lunch or Supper	Snacks (Two of the four groups: )
Milk Fruit or Vegetable Grains or Bread	Milk Meat or meat alternate Grains or bread Two different servings of fruits or vegetables	Milk Meat or meat alternate Grains or bread Fruit or vegetable

## **Participating**

### **Facilities**

Many different homes and centers operate CACFP and share the common goal of bringing nutritious meals and snacks to participants. Participating facilities include:

- **Child Care Centers:** Licensed or approved public or private nonprofit child care centers, Head Start programs, and some for-profit centers.
- **Family Day Care Homes:** Licensed or approved private homes.
- **Afterschool Care Programs:** Centers in low-income areas provide free snacks to school-age children and youth.
- **Homeless Shelters:** Emergency shelters provide food services to homeless children.

### **Eligibility**

State agencies reimburse facilities that offer non-residential day care to the following children:

- children age 12 and under,
- migrant children age 15 and younger, and
- youths through age 18 in afterschool care programs in needy areas.

### **Contact**

#### **Information**

If you have questions about CACFP, please contact one of the following:

**Sponsoring Organization/Center**

Trinity Learning Center  
1100 Sumter Street  
Columbia, South Carolina 29201  
803.254.5819  
childcare@trinitysc.org

**State Agency Director**

South Carolina Department of Social Services  
Family Nutrition Programs  
Post Office Box 1520  
Columbia, South Carolina 29202  
803.898.0929



USDA is an equal opportunity provider and employer

English Version



## **WIC -- The Special Supplemental Nutrition Program for Women, Infants and Children**

### **1. What is WIC?**

WIC provides nutritious foods, nutrition education (including breastfeeding promotion and support), and referrals to health and other social services to participants at no charge. WIC serves low-income pregnant, postpartum and breastfeeding women, and infants and children up to age 5 who are at nutrition risk.

WIC is a Federal grant program for which Congress authorizes a specific amount of funding each year for program operations. The Food and Nutrition Service, which administers the program at the Federal level, provides these funds to WIC State agencies (State health departments or comparable agencies) to pay for WIC foods, nutrition education, breastfeeding promotion and support, and administrative costs.

### **2. Where is WIC available?**

The program is available in all 50 States, 34 Indian Tribal Organizations, American Samoa, District of Columbia, Guam, Commonwealth of the Northern Mariana Islands, Puerto Rico, and the Virgin Islands. These 90 WIC State agencies administer the program through approximately 1,836 local agencies and 9,000 clinic sites.

### **3. Who is eligible?**

Pregnant, postpartum, and breastfeeding women, infants, and children up to age 5 are eligible. They must meet income guidelines, a State residency requirement, and be individually determined to be at “nutrition risk” by a health professional or a State or locally trained health official.

To be eligible on the basis of income, applicants’ income must fall at or below 185 percent of the U.S. Poverty Income Guidelines (currently \$44,123 for a family of four). A person who participates or has family members who participate in certain other benefit programs, such as the Supplemental Nutrition Assistance Program, Medicaid, or Temporary Assistance for Needy Families, automatically meets the income eligibility requirement.

### **4. What is “nutrition risk?”**

Two major types of nutrition risk are recognized for WIC eligibility:

- Medically-based risks such as anemia, underweight, overweight, history of pregnancy complications, or poor pregnancy outcomes; and
- Dietary risks, such as inappropriate nutrition/feeding practices or failure to meet the current *Dietary Guidelines for Americans*.

Nutrition risk is determined through a nutrition assessment, by a health professional such as a physician, nutritionist, or nurse, and is based on Federal guidelines. This nutrition assessment is free to program applicants.

### **5. Who gets first priority for participation?**

If WIC cannot serve all the eligible people who apply for benefits, a system of priorities has been established for filling program openings. Once a local WIC agency has reached its maximum caseload, vacancies are filled in the order of the following priority levels:

- Pregnant women, breastfeeding women, and infants determined to be at nutrition risk because of a nutrition-related medical condition.
- Infants up to 6 months of age whose mothers participated in WIC or could have participated and had a medical problem.
- Children at nutrition risk because of a nutrition-related medical problem.
- Pregnant or breastfeeding women and infants at nutrition risk because of an inadequate dietary pattern.
- Children at nutrition risk because of an inadequate dietary pattern.
- Non-breastfeeding, postpartum women with any nutrition risk.
- Individuals at nutrition risk only because they are homeless or migrants, and current participants who, without WIC foods, could continue to have medical and/or dietary problems.

### **6. How many people does WIC serve?**

During Fiscal Year (FY) 2013, the number of women, infants, and children receiving WIC benefits each month averaged over 8.6 million participants per month. In 1974, the first year WIC was permanently authorized, 88,000 people participated. By 1980, participation was at 1.9 million; by 1990, 4.5 million; by 2000, 7.2 million; and by 2010, 9.2 million. Children have always been the largest category of WIC participants. Of the 8.6 million people who received WIC benefits each month in FY 2013, approximately 4.6 million were children, 2.0 million were infants, and 2.0 million were women.

### **7. What food benefits do WIC participants receive?**

The foods provided through the WIC Program are designed to supplement participants' diets with specific nutrients. Different foods are provided to each category of participants. WIC foods include infant cereal, iron-fortified adult cereal, vitamin C-rich fruit or vegetable juice, eggs, milk, cheese, peanut butter, dried and canned beans/peas, and canned fish. Soy-based beverages, tofu, fruits and vegetables, baby foods, whole wheat bread, and other whole-grain options were recently added to better meet the nutritional needs of WIC participants.

WIC recognizes and promotes breastfeeding as the optimal source of nutrition for infants. For infants of women who do not fully breastfeed, WIC provides iron-fortified infant formula. Special infant formulas and medical foods may be provided when prescribed by a physician for a specified medical condition.

In most WIC State agencies, WIC participants receive checks or vouchers to purchase the foods. In addition, some States issue an electronic benefit card to participants instead of paper checks or vouchers. The use of electronic cards is growing and all WIC State agencies are required to implement WIC electronic benefit transfer (EBT) statewide by October 1, 2020. A few State agencies distribute the WIC foods through warehouses or deliver the foods to participants' homes.

## **8. How does WIC support breastfeeding?**

A major goal of the WIC Program is to improve the nutritional status of infants; therefore, WIC mothers are encouraged to breastfeed their infants, unless medically contraindicated. Pregnant women and new WIC mothers are provided breastfeeding educational materials and support through counseling and guidance. WIC mothers who breastfeed also receive:

- a higher level of priority for program certification;
- a greater quantity and variety of foods than mothers who do not breastfeed;
- a longer certification period than non-breastfeeding mothers;
- one-to-one support through peer counselors and breastfeeding experts; and
- breast pumps and other aids to help support the initiation and continuation of breastfeeding.

## **9. What is the WIC infant formula rebate system?**

Mothers participating in WIC are encouraged to breastfeed their infants if possible, but WIC State agencies provide infant formula for mothers who choose to use this feeding method. WIC State agencies are required by law to have competitively bid infant formula rebate contracts with infant formula manufacturers. This means WIC State agencies agree to provide one brand of infant formula and in return the manufacturer gives the State agency a rebate for each can of infant formula purchased by WIC participants. The brand of infant formula provided by WIC varies by State agency depending on which company has the rebate contract in a particular State.

By negotiating rebates with formula manufacturers, States are able to serve more people. For FY 2013, rebate savings were \$1.88 billion, supporting an average of 1.97 million participants each month, or about 23 percent of the estimated average monthly caseload.

## **10. What is WIC's current funding level?**

Congress appropriated \$6.522 billion for WIC in FY 2013. By comparison, the WIC Program appropriation was \$20.6 million in 1974; \$750 million in 1980; \$2.1 billion in 1990, \$4.0 billion in 2000, and \$7.3 billion in 2010.

### **For more information:**

Information on FNS programs is available at [www.fns.usda.gov/fns/](http://www.fns.usda.gov/fns/).

Updated April 2014





## **Children Learn What They Live**

By Dorothy Law Nolte, Ph.D.



If children live with criticism, they learn to condemn.

If children live with hostility, they learn to fight.

If children live with fear, they learn to be apprehensive.

If children live with pity, they learn to feel sorry for themselves.

If children live with ridicule, they learn to feel shy.

If children live with jealousy, they learn to feel envy.

If children live with shame, they learn to feel guilty.

If children live with encouragement, they learn confidence.

If children live with tolerance, they learn patience.

If children live with praise, they learn appreciation.

If children live with acceptance, they learn to love.

If children live with approval, they learn to like themselves.

If children live with recognition, they learn it is good to have a goal.

If children live with sharing, they learn generosity.

If children live with honesty, they learn truthfulness.

If children live with fairness, they learn justice.

If children live with kindness and consideration, they learn respect.

If children live with security, they learn to have faith in themselves and in those about them.

If children live with friendliness, they learn the world is a nice place in which to live.

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