Trinity Learning Center

Policies and Procedures

Trinity Learning Center is one of a few Christian Learning Centers/Preschools in Pinehurst and Moore County. We offer many developmentally appropriate preschool experiences for children to develop intellectually, physically, socially, emotionally, and spiritually. Instilling a passion and love for learning from the very beginning, we provide a fun, safe environment that encourages learning through play and structure. Free and unstructured times occur daily to promote social skills as well as small and large muscle development.

Registration Fees / Tuition / Refund Policy

1. New family registration fee of $150 is non-refundable/non-transferable regardless of your child's enrollment.
2. Returning families receive a 50% registration discount
3. Tuition fees are non-refundable/non-transferable regardless of enrollment or attendance.
4. Parents are expected to pay tuition on or before the 1st of the month.
5. If a child does not attend any portion of the month, full tuition is still required to hold your spot.
6. A multi-child discount of $30 per month per family will apply.
7. Late tuition fees apply if payment has not been received by the 7th of the month regardless of the date on the check.
8. A $20 late fee will be applied to your account.

Closings and Holidays

1. TLC follows the Moore County School calendar for student days off including holidays, teacher workdays, inclement weather, et al.
2. One day's tuition is credited the following month for every two days off that are unplanned.

Safety and Security

We believe that it is of utmost importance that our children are nurtured in a safe and responsible environment. We also desire that our staff and volunteers be protected from any false allegations of misconduct.

1. All staff in our ministry are required to complete a personal interview and background check.
2. All staff are required to read and agree to follow the stipulations in this comprehensive manual regarding Children's Ministry Policies and Procedures and the following Policies of Trinity Christian Fellowship: Policy Prohibiting Sexual Harassment in the Workplace, Child Protection and Sexual Misconduct Policy, Substance Free Employee Policy, Computers and Technology Use Employee, Building/Grounds Facilities Use Policy.
3. We conduct thorough monthly meetings with our teaching staff to ensure they comprehend and adhere to our policies, enabling them to effectively nurture the children in their care.
4. We have a detailed security procedure for dropping off and picking up a child outlined in the Parent Responsibility section of this manual.
5. Photographing children and posting on social media requires written parental consent on our photo release and registration forms.
6. A two-adult rule is place for the classroom and the Trinity grounds. One adult is always with the children and a floater is nearby.

Wellness:

1. Children will be symptom-free from the following illnesses without medication for 24 hours before entering the classroom:
    - Fever of 100 or higher
    - Vomiting or diarrhea
    - Conjunctivitis (pink eye or other eye infection)
    - Nasal drainage that is green or yellow
    - Sore throat
    - Open sores
    - Lice
    - Contagious diseases
2. If a child develops any of these symptoms while in class, the parent will be immediately notified to pick up the child. On the Occasion that a parent cannot be reached via cell phone, the child will stay outside of the classroom with a floater or an adult.
3. Parents are to discuss with the teaching staff their child's allergies, making sure they are listed on the registration form.

Injury and First Aid:

1. We administer *only* Band-Aids and Ice Packs.
2. When an injury occurs in the classroom or on campus, teachers or volunteers will contact the Trinity Learning Center Director.
3. All injuries will be reported and documented. This does include minor injuries which have the potential to become major
4. In extreme life-threatening emergencies, parents will be notified and 911 will be called.
    - If determined by the medical personnel that a child should be transported to the hospital, and parent cannot be reached in time, a staff member will accompany the child.

Restroom and Diapering:

1. Children in the pre-K 3 and pre-K 4 programs should be toilet trained. Parents should take their child to the restroom prior to dropping him/her off in class.
2. Trained staff or the parent of a child may change diapers when necessary.
3. Adults must wash their own hands as well as the children's hands (at a sink or with hand sanitizer) after going to the restroom or changing a diaper.

Classrooms and Ratios

1. Providing the best care for your children, the following adult-child ratio is enforced:

    Toddlers: 16 mos.-3 years old Ratio: 1-6
    PreK 3: 3 years old-4 years old Ratio: 1:8
    PreK 4: 4 years old-Pre K Ratio: 1-8

2. All classrooms are on the first floor in the children's wing of Trinity Christian Fellowship.
3. Parents should make sure the teacher sees their child prior to leaving him/her in a classroom.

CHILD PROTECTION POLICIES

Our Christian faith calls us to offer both hospitality and protection for our children and staff.

Trinity Learning Center is eager to do all it can to protect the children and adults who participate in its program. All individuals will be treated with respect and dignity.

Abuse prevention and protection policies and procedures are essential to TLC for the protection and safety of our children and staff.

Jesus taught, "Whoever welcomes one such child in my name welcomes me" (Mark 9:37 NRSV) and "If any of you put a stumbling block before one of these little ones…it would be better for you if a great millstone were fastened around your neck, and you were drowned in the depth of the sea" (Matthew 18:6 NRSV).

We should not allow possible risks to undermine or stop our ministry. Rather, we must:

• Acknowledge the risks and develop a practical plan to address these matters.

• Take steps to prevent harm to our children, youth, and staff

• Continue to answer the Gospel's imperative to be in ministry with children and adults thus making a difference in their lives.

Supervision

• Participants will have access to a telephone or cell phone when groups are at or away from the church facility.

• One-on-one interactions with children will be visible through an open door or window.

• Activities with children should be publicly accessible. Anyone has the right to visit and observe the children's classroom at any time, unannounced. Exceptions may be issued at the discretion of the director.

• If the two-adult rule cannot be observed, a screened, designated floater will regularly check on groups with only one adult.

• An adult should never transport a child alone.

Child Abuse Reporting

We are committed to addressing child abuse with the utmost seriousness and report any incidents accordingly:

1. Staff/volunteers are responsible for reporting any suspicion of child abuse.
2. Volunteers and staff should report suspicions of child abuse to the TLC director.
3. The TLC director will determine the level of authority to which the allegation needs to be reported.
4. No report should be made external to the church without the knowledge of the Senior Pastor and/or chairperson of the Church Council.
5. If the suspicious activity involves a staff member, this should be reported to the TLC director.
6. It is not the role of anyone in the organization to investigate or evaluate allegations.

PARENT RESPONSIBILITIES

For the safety and security of your child, adhere to the policies and procedures that are outlined in this entire manual.

Alerts and Requests

1. Please ensure that any allergies or special conditions of your child are noted on the completed registration form. Additionally, discuss these with the teacher who will be leading your child's class.

Drop-off

1. Take your child to the restroom before dropping them off in class.
2. After your child's coat and backpack are in their space, drop off your child at the classroom door.
2. Be mindful to quickly drop off your child, as this reduces separation anxiety and helps the child to quickly adjust to the classroom.
3. Say, "Goodbye" instead of sneaking off. Your child needs to realize that you will leave and that you will come back.
4. Upon leaving, move to an area away from the child's sight (windows and doorways) when talking to other parents. Children are easily upset when they can see or hear their parents but cannot be with them.

Items You Bring

1. Label all your child's belongings.
2. Bring a full-sized backpack with a small, healthy snack. Keep in mind, this is just a quick snack, not a lunch. We typically only spend 15-20 minutes on the entire process.
3. Drinks: Please send only water in their water bottles. It is necessary after much play and can be easily cleaned up. This will also help when your child transitions to kindergarten where many schools only allow water.
4. Treats: We will have parties for special occasions, so you may provide cupcakes or cookies; please ask about allergies. We occasionally do "safe cooking" too, where your child may be exposed to ingredients outside of their snack.