

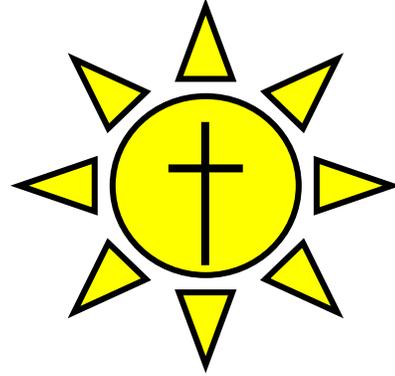
Trinity Lutheran Church's

**G**od's Love & Word

**R**ecreation and Learning

**O**pportunities for Friendship

**W**inners in **the Son**



Beyond-School Program

# Family Handbook

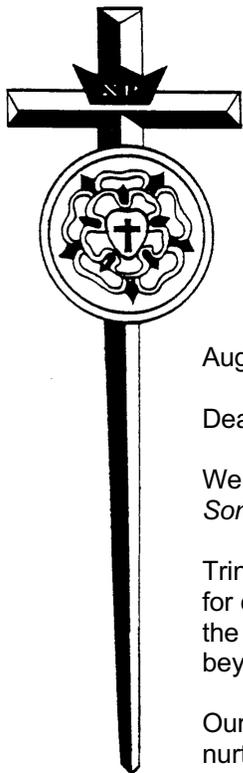
*Child Care & Enrichment in a Christian Atmosphere*

[www.trinityauburn.org](http://www.trinityauburn.org)

**2019-2020**

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## Trinity Lutheran Church

1201 West Jackson Street  
Auburn, Illinois 62615-9372  
[www.trinityauburn.org](http://www.trinityauburn.org)  
217-438-6820

Rev. Martin J. Kaufmann, Pastor

August 2016

Dear Parents,

Welcome to Trinity! We are honored to have the opportunity to serve you through our *G.R.O.W. in the Son* Beyond-School Care Ministry.

Trinity established G.R.O.W. to meet a need in the community to provide before and after school care for children. Our approach is to do this in the way that we do best — to offer an environment in which the Gospel of Jesus Christ is the basis for the development and education and relationships in the beyond-school hours.

Our program is not intended to take the place of parents. Rather, we want to work with you on nurturing your children spiritually, socially, physically and intellectually. It is our hope and prayer that you will find our staff and program helpful in your role as parent.

Trinity Lutheran seeks to meet the spiritual needs of individuals and families as we center on the love, care, and salvation of our Lord and Savior Jesus Christ. As pastor, if you ever have spiritual or faith concerns, or would like to learn more about the Lutheran Church, feel free to contact me. If you do not already have a church home where you worship regularly, we hope you would consider visiting Trinity for worship on Sunday mornings at 9:00 a.m. We have many opportunities throughout the year to grow together in fellowship and in the knowledge and love of Jesus Christ, such as at our annual 5K run/walk, Christmas and Easter programs and activities, and others. We invite you to participate in any of them and be a part of the larger family we share together here at Trinity.

We are looking forward to a wonderful year to serve your family. Thank you for choosing Trinity! God's blessings to you and your family.

Yours in Christ,

Pastor Martin Kaufmann



Trinity's

**G**od's Love & Word

**R**ecreation and Learning

**O**pportunities for Friendship

**W**inners **in the Son**

**Beyond-School Program**

Dear Parents:

Welcome to Trinity Lutheran Church's G.R.O.W. in the Son Beyond-School Program! Thank you for entrusting us with your child. We will work to ensure that your child has a safe, happy, and positive Christ-centered experience. We strive to be a family here and work to create a warm and welcoming Christian environment.

Feel free to visit us at any time, participate in any events or field trips, or just stop in to have a snack or lunch with your child. I am available to discuss any questions or concerns you may have. Feel free to call, email, or stop in. Please let us know if there is anything we can do to make this a successful year for your child.

Thank you again for sharing your child with the G.R.O.W. in the Son Beyond-School Program and staff!

God bless,

Tess Diecker  
Director

## Some Facts about Us

The ***G.R.O.W. in the Son Program*** is a not-for-profit ministry of Trinity Lutheran Church.

Location	1201 West Jackson Street Auburn, IL 62615
Phone	(217) 438-2180
Fax	(217) 438-9098
E-mail	grow@mwii.net
Web site	www.trinityauburn.org
Responsible person (for daily operation)	Tess Diecker, Program Director

### Ownership

Trinity Lutheran Church's *G.R.O.W. in the Son Program* is a non-profit, Christian program operated by Trinity Lutheran Church, Auburn, Illinois. The *G.R.O.W. in the Son Program* Board approves our policies and governs our Program.

### Affiliation

Our Church and Program are affiliated with the Lutheran Church-Missouri Synod. We reside in the Central Illinois District.

### License-Exempt

We are exempt from licensure according to DCFS under the Childcare Act of 1969 section 2.09 (j), because we "serve only school-age children and operate primarily during out-of-school time." We comply with the standards set forth in regular inspections by the Sangamon County Public Health Department, the State Plumbing Inspector, and the State Fire Marshall's Office. Our staff is required to meet background check, health, and safety requirements as well as yearly trainings. We are required to submit information to DCFS, but the way we are monitored is different from a licensed facility.

# Statement of Services, Purposes, and Goals

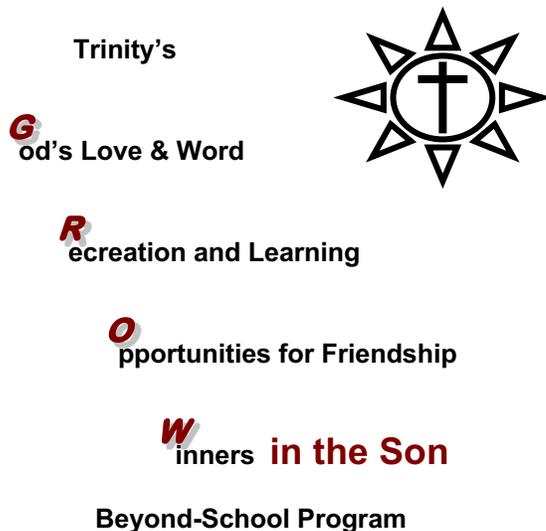
## Welcome!

Welcome to Trinity Lutheran Church's G.R.O.W. in the Son Beyond-School Program! We are delighted you have chosen to enroll your child(ren) with us. The G.R.O.W. Program staff is enthusiastic and dedicated to the mission of serving our Lord through the caring of children and their families. We thank our families for giving us the opportunity to help you in the task of providing quality education and care to the children. Please pray for us and we will remember our families in our prayers. We encourage your comments, questions, concerns, and suggestions as we work together.

The policies contained in this handbook have been determined by the G.R.O.W. in the Son Program Board. We expect parents to read this handbook, follow the guidelines outlined, and provide us with all information necessary to give the best possible care to your child(ren). We believe that the family is always the first and foremost caregiver, but we will strive to be an extension of the home for your child(ren).

### Mission Statement of the *G.R.O.W. in the Son* Program

To show God's love by ministering to children in the areas of spiritual, social, emotional, physical, and intellectual growth in a Christ-centered, secure environment.



## **Program Service**

The G.R.O.W. in the Son Beyond-School Program is an integral part of the mission and ministry of Trinity Lutheran Church. As a way of carrying out our mission, we will provide for school-age children (K-grade 6) a quality extended-day program that is Christ-centered, child-focused, secure, loving, and enriching. The program replaces neither the home nor school, but complements both by enriching that which each of these institutions provides.

## **Program Purpose**

The G.R.O.W. in the Son Program is a joint ministry that involves Trinity's congregation, the community, the staff, the family, and the child.

- a. With the help and power of the Holy Spirit working through the curriculum, Christian teachers, and other Christian role models, it will:
  - 1) Reach out to the unchurched, to expose children and their families to the love of Jesus as their Savior.
  - 2) Nurture the faith of those children who belong to a church.
- b. In addition to spiritual nurturing, each child will be nurtured socially, physically, creatively, cognitively, and emotionally through:
  - organized activities that must include large muscle as well as fine motor activities, arts and crafts, music, dramatic and other creative play, literacy, science, and math.
  - supervised free play
  - large group, small group, and individual pursuits

## **Program Goals**

### ***For the Child***

- 1) To provide a safe environment for the child in the absence of parents.
- 2) To provide opportunities for faith development through intentional instruction, teachable moments, and Christian example.
- 3) To provide opportunities for socializing with other children in a Christian, developmentally appropriate setting.
- 4) To provide each child with a nurturing environment and program that encourage growth in the intellectual, physical, emotional, and social domains.

### ***For the Family***

- 1) To provide each family with the security of knowing that their child is in a nurturing, enriching environment.
- 2) To provide families with opportunities for their children to experience activities that help to prepare them as loving Christians in God's world.

## **Program Staff**

The *G.R.O.W. in the Son* Program is staffed with qualified, Christian teachers who are dedicated to the Christian nurturing, teaching, and caring for the children entrusted to our Program. They are eager to provide the best possible communication and service to our families at Trinity's *G.R.O.W. in the Son* Program.

- Staff members are employed on the basis of child enrollment according to the requirement of 1 adult to 20 children.
- All staff members have the required medical examination and have passed state background checks.
- All staff meet the health and safety requirements required by DCFS.
- All personnel are trained in first aid and CPR.
- Staff participates in professional development workshops and continuing education classes on a regular basis.
- The staff is required to attend monthly Program staff meetings.

## Daily Program

Those children who come to the program in the morning before school will be present a maximum of forty-five minutes. During that time the children will engage in unstructured, individually-determined activities and in an organized prayer time.

Upon arrival at the program from an afternoon school dismissal, a snack will be provided. A student may choose not to eat the snack. However, a substitute snack will not be provided by the program unless for health reasons a parent provides an alternative snack.

Because the children have been in a structured environment throughout the school day, the emphasis after school is to provide a much less formal atmosphere. After snacks, the children will have the opportunity to participate in Bible story time/activities as well as indoor/outdoor play (large or fine motor skills), arts and crafts, dramatic/creative play, science/math activities, music, reading, games, and puzzles. Some activities will be organized and teacher-directed; others will be student-initiated. Organized activities will be appropriate for the age and development of the children. At parental request, children may be directed to do homework.

## Food Served at the Program

Breakfast and snack will be served on no-school days when the children are at the *G.R.O.W. in the Son* Program all day. Students will be required to bring a lunch on full days. **Lunch WILL BE provided for unplanned days such as weather cancellations.** Children will be allowed to bring in a lunch in a sealed container that DOES NOT need to be refrigerated or microwaved. Anything that needs to stay cold should have an ice pack in it. GROW will provide drinks, utensils, and napkins, so there is no need to pack them. When children enter each day they will put their lunches in their cubbies and a staff member will check to make sure they have one. If they do not, you will be charged \$2.50 for a supplemental meal for your child.

Upon afternoon arrival at the Program from school, all children will be offered a healthy snack. Additional snacks and meals will be provided in accordance with state standards for nutrition and for frequency that is based on the amount of time the child is in attendance at the Program.

All food served is in accordance with DCFS dietary guidelines. Monthly menus are available on the website and are subject to change.

## SCHOOL-YEAR Fees

### 1. School-Year Registration Fee

- a. The registration fee is non-refundable and reserves a place for your child in our ***G.R.O.W. in the Son*** Program.
- b. The annual registration fee per child is due before your child will be admitted or readmitted to the ***G.R.O.W. in the Son*** Program and every June 1 thereafter.
- c. The fee paid per child for registration is based on the time of registration.
  - 1) June 1 – December 31     \$25
  - 2) January 1 – May 31         \$15
- d. The registration fee for children placed on a waiting list will be payable when a place is actually available for the child.
- e. The registration fee paid for a child enrolled during the school year also covers registration for the summer.

### 2. School-Year Tuition

#### a. Rates for weekdays when the children are at the Program before and/or after a full school day or a school day with afternoon (2:00 p.m.) dismissal.

- 1) Tuition fees: (rates effective 4-1-08)

Morning & afternoon	<b>\$85/week</b>
Afternoon only	<b>\$75/week</b>

#### Morning only

Before school only     \$30/week (Multi-child discount for full-time morning only: 1<sup>st</sup> child regular rate, each additional child: \$25/week)

- 2) Multi-child discount:

1st child: regular rate

Each additional child:	• Morning & afternoon	<b>\$80/week/child</b>
	• Afternoon only	<b>\$70/week/child</b>

#### 3) Tuition payment

- a) Every week's tuition payment must be received no later than the first day the child is in attendance that week.
- b) For families receiving CCP, copays are due by the end of the month of service. Any extra fees will be due by the end of the following month of service.
- c) Tuition payment is due each week regardless of the child's attendance.
- d) Full tuition payment will be charged for holidays that the Program is closed.
- e) Tuition rates may be adjusted should the program need to close due to inclement weather or other emergency conditions.
- f) A financial statement will be provided by the Program weekly.

#### b. All-day rates

- 1) All-day rates apply to weekdays when the children are at the Program an extended period of time because there is no school or a morning dismissal (11:20 a.m.)
- 2) A supplemental charge of **\$13** for each extended day will be added over and above the regular per day tuition rate for each child.

### 3. Fee Changes

Fee changes may occur with a minimum of one month's notice.

### 4. Withdrawal from the School-Year Program

Two weeks' notice is required when a child leaves the Program. If a two-week written notice is not given, you will be charged tuition for up to two weeks beyond your child's last day.

### 5. Drop-in Care During the School Year

The G.R.O.W. in the Son-Beyond School Program will accommodate parents needing drop-in child care during the school year as space is available. The following conditions apply.

- Children must be pre-registered.
- Drop-in days need to be arranged one month in advance by written request to the Director.

#### Drop-in Care Rates

- The school-year registration fee guidelines as outlined in the Family Handbook will apply.
- **Morning-only**
  - **If a child is a drop-in before school only (between 6:30 a.m-8:00 a.m.) the rate is \$10 per child.**
- Full school day or afternoon dismissal
  - Rates for weekdays when the children are at the Program before and/or after school or a school day with afternoon dismissal (2:00 p.m.) is **\$25 per child.**
- All day rates
  - (\$25/day) apply to weekdays when the children are at the Program an extended period of time because there is no school or a morning dismissal (11:20 a.m.).
  - A supplemental/lunch charge of **\$13** for each extended day will be added over and above the regular per day tuition rate for each child.

### 6. Extended Leave Time

Should an extended leave from the Program for a child be necessary or desired by the family, parents will be granted a special ½ tuition rate per child for a maximum of eight weeks to hold their child's space in the G.R.O.W. Program.

## SUMMER Fees

1. To enroll in the summer program, a child must at least have attended kindergarten during the previous school year and at most be no older than 12 years old while in summer attendance.
2. **Registration fee**
  - a. The fee per child for registration in part or for all of the entire summer program is \$15.  
Exception The registration fee is waived for those children who were in the **G.R.O.W. in the Son** Program during the school year immediately preceding the summer.
  - b. The registration fee is non-refundable and reserves a place for your child in our **G.R.O.W. in the Son** summer program.
  - c. The initial deadline for registration in the summer program is April 1.
  - d. A summer registration fee per child is due before your child will be admitted or readmitted to the **G.R.O.W. in the Son** summer program.
  - e. The registration fee for a child placed on the waiting list will be payable when a place is actually available for the child.
  - f. The registration fee paid for a child enrolled during the school year also covers registration for the summer.
3. **Tuition**
  - a. **Tuition includes one meal and one snack.**
  - b. Parents may choose to send their child for less than the number of days for which the child is registered, but are expected to notify the Program of the specific days the child will not be in attendance. Tuition is due for the registered times regardless of the child's attendance. Part-time children will be accepted, but full-time rates will apply.
  - c. Tuition fees:  
**\$140/week**
  - d. **Multiple Child Discount for full-time**  
Tuition fees will be:  
**\$135/week for each additional child.**
  - e. **Tuition payment**
    - 1) **For children who were enrolled in the Program during the school year immediately preceding the summer or children enrolled for the entire summer**  
Every week's tuition payment must be received no later than the first day the child is in attendance that week.
    - 2) **For children enrolled in the Program only during the summer and on a week by week basis**
      - a. The first week of summer tuition must be paid at the time of registration for summer.
      - b. A payment schedule for the remaining summer tuition will be determined, based on the number of weeks for which the child is registered.
    - 3) Tuition is due for the registered times regardless of the child's attendance.
    - 4) Full tuition payment will be charged for holidays that the Program is closed.
    - 5) There will be no tuition charge for any full day the program is closed due to inclement weather or other emergency conditions.
    - 6) A financial statement will be provided by the Program if requested.

#### **4. Drop-in Care**

The G.R.O.W. in the Son-Beyond School Program will accommodate parents needing drop-in child care during the summer as space is available. The following conditions apply.

- Children must be pre-registered.
- Drop-in days need to be arranged one month in advance by written request to the Director.

#### **Drop-in Care Rates**

- The summer registration fee guidelines as outlined in the Family Handbook will apply.
- **\$40/day** to include field trip and meal expenses

#### **5. Field trips**

Fees are included in the tuition.

#### **6. Sunscreen Fee**

There will be a one-time fee of \$10 at the beginning of the summer to provide sunscreen for all children. It is applied once before going to the pool and again after 60 minutes at the pool.

#### **7. Fee Changes**

Fee changes may occur with a minimum of one month's notice.

#### **8. Withdrawal from the Summer Program**

Two weeks' notice is required when a child leaves the Program. If a two-week written notice is not given, you will be charged tuition for up to two weeks beyond your child's last day

### **Tuition Payments**

GROW accepts cash or check for payments. There is also the option of signing up for weekly direct withdrawal with UCB (you may use any bank).

### **Delinquent Fees**

#### **1. Late tuition payment fee**

Every week's tuition payment must be received no later than the first day your child is in attendance that week. (Please note there is one exception as outlined in Section 3.c.2) a. under the section, SUMMER fees.)

For families receiving CCP, copays are due by the 15<sup>th</sup> of the month of service. There will be a grace period until the end of the month. Payments not paid by the end of the month, will result in the child (ren) being suspended until it is paid. Any extra fees will be due by the end of the following month of service. Fees not paid on time will result in suspension until paid (effective 11-1-19).

Timely payment of tuition and fees is an important responsibility of the parent and crucial to the financial operation of the Program.

It is possible, however, that on an occasion you will experience extenuating circumstances that will make it difficult for you to make your tuition payment in full by the due date.

- a. In that instance, **it is your responsibility** to discuss your circumstances with the director and to determine with the Director what (if any) special arrangements can be made to assist you in meeting your tuition responsibilities.
- b. If you and the director are unable to determine mutually-agreeable arrangements for payment of delinquent tuition, either party may request that the matter be heard by a special committee of the G.R.O.W. Board.

**During the 2<sup>nd</sup> week a tuition payment is late, a \$5 late fee will be assessed for every week-day the tuition payment remains unpaid.**

**Without special payment arrangements for delinquent tuition, after the second week of unpaid tuition payments and assessed late fees, your child will not be allowed to return to the program until payment is made. The day that the no-attendance policy is enforced, your child's school will be notified that he/she should not ride the school bus to the G.R.O.W. Program until further notice.**

**2. Late pick-up fee**

The G.R.O.W. in the Son Program closes promptly at 6:00 p.m. Please observe the closing time conscientiously. If your child is left at the Program beyond 6:00 p.m., there will be a \$5 late fee per every 5 minutes per family for the first offense. For second and subsequent offenses, \$5 per every 5 minutes late will be charged per child. This late fee must be paid with your child's tuition the first day of attendance the following week.

**3. Returned checks**

A \$25 fee will be charged for any check that is returned by the bank for non-sufficient funds. Payment of this fee along with the amount of the returned check is to be paid with cash or money order within one week of your notification. After the second occurrence of a returned check, all fees thereafter must be paid with cash or money order.

### **Insurance Coverage for Children**

Trinity Lutheran Church carries public liability insurance with State Farm Insurance Company on all the property and premises owned by Trinity Lutheran Church. The children will be covered under Trinity's general liability policy with a day care endorsement.

## Admission, Enrollment, and Discharge Policies/Procedures

### Admission Policy

The *G.R.O.W. in the Son* Program welcomes all children grades K through 6 regardless of religious affiliation and admits children of any race, creed, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to children at the center. It does not discriminate on the basis of race, creed, color, national and ethnic origin in administration of its educational policies, admissions policies, and other center-administered programs.

### Children with Special Needs

Children with special needs may be accepted into the Program after an evaluation is made to determine whether or not the Center can be beneficial to the child. The child's family will provide the Program with a written program plan based on the determination of a qualified consultant. This plan must be in our files before the child's first day of attendance. Together the family and the Program will regularly evaluate whether the needs of the child are being satisfied.

### Enrollment Policy/Procedures

1. A pre-enrollment conference and classroom visit is required before admittance. The director and parent need to be in agreement that Trinity's *G.R.O.W. in the Son* Program is the best environment for the child.
2. A non-refundable registration fee is required to reserve a place for each child in the Program.
3. At enrollment time, the parent will be notified of the Handbook on our website.
4. The child must have a physical exam, a record of immunization including Hepatitis B and Varicella (chicken pox) vaccine or proof of having had chicken pox, a TB test, and a Lead Screening.
5. All necessary forms must be completed totally, signed, and returned to the *G.R.O.W. in the Son* Program office prior to admittance. All information must be kept current.
6. In view of many changing family circumstances, we will interact with parents and guardians in a spirit of Christian cooperation and the same is asked of the families. In circumstances where a court order is in place, it must be on file at the *G.R.O.W. in the Son* Program. If there is no permanent or temporary order in place with respect to child custody, then both parents have equal rights. These include the rights to come to the *G.R.O.W. in the Son* Program, observe the child, get records, and take the child home as well as any other parental rights at the *G.R.O.W. in the Son* Program.

### Part-time Enrollment

- a. Part-time enrollment in the Program may be possible. However, priority will be given to those children registered for full-time (5 days/week).
- b. Part-time children will be placed on a waiting list until the time that a 3-day and 2-day combination (equaling a full-time place) is determined.
- c. Part-time students are those students attending 3 days/week (M/W/F) or 2 days/week (T/Th).
- d. The registration fee for children placed on a waiting list will be payable when a place is actually available for the child.

## Withdrawal or Dismissal

If you decide to withdraw your child/children from the program, we ask that you give a two-week written notice. **If a two-week written notice is not given, you will be charged for up to two weeks beyond your child's last day.**

The *G.R.O.W. in the Son* Program retains the right to dismiss children at any time for any reason. Dismissal will take place after discussion with the Director and the *G.R.O.W. in the Son* Program Board. Reason for dismissal may include, but not be limited to:

- Uncontrollable behavior
- Bullying of other children
- Communicable disease as defined by DCFS standards
- Continued failure to remit fees
- Parent or family members who are abusive to the staff

## Hours and Days of Operation

Our *G.R.O.W. in the Son* Program is open Monday through Friday. Specific hours will be based on the Auburn school calendar.

Full school day: The Program will be open from 6:30–7:45 a.m. and 3:20–6:00 p.m. when Auburn schools have a full day of classes.

Partial school day: On days when Auburn schools have a shortened day with an early dismissal, the Program will open when the public school bus delivers the children to the Program site and will close at 6:00 p.m.

No-school day during the school year and during the summer vacation: The Program will be open from 6:30 a.m. to 6:00 p.m.

Inclement weather or emergency conditions:

- a. All-day closure due to inclement weather or other emergency situations

If the *G.R.O.W. in the Son* Program is to be closed for inclement weather or other emergency situations, the Program Director will have the announcement on WTAX (1240 on AM radio) and on WICS (TV) by 6:00 a.m.

- b. Early dismissal from school due to inclement weather

The Program will be open for the children dismissed early from school due to inclement weather. If the director decides the inclement weather conditions present a danger to the children and the staff, parents will be notified by phone of an early closure.

**Should the Auburn School District close because of a high incidence of students absent with influenza, G.R.O.W. in the Son will close a well.** This decision was made in order to aid in slowing and stopping the transmission of influenza.

If a child will not be attending on a particular day, notification to the office is expected by 7:00 a.m.

## Holiday and Vacation Schedules

Holidays for which our *G.R.O.W. in the Son* Program is closed:

New Year's Day	Labor Day
Good Friday	Thanksgiving (Thursday and Friday)
Memorial Day	Christmas Eve Day
July 4	Christmas Day

If the holiday falls on Saturday, we will be closed on Friday unless otherwise notified.

If the holiday falls on a Sunday, we will be closed on Monday unless otherwise notified.

Holidays do not change your tuition rates or charges.

Program shut-downs will include the week of Trinity's Vacation Bible School (you will be notified of this closing in advance) and a few days in August. There will be no tuition charge for these weeks.

## Arrival and Departure of Children

### Before-School or All-Day Children

1. Children will arrive any time between 6:30 a.m. and 7:15 a.m.
2. The parent must sign the child in at the entrance upon arrival.
3. Parents must accompany their child to the classroom and make sure an adult worker acknowledges your child's arrival.

### After-School Children

All children will arrive at the program site on the Auburn School District school bus. The time of arrival will be determined by the school dismissal time for the given day. Staff member(s) will escort the children into the building and take attendance.

### All Children

1. If a child will not be attending on a particular day, notification to the office is expected by 7:00 a.m. For your convenience, a message may be left on the Program answering machine at any time.
2. Parents are responsible for transportation to and from the Program unless the child is transported by the Auburn School District school bus.
3. All children must be picked up by an authorized adult.
  - a. The child's enrollment and emergency forms must indicate those persons the parent has authorized to pick up your child.
  - b. Persons will be asked to provide photo I.D., so the staff know that this person is the same as on the form.
  - c. Unauthorized persons will not be permitted by the staff to take your child from the *G.R.O.W. in the Son* Program.
  - d. Parents must always personally go to the office to add or delete authorized adults as needed.
4. The authorized adult must sign the child out after the child is picked up at the end of his stay each day the child is in attendance.
5. The authorized adult must accompany your child out of the program at departure time.
6. If you will be later than usual to pick up your child, please let us know. We can both reassure your child and feel better ourselves knowing when you are coming.

7. If you are going to be away from home or your place of work for the day, be sure to leave a phone number where you can be reached in case you are needed for an emergency.
8. Please call the Program if your child will not be attending during normal attendance times so our staff will not be concerned.

**Overtime Fee**

The *G.R.O.W. in the Son* Program closes promptly at 6:00 p.m. If your child is left at the Program beyond 6:00 p.m., there will be a \$5 late fee per every 5 minutes for each child. This late fee must be paid with your child's tuition the first day of attendance the following week.

**Procedure for Late Pick-up**

When the person who is responsible for picking up a child has not arrived or called by 6:10 p.m., the Director will phone parents first and then other emergency contacts beginning at 6:10 p.m. If none of those individuals is reached by 6:30 p.m., the Auburn Police will be called. It is extremely important that emergency contacts are kept up to date to ensure that parents/guardians are contacted in a timely manner. GROW is responsible for the child's protection and well-being until a parent or outside authority arrives. Staff will not hold the child responsible for the situation and discussion of the issue will only be with the parent or guardian.

## Emergency Medical Care

Upon enrollment, parents are required to fill out emergency medical forms on each child. This form must be updated as changes occur. When a medical emergency arises, all efforts are made to contact the parent(s). If efforts to reach the parent(s) are unsuccessful and the child needs immediate medical attention, the emergency medical forms will be used to obtain medical attention. The hospital will honor the emergency medical form signed by the parent in the event a parent cannot be contacted and the child needs immediate attention.

In the event of a medical emergency, the 911 emergency number will be called and an ambulance dispatched to the Program site. The parent(s) will be notified as soon as possible and asked to meet the staff member at the hospital where the staff member will stay with the child until the parent arrives.

If the parent has on file with the *G.R.O.W. in the Son* Program a plan to access the services of a certified practitioner for a child exempt from medical care on religious grounds, this plan will be honored and followed by the Program staff.

### Treatment of Accidents and Injuries

Accidents and injuries can possibly occur while your child is in attendance at our Program. When an accident occurs, an Accident Form is completed; one copy will be placed in the child's file and one copy will be sent home. Staff is trained in first-aid and infant, child, and adult CPR. At the time of enrollment, you must sign an emergency medical and first aid form giving the staff permission to treat your child.

For any accident or injury, these steps are followed:

1. If Program staff believes the injury is minor, our staff trained in first aid provides first aid treatment. One accident report is put in the child's file and one is sent home.
2. If the Program staff believes the injury is more than minor but not a medical emergency, the Director calls parent(s) to inform and reassure them they will watch for any symptoms of trauma. A report is filed as stated above. Parents are welcome to come and check on the child.
3. If the staff believes the child might need professional medical attention, a parent is called and asked to decide. If parent(s) can't be reached in minutes, the Director will act. Report and observation follow as above.
4. An accident requiring professional medical help means an immediate call to parent(s). Depending on the severity of the injury, the parent(s) may be asked to come to the facility or meet us at the hospital. As a precaution, an ambulance may be called. IF PARENT(S) CANNOT BE REACHED, we depend on your pre-signed permission to seek emergency treatment as outlined in Emergency Medical Care above.

## Treatment of Illness

Children shall be screened upon arrival daily for any obvious signs of illness. If symptoms of illness are present, the Program staff shall determine whether the Program is able to care for the child safely, based on the apparent degree of illness, the other children present, and the facilities available to care for the ill child.

Children need not be excluded from the Program for minor illness. However, based on IL DCFS's regulations, a child will be removed from the Program if any of the following exist:

1. Illness, which prevents the child from participating comfortably in program activities;
2. Illness, which calls for greater care than the staff can provide without compromising the health and safety of other children;
3. Rash combined with fever over 101 degrees Fahrenheit (oral);
4. Unusual lethargy, irritability, persistent crying, difficulty breathing or other signs of possible severe illness;
5. Diarrhea;
6. Vomiting two or more times in the previous 24 hours, unless the vomiting is determined to be due to a non-communicable condition and the child is not in danger of dehydration;
7. Mouth sores associated with the child's inability to control his or her saliva, until the child's physician or the local health department states that the child is noninfectious;
8. Rash with fever or behavior changes, unless a physician has determined the illness to be non-communicable;
9. Purulent conjunctivitis, until 24 hours after the treatment has been initiated;
10. Impetigo, until 24 hours after treatment has been initiated;
11. Strep throat (streptococcal pharyngitis), until 24 hours after treatment has been initiated and until the child has been without fever for 24 hours;
12. Head lice, until the morning after the first treatment;
13. Scabies, until the morning after the first treatment;
14. Chicken pox (varicella), until at least six days after onset of rash;
15. Whooping cough (pertussis), until five days of antibiotic treatment have been completed;
16. Mumps, until nine days after onset of parotid gland swelling;
17. Measles, until four days after disappearance of the rash; or
18. Symptoms which may be indicative of one of the serious, communicable diseases identified in the Illinois Department of Public Health Control of Communicable Diseases Code.

**If your child has been ill, you may not bring your child back to the Program until your child is fever-free and free of other symptoms for 24 hours.** If your child arrives with or develops one or more of the above symptoms while in attendance at the Program, parents will be contacted so the child may be picked up within the hour. If parents cannot be reached, a Program staff member will contact the numbers listed on the emergency card in order of preference. The child will be separated from the rest of the children until picked up.

## **Medications**

Because of dosage timing, it may be necessary for our staff to administer medication to your child. Medical consent forms must be filled out for any medication given out at the *G.R.O.W. in the Son* Program. Lead GROW staff will dispense the dose.

Both prescription and non-prescription medication shall be accepted only in its original container and handed only to lead GROW staff. Prescription medications shall be labeled with the full pharmacy label. Over-the counter (non-prescription) medication shall be clearly labeled with the child's first and last name. The container shall be in such condition that the name of the medication and the directions for use are clearly readable.

Any topical products, such as sunscreen or insect repellent, whether supplied by the parent or the Program, will be used only with written approval prior to application on the child.

## **Religious Instruction**

Each day children are in attendance at the G.R.O.W. in the Son Program, they will have an intentional religious activity that may include a Bible story, religious songs/crafts, and/or prayer.

## **Visits, Trips, or Excursions Off the Premises**

- A. Trinity's G.R.O.W. in the Son Program will be taking trips and excursions off the premises. Program employees will either drive the Trinity Church van or bus. The Program complies with all driver licensing, Rules of the Road, financial responsibility, vehicle equipment, and vehicle inspection provisions of the Illinois Vehicle Code. All children will be properly restrained in seat belts according to state laws.
- B. Drivers shall meet all the requirements of Section 407.100 in the Licensing Standards for Day Care Centers.
- C. Parents of enrolled children will be notified in advance of these field trips and may be asked to sign a permission form. If a child will not be attending the visit or trip, the Director will need to be notified. If there is no one available at the G.R.O.W. in the Son Program to supervise, the parent will need to find other care for the child this day. Normal fees apply.
- D. Children not enrolled in Trinity's G.R.O.W. in the Son Program are prohibited from attending field trips. Only children enrolled in the G.R.O.W. Program are permitted to participate in field trips.

## **Personal Belongings Brought to the Program**

Students should refrain from bringing toys or special items to the Program unless permission is given from the teacher or the Director. This will help us to avoid lost or misplaced items. However, because students occasionally take special items to school for one reason or another, we understand these items will in turn be brought to the G.R.O.W. in the Son Program. Unless permission from teacher or Director is granted, items should remain in the student's book bag. **G.R.O.W will not be responsible for any lost or stolen items.**

### **Cell Phones/Electric Devices**

Cellular phones may be brought to G.R.O.W. by students during the school year and kept in a backpack. No other electronic communication devices or gaming systems will be allowed except on special predetermined days. Phones should remain concealed and turned off at all times. Failure to do this will result in the phone being taken away and placed in the office until picked up by a guardian. Repeated misuse will result in disciplinary actions and prohibition of any devices. Phones and electronic devices will not be allowed during the Summer Program.

### **Weapons**

Children should not possess a weapon which includes any article that would harm self, others, or do damage to property. If a child is found to be in possession of a weapon either on themselves or on their property, they will have it taken away and further disciplinary action determined.

### **Dress Code and Appearance**

Children will be expected to wear clothing in a clean, neat, and well-fitting manner. They are not allowed to wear clothing that is distracting or obscene. Bare shoulders, backs, sides, and/or midriffs are unacceptable. Thin straps, tank tops, or clothes that expose undergarments are not permitted. Appropriate footwear must be worn at all times. Tennis shoes must be available during the Summer Program. All students wearing flip flops and sandals will not be allowed in the grass. Violation of the rules will result in a parent being called and asked to bring a change of clothes.

During cold weather/snow students need to wear gloves, hats, and coats. GROW will go outside unless it is raining, the area is not safe, or the combination of wind and temperature is 17 degrees or below. It is the parent's responsibility to make sure their child is dressed for the weather. Repeated refusal to wear or bring the appropriate gear will become a behavior issue and discipline guidelines will be followed.

## **Release of Personal Information**

All personal information pertaining to enrolled children and their families shall be respected as strictly confidential. The one exception is evidence of child abuse which, by law, we are required to report.

Personal information about you and your child(ren) will be discussed only with those authorized personnel directly responsible for your child's care or management personnel with a "need to know."

Information pertaining to the admission, progress, behavior, health, or discharge of an individual child shall be confidential and limited to facility staff designated by the program director unless parent(s) of the child have granted written permission for disclosure or dissemination.

Within the boundaries stated above, care will be exercised that any discussion of confidential information is not overheard by unauthorized individuals.

### **Child Abuse and Neglect**

Staff members are required by law to report any suspected child abuse or neglect.

### **Guidance and Discipline Policy**

Trinity's G.R.O.W. in the Son Program believes that every child is a precious child of God and must be treated with dignity, care and respect. Our aim is to help children gain self-control and empower them to make good, appropriate, and God-pleasing decisions regarding behavior.

Every effort is made to provide the child with the type of environment that leads to the development of inner control and positive self-discipline. Under no circumstances will any means of corporal punishment (hitting, spanking, etc.) be used in conducting program activities. A positive approach to discipline includes the provision of activities appropriate in skill, length, and interest of the individual child, as well as the reinforcement of positive behaviors. In some circumstances, we understand that more corrective measure may be required in regards to discipline.

When a child breaks a rule, corrective measures may include, but are not limited to, a reminder of the rule or sitting with a G.R.O.W. staff member to discuss the infraction. If physical harm to one's self or others occurs or continual rule breaking, corrective measures may include, but are not limited to, separation from the group within the room, a denial of privileges, discussion with a G.R.O.W. staff member or a timeout. In time out, a child is removed from the situation where he/she is having difficulty, and they will be asked to sit for one minute per their age. During this time, the child will be given an opportunity to "cool down" and resolve the problem. Once resolved, the child will be allowed to return to the activity.

Teachers and Director of Program will log behavioral issues on an incident report and each report will be given to parents. Parents are expected to follow up with child at home and with the Director at G.R.O.W. Please alert G.R.O.W. staff of any environmental changes that may impact your child's behavior.

Inappropriate and unacceptable behavior may include, but is not limited to the following:

- Aggressive, physical, or verbally threatening actions directed at another individual
- Profane or abusive language
- Refusal to comply with teacher's instruction or request
- Disrespecting another child or teacher

If redirection, time out, and/or removing a privilege as a consequence of disruptive behavior does not remedy the issue, a **three day suspension** will be enforced. A child can be sent home or suspended for a serious infraction (determined by director) when redirection, a time out, or removing a privilege is not possible. A parent will be expected to make arrangements to pick up the child immediately. If a child is sent home (suspended) two times due to aggressive/repeated disruptive behavior, the following options are available at the discretion of the Director of the Program:

- A parent meeting will be set up in order to discuss and implement a behavioral action plan.
- The family can seek an alternate child care arrangement for their child.
- The Director may decide if the program is not able to adequately fill the behavioral needs of the child and may dismiss the child from the program.

In addition, if a child has a record of being dismissed from previous child care program, a two week probationary period will begin immediately when the child enters the G.R.O.W. in the Son Program. At the end of two weeks the Director of the Program will make a decision regarding continuing enrollment based on child's behavior.

### **Communication between the Program and Parent(s)**

Since it is our intent to work in partnership with families who have the primary and the most critical role in the nurturing of their children, we encourage parent participation at the G.R.O.W. in the Son Program. Some opportunities include:

- a. Classroom Visits: We welcome and encourage parents to visit our Program to observe and participate in your child's experience. Parents may visit the Program without an appointment any time during the normal hours of operation.

Grievance Procedure:

1. If there is a teacher involved in the situation between students, discuss it with them and then approach the director.
2. If it is a concern about a teacher or employee discuss it with the director.
3. Any concerns with the director should be brought up to the director first.
4. The director will make every effort to resolve the issue at the building level. If you feel the Program has failed to provide a satisfactory solution, you are allowed to meet with the G.R.O.W. Board.

A parent bulletin board will be placed in a prominent area, and relevant items of interest to parents will be continually posted. In addition, Facebook will be utilized in order to keep parents abreast of events and activities in which your child may be participating.

### **G.R.O.W. in the Son Beyond-School Program Internet Usage Policy**

The G.R.O.W. in the Son Beyond-School Program is pleased to provide Internet access to the children enrolled in our program. G.R.O.W. staff believes in the educational value this tool can offer to curriculum, research, learning and fun. The staff at G.R.O.W. will strive to apply Philippians 4:8-9 to Internet usage with the children:

***“Finally, my friends, keep your minds on whatever is true, pure, right, holy, friendly, and proper. Don't ever stop thinking about what is truly worthwhile and worthy of praise. You know the teachings I gave you, and you know what you heard me say and saw me do. So follow my example. And God, who gives peace, will be with you”***

In an effort to protect our G.R.O.W. children, we have instituted the following Internet Usage Policy.

1. It is understood that Internet access for children at G.R.O.W. is a privilege, not a right. This privilege can be taken away at any time and is up to the discretion of the G.R.O.W. teachers. Children who violate or misuse the Internet will be denied further access.
2. The Internet may only be used after obtaining permission from a teacher, and a teacher will monitor children's use at all times.
3. G.R.O.W. has established a list of acceptable websites for our children to visit. This list is posted by the computer and each teacher has received a copy of this list. Children will not be allowed to visit additional websites without permission from a teacher and only for school research.

4. Children will not be allowed to reveal home address or personal phone number of any person (including his own), or any other personal information on-line.
5. Children are expected to use good behavior, proper etiquette and act responsibly, politely and ethically as they use the Internet.
6. Children at G.R.O.W. will be made aware of the above policy.

Parents will be asked to sign an internet waiver, which will be included with admission materials.

#### **Weather Drills**

Fire drills will be practiced monthly and tornado drills annually. Signs are posted in each room designating routes to be taken.

#### **Safety Drills**

Safety drills will be practiced periodically throughout the year. G.R.O.W. is locked while children are in attendance.

#### **G.R.O.W. Integrated Pest Management Plan**

The G.R.O.W. in the Son Beyond-School Program practices Integrated Pest Management (IPM), an approach to pest control that reduces pest populations while minimizing pesticide applications. G.R.O.W. regularly monitors the building for pests and takes actions in order to prevent and eliminate pests. Pesticides will only be used when the presence of pests has been verified and the selection of treatment options will give priority to least-risk actions whenever possible. Trinity Lutheran Church and G.R.O.W. in the Son Beyond-School Program use Bacon Pesticides. Upon enrollment, parents will be given a form asking whether they would like to be notified of any pesticide use. When pesticide is applied we will notify parents at least 2 days in advance. We keep a copy of the ingredients used in the office at all times.

#### **G.R.O.W. Firearms Policy**

The safety and security of the children at G.R.O.W is of the utmost importance. In accordance with the Firearm Concealed Carry Act, G.R.O.W. will prohibit the carrying of firearms onto the premises. According to the law, "Individuals licensed to carry a concealed firearm under the Firearm Concealed Carry Act are prohibited from carrying a firearm on, or into, any of the prohibited areas listed under Section 65 of the statute."