

Trinity Learning Center (TLC) Handbook

**Trinity Christian
Fellowship**
425 Magnolia Road
Pinehurst, NC 28374
910.215.5775
<https://www.trinitycf.net>



TLC Director (interim)
Carol Pizzi
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FALL CLASSES*

MINIs: 16 months up to 2/3 years Tuesday / Thursday

DROP OFF at 9am, PICK UP: 11:30am
\$150/child/month

MIDDLEs: 2/3 - 3/4 years

Monday / Wednesday / Friday

DROP OFF at 8:30am, PICK UP: 11:30pm
\$230/child/month

BIG KIDS: 3/4 - 4/5 years

Monday / Wednesday / Friday

DROP OFF at 8:30am, PICK UP: 12pm
\$250/child/month

**Registration: \$150/family (non-refundable, non-transferable)
\$75/family for returning families (non-refundable, non-transferable)**

***Placement will be determined together with the director, teacher and parent**

Welcome to Trinity Learning Center!

We are so happy you are here! Our program is a ministry of the church for both church families and non-church families. Children have the opportunity to connect with their peers, play, learn academically and learn about God's love for them in a safe and secure environment. The program includes Kindergarten prep, playtime outside, snack time, center time, worship, Bible lessons and music/art. The following guidelines and rules are to ensure your child is safe and happy while they spend time with us. Please feel free to discuss any concerns directly with your teacher or our director, as we are committed to a positive experience for you and your child.

REGISTRATION & FEES / REFUND POLICY

Parents will be expected to pay tuition on or before the first of the month. If a child does not attend any portion of the month, full tuition is still required to hold your slot. Registration and tuition fees are non-refundable/non-transferable regardless of enrollment or attendance.

LATE TUITION FEES: If tuition has not been paid by the 7th of the month, a late fee of \$20 will be applied to your account. For tuition that has not been paid and has already been assessed a \$20 late fee, \$5 per day will be added until payment has been made.

SEPARATION ANXIETY & TRANSITION ISSUES

We recommend the following procedures to help make the parent/child separation a little easier:

1. Provide a family photo at the beginning of the school year; this helps with separation and will be used later to talk about their family!
2. Help your child place their coat/bag on the labeled hooks in the hallway and their water bottle and lunchbox in their cubby. Help your child use the bathroom (if applicable), wash their hands, and sign them in.
3. Say good-bye instead of sneaking out. Your child needs to realize that you will leave and that you will come back. Eventually your child will trust you will return, and it will be easier for the teacher to comfort your child.
4. Upon leaving, please move quickly to an area away from the child's sight (windows and doorways of the classroom) when talking to other parents. Children are easily upset when they can see their parents but cannot be with them.
5. Remember that this is your time to yourself and your child's time to play. Please help us follow these guidelines so there will be less tears and more fun for everyone.

INDIVIDUAL NEEDS PRESENTED IN WRITING

We understand that each child is unique with their own individual needs, likes and dislikes. For this reason, parents are asked to complete the "Tell Us About Your Child" worksheet at the beginning of the school year. If there is a specific need for a particular day, the best way to keep the information fresh on the mind of your child's teachers is to provide it in written and dated form.

Please send a backpack or bag with your child's snack in a 'lunchbox' and water cup/bottle and any emergency medication if needed (i.e., EPI pen) daily. At the beginning of the month please drop off a month's supply of labeled diapers/wipes, and leave a change of seasonal clothes and undergarments in a labeled gallon ziplock bag in their cubby, just in case.

LABELING ITEMS

Labeling is crucial when sending your child to class. Label **ALL items** sent with your child, including the following: Bags, pacifiers, bottles, cups, lunchbox/Tupperware, diapers, training pants, nap items (mats, sheets, blankets, stuffed animals, etc.) and swim items (towel, dry clothes, etc.). If you do not label these items, the TLC staff may do so to ensure the proper child gets their supplies and you get all of your items returned.

SNACKS

When packing a snack for your child, please keep in mind that we are not able to heat or refrigerate your child's food. Your child (with the exception of children in the infant rooms) must be able to feed himself/herself and we typically have about 10 minutes to eat because they lose interest very quickly and are eager to get back to playing. We suggest cutting food into small and safe pieces. The following is a list of healthy lunch suggestions which might help as you plan your child's school lunch: yogurt tubes, veggie straws, peanut butter & jelly sandwiches, cheese slices, cubes, or sticks, crackers, cold pasta, cut/peeled fruit, cold veggies, (except peas – they roll away!) raisins, etc. If you include a 'dessert' please only put one small sugary item in their snack.

DRINKS: Please send your child with water only. It is necessary after much play and can be easily cleaned up. This will help when the children transition to Kindergarten when many schools will only allow water. Please do NOT send milk or juice.

TREATS: We like to have parties for special occasions, so you may provide cupcakes or cookies; please ask about allergies. If your classroom has a child with an allergy, there are commercial sweets at the regular grocery store that are "allergy free". We occasionally do safe "cooking" too, where your child may be exposed to ingredients outside of their snack.

ALLERGIES: Rarely we have students with severe allergies preventing these children to be anywhere near certain food items. If this is the case, all parents in that classroom may be asked to refrain from sending those items with their own children. Thank you for your consideration in this matter.

PLAY TIME

All age groups will be taken outside to play for a recreational play time when weather permits. When there is precipitation, the temperatures are below 40 degrees, or a heat advisory is in effect, your child will be taken to child appropriate indoor play areas for this time of recreational play. Please ensure that your child is dressed appropriately for outdoor play. Please bring a light jacket or coat every day and ensure that your child is wearing the appropriate shoes for such activities. Keep in mind that sandals, slip-ons, and other openheeled shoes may not be suitable for recreational play. Velcro tennis shoes/sneakers are best. We encourage shoes/socks that children can put on and off by themselves - with our new sandbox, we go barefoot a lot.

SUMMER FUN: For safety reasons, it is the parents' responsibility to apply sunscreen on your child prior to arrival and we ask that you apply sunscreen every day, as we spend a lot of time outside. Depending on the child's age/ability we will take walks to Rassie Wicker Park and playground. The church receptionist will be able to contact us if needed and will know our whereabouts.

WATER WEDNESDAYS & THURSDAY THRILLS: Children may be taken to the SplashPad or have water play in our yard with small swimming pools, depending on age, number of children, etc. On these days, please send them in their bathing suits under their clothes, swim diaper, towel and include a set of dry clothes/undergarments.

TOILET TRAINING

We understand that toilet training can be an interesting time for you and your child. Please rest assured that our teachers are glad to help with this process in any way that they can. There are a few guidelines that will help the toilet training process to go as smoothly as possible while your child is at TLC.

Please let us know as soon as you begin training so we can reinforce it in the classroom. We recognize that potty-training is an important part of a toddler's development and that consistency in the training approach is critical to your child's success. While potty training is the parents' responsibility, the staff is willing to help your child with the process. Please discuss your approach to potty-training with the teacher prior to sending your child in underwear. If your child is in training pants, please bring plenty of extra clothing for accidents. For health reasons it is our policy that no child's clothes be wet. If dry clothing is not available to the caregiver, then diapers will be used. Children are taken to the restroom at scheduled times during the session and when they tell the teacher.

Please inform your child's teachers verbally and in writing of all toilet training needs. This includes, but is not limited to the following:

- ! Does your child indicate a need, or does he or she need to be taken regularly?
- ! How does your child prefer to use the toilet – sitting alone or held for security; for males, sitting or standing?

Lastly, we understand the convenience of Pull-Ups, but **results tend to be quicker and more satisfactory when a child is moved directly to cloth training pants**. Please try to use cloth training pants in lieu of Pull-Ups, even when you send your child to class, to promote consistency and a speedy transition.

SICKNESS & ILLNESS

Please do not bring your child to TLC if he/she has been sick the night before and keep him/her home for twenty-four (24) hours after a fever has broken (medication free). If your child gets sick while in TLC care, you will be called and expected to pick him/her up immediately. If you cannot pick your child up, please make arrangements for someone to do so promptly. If we cannot reach either parent, emergency contacts listed on your Registration Form will be contacted. Please make sure that these people are aware that they may be called to pick up your child in case of an illness or accident. TLC staff will not (other than an EPI Pen or specific emergency medications) administer prescription or over the counter medication to your child at any time while in attendance.

EMERGENCY & INJURIES

If an emergency should arise, we will call 911 immediately and notify the child's parents and/or emergency contact. In non-emergent conditions the teacher will complete an accident report that both the parent and teacher will sign.

At this age children are learning boundaries and social interactions, so it is not unusual for pushing or hitting, which is not acceptable in the TLC classrooms. We are constantly monitoring and interacting with the children, so it is rare for a significant injury to occur due to another child.

We will inform both parents if there has been an incident involving more than one child and the steps taken to resolve the interaction, such as redirection, gentle talk and age-appropriate time-outs. Excessive aggressive behavior could result in dismissal or removal from the program.

LATE PICK-UP

Pick-up time is either 11:30 am (Minis and Middles) or 12:00 noon (Big Kids) depending on which class your child attends. Families will be counted as late if they are more than 10 minutes past pick up time. Each family will have three (3) "grace periods". After the 3rd late pick up, families will be charged a \$10.00 late fee for every additional late pick up. The late fee(s) will be added to their next month's tuition and will have to be paid in order to attend classes. Multiple lateness can result in your child being dismissed from the program.

*****Closings and holidays will follow the same schedule as Moore County Public School District and any other closings will be posted in advance or as soon as we know.*****

RELEASE TO NON-PARENT

We will not release your child to anyone except a parent without expressing advanced notice. Please let the teacher know your intentions to have a non-parent pick up your child and note the person's name and phone numbers on the sign-in/out sheet. We will ask for photo identification from the person picking up the child.

VISITING

You are always welcome to "pop in" and see the fun we are having, but we ask that it is after your child is settled into our program and that it is close to pick up time. This is to avoid the stress of you leaving again. We believe this separation time is important for your children to develop independence, social skills and to be able focus at the task on hand. We would love to have family and extended family members visit or read books when scheduled ahead of time.

UPDATES

You will receive timely updates for you regarding what we've been doing and upcoming events via our monthly newsletter or flyers placed in your child's mailbox.

Your TLC Team

Carol Pizzi, TLC Director (interim)

Ms. Carol has an extensive background in early childhood education and development. She was the Grammar School Principal at Sandhills Classical Christian School during its inception and is still an active board member and for the fun of it, a substitute teacher. We are so grateful for Ms. Carol to be leading our preschool during our first year.



Laura Nielsen, Lead Teacher

Hello! My name is Laura. I am blessed to be married to my soul mate, Dave and to be a bonus mom to twin 10 year-old sons and 18 year-old daughter. We have an active household with a Labrador, a bird, a fish and our latest addition, a goofy standard poodle. We love to be silly and enjoy each God given day. I served 26 years in the Army as a licensed veterinary technician, and I have a Master's in Business...Boring!!!!



I was volunteering at church and realized how much I loved spending time with children and sharing my love for the Lord. A position in the children's program opened up and I was thrilled to work full-time with these precious gifts from God. Thank you for allowing me to spend time with your children, it is the highlight of my day!

Barbara Peterson, Lead Teacher

Hello! My name is Barbara Peterson, I am a military wife and mom of two. I live in Pinehurst with my husband and our daughters, Maddie (12) and Lexi (10). We have two dogs, a bunny, two guinea pigs, a hamster and copious amounts of fish!



While my original education and career path, prior to marriage and children, was in the legal field, our unpredictable military lifestyle led me to find an alternate path that suited the needs of our family. My love of nurturing children

began when I started working for (and then later owned) a pre and post-natal fitness group called Fit4Mom, that allowed mothers to exercise with their little ones. I spent years caring for and helping children learn through play while guiding their moms through work out routines.

Once my own children were of school age, I started working at their preschool which only fostered my love of children. I've spent 3 years teaching preschool and 2 years in early elementary education. While I truly enjoyed early elementary, I realized my heart lies in working with the littles. I am so excited to be a part of this program and look forward to helping and watching your child learn, play and grow. Thank you in advance for sharing them with me!

Julia Hocker, Assistant Teacher

Hi, my name is Julia. I have two sons Peyton (7) and Cooper (5) and a daughter, Willow (2). We are a military family supporting my Active duty husband. We have lived in Pinehurst now for a year and have found it to be a great quiet place to raise our family. We are an active family always riding bikes, going on walks, and hiking. When I get a moment to myself, I enjoy photography and DIY projects.



I have a bachelor's degree in public health with a focus on nutrition. I am currently working towards becoming a Dietitian as well. The majority of my life, I have worked with children in some sort of capacity, most recently as a WIC nutritionist. I love being able to aid in their development and nurture their growth do believe it is my calling.

After stumbling upon this job, everything fell into line, it is funny how God does that! I am so excited for this school year to start and to meet all the children!

What is different about TLC compared to other learning facilities?

Jesus at the Center!

- **Preschool Cafe** *"... present the grain offering in baked pieces as a sweet, soothing aroma to the Lord."*

Lev 6:21

- A fun Bible Lesson/story with Pastor Matt or Reverend Ellis
- "Cooking" a snack or drink to enjoy during our lesson; a hands-on experience
- **Outdoor Learning Center** *"... but the earth he has given to the children of men." Psa 115:16*
 - Vegetable and flower garden, planted with the children and with room to grow!
 - A new 12'x12' sandbox
 - Lots of balance, exploration, art, math and investigative play materials
 - We spend a minimum of 30 minutes outside **every** day; except rainy days
- **FRI-YAYS!** *"This is the day that the Lord has made; let us rejoice and be glad in it." Psa 118:24*
 - Every Friday is filled with FUN!
 - Monthly Spirit Day: crazy hair/socks, PJ day, etc.
- **Movie Nights** *"For husbands, this means love your wives, just as Christ loved the church..." Eph 5:25*
 - Approximately once a quarter we will offer a movie, so Mom & Dad can have a date night!
- **Nearby:** *"You make known to me the path of life; you will fill me with joy in your presence..." Psa 16:11*
 - Pinehurst Splash Pad//
 - Camelot Park
 - Pinehurst Fire and Police Departments (great for visits or visitors)
 - Pinehurst Recreation Center
 - Rassic Wicker Park

•When we're tired: *"He gathers the lambs in his arms and carries them close to his heart. . . "* Isa

40:11

•Bye Bye Buggies, 2 carts that fit 6 little bodies each and are pushed by staff

•Field Trips *"Trust in the Lord with all your heart. . . and he will make straight your paths."* Pro

3:6

•Community Service: *"... to visit orphans and widows in their affliction. . . "* Im 1:27

•Local (family) field trips to experience new and exciting places!

•At least twice a year we will bring cupcakes and your child's original artwork to the residents of the Greens Nursing Home, perhaps some flowers from our garden too!

We are always open to (your) new ideas to enrich your child's experience!