Trinity Learning Center

2026

Parent Handbook

351 N. Delsea Drive

Clayton, NJ 08312

(856) 863-1103

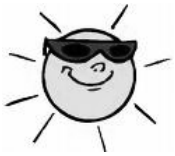
Welcome!

We are so happy you have chosen to send your child to summer camp! TLC Summer Camp is the perfect place to make summer memories! This summer we will make friends, play games, read stories, visit exciting places, have special guests or events and swim in the pool!

This handbook will help us all be on the same page, as we strive to give your child a fabulous summer experience.

Services Offered

TLC Summer Camp offers full day care from 6:30am*-6:00pm. Partial day care is from 8:00am-12:30pm Monday through Friday and 7:30-12pm for the 18 month-2.5 year old room. Children(K-6) will go swimming at Whitman Swim Club in Washington Township on Tuesday and Thursday. The Preschool children(T, TH) will be staying at TLC to have water play with the splash pads and sprinklers. It is mandatory that all parents provide preschool students with "water shoes" to protect their feet. We have various trips and/or visitors planned throughout the summer and each week will be a different adventure. Breakfast, lunch, morning and afternoon snacks are provided for full day and breakfast, lunch and morning snack for partial day.



Requirements to begin attending **(must receive all paperwork prior to all children attending, including vaccination records and universal health form—no exceptions!)**

- Enrollment Application
- Completed summer registration form and registration fee
- Medical Form for kids K-6th. Pre-school children must submit a *Universal Child Health Record* filled out and signed by physician
- Immunization record from physician (pre-school only)
- Medical Release form
- A set of extra clothes including socks and underwear (all ages please)

Tuition and Fees

Sibling Discount: 20% off for each additional child

	Full Day Tuition	Partial Day Tuition
5 days	$314	$222
4 days	$278	$191
3 days	$236	$160
2 day	$178	$132

*The 18 month-2.5 year olds are $333/ week (see pricing sheet)

Tuition Payment Policy

∗Tuition must be **paid weekly on Friday (or your last day of the week) for the following week**. Your first payment will be due no later than June 22nd (or start of camp) and this will cover the first week of camp. Your next payment will be due the last day of that week for the following week (ex. If last day is Thursday, payment will be due June 27th for following week). Please see the office if you have any questions.

∗If you neglect to pay your tuition on time, your child will not be able to attend until your balance is brought current and you will be charged a late fee.

∗No credit will be given for absences and we are unable to switch days in the event of sickness or last minute changes. No changes to the schedule can be made after the first day of camp. True emergency situations will be handled on a case by case basis

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What to Bring—*PLEASE LABEL ALL ITEMS WITH YOUR CHILD'S NAME*

- Sunscreen w/your child's name on it (we will not apply sunscreen unless you provide & sign a permission slip to apply)

- Change of clothes INCLUDING underwear and socks for all ages

- If your child is under the age of 5 and attending full day, you will need to bring a sheet (crib sheet works best, but sleeping bags work also) and blanket for the nap room. Items will be sent home the last day your child attends to be washed and need to be sent back the following week

What NOT to Bring

- MP3 Players, Ipods, Ipads, etc.
- Headphones
- Soda with caffeine, Energy drinks or Candy.
- Cell phones (exception made for trip days)
- Movies (As of September 2013 the State of NJ has issued a limit on screen time while at Childcare centers)
- Game systems including hand-held game systems
- Flip-Flops or opened toed shoes (preschool children)

General Daily Schedule

Pre-school Schedule		School Age Schedule	
6:30-9:00	Arrive/Breakfast/Group activities	6:30-9:00	Arrive/Group activities
9:00-9:45	Circle Time	9:00-9:30	Circle Time/Devotions
9:45-10:00	Snack	9:30-9:45	Snack
10:00-11:45	Morning activities/Outside time	9:45-11:45	Morning activities/Outside time
11:45-12:45	Lunch/Potty/Clean up	11:45-12:30	Clean Up/Lunch
12:45-2:45	Nap (ages 2.5-4)	12:45-2:45	Quiet activities/Craft projects
2:45-3:15	Wake up/Potty	2:45-4:30	Snack/Outside time (alternate)
3:15-3:45	Snack	4:30-6:00	Afternoon activities/Free time
3:45-5:15	Outside time/Clean up		
5:15-6:00	Transition upstairs/Afternoon activities/Free time		

Schedule subject to change
On trip days and pool days our schedule fluctuates.

Please arrive by 9am each day. In the event we need to leave earlier for a trip, you will be notified via text or Remind app so please be observant for these communications.

What to bring on pool days-*PLEASE LABEL ALL ITEMS WITH YOUR CHILD'S NAME*

- Send your child in their bathing suit (no bikinis please...one piece or tankinis only)
- Sunscreen (must provide own and sign permission slip for it to be applied at the center)
- Change of clothes in a plastic bag (including underwear and socks)
- Towel
- If your child will be wearing "swimmies", please have them inflated
- Water shoes for preschool children

Miscellaneous Items:

*PLEASE put your child's name on all items

***TLC WILL BE CLOSED ON FRIDAY, JULY 3RD IN OBSERVANCE OF THE HOLIDAY. HAPPY INDEPENDENCE DAY!**

Policy on the Release of Children

We are committed to your child's safety therefore we have some procedures in place to ensure their safety. All parents are required to sign their children in and out everyday (this is a state mandate). If you know that you are going to be detained, please notify the center immediately so that we can reassure your child. The center has no provision for care after 6:00pm. If you are late, please come with $1/per minute/ per child to pay the staff members on duty. In the event you do not have payment with you, your bill will be charged. Consistent lateness will be cause for dismissal.

No child will be released to a person not officially authorized by a parent. We must have written or verbal authorization for your child to be released to someone not listed on their application. Please make sure that the person who is picking up for the first time has a photo ID with them or your child/children will not be released.

Keeping the child's safety in mind, we will not release any child to anyone that appears to be under the influence of a foreign substance. The Clayton Police will be notified of this situation.

If a non-custodial parent has been denied access, or granted limited access to the child by court order, the center must have a copy of the court order on file in order to deny pick-up.

If the parent or person authorized by the parent fails to pick up a child by 6:00pm or the end of their partial day session, the center will ensure that:

1. The child is supervised at all times;
2. Staff members attempt to contact the parent or person authorized by the parent

At 7:00pm, if the center has tried all of the contacts the parent has provided and the staff member is unable to stay with the child, the staff will then call the Child Abuse Hotline to seek assistance in caring for the child until someone is able to pick them up.

Discipline Policies

Trinity Learning Center considers disciplinary action part of a child's instruction and necessary when the actions of a child may be harmful to one's self or others. Discipline improves a child's reasoning ability and strengthens one's moral character. Therefore our discipline is positive, consistent with age and developmental needs, and leads to the child's ability to develop more space and maintain self control.

The Disciplinary Steps for ALL STUDENTS are as follows:

1. Attempt to redirect and if successful, once redirected, try to discuss ways to improve behavior in the future. If behavior continues or redirection is not successful;

2. Give a verbal reprimand telling the child what the correct behavior should be and if they continue they will sit in time out for 2, 3, 4, 5 min. (go according to age). If behavior continues, follow through with:

3. Time out chair/spot. Needs to be the same place (even outside) every time where the child is removed from the problem, but not isolated from direct supervision. Tell the child why they are going to time out. When their time is up (based on age) go to them, get to eye level and tell them why they had to sit in time out, what your expectations are or what you need to see them improve and if appropriate to apologize to those offended. If these steps have been followed and the behavior does not improve;

4. Bring child to the Director's office and a written report will be sent for parents to sign in order to work on finding a solution for what may work at home and to gain parental support in helping to avoid continued behavior issues.

Policy on the Management of Communicable Diseases

Our policy on illness and communicable diseases is as follows– <u>sick or contagious children are not permitted to attend school</u>. Should children show evidence of the following symptoms, please keep them home!

- Severe pain or discomfort
- Acute diarrhea
- Episodes of acute vomiting
- Elevated temperature
- Sore throat or severe coughing
- Infected, untreated skin patches
- Skin rashes in conjunction with fever or behavior changes
- Stiff neck
- Mouth sores with drooling
- Skin lesions that are weeping or bleeding
- Yellow eyes or jaundice skin
- Red eyes with discharge
- Difficult or rapid breathing

Should your child show any of the symptoms listed on the previous page while at home <u>please do not send them into school until all symptoms have been gone for **at least 24 hours**</u>. If any of these symptoms are found in a child while at the center, parents will be notified to pick up the child immediately. If you are unable to pick up your child, it is your responsibility to make alternate arrangements for pick up. **Sick children may not remain at the center** as a health precaution for all our other students and staff members <u>and will not be allowed to return until symptoms are gone for at least 24 hours</u>.

Policy on the Management of Communicable Diseases Con't

Table of Excludable Communicable Diseases

Chicken Pox	Campylobacter	Impetigo
German Measles	Escherichia Coli	Lice
Influenza	Hepatitis A	Scabies
Measles	Salmonella	Shingles
Strep Throat	Mumps	Whooping Cough

Should your child be diagnosed or suspected of any of the communicable diseases listed above, he/she will not be permitted to return to the center without an appropriate health care provider note, allowing child to return to school.

Medication

Only the Director or Assistant Director may administer prescription medication with a signed permission form or script from the doctor. Over the counter medication may be administered with written permission from a doctor or parent, including sunscreen.. In order for any medication to be dispensed while at school:

1) It must be in its original container
2) It must be clearly marked with the child's name
3) It must be clearly marked with the name of the medicine
4) It must be clearly marked with the dosage amount to be given
5) It must be clearly marked with the time medicine should be given
6) It must not be expired (please check the expiration date)

The permission form must be COMPLETELY filled out or the doctor's script must clearly state the child's name, medication to be used, the dosage amount and time medication is to be given. All medication must be handed directly to a staff member along with the signed permission slip or doctor's script. **Do not send medication in lunch boxes or school bags!** Cough drops are considered medication. It is very important that we have your full cooperation in this matter.

Thank you!

We are excited for a summer filled with fun, adventure, friendship and learning. We thank you for entrusting the care of your children to us and we look forward to a wonderful summer together. We look forward to what the Lord will teach us this summer! Please don't hesitate to contact us if you have any questions!

By phone:

856-863-1103

By e-mail:

(Jennifer, Director) director1@trinitylearningcenter.net

(Ede, Assistant Director) assistant@trinitylearningcenter.net

Or in person:

Jen's s office hours for the summer are generally:

Monday to Friday 6:00-3:00

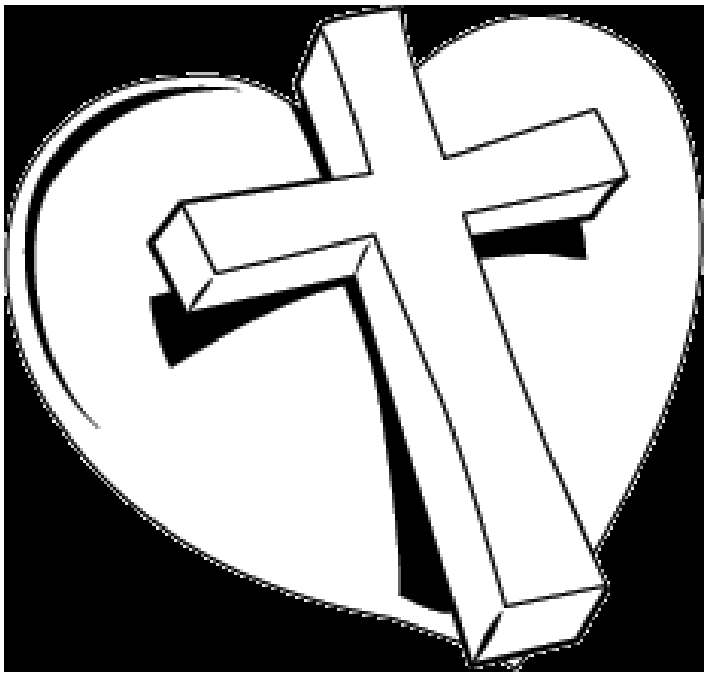
Ede's office hours for the summer are generally:

Monday to Friday 9:00-6:00

*If our hours are not convenient for you and you need to meet with us, please call or e-mail and we will work to find a time to meet that works with your schedule.

Warm regards and blessings,

Jennifer Loomis, Director Ede Jenkins, Assistant Director



You and your family are invited to join Trinity United Methodist Church each Sunday morning at 10am for their weekly service. If you have any questions, you can contact the church office at (856) 881-5474.

Revised 02/04/2026

Summer Camp 2026

Parental Agreement Form

All parents must sign and return this page by the first day your child will be attending.

Name:_____

Phone Number: _____

I have read and agree to abide by all the procedures set forth in this handbook.

_____

Signature Date

Thank you!

Looking forward to a great summer with you and your children!