



Christian Learning Center

1717 4th Avenue
PO Box 1264
Canyon, Texas 79015

(806) 655-3246

Parent Handbook/Operational Policies

"And whoever welcomes a little child like this in my name welcomes me."
Matthew 18:5

(Revised March 2024)

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Christian Learning Center

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PO Box 1264
Canyon, TX 79105
(806) 655-3246

clc@christianlearningcenter-canyon.com

Mike Jackson, President of CLC Board of Directors
Shannon Lenerose, CLC Executive Director

Mission Statement About Us Policy No. 1

The mission of the Christian Learning Center (CLC) is to provide quality care for children through spiritual, mental, physical, and social activities designed to model Christian principles.

Our excellent staff model Christian principles found in 1 Corinthians and Galatians as they interact with our children with love, joy, peace, kindness, goodness, gentleness, patience, and self-control. Children are challenged to expand their spiritual and academic knowledge through daily lessons which include structured play and high-quality lessons in academics as well as spiritual beliefs. Our highly qualified teachers instruct children in developmentally appropriate activities yet always reaching out to extend their learning through high quality, fun, educational, hands-on lessons. Each staff member is required to complete a background check, undergo FBI fingerprinting, and must be CPR and First Aid certified. Every staff member is required to receive 24 hours of pre-service training and to receive at least 30 hours of training each year to ensure that they are knowledgeable and ready to teach and care for the children enrolled in our program. Each staff member is dedicated to providing loving and understanding care for your child.

Biblical principles are taught daily as well as academics to ensure that our students are academically prepared for Kindergarten. Children learn social skills as they play and interact during free center time and outdoor/indoor physical fun time. We provide extra activities such as "TOTS" (Teams of Tomorrow), and Ballet for a nominal fee.

The CLC is a self-sustaining, non-profit organization and a ministry of First Baptist Church (FBC), Canyon. The CLC Policies for the center are set by the CLC Board, made up of designated members of FBC. The CLC does not discriminate against students because of race, religion, or ethnicity. The Christian Learning Center is licensed by the Texas Department of Protective and Regulatory Services, and therefore, is required to follow all (DFPS) guidelines concerning teacher training, CPR and First Aid training, background checks, fingerprinting, and vision and hearing screening, etc. The CLC undergoes a number of random inspections during the year to ensure compliance with all (DFPS) regulations.

Parents will be notified of any policy changes prior to implementation.

This handbook contains important information specific to our programs. It will provide general information about curriculum, best practices in the ways children learn, and the operational policies of the Christian Learning Center. This handbook will answer

frequently asked questions. Please read it carefully and keep it in a convenient location for easy referral throughout your child's enrollment in our program.

Hours of Operation Policy No. 2

The CLC is a licensed childcare/preschool/after-school center that is open from 7:30 a.m. - 6:00 p.m. Monday - Friday, year-round. Childcare is available from 7:30 a.m. - 6:00 p.m., Monday – Friday. Preschool classes are also offered from 8:30 a.m. - 11:30 a.m. for ages three to five. After-school care with pick-up from Reeves-Hinger, Crestview, and Spring Canyon Elementary Schools is available until 6:00 p.m. The CLC is unable to care for children before 7:30 a.m.

Holiday/School Break Closures, Emergency Closures, and Inclement Weather Information Policy No. 3

The CLC will follow the Canyon Independent School District schedule for closures in addition to designated closures made by The CLC. We will always be closed on Good Friday before Easter. A schedule of planned closures will be made available at the beginning of each Fall Semester and available on The CLC website.

NOTE: In some cases, if the holiday falls on a Saturday or Sunday, The CLC may close the day before or the day after the holiday. The CLC may close early on certain days. Policy 15.1 (Late Pick-Up) will apply for late pick-ups on these designated days.

The CLC reserves the right to adjust holiday or closure dates at any time. Please see the CLC Closure Schedule provided to parents each school year.

In the event that significant events occur, such as a loss of power or water, the school will close.

In the event of an emergency closing and/or inclement weather, parents will be notified of the closing by the Procure App and email.

Should the school need to close in the middle of the day, the school staff will attempt to reach the child's parents first to arrange for pick up. Should the staff be unable to reach the parents, the persons listed on the emergency contact form will be called until pick up arrangements can be made. Staff will notify the parents or emergency contact person at the time of the call, of the pickup location should the children need to be evacuated from the child care center.

Parents or emergency contact persons should report directly to the alternate location if one is indicated.

The CLC will follow inclement weather closures for CISD.

When five consecutive days of closure occur in one week, due to weather, emergencies, etc., tuition will be credited for that week.

Tuition adjustments are not made for holiday closures (see Holiday Schedule) or inclement weather closures unless we are closed 3 or more consecutive days.

Admission & Enrollment Procedures Policy No. 4

Reserving a Space for Your Child or Newborn

You may add your name to our wait list at any time. Admission is given as space and current enrollment allows.

When a space becomes available for your child, you must pay the registration fee and your first week's tuition at the time of request for enrollment. This tuition is non-refundable; however, it will be applied as the first tuition payment upon your child's admission to the CLC.

Registration

All forms from registration packets, medical records, registration fee, and first week's tuition (unless using Auto-draft) must be complete and paid for your child to be placed in a classroom.

Registration packets include, but are not limited to:

- Admission Enrollment Form
- Immunization Record
- Physician's Statement of Health
- Emergency and Medical Information
- Parent Consent Forms
- Allergy Plan (if Applicable)
- Parent Handbook/Operational Policies Acknowledgement
- Financial Agreement
- Discipline Policy

We ask that you be proactive and make all necessary updates to your child's records immediately when the change takes place. All enrollment records are updated each semester to ensure all information is accurate.

Class Placement

Infant through 2 yr. old classes are divided by age and development of about every 6 months of age. Placement in all classes is determined on an individual basis by age and development. In order for placement in a PreK3 class, the child must be 3 years of age at the beginning of the semester and completely potty-trained. There is an age-appropriate class available for those who are not completely potty-trained.

Children are promoted to the next classroom after they meet age/development requirements and as space allows for the total number of children in each classroom. Promotions are generally made at the beginning of each semester, and occasionally in the middle of the semester when necessary.

In the case of full enrollment, new children will be placed on a waiting list for when a space becomes available. Pre-registration is available each semester for the upcoming semester for those already enrolled in the program.

Stages for determining placement and promotion for infants-toddlers:
Room 101 (6 weeks – about 6-10 months)

Room 102 (about 6 mo-12 mo):

- Most of these infants are mobile (crawling, some early walking)
- Eat solid foods as well as bottle-fed.
- 1 teacher with up to 4 infants or 2 teachers with up to 10 infants
- 2 scheduled nap times per day

Room 103 (at least 12 mo- 18 mo):

- Most of these infants are walking.
- Most all are eating solids and off the bottle, starting to feed themselves.
- 1 teacher with up to 5 infants or 2 with up to 10 infants
- 2 scheduled nap times per day

Room 104 (at least 18 mo- 2 yrs):

- All these toddlers are walking.
- All are eating solids and off the bottle, feed themselves.
- 1 teacher with up to 9 toddlers
- 1 scheduled nap time per day (need a nap mat to sleep on floor)

Classroom Ratios

The CLC follows and usually stays below the state requirements for classroom ratios. When enrollment is full, depending on the needs of the classroom, there is an assistant assigned to each classroom as needed in addition to the lead teacher when possible.

Minimum State Ratio Requirements:

Infants 0-12 mo.'s-2 Caregivers for every 10 infants. 1 Caregiver for up to 4 infants.
Infants 12-18 mo.'s-2 Caregivers for every 13 infants. 1 Caregiver for up to 5 infants.
Toddlers 18-23 mo.'x-2 Caregivers for every 18 children. 1 Caregiver for up to 9 children.
2 Yrs. -2 Caregivers for every 22 2 yr olds. 1 Caregiver for up to 11 2 yr. olds.
3 Yrs.-2 Caregivers for every 30 3 yr. olds. 1 Caregiver for up to 15 3 yr. olds.
4-5 Yrs.-2 Caregivers for every 35 4 yr. olds. 1 Caregiver for up to 18 4 yr. olds.
5 Yrs. – 2 Caregivers for every 35 5 yr. olds. 1 Caregiver for up to 22 5 yr. olds.
6-8 Yrs. – 2 Caregivers for every 35 students. 1 Caregiver for up to 26 students.
9-13 Yrs. – 2 Caregivers for every 35 students. 1 Caregiver for up to 26 students.

Minimum State Ratio Requirements may be adjusted depending on total number of children in care, their ages, and time within the Center opening/closing.

Updates to Parent Contact and Pick-Up Information

Parents need to notify The CLC when there are changes to account information such as address, phone number, contacts, and pick-up persons. These changes can be completed using the Information Update Form available at the Reception Desk, online through the CLC website, <http://www.christianlearningcenter-canyon.com>, or through the ProCare Parent App.

Registration & Tuition Fees Policy No. 5

5.1 Registration Fee

A Registration Fee of \$25 per child per semester is due and payable when your child is initially enrolled and each semester thereafter. If a child enrolls after the semester has begun, the entire Registration Fee must be paid upon enrollment. The Registration Fee is non-refundable.

5.2 Tuition Rates & Payment

Current tuition rates are available online through the CLC website, <http://www.christianlearningcenter-canyon.com>, and a printed version is available at the CLC Reception Desk.

Tuition is based upon the program in which your child is enrolled. Tuition is charged on a WEEKLY basis. Tuition must be paid as long as your child is enrolled in one of our programs, including if your child is absent for any reason. Tuition rates and fees are re-assessed and subject to change each semester. A financial agreement must be signed for each child who is enrolled.

Tuition is due and payable in advance by the Friday before the following week. You may pay for as many weeks in advance as you would like. Automatic bank draft payments may be made every 2 weeks or every 4 weeks according to the CLC Auto-draft schedule. A current, completed bank draft form must be on file if automatic drafts are the elected payment method. You must pay for the total number of weeks for each month if you pay once per month. Refunds will not be given for days or weeks paid for in advance.

The CLC is a non-profit operation supported entirely by the tuition fees you pay. Parents are responsible for the full weekly fee even if the child is absent some days.

Family Discount

If a family has more than one child enrolled, the Tuition Fee will be discounted 10% for the oldest child who is potty-trained.

Center Closure

When five consecutive days of closure occur in one week, due to weather, emergencies, etc., tuition will be credited for that week.

Tuition adjustments are not made for holiday closures (see Holiday Schedule) or inclement weather closures unless we are closed 3 or more consecutive days.

Absence Without Notice or Pay

If your child is not in attendance without pay or notice from you for 1 week, it will be assumed you voluntarily withdrew your child without notice and your child may be removed from the program.

Part-time Enrollment

Children may only be in attendance on the days/times of the program for which the child is enrolled unless other arrangements have been made with administration. If you wish to bring your child on a day outside of the program which you are enrolled in, you must obtain previous authorization and will be charged additional tuition. You may not substitute another day of the week which your child is not enrolled to compensate for closures or absences. For example, if a child is enrolled for MWF, they may only attend Monday, Wednesday, and Friday. They may not attend Tuesday or Thursday. This includes if they are absent Monday, Wednesday, or Friday of that week for any reason (illness, vacation, closure of CLC for holiday or weather).

Daily staff assignments are made based on the number of children we have enrolled and in attendance in each program.

The CLC is a non-profit operation supported entirely by the tuition fees you pay. Parents are responsible for the full weekly fee even if the child is absent some days.

5.3 Late Payments

A late fee of \$25 will be assessed if tuition is not received in full by the Friday before each week your child is in attendance or by the date of each automatic draft set forth on the bank draft form. If tuition and late fees are not received within 5 days of the due date, your child may not be allowed to return until the tuition is paid in full and your child may be removed from the program. A returned check fee of \$25 will be assessed if your check is returned. Your child may not attend the CLC until your returned check is taken care of.

5.4 Late Pick-up Fee

The Center does not have a provision for childcare after 6:00 p.m. A warning will be given at the first late pick-up. After the first occurrence, a \$5 per 5 minutes fine will be assessed. The clock determining lateness will be the school time clock. Habitual occurrences in late pick-up may result in dismissal from the CLC.

5.5 Subsidized Care

The CLC does accept childcare subsidies. Information for Subsidized Care financial assistance is available through Texas Workforce Solutions.

<https://www.twc.texas.gov/programs/child-care>

Parents of a subsidized child must complete all required paperwork on time to continue enrollment at The CLC. Parents of subsidized children are also required to sign a Parent Share of Cost Agreement, agreeing to be personally responsible for the payment of tuition, in the event they become ineligible to receive childcare subsidies.

5.6 ACH Returns

ACH drafts are automatically run on any account with a balance every 2 or 4 weeks on Monday mornings. In the event that a draft is returned by the bank, an insufficient return fee will be automatically added to the account. Upon notification of the return, the family will be notified and payment will be immediately due. If payment is not received upon

notification of the return, then a late payment penalty may be added to the account for each day the balance is not paid starting with the day tuition was originally due.

Families will be unable to return to care on Monday following the notification of the return until the account is paid in full.

In the event that the family has more than five ACH returns in a 12-month period, enrollment at the school may be terminated.

5.7 Vacation Week

After your child remains enrolled at the CLC for one consecutive year, you are eligible to take one week of vacation (5 consecutive days of the same week M-F) during each calendar year without being charged tuition for that child. Please give at least 2 weeks' notice in writing of when you would like to use vacation. Tuition-free vacation will be allotted to a limited number of families each week and only to those families who are enrolled for the entire consecutive year.

Your child may not be in attendance during vacation week. Tuition-free vacation will not be allowed if you have an overdue balance and vacation time may not be used to cover a balance due.

Un-used vacation weeks may not be used the following calendar year and are not accumulated each year of enrollment.

Withdrawal Policy No. 6

At least 2 weeks' written notice is required for termination of childcare services. Any fees not paid on time with regards to termination of childcare services will also be subject to late fees, until full payment is received. Tuition payments are not refunded with less than 2 weeks' notice or early withdrawal.

If your child is not in attendance without pay or notice from you for 1 week, it will be assumed you voluntarily withdrew your child without notice and your child may be removed from the program.

Once a child has withdrawn from our program, whether it be temporarily, or permanently, that space may be given to the next person on the waiting list to enter the program. If a child is withdrawing temporarily (ie. the summer semester), that child's name is added to the waiting list for the time they would like to return. All available spaces throughout each semester are given to new students who need immediate admission. We are not able to hold a space long term without paid tuition. Re-admission for those who temporarily withdrew is given as space/current enrollment at that planned return time allows. Re-admission is not guaranteed until we are in the next semester registration period or within 2 weeks of the child's scheduled start date, all enrollment papers have been turned in and fees have been paid.

The parents and child, following their last day of enrollment, are not permitted to re-enter school property without prior permission of the CLC Director or Asst. Director. A withdrawn child and his/her parents are required to request an appointment if they wish to return to school property following the last day of enrollment. Appointments are made at the discretion of the Director and are not a right of the withdrawn child or parent.

Parents who wish to change their child's days or times of enrollment must submit a request to do so at least 2 weeks in advance of the proposed change.

The CLC Administration will notify the parents if the new schedule is available. A schedule change will not be final until a new Tuition Agreement is signed. If the requested schedule is not available, parents may choose to continue with the current schedule until such time as the requested schedule becomes available or may choose to withdraw their child from the program. The date the request the school Director receives the schedule change will be used to toll the 2-week notice required for withdrawal.

Attendance Policy No. 7

Regular attendance is important to provide consistency in a child's routine and to provide the best opportunities for learning and developing in a childcare and pre-school environment. Children are expected to arrive by 8:30 AM unless we are notified otherwise. Children may not be allowed to attend for the day when arrival is after 10:00 AM. Please call the CLC office at (806)655-3246 if your child will be arriving late or will be absent.

The school does not have a provision for childcare after 6:00 p.m. A warning will be given at the first late pick-up. After the first occurrence, **a \$5 per 5 minutes** fee will be assessed. This late fee will need to be paid at the time of pick up. The clock determining lateness will be the school time clock. Habitual occurrences in late pick-up may result in dismissal from the CLC.

Childcare Regulation/Licensing Information Policy No. 8

State Licensing Authority

Minimum Standards 746.501(21)

Texas Department of Health and Human Services Childcare Regulation.

A full printed copy of the licensing regulations/standards can be found at the front desk.

Parents may also find the licensing regulations on the internet at the following link:

https://www.dfps.state.tx.us/Child_Care/Child_Care_Standards_and_Regulations/default.asp

Parents may review a copy of the child-care center's most recent licensing inspection report posted on the Parent Communication board in the main CLC hallway or on the licensing website listed above. Parents may reach childcare regulations by using the website above or calling the local office at 806-354-5307.

These regulations/standards are included as part of this Parent Handbook as if they were written herein and it is the responsibility of every parent to read, understand and follow these regulations.

Employees are required to uphold the regulations and standards issued by The Texas Department of Health and Human Services Childcare Minimum Standards at all times.

Employees are required to immediately notify the CLC Director of any violations of licensing regulations by any person in the organization.

You are entitled to & may review the following:

- Minimum Standards for this Licensed Facility
- Department of Protective and Regulatory Services Inspection/Investigation Report,
- Classroom Activity Plan,
- Fire Marshall's Inspection Report,
- Health Departments Sanitation Inspection Report, and
- Gas Pipe Inspection Report

Our Required Postings are located at the Reception desk or on the Center Information Board of the Christian Learning Center. Please ask the Director or Assistant Director to supply you with the above information if you wish to review them.

Confidentiality Policy No. 9

Within The Christian Learning Center, confidential and sensitive information will only be shared with employees of The CLC who have a “need to know” in order to most appropriately and safely care for your child. Confidential and sensitive information about staff, other parents and/or children will not be shared with parents, as The CLC strives to protect everyone’s right of privacy. Confidential information includes, but is not limited to addresses, phone numbers, disability information, discipline, or health related information of anyone associated with The CLC.

Outside of The CLC, confidential and sensitive information about a child will only be shared when the parent of the child has given express written consent, except where otherwise provided for by law.

Any parent who violates the Confidentiality policy will not be permitted on school property thereafter. Refer to the policy regarding Parents Right to Immediate Access for additional information regarding dis-enrollment of a child when a parent is prohibited from accessing school property.

Parents/guardians may not observe children at our center who are disabled or who exhibit behavior that may appear inappropriate (i.e. biting, hitting, and spitting) despite concerns a person may have of the other child. Our Confidentiality Policy protects every child’s privacy. Employees of The CLC are strictly prohibited from discussing anything about another child with parents/guardians.

Neglect and Abuse Policy No. 10

Under the Child Protective Services Act, mandated reporters are required to report any observation or **suspicion** of abuse or neglect to the appropriate authorities. The employees of The CLC are considered mandated reporters under this law. The employees of The CLC are not required to discuss their suspicions with parents prior to reporting the matter to the appropriate authorities, nor are they required to investigate the cause of any suspicious marks, behavior, or condition prior to making a report. Under the Act, mandated reporters can be held criminally responsible if they fail to report suspected abuse or neglect. We at The CLC take this responsibility very seriously and will make all warranted reports to the appropriate authorities. The Child Protective Services Act is designed to protect the welfare and best interest of all children.

As mandated reporters, the staff of The CLC cannot be held liable for reports made to Child Protective Services which are determined to be unfounded, provided the report was made in “good faith.”

Causes for reporting suspected child abuse or neglect include, but are not limited to:

- ◆ Unusual bruising, marks, or cuts on the child’s body
- ◆ Severe verbal reprimands
- ◆ Improper clothing relating to size, cleanliness, season
- ◆ Transporting a child without appropriate child restraints (e.g. car seats, seat belts, etc.)
- ◆ Dropping off or picking up a child while under the influence of illegal drugs or alcohol
- ◆ Not providing appropriate meals including a drink for your child
- ◆ Leaving a child unattended for any amount of time
- ◆ Failure to attend to the special needs of a disabled child
- ◆ Sending a sick child to school over medicated to hide symptoms, which would typically require the child to be kept at home until symptoms subside.
- ◆ Children who exhibit behavior consistent with an abusive situation

The CLC is committed to preventing and responding to abuse and neglect of children, including:

- ❖ Required annual training for employees, of recognizing, responding to, and reporting abuse and neglect.
- ❖ Each CLC Staff member is required to report any observed or suspected abuse or neglect of a child to the Texas Department of Family and Protective Services.
- ❖ Handbooks and brochures for employers and parent awareness of issues regarding child abuse and neglect, including warning signs that a child may be a victim of abuse or neglect.
- ❖ Online computer training for increasing employee and parent awareness of prevention techniques for child abuse and neglect
- ❖ The parent of a child who may be a victim of abuse or neglect should call the Abuse Hotline at 1-800-252-5400.

AREA RESOURCES FOR PREVENTING NEGLECT AND ABUSE:

If parents/guardians feel they need assistance with possible child abuse, neglect, or sexual abuse, we encourage you to get help. Please call the

National Parent Hotline

1-855-427-2736

or visit www.helpandhope.org/find-help.html

Department of Family & Protective Services

3521 SW 15th Ave., Amarillo, TX

1-800-252-5400 (Abuse Hotline)

<https://www.txabusehotline.org/>

The Bridge-Children's Advocacy Center

804 Quail Creek Dr., Amarillo, TX

806-372-2873

Amarillo Area CASA

112 SW 8th Ave., Ste. 101

806-373-2272

Family Support Services of Amarillo

1001 S. Polk, Amarillo, TX

806-342-2500 (Office)

806-374-5433 (24 hr. Crisis Hotline)

**Parent's Right to Immediate Access &
Court Orders Effecting Enrolled Children
Policy No. 11
*Minimum Standards 746.501(b)(1)***

Parents of a child in our care are entitled to immediate access, without prior notice, to their child whenever they are in care at The CLC, as provided by law.

In cases where the child is the subject of a court order (e.g., Custody Order, Restraining Order, or Protection from Abuse Order) The CLC must be provided with a **Certified Copy** of the most recent order and all amendments thereto. The orders of the court will be strictly followed unless the custodial parent(s) requests a more liberal variation of the order in writing. In the case where both parents are afforded shared/joint custody by order of the court, both parents must sign the request for more liberal interpretation of the order.

If conflicting court orders are presented, the most recently dated court order will be followed.

In the absence of a court order on file with The CLC, **both** parents shall be afforded equal access to their child as stipulated by law. The CLC cannot, without a court order, limit the access of a one parent by request of the other parent, regardless of the reason. If a situation presents itself where one parent does not want the other parent to have access to their child, The CLC suggests that the parent keep the child with them until a court order is issued, since our rights to retain your child are secondary to the other parent's right to immediate access. The CLC staff will contact the local police should a conflict arise.

Once presented with a Protection from Abuse Order or a Restraining Order, The CLC is obligated to follow the order for the entire period it is in effect. Employees of The CLC cannot, at the request of anyone, except the issuing judge, allow a Protection from Abuse Order and/or a Restraining Order to be violated. The CLC will report any violations of these orders to the court.

Visitors are asked to schedule appointments with the school Director and are allowed in the childcare facility only at the discretion of the School Director. An employee of The CLC will always accompany visitors throughout the center.

The CLC will dismiss any child whose parent is prohibited from entering upon school property. Due to the parents' right to immediate access policy, as well as state and federal regulations, The CLC cannot have a child at the school when the child's parent is prohibited access. The CLC will not agree to any request to maintain a child's enrollment even if the parent agrees to stay out of the school. Such an agreement is a violation of the law and will not be entertained.

Parent Code of Conduct Policy No. 12

The CLC requires the parents/guardians of enrolled children, or any person on CLC property, at all times, to behave in a manner consistent with decency, courtesy, and respect. One of the goals of The CLC is to provide the most appropriate Christian environment in which a child can grow, learn, and develop. Achieving this ideal environment is not only the responsibility of the employees of The CLC but, is the responsibility of each and every parent or adult who enters the center. Parents are required to behave in a manner that fosters this ideal environment.

Parents/guardians who violate the Parent Code of Conduct will not be permitted on school property thereafter and their child will be dis-enrolled. Please refer to the Policy on Parent's Right to Immediate Access for additional information regarding dis-enrollment of the child when a parent is prohibited from accessing school property.

All parents/guardians are expected to treat the CLC Staff with respect and in a polite, Christian-like manner, as staff is also expected to treat parents/guardians with respect and in a polite manner as well. This applies to communication in person, over the phone, or through messaging/texting, and the CLC communication app.

Failure to follow the Parent Code of Conduct may result in being asked to leave the premises and local authorities may be notified.

12.1 SWEARING/CURSING:

No parent or adult is permitted to curse or use other inappropriate language on CLC property at any time, whether in the presence of a child or not. Such language is considered offensive by many people and will not be tolerated. If a parent or adult feels frustrated or angry, it is more appropriate to verbally express the frustration or anger using non-offensive language. At NO time shall inappropriate language or yelling be directed toward members of the staff.

12.2 THREATENING OF EMPLOYEES, CHILDREN, OTHER PARENTS, OR ADULTS ASSOCIATED WITH THE CLC:

Threats of any kind will not be tolerated. All threats will be reported to the appropriate authorities and will be fully prosecuted of the law. While apologies for such behavior are appreciated, the school will not assume the risk of a second chance.

PARENTS MUST BE RESPONSIBLE FOR AND IN CONTROL OF THEIR BEHAVIOR AT ALL TIMES.

12.3 PHYSICAL/VERBAL PUNISHMENT OF YOUR CHILD OR OTHER CHILDREN AT THE CLC:

While The CLC does not necessarily support nor condone corporal punishment of children, such acts are not permitted in the child-care facility. While verbal reprimands may be appropriate, it is not appropriate for parents to verbally abuse their child. Doing so may cause undue embarrassment or emotional distress. Parents are always welcome to discuss a behavior issue with the teacher and to seek advice and guidance regarding appropriate and effective disciplinary procedures.

Parents are prohibited from addressing, for the purpose of correction or discipline, a child that is not their own. No parent or other adult may physically punish another parent's child. If a parent should witness another parent's child behaving in an inappropriate manner or is concerned about behavior reported to them by their own child, it is most appropriate for the parent to direct their concern to the classroom teacher and/or School Director.

Furthermore, it is inappropriate for one parent to seek out another parent to discuss their child's inappropriate behavior. All behavior concerns should be brought to the classroom teacher or director's attention. At that point, the teacher and/or director will address the issue with the other parent. Although you may be curious as to the outcome of such a discussion, teachers and/or the School Director are strictly prohibited from discussing anything about another child with you. All children enrolled in our school have privacy rights and are further protected by our Confidentiality Policy. You may be assured that we will not discuss anything about your child with another parent or adult visiting the center.

12.4 SMOKING/VAPING:

For the health of all The CLC employees, children and associates, smoking/vaping is prohibited anywhere on school property. Parents are prohibited from smoking/vaping in the building, on the grounds, and in the parking lot of The CLC. Parents who are smoking in their cars must dispose of the cigarette prior to entering the parking lot.

12.5 VIOLATIONS OF THE SAFETY POLICY:

Parents are required to follow all safety procedures at all times. These procedures are designed to protect the welfare and best interests of the employees, children and associates of The CLC. Please be mindful of The CLC entrance procedures. We all like to be polite. However, we need to be careful not to allow unauthorized individuals into the building. Holding the door open for the person following you may, in fact, be polite, however that person may not be authorized to enter the premises. Be alert and mindful. Immediately report any breaches to the School Director.

12.6 CONFRONTATIONAL INTERACTIONS WITH EMPLOYEES, OTHER PARENTS OR ASSOCIATES OF THE CLC:

While it is understood that parents will not always agree with the employees of The CLC or the parents of the other children, it is expected that all disagreements be handled in a calm and respectful manner. Confrontational interactions are not an appropriate means by which to communicate a point and are strictly prohibited.

12.7 VIOLATIONS OF THE CONFIDENTIALITY POLICY:

The CLC takes very seriously the responsibility of maintaining the confidentiality of all persons associated with the school. Parents must understand the implications of this responsibility. Parents need to recognize that the Confidentiality Policy not only applies to their child or family, but all children, families and employees associated with The CLC. Any parent who shares any information considered to be confidential, pressures employees or other parents for information which is not necessary for them to know, will be considered to be in violation of the Confidentiality Policy.

12.8 CELL PHONE USAGE:

Proper parent communication is imperative when working with young children. It is difficult to communicate when cell phones are in use. The Texas Department of Health and Human Services regulations prohibit the personal use of cell phones in classrooms. Please end all calls prior to entering the building so that our staff can properly communicate with you and your child has your full attention.

12.9 QUESTIONS OR CONCERNS

Minimum Standards 746.501(19)

If parents have questions or concerns about our program, we encourage you to have open communication with your child's teacher and the School Director. Through open communication, we can ensure that all parties are well informed and working as partners in the child's education. For complaints or disagreements with procedures or actions, please see the Parent Complaints and Grievance Policy.

Challenging Behavior & Accommodations & Suspension or Dismissal of Children Policy No. 13

The CLC is proud of our history of working with the individual needs of our children and will work with the parents/guardians whose children may need additional support. When applicable, we will make referrals to outside support services including but not limited to, early intervention, speech, occupational, physical therapy and other types of services, and participate in IEP (Individual Education Plan) meetings where appropriate to best meet the needs of the child.

The CLC will make reasonable accommodations to policies, practices, and procedures as appropriate in accordance with applicable federal and state laws.

The CLC will allow outside resources/therapists into the program to work with any child as needed, provided those services are communicated in advance, the provider of the services has the appropriate clearances to be in the building, the behavioral/therapeutic plan is shared with the administration and the resource/therapist works cooperatively with The CLC staff to meet the needs of the child. The presence of the resource/therapist must mitigate any and all safety risks the child presents to themselves and to others and must be collaborative and complimentary to the program. Should the resource/therapist be disruptive to the program or not have authority or ability to mitigate, through appropriate therapeutic methods, the child's dangerous behaviors, the child may be excluded from the program.

Any child who is a safety threat to themselves or to others will be subject to suspension/exclusion and/or disenrollment from the program if the dangerous behavior cannot be eliminated through reasonable accommodations provided for under applicable federal and state laws and regulations. Temporary suspension from the school may be necessary for the safety of the child and others while any appropriate evaluations are completed and/or while securing the appropriate support services from the appropriate agency.

The CLC provides documentation to the parents/guardians of any child that is subject to referral for outside support services for any behavior, developmental delay or disability. Further, through formal and informal conferences with the teachers and administrators, written incident and accident reports and letters, The CLC will communicate with parents/guardians of children exhibiting behaviors that are dangerous to themselves or to others, the steps taken to accommodate the child and notifications that the child will not be able to return to the program until support services are in place.

The CLC reserves the right to dismiss any child at any time, with or without cause.

Cause for Immediate Action

- ❖ Behavior that will cause harm to the child themselves.
- ❖ Behavior that will cause harm to another person.
- ❖ Behavior that will be destructive to property

In the event a child continues in habitual misbehavior (hitting, biting, kicking, pinching, screaming or any other behaviors that are harmful or disruptive to the child, others, or his/her class) the following procedures will apply:

- Removal from situation he/she is involved in, to a “cool down” location.
- Materials may be provided for the child to use to vent his/her feelings.
- If the child’s behavior has not subsided, the child’s parents will be contacted, and the child may be sent home.
- If the behavior has continued to be a consistent problem, the situation may go before the CLC Board for review and further action will be taken.
- Suspension or Dismissal Action taken for habitual misbehavior will depend on age-appropriateness, severity, and frequency of behavior, and whether appropriate support services are being used and the effectiveness of support services.
- A written behavior report of each incident of a child causing injury to another child will be required to be signed by the parent and a copy placed in the child’s folder.

Biting

The CLC recognizes that biting is a developmentally appropriate behavior for children in the infant through 2 ½ year old classrooms. Parents with children in these classrooms should expect that their children may be bit or will bite another child. The staff understands that parents are concerned and can be upset when their child is involved in a biting incident. We ask that you remember this is a developmentally appropriate behavior, and that the staff is working to identify situations which provoke, or elicit this behavior so it can be prevented. The staff will not punish, or harshly discipline children in the younger classrooms for biting behavior; they will redirect the children to different activities in separate areas of the classroom and discourage the biting behavior. Parents will be notified if their child is exhibiting biting behavior and are expected to work with staff to identify methods and strategies to curb this behavior. Severe (breaking the skin), frequent, and continuous biting will be addressed with the parents and may lead to suspension or termination of enrollment for older children.

Anti-Bullying and Harassment Policy

We are committed to providing a caring, friendly, and safe environment for all students to learn in a relaxed and secure atmosphere. Bullying or harassment of any kind is unacceptable at the CLC. If bullying/harassment does occur, all students should be able to tell and know that incidents will be dealt with promptly and effectively. We are a *TELLING* school. This means that *anyone* who knows that bullying, or harassment is happening is expected to tell the school Director or caregiver in charge.

Procedures for Reporting Bullying Behaviors

1. Report bullying or harassment incidents to Director.
2. In cases of bullying or harassment, the incidents will be recorded by the staff member witnessing the incident and parents will be notified.
3. In serious cases parents will be informed and will be asked to come meet with CLC staff to discuss the problem.
4. A child who continues to bully or harass others may be removed from the CLC program.
5. If necessary and appropriate, police will be consulted in extreme cases.
6. The bullying or harassment behavior or threats of bullying or harassment must be investigated, and the bullying/harassment stopped quickly.

Dismissal of Student Due to Parent Actions

A student and family may be dismissed from the CLC when a parent/guardian does not comply with CLC policies including but not limited to:

- Failure to follow Parent Code of Conduct
- Negative comments regarding the CLC, children, or families of the CLC
- Failure to follow handbook policies.
- Failure to provide payment of tuition and fees.

Any past due balances must be paid within 30 days of the dismissal. An invoice detailing the past due balance will be forwarded to the address indicated in the child's file within one week of the dismissal. Any balances remaining after the 30-day period will be referred to the school's legal counsel for collection.

The school Director or designee will assist the parent in gathering their child's belongings at the time of dismissal and parents are required to leave school property in a calm and respectful manner, immediately. The CLC will request assistance from local police should any parent become disruptive and/or uncooperative while gathering their child's belongings upon dismissal.

A dismissed child and his/her parents are required to request an appointment with the school Director if they wish to return to school property following a dismissal. Appointments are made at the discretion of the school Director and are not a right of the dismissed child or parent.

Following a dismissal, any parent or child who harasses, threatens or in any manner causes harm to anyone affiliated with the school by calling, writing, or any other means, will be fully prosecuted.

Discipline & Guidance Policy No. 14

The following guidelines are used to help the children at our center begin learning self-control and self-discipline.

Discipline must be:

- Individualized and consistent for each child
- Appropriate to the child's level of understanding; and
- Directed toward teaching the child acceptable behavior and self-control.

A caregiver may only use positive methods of discipline and guidance that encourage self-esteem, self-control, and self-direction, which include some of the following:

- Using praise and encouragement of good behavior instead of focusing only upon unacceptable behavior;
- Reminding a child of behavior expectations daily by using clear, positive statements;
- Redirecting behavior using positive statements; and
- Using brief supervised separation time from the group, when appropriate for the child's age and development, which is limited to no more than one minute per year of the child's age.

There must be no harsh, cruel, or unusual treatment of any child. The following methods of discipline and guidance are prohibited:

- Corporal punishment or threats of corporal punishment;
- Punishment associated with food, naps, or toilet training;
- Pinching, shaking, or biting a child;
- Hitting a child with a hand or instrument;
- Putting anything in or on a child's mouth;
- Humiliating, ridiculing, rejecting, or yelling at a child;
- Subjecting a child to harsh, abusive, or profane language;
- Placing a child in a locked or dark room, bathroom, or closet with the door closed;
- Requiring a child to remain silent or inactive for inappropriately long periods of time for the child's age.

Texas Administrative Code, Title 40, Chapters 746 and 747, Subchapters L,
Discipline and Guidance

Arrival Procedures

Policy No. 15

Please do not park directly in front of the CLC stairs when dropping off/picking up children. This is a safety issue and it must be clear for emergency situations.

Arrival

Children may arrive as early as, but no earlier than 7:30 AM. All children must be escorted to their classroom by the adult who is dropping them off. The teacher/caregiver should greet your child, letting you know they are aware of their arrival.

Children are taught to stay with their teacher throughout the day while in the hallways and not run ahead. Please help our teachers teach the children this important rule by also teaching them to stay with their parent and not run ahead while being picked up or dropped off.

Regular attendance and arriving before learning activities begin is important to provide consistency in a child's routine and to provide the best opportunities for learning and developing in a childcare and pre-school environment.

In order for all enrolled children to benefit from the curriculum and activities planned, **all children should arrive by 8:30 AM**. If your child will be arriving later than 9:00 AM, please notify us in advance so we can plan for their attendance. If your child has an appointment and won't arrive until mid-day, please avoid bringing your child during their class's scheduled nap time as to not interrupt others while they are resting.

All children must arrive by 10:00 AM if they will be in attendance each day. Exceptions will be made for medical appointments and special activities we are notified of in advance.

You must check your child in and out each day by using the Procure App or touch screen computer located at the main entrance. If we find that there is a habitual problem with not checking your child in and out, you could potentially receive a penalty fee or be dismissed from the program. **Checking your child in and out daily is a state law; no exceptions can be made.**

We assume responsibility for your child from the time they are signed in and brought into the classroom until the time they are signed out and picked up each day. The CLC keeps daily attendance records of children and staff for the previous 3 months.

With the exception of infants, breakfast will not be available or served for any child arriving after 8:30am. If your child will arrive after 8:30 AM, please feed them breakfast before arrival. Food for breakfast after 8:30 AM will be served during scheduled morning snack time.

Parents are required to notify the child's teacher or School Director of any special instructions or needs for the child's day. The parent must present the special instructions in the form of a letter and verbally discuss them with either the classroom teacher or School Director. These special instructions include but are not limited to: Early Pick Up, Alternative Pick-Up Person, health issues over the previous night which need to be observed and/or any general issues of concern

which the child care providers should be aware to best meet the needs of your child throughout the day.

Health Checks

Minimum Standards 746.501(26)

A health check will be completed on the child at drop-off time. If the child presents with a temperature above normal or signs of possible illness, the child will be excluded from care.

15.1 NOTIFICATION OF ABSENCE

Parents are required to inform the center by 9:00 AM if a child will not be at the center on a scheduled day. This will enable the center to more effectively maintain appropriate ratios and help the classroom teacher to plan for the day. If the parent does not notify the school of a child's absence, the school will contact the parent.

If your child is ill, we request that you notify the School Director not only of the absence, but also of the nature of the illness. This enables our faculty to keep track of any illnesses which may occur at our school. This information will only be shared with staff on a "need to know" basis. If your child has a communicable disease, we ask that you share the diagnosis with the School Director, so that the parents of the children in the school may be notified that a communicable disease is present. Once again, only the communicable disease information will be shared. The CLC will take all measures necessary to protect your child's confidentiality.

15.2 SCHOOL'S RIGHT TO REFUSE ADMISSION

The CLC reserves the right to refuse admission to any child at any time with or without cause.

Possible reasons for the refusal of admission include but are not limited to:

1. The need to maintain compliance with Licensing Regulations.
2. Staff deems the child too ill to attend.
3. Domestic Situations that present a safety risk to the child, staff or other children enrolled at The CLC if the child were to be present at the center.
4. Parent's failure to maintain accurate, up to date records.
5. Parent's failure to complete and return required documentation in a timely fashion.

Parents will not be reimbursed tuition for days when their child is refused admission to the program.

Pick Up Procedures

Policy No. 16

A child will not be released to **any** person unless he/she is an authorized parent/guardian, or on the authorized emergency/ pick up list and a driver's license with picture ID is verified. In an emergency, written authorization by the parent/guardian is needed to release a child; telephone authorizations will be honored temporarily with a driver's license and picture ID. If a parent has sole custody, a copy of the court order must be on file forbidding release of the child to the other parent.

All persons authorized to pick up a child need to be at least 16 years of age with a valid driver's license. A driver's license will be required the first time the designated adult picks up the child or anytime the teacher is unfamiliar with the person picking up the child. Each authorized person needs to have a photo on file for identification purposes.

All children must be signed out on the Procure App or on the check in/out computer at the main entrance. When children are on the playground, parents need to come through the building to pick up their child.

Once children have been signed out and released to the parent, CLC relinquishes responsibility for the child and the parent is then solely responsible for supervising their child while on school premises. Please supervise children as well as siblings/friends who are in your care during the entire pick-up and drop-off period. Don't allow children to run around the building and leave site of the parent while they are being picked up. Children are taught to stay with their teacher throughout the day while in the hallways and not run ahead. Please help our teachers teach the children this important rule by also teaching them to stay with their parent and not run ahead while being picked up or dropped off.

Parents or other authorized adults are required to sign their child out using the Procure App or touch screen computer located at the main entrance.

Parents or persons designated to act in place of the parent are required to sign any incident/accident reports from the day at pick-up. The classroom teacher will be able to briefly discuss the matter with you or another authorized adult at pick-up. However, should you feel it necessary to have an in-depth discussion or meeting, it is most appropriate to schedule the meeting for a later date because the teacher is responsible for supervising the remaining children in the classroom. A telephone or in-person conference may be scheduled for later in the day or for the next day if the parent(s) is unable to meet at the center during the course of the day.

16.1 LATE PICK-UP

Our school is licensed to care for children from 7:30 AM to 6:00 PM. Parents must pick up their children no later than 6:00 PM. A parent is late picking up their child at 6:00 PM. All measurements of time are to be according to the The CLC time clock.

The Center does not have a provision for childcare after 6:00 p.m. A warning will be given at the first late pick-up if under 5 minutes, then a \$5 per 5 minutes fine will be assessed thereafter. Habitual occurrences in late pick-up may result in dismissal from the CLC. Late fees will be added to the child's CLC account and required to be paid with the next tuition payment due.

It is the parent's responsibility to ensure that someone (either a parent or Emergency/Alternate pick-up person) is available to pick up the child on time.

16.2 PERSONS APPEARING TO BE IMPAIRED BY DRUGS/ALCOHOL AT PICK-UP

The staff of The CLC will contact local police and/or the other custodial parent should a parent appear to the staff of The CLC to be under the influence of drugs and/or alcohol. The parent's right to immediate access does not permit the school from denying a custodial parent access to their child even if the parent is or appears to be impaired. However, The CLC staff will delay the impaired parent as long as possible, while contacting the other parent, the local police and Child Protective Services.

Any other authorized person who attempts to pick-up a child and appears to the staff of The CLC to be under the influence of drugs and/or alcohol will be denied access to the child. The staff of The CLC will contact the child's parents, local police, and Child Protective Services to notify them of the situation.

16.3 EMERGENCY/ALTERNATE PICK-UP

At enrollment, parents will be asked to complete emergency/alternate pick-up information on the Enrollment Form. Parents are encouraged to include on this form any, and all persons who, in the course of events, may at one time be asked to pick up their child from The CLC. In an emergency situation, the child's parents will be called first. If they cannot be reached staff will call the persons listed on this form until someone can be reached.

Should the staff contact a parent, and the parent is unable to pick up the child, it is then the responsibility of the parent to arrange for their child to be picked up by someone on the emergency list. Failure of the parent to make such arrangements may result in dismissal from the program.

All changes and/or additions to the emergency/alternate pick-up list must be made in writing and be dated and signed. Only custodial parents have the right to make changes or additions to this form.

The CLC reserves the right to refuse/ban any person listed on the emergency/alternate contact list other than the parents, for any reason, including but not limited to violations of the policies/procedures contained herein. It is the responsibility of the enrolling parent(s) to inform each person on the emergency/alternate list of the policies/procedures contained herein.

Transportation & Field Trips Policy No. 17

The Christian Learning Center offers transportation for field trips and for afterschool pick up. This transportation must be authorized by the child's parent(s). This authorization is given upon the child's enrollment to The Christian Learning Center. Any necessary hired public transit will be in accordance with licensing standards and state laws. Every child under the age of 8 years is required to use a child's booster seat (provided by the CLC) when riding in the CLC van. The CLC bus meets all required school bus safety standards. CLC staff who drive vehicles to transport children must be at least 21 years of age and be trained for transportation safety for childcare annually.

Field Trips

We will notify the parents of each child who will be going on a field trip, indicate when and where the child will be going, and give the time children are expected to return to the CLC. The notice will be given at least 48 hours in advance of a field trip. We will post the field trip notice in a prominent place where parents may view it. While on a field trip, each child will wear identification wristbands listing the name of the Christian Learning Center, address, and the CLC's phone number. Children will also be asked to wear a CLC t-shirt for field trips, which will be made available for purchase. Children who will not remain with the school group willingly or have behavior issues that prevent staff from being able to keep the child and others safe and supervise the group properly will not be allowed to attend field trips.

State law requires:

- Vehicles transporting children shall be in safe operating condition and drivers shall have a current Texas Driver's License.
- Children shall be loaded and unloaded at the curbside of the vehicle, or in a protected parking area.
- A child shall not be taken on field trips unless a parent or guardian has signed permission forms.

Daily Activities

Policy No. 18

Classroom Schedules

Each classroom has an activity schedule posted with times of activities throughout the day. This includes activities such as Bible time, structured free play, circle time, learning center time, music, snacks and meals, naptime, and outdoor playtimes. You may obtain a copy of your child's classroom schedule at the beginning of each semester and upon request throughout the year. These schedules may be adjusted occasionally to meet the needs of that particular classroom or the needs of the CLC as necessary.

Curriculum

The CLC uses a Christian-based, Kindergarten readiness curriculum (*ABeka Books*), combined with CLI (Children's Learning Institute), beginning with the infants through preschool and school-age. All children enrolled in our program are taught prayer, Christian values, Bible stories, and Bible songs. They are taught skills and fundamentals to help them grow physically, intellectually, socially, and spiritually, to help them be prepared for entering Kindergarten and to develop into Bible-believing followers of Christ.

We believe that young children learn best through actively engaging with people and things in their environment. Children are involved in hands-on experiences, real-life adventures, and assisted discovery as they explore concepts through play. The CLC is a place where essential readiness skills are nurtured through play, investigation, and of course, fun! These programs provide developmentally and age-appropriate activities and materials for exciting and wonder filled environments.

Infants:

The daily schedule is based on individual needs and routines. Infants are interacted with individually as well as with a group, throughout the day. Scheduled time includes motor skill development, at least 2 nap times a day, outdoor stroller walks on the CLC premises (weather permitting), physical activity outdoors and indoors, listening to and responding to music and poetry, and learning how to interact and respond with the environment and others around them.

Toddlers:

Daily schedule is more structured to include Bible time, art, music and dance, motor skill development, object, shape, & color recognition, scheduled nap, snack and mealtimes, outdoor play (weather permitting), physical activity indoors and outdoors, free-choice play and structured play. Toddlers begin learning to follow directions, early social skills, learn about God's world, and early character development.

2 Year Olds:

Daily schedule is structured to include Bible time, art, music and dance, motor skill development, object, shape, color, number, and alphabet recognition, scheduled nap, snack and mealtimes, outdoor play (weather permitting), physical activity indoors and outdoors, free-choice, and structured play and learning centers. Two-year-olds work on following instructions, social skills, learn to play with others, learn about God's world, character development, language skills, and many other age-appropriate skills.

3-5 Year Olds:

Daily schedule is structured to include Bible time, art, music and dance, motor skill development, early phonics, reading, writing, and math skills, scheduled nap, snack and mealtimes, outdoor play (weather permitting), physical activity indoors and outdoors, free-choice, and structured play and learning centers. 3–5-year-olds learn proper classroom behavior, social skills, learn about God’s world, character development, and general kindergarten readiness.

All children enrolled in the PreK-3 and PreK-4 classes must be completely potty-trained. Children who are age 3 and not potty-trained may enroll in the 3-year-old, non-potty-trained class.

School-Age Program:

The after-school program offers a variety of age-appropriate activities to meet the needs of each individual student, including physical activity indoors and outdoors, and cognitive and social skills. Students can receive assistance with homework, join in group activities, and develop good friendships.

The summer program for school-age children combines social, emotional, physical, mental, and spiritual development in a fun-filled atmosphere. The daily schedule is structured to include Bible and prayer time, art, music, science, reading, and outdoor play (weather permitting), and physical activities indoors and outdoors. The school age summer program students go off campus regularly throughout the summer for field trips in our local area. The school-age students may also use the FBC area with the basketball goal on the north side of the CLC building.

Outdoor Activities

Outdoor play is important! All ages participate in outdoor activities, weather permitting. Please send jackets and coats when the weather is cool. Each classroom that attends a full day has at least 2 scheduled opportunities for outdoor play each day. Infants through 12 months of age are scheduled 30 minutes to 1 hour of outside activities each day (as tolerated by the infants). Full day infants 13-17 months of age, toddlers, pre-school age, and school-age (summer) children are scheduled a minimum of 60 minutes each day for outside activities. After-school program children are scheduled a minimum of 30 minutes of outside activities each day.

Children are taken outdoors for play except in extreme weather conditions. Extreme weather conditions include when there is lightning in the area, it is raining, during high winds, storm warnings, or hot or cold temperatures that are above/below temperatures according to our outside weather guidelines.

These are the temperature guidelines we follow:

<u>Outdoor Temperature in Fahrenheit</u>	<u>Outdoor Guideline</u>
30-39 degrees	All stay inside
40-49 degrees	2 ½ yrs and older outside with coats; younger than 2 ½ yrs. stay inside
50-59 degrees	18 months and older outside with coats; younger than 18 months stay inside
60-89 degrees	All go outside
90-95 degrees	18 months and older go outside
Over 95 degrees	All stay inside

When weather conditions prohibit outdoor play, physical activities using gross motor skills will occur in The CLC upstairs playroom or in the classroom during the scheduled outside time.

Insect Repellent and Sunscreen

The CLC will apply sunscreen and/or bug repellent as needed. Sunscreen and bug repellent must be provided by the parent, must be in the original container, must be labeled with the child's name, and must not have expired. A "Sunscreen/Bug Repellent Permission Slip" must be completed by the parent before these items can be applied.

Active Play

The CLC strongly believes and supports the need for physical activity each day.

When children participate in physical activity every day, multiple health benefits accrue. Regular physical activity builds healthy bones and muscles, improves muscular strength and endurance, reduces the risk for developing chronic disease risk factors, improves self-esteem, and reduces stress and anxiety. Beyond these known health effects, physical activity may also have beneficial influences on academic performance. In addition, cognitive skills and motor skills appear to develop through a dynamic interaction. Research has shown that physical movement can affect the brain's physiology.

Infants will be given opportunities for physical activity, including supervised tummy time.

Toddler age children will participate in a minimum of 60 minutes of moderate to vigorous active play each day.

Preschool age and Pre-Kindergarten children will participate in a minimum of 90 minutes of moderate to vigorous active play each day.

School age children who are in attendance for a full day will participate in a minimum of 90 minutes of moderate to vigorous active play each day. School age children who are only in attendance after-school will participate in a minimum of 30 minutes of moderate to vigorous active play each day.

Opportunities for active play may overlap with outdoor play when the weather permits.

The CLC will promote all children's active play every day. Children will have ample opportunity to do moderate to vigorous activities, such as running, climbing, dancing, skipping, and jumping, to the extent of their abilities.

All children who attend a full day will participate each day in:

- Two occasions of active play outdoors when weather permits.
- Two or more structured or teacher-led activities or games that promote movement over the course of the day.
- Continuous opportunities to develop and practice age-appropriate gross motor and movement skills.

When participating in physical activity, children's clothing should protect them from sun

exposure and permit easy movement (not too loose and not too tight) that enables full participation in active play. Footwear should provide support for running and climbing. Hats may be worn to protect children from sun exposure.

Examples of appropriate clothing/footwear include:

- Gym shoes or sturdy shoe equivalent
- Clothing for the weather, such as a lightweight, breathable jacket without any hood and neck strings.

Examples of inappropriate clothing/footwear include:

- Footwear that can come off while running or that provide insufficient support for climbing.
- Clothing that can catch on playground equipment, such as those with drawstrings or loops.

Screen Time

Screen time is not given for children under 2 years of age.

Screen time for children over 2 years of age:

(1)Is related to the planned activities that meet educational goals

(2)Is age-appropriate

(3)Does not exceed one hour per day

(4)Is not used during mealtime, snack times, naptimes, or rest times

(5)Does not include advertising or violence [Medium]; and (6)Is turned off when not in use.

(6)A school-age child may use screen time without restriction for homework.

Water Activities

School-age children may visit local swimming pools for field trips during the summer months. A certified lifeguard will be on duty during these times. Parents will be notified in advance of swimming and other water play activities. Splash/Sprinkler Play is offered during the summer months. Children under school-age will not be involved in swimming pool water activities. Parents are asked to bring in a swimsuit, swim diaper (if applicable), water shoes and a towel on their child's assigned splash day. Children wearing regular diapers will not be allowed to participate in Splash Day.

Mandatory Rest Period

Nap and rest times are required by the Texas Department of Health and Human Services Child Care Regulations. Due to these regulations, parents cannot request that their child be exempt from nap or rest time.

All children in full-time childcare must have a rest period. Children in the toddler through Pre-K classes will need to bring a nap mat (vinyl), small pillow, and blanket with their names printed on each item and the outside of a large Ziploc or similar plastic bag. At the end of each week, these items will be sent home to be washed and returned on your child's next scheduled day. School age children have a short rest period, they may bring bring nap items but are not required to have nap items for rest time.

Daily Needs & Care Policy No. 19

Infants:

You will need to supply a change of clothes, diapers, wipes, diaper rash ointment, and formula/milk/food. You may provide these items in bulk, and we will store them here and let you know when they need to be replenished. If we run out of diapers/wipes/formula/food supplied by the parent and we must provide any of these items supplied by the CLC, there will be a \$5.00 per day, for each type of item, charge applied to the child's account. Please send a bag each day with your infant's daily needs: a separate bottle for each feeding, pacifiers, at least 1 change of clothes, etc. We will send this bag home each day. The infant rooms are equipped with refrigerators for storing milk/formula. Parents must provide updated care and feeding instructions at least every 30 days.

Mothers have the right to breastfeed or provide breast milk for their child while in care. Mothers' milk may be provided daily to caregivers for infant feeding. Milk/formula will be stored in the classroom refrigerator. The CLC provides a comfortable and private place for a mother to breastfeed her child.

Safe Sleep Practices

The CLC practices all required and recommended infant care procedures to reduce the risk of SIDS (Sudden Infant Death Syndrome) and potential health risks. All infants up to 12 months are laid on their back for safe sleeping. No soft bedding or items are allowed in the bed when an infant up to 12 months is laid down to sleep. This includes blankets, pillows, stuffed animals, or pacifiers with a stuffed animal/blanket attached. Infants must be laid in beds to sleep, those who fall asleep elsewhere are moved to a bed for safe sleeping. We do not "swaddle" infants when laid down to sleep. We provide sleeper blankets that have arm holes and zip closed which the infant may wear to sleep. No exceptions may be made to infant safety procedures without a physician's written approval.

Toddlers-Pre-K & School Age:

If your child is attending for a full day, they must bring a nap mat, small pillow (optional), and blanket with their names printed on each item and on the outside of a large Ziploc or similar plastic bag at the beginning of each week. Vinyl, foldable "Kinder Mats" are the best types of mats for nap time as they provide needed cushioning and are easy to wipe clean. At the end of each week, these items will be sent home to be washed and returned on your child's next scheduled day. School age children are not required to bring nap items unless they would like to use blankets or mats during rest time. **All nap equipment is to be provided by the parents.**

Your child will need to bring a small bag or backpack with a complete change of clothes (including underclothes), a sack lunch (if staying all day), and a small thermos/cup with a lid with water each day. Microwaveable food may be sent; however, it is not recommended as each child must wait their turn for their food to be warmed, which takes away from mealtime.

All personal items must be labeled with each child's first and last name. Please make sure to label his/her mat, pillow, blanket, thermos/cup, and lunch. Bedding **MUST** be contained in a large plastic bag, such as an extra-large Glad/Ziploc bag.

Items From Home

Your child may bring a small stuffed animal or doll to hold during rest time. Please do not send toys for children to play with during rest time, as this is a distraction to others. We request that items not used during rest and not required for the day's lesson be left at home. Children enjoy bringing toys to school, so we will have designated "show and tell" days when children may bring toys from home. Certain toys will not be allowed such as weapons or fighting-type toys. Except on designated days, personal toys should be left at home or in the car. Electronic/screen devices may not be used by children during rest time.

The CLC is not responsible for personal broken or lost items.

Potty-Training

Our staff will be glad to help your child to begin potty-training as early as 18 months of age (or as they are developmentally ready). Parents are also expected to work on potty-training with their child at home. We do not use portable potty-training chairs. Our classrooms are equipped with child-sized commodes appropriate for potty-training. This is for sanitary purposes as well as acclimating them more quickly to a commode. Please send your child to class wearing a pull-up instead of a diaper when they are potty-training.

Children entering the pre-school (PreK-3, PreK-4) program at the CLC must be potty-trained. Children will not be promoted to the PreK-3 classroom until they are completely potty-trained. Each child must be able to use the toilet, tend to his/her own personal hygiene, and dress themselves once they are in the PreK-3 class. Except on occasion if needed, the preschool classroom teachers may only talk each child through the process as they are not allowed to assist except in special circumstances on occasion. This is for the teacher's protection as well as your child's. An occasional accident can be expected of any preschool child. However, children who regularly have accidents cannot be enrolled in the pre-school classes.

Dress Code/Personal Hygiene Policy No. 20

20.1 Children Clothing/Hygiene

Students and caregivers are required to follow appropriate policies for personal hygiene. Antibacterial soap is used for washing hands, and disposable paper towels are used for drying hands. Please bring your child to the Center clean and dressed properly.

Children are taught the importance of modesty at the CLC. If wearing a dress, girls no longer wearing a diaper must wear shorts underneath their dress. Appropriate undergarments must be worn. All shirts must be long enough to come down at least to the child's waistline and not expose the stomach or chest.

Dress your child in clothes comfortable for playing in and you don't mind getting a little dirty from having fun outside or from doing art projects. Think of your child's comfort and provide clothing that is simple and free of complicated fastenings, especially for those just learning how to use the toilet. Dress your child in clothing that is appropriate for the weather. Children are taken outdoors for play except in extreme weather conditions. Provide sweaters and jackets **without drawstrings**, gloves, and hats for cold weather. **Drawstrings can cause possible choking incidents.** Label all outer garments with your child's name.

Shoes must be worn at the CLC by all children except in the infant rooms. Once your child is walking, please bring them to the Center wearing shoes. Shoes need to be appropriate for running outside and playing. Flip flops are not safe and have caused many scraped knees and elbows. **All sandals must have a strap around the back of the heel. Tennis shoes are the best and safest type of shoe for playing in.**

An extra complete set of clothing for each child must be provided by parents and available each day in all rooms, of all ages. Children who are potty-training need at least 2 complete changes of clothing available. A complete change of clothing includes shirt, pants, underwear, socks, and shoes. If the CLC has spare clothing to use on your child when needed, you will be expected to return the laundered clothing in a reasonable amount of time. If we do not have spare clothing available for your child, we will do our best to cover your child modestly and we may call you during the day to notify you that we need clothes for your child to wear for the remainder of the day. We are always glad to receive donated used clothing, especially pants/shorts to use as spare clothing when a child is in need.

Jewelry/Accessories

Most jewelry is not safe to wear at Preschool. **Dangling earrings are not allowed.** Necklaces that are a hazard will not be allowed. Items with beads, barrettes, bobby pins, or hair bands, may be removed by staff if the item is deemed a safety hazard to the child or other children. When choosing accessories for your children be mindful of the potential safety issues they present not only for your child, but also for the older and younger children attending The CLC.

The CLC is not responsible for lost or damaged items of clothing, jewelry, or accessories.

20.2 Parent/Adult Clothing

Parents/any adults entering the CLC building are required to be dressed in appropriate, modest clothing while at The CLC or involved in any CLC sponsored events. Inappropriate clothing would include revealing, extremely short, ripped/torn (in inappropriate places), and/or see through articles of clothing. Anything with suggestive or vulgar language is prohibited.

Parents wearing high heels, work boots, or shoes with wet/dirty soles, will be required to remove their shoes prior to entering any classroom with children under 1 year of age. This will reduce the risk of injury to a child on the floor and will help to maintain a clean floor. Parents can simply leave their shoes outside the classroom door prior to entering the classroom. Parents with bare feet must wear booties when entering the classroom.

Health Policy No. 21

The CLC follows all mandatory health practices as stated in the State Minimum Standards for Licensed Child-care facilities, USDA, state and local health department requirements.

Your child's health is of utmost importance to all of us.

21.1 Pre-Enrollment Requirements

Each child is required to complete a pre-enrollment packet of information. This packet is to be returned to the center's office at least 3 business days prior to the child's first day of attendance. All children are required to have a complete up to date immunization record on file at The CLC. This is per our licensing regulations. If you have chosen not to have your child immunized, a notarized waiver form must be obtained by a physician

All children are required to have a Physician's Statement form filled out by a licensed medical professional, in order to attend The CLC. The Physician's Statement Form, indicating the child's fitness to attend The CLC, must be completed by a licensed healthcare professional and returned to the School Director 3 business days before enrollment. Each child must have a completed medical form and an emergency medical treatment form on file. The child's immunization record must be complete and current at all times.

21.2 Immunization Requirements

- Each child enrolled or admitted to child-care centers must meet applicable immunization requirements specified by the Texas Department of State Health Services in 25 TAC 97, Subchapter B (relating to Immunization Requirements in Texas Elementary and Secondary Schools and Institutions of Higher Education). This requirement applies to all children in care from birth through 14 years of age.
- The CLC must have a copy of your child's completed immunization record by the date of admission.
- If you have chosen not to have your child immunized, a notarized waiver form must be obtained by a physician. Immunizations may be waived for certain reasons. Please discuss this with the School Director to determine whether you have the right to be enrolled and not have your child immunized. Parents are required to have a waiver on file in place of an immunization record.
- A child who is on a delayed/provisional immunization schedule may be admitted after individual review and a physician referral of delayed immunizations. A child may be enrolled provisionally if the child has an immunization record that indicates the child or student has received at least one dose of each specified age-appropriate vaccine required. To remain enrolled, the child must complete the required subsequent doses in each vaccine series on schedule and as rapidly as is medically feasible and provide acceptable evidence of vaccination.
- Documentation acceptable for immunization records must have been validated by a physician or other health-care professional with a signature or rubber stamp and include:
 - ❖ The child's name & birth date
 - ❖ The number of doses and vaccine type
 - ❖ The month, day and year the child received each vaccination.

For each child attending a pre-kindergarten program or school away from the child-care center, you must provide either:

- ❖ A copy of the current immunization record that is on file at the school the child attends; or
 - ❖ A signed statement from the child's parent that the child's immunization record is current and on file at the pre-kindergarten program or school that the child attends. The statement must be dated and include the name, address, and telephone number of the school listed in the statement.
- Requirements for TB screening and testing vary across the state. Our local health authority does not require TB testing for our area. The CLC does not currently require the staff or enrolled children to be screened or tested for tuberculosis.
 - All CLC staff members are strongly encouraged but not required to receive an annual flu vaccine, pertussis for infant workers, and all other vaccines recommended by the American Academy of Pediatrics to reduce the risk of exposure to themselves and the children under their care. It is encouraged that all staff members receive all vaccines recommended by the CDC. In the event of an outbreak, staff may be required to obtain specified vaccines.

21.3 Children with Severe Allergies

For the safety of your child, parents are required to provide a signed copy of the "Food Allergy Emergency Plan" form, detailing any allergies, food or otherwise, from which their child suffers, at the time of enrollment or when the allergy is discovered. This form must be filled out by the child's physician and parent(s) or legal guardian(s), and must be updated every six months, or more frequently, as needed. This form can be obtained by request from the CLC website or from the Reception Desk.

Any medication required to treat an allergic reaction must be provided in accordance with the Medication Policy detailed herein.

21.4 Illness/Communicable Diseases

The CLC follows all health/communicable disease policies as outlined in the Texas Department of Health and Human Services and State of Texas Childcare Regulations.

CLC staff is required to make daily observations of each child by recognizing common signs of communicable diseases or other signs of illness. A child who is considered ill upon arrival will not be admitted. Please make arrangements in advance with an alternative caregiver (family, friends, neighbors, people within your church) to alleviate any problems when your child becomes ill.

If a child develops symptoms of a communicable disease, it is necessary for the parent/guardian to notify us immediately. When a reportable communicable disease has been verified a notice will be available at the child's classroom and you will be notified before or when you pick up your child.

Your child will be sent home if he/she appears to have any symptoms including but not limited to following symptoms of illness during the day:

- ✓ **Fever (Temperature of 100.1 degrees or higher taken on the forehead)**
- ✓ **Vomiting**
- ✓ **Diarrhea**
- ✓ **Unexplained rash or skin discoloration**

- ✓ **Red and weepy eyes/Discharge from the eyes not caused by crying**
- ✓ **Presence of lice or nits**

Please do not send your child to school if he/she has had any of these in the past 24 hours. After being sent home, your child may not return to the CLC until they are completely free of these symptoms for a full 24 hours (without fever-reducing medication) and no longer contagious or has a doctor's release stating they are not contagious, able to attend child-care, and can participate in normal activities.

If your child shows these symptoms while in our care, he/she is separated from the group and a parent or emergency contact will be notified. If within one hour, your child has not been picked up, a **sick child charge** will be assessed. This charge will be one dollar for every five minutes up to one hour. Then the charge will become one dollar per minute until the child is picked up.

A child who is not feeling well may be coming down with a contagious illness and may not be in a good state of learning and playing well with others. All children are expected to participate in normal activities including outdoor play. Consider keeping your child at home for the following reasons:

- *Has a cold that is less than 4 days old*
- *Has heavy nasal discharge*
- *Is taking an antibiotic*
- *Has a headache*
- *Has a sore throat*
- *Has a constant cough*
- *Has shortness of breath/difficulty breathing*
- *Is fussy, cranky, and generally out of sorts*
- *Is over-tired. Rest at such times may prevent the development of serious illness*
- *The illness/condition results in greater need for care than caregivers can provide without compromising health, safety, and supervision of other children*

Diarrhea is defined by stools that are frequent (generally 3 or more loose stools in a day) or less formed than usual for that child. Exclusion is required for all diapered children whose stool is not contained in the diaper and for toilet-trained children if the diarrhea is causing “accidents”. Readmission after diarrhea can occur when diapered children have the stool contained by the diaper and when toilet-trained children are not having “accidents” and when loose stool frequency is no more than two times for that child during the program day.

Notification by Parent of Absence Due to Illness

If your child will be absent due to illness, we request that you notify the School Director or designee. This enables our faculty to keep track of any illnesses which may occur at our school. This information will only be shared with faculty on a “need to know” basis. If your child has a communicable disease, we ask that you share the diagnosis with the School Director or designee, so that the other parents of the children in the school may be notified that a communicable disease is present. Once again, only the communicable disease information will be shared. The CLC will take all measures necessary to protect your child's confidentiality.

21.5 Health Checks

Minimum Standards 746.501(26)

The CLC staff will do a visual check of the children upon arrival each morning. If a staff member notices anything unusual, they are required to point this out to the parent at that time. If your child has an accident overnight, please notify staff members when dropping off so that we can assist in watching the child for side effects. A CLC staff member may complete an "Incident Report" to document these situations.

21.6 Procedures for Dispensing Medicines

The CLC will only dispense over the counter and/or prescription medication that is in original, labeled containers, and non-expired. It must be in the original container labeled with the child's full name and the date brought to the Center. The CLC will only give medication to the child for whom the medication container is labeled. Medication must be given as stated on the label directions or as amended in writing by the child's health-care professional.

Medication only needed once or twice a day should be given by the parent at home. Medication given at The CLC should be medication needed 3 or more times per day.

Authorization to administer medication must be: 1) obtained from the child's parent in writing, signed and dated, or 2) in an electronic format that is capable of being viewed and saved, or 3) by telephone to administer a single dose of medication.

The child's parent may not authorize the CLC to administer medication in excess of the medication's label instructions or that differs from the directions of the child's health-care professional. Parent authorization is not required if it is necessary for the CLC to administer a medication to a child in a medical emergency to prevent the death or serious bodily injury of the child, provided it is administered as prescribed, directed, or intended.

Parents are required to complete a Medication Form each day that medication is to be dispensed. A separate Medication Form is required for long-term daily medication requirements. Medication Forms can be found at the Reception Desk. Medication Forms, doctor's notes and medication are to be turned into the School Director or designee. Medication is only given by staff trained in medication administration.

Medication that is out-of-date/expired or that remains after a child has withdrawn from The CLC, will be disposed of or returned to the parent.

21.7 Procedures for Injuries or Medical Emergencies

In the event your child needs medical attention due to a minor injury, the CLC will take the following steps:

1. Give your child first aid treatment as needed
2. Contact parent if additional treatment is questionable; or
3. Notify parent of minor injury before or when child is picked up

In the event your child needs immediate attention due to a critical illness or injury, the CLC will respond in the following manner:

1. Contact emergency medical services or we will take your child to the nearest emergency room;
2. Give your child first-aid treatment or CPR when needed;
3. Contact the physician identified in your child's record;
4. Contact the child's parent; and
5. Ensure supervision of other children in the group

All staff at the CLC are CPR and First Aid trained and certified. All reportable accidents and injuries are documented on an Injury/Accident Report that requires signature of parent/guardian.

21.8 Incident/Accident Reports

Should your child be injured in an incident/accident during the course of the school day, a staff member will complete an Incident/Accident Report. The Incident/Accident Report will be provided to the parent by the classroom teacher.

Parents or persons designated to act "in loco parentis" are required to sign any incident/accident reports from the day at pick-up. The classroom teacher will be able to briefly discuss the matter with you at pick-up.

Should a person other than the parent or one designated to act "in loco parentis" pick-up the child, a parent or person designated to act "in loco parentis" must sign the Incident/Accident Report and return a copy to the School Director within 24 hours. Failure to sign and return an Incident/Accident in this time period will result in your child's exclusion from the program until such time as the Report is returned signed.

21.9 Hearing & Vision Screening

The Special Senses and Communication Disorders Act, Texas Health and safety Code, Chapter 36, requires a screening or professional examination for possible vision and hearing problems for the children who are enrolled in a child-care center:

- First-time enrollees who are 4 years of age or older, and all children enrolled in programs who are four years of age by September 1 of each year will be screened for possible vision and hearing problems prior to completion of the first semester of enrollment or within 120 calendar days of enrollment.
- A licensed or certified screener or health-care professional will conduct the screening.
- The CLC must keep one of the following on file for each child required to be screened:
 - The individual vision and hearing screening; or
 - A signed statement from the child's parent that the child's screening records are current and on file must be at the pre-kindergarten program or school the child attends away from the center. The statement must be dated and include the name, address, and telephone number of the pre-kindergarten program or school.

www.tdh.state.tx.us/vhs/.

Food Service Practices/Nutrition Policy No. 22

The CLC does not provide meals or snacks. Refrigerators are available in the classrooms of children/infants through 0-23 months old. Ages 2 and older will need to have something in their lunch container to keep their food cold if items are sent that may spoil. Please label or separate items that are intended for lunch vs. snacks and specify AM/PM snacks if necessary. **The CLC is not responsible for the nutritional value of food brought from home or for meeting the child's daily food needs.**

For the safety of your child, parents are required to provide notification, in the form of a doctor's note and allergy plan, of any allergies (food or otherwise), with instruction for treatment should a child have an allergic reaction. Please refer to the Health and Safety Policies contained herein for further information.

Parents are required to provide written notification of any food/dietary restrictions or intolerances. (i.e., lactose intolerance, vegetarian diets, wheat free/gluten free diets).

The CLC never uses food as a punishment. Children will never be denied participation in breakfast, lunch, or snack time for behavior reasons.

CHILDREN OVER AGE OF 2 YEARS

BREAKFAST: Breakfast is not provided by The CLC. We recommend you feed your child a healthy breakfast before arrival. Not eating breakfast, eating sugary items, and drinking juices or drinks high in sugar for breakfast or having candy before coming to school causes children to have difficulty focusing, hinders their ability to learn at their potential, and affects their behavior.

If your child (ages 2 & up) brings food to eat for breakfast, it must be eaten before 8:30 AM. After that time children will not eat in the classroom except at designated snack and lunch times.

SNACKS: Snacks are not provided by The CLC. Each classroom from ages 12 months and up have designated times of the day for snacks. The food sent by parents for snack times will be offered according to the time scheduled for snacks for each classroom. Please send healthy, non-sugary items for snacks.

LUNCH: Lunch is not provided by The CLC. Children who are at the CLC through lunchtime must bring a lunch. Refrigerators are not available for lunches (2 yrs. & up). **Please include utensils if needed each day.**

Healthy foods are highly encouraged as it will contribute to your child's success through the day and long-term health. If sending a dessert item, please send items low in sugar, and consider the nutritional value of that item.

Certain food items that may cause allergic reactions may be restricted if a child in the classroom has a severe food allergy.

Drinks without added sugars are suggested for lunch (milk, 100% juice, water). **Please do not send soft drinks or caffeinated drinks.** Water is served with lunch, and if a drink is included in the lunch from home, it is served in addition to that drink.

If a child doesn't eat all items in their lunch, non-perishable items will be sent home. Partially eaten foods may be thrown away.

WATER: Each child must bring a water bottle or sippy cup each day, labeled with their name. Water must be served with all snacks and lunch and be available throughout the day.

INFANTS & TODDLERS (UNDER AGE 2)

The CLC does not provide formula/milk/food for children under 2 years of age. Formula/milk/food must be provided each day by the parent/guardian.

The CLC is not responsible for the nutritional value of food brought from home or for meeting the child's daily food needs. However, healthy foods are highly encouraged as it will contribute to your child's success through the day and long-term health.

As toddlers are able to feed themselves finger foods, please send foods they are able to pick up and feed themselves (rather than foods that need to be spoon fed). While feeding themselves, children use fine motor skills and learn self-help skills that build a child's self-esteem. Please cut all food for toddlers into small pieces so it is not a choking hazard.

Breastfeeding and Breastmilk

Mothers have the right to breastfeed or provide breast milk for their child while in care. Mothers' milk may be provided daily to caregivers for infant feeding. Milk/formula will be stored in the classroom refrigerator. All provided milk and formula must be individually labeled with the child's name. The CLC provides a comfortable and private place for a mother to breastfeed her child.

Link to breastfeeding resources: <https://www.cdc.gov/breastfeeding/resources/index.htm>

Foods to avoid that present a risk of choking especially to young children:

hot dogs sliced into rounds, whole grapes, hard candy, string cheese, long spaghetti noodles, nuts, seeds, raw peas, dried fruit, pretzel sticks, chips, peanuts, popcorn, marshmallows, spoon-fulls of peanut butter, chunks of meat larger than can be swallowed whole.

Nut-free Classrooms

Due to the extreme nature of allergic reactions to nuts and products containing nuts in some children, The CLC prohibits nuts and/or foods containing nut products in classrooms where a child is allergic to nuts. Depending on the severity of the allergy, The CLC may determine to have the CLC property completely nut-free. These nut allergies can be so severe that exposure to nuts can result in an anaphylactic reaction. An allergic child can have a reaction from simply smelling nuts on someone's breath or touching nut oil residue left on a countertop, not only from consuming nuts or nut products. This includes, but is not limited to, milk made with nuts such as almond milk.

Nutrition Resources

Link to government benefits for food assistance: [Food assistance | USAGov](#)

Link to food nutrition information for children: [Nutrition | CDC](#)

Smoking/Vaping Policy No. 23

For the health of all The CLC employees, children and associates, smoking/vaping is prohibited anywhere on CLC property. All persons, parents and staff are prohibited from smoking/vaping, or using tobacco in the building, on the grounds, and in the parking lot of The CLC. Parents who are smoking in their cars must dispose of the cigarette prior to entering the parking lot.

Animals Policy No. 24

Please do not bring animals into the CLC building. Parents will be notified when animals are or will be present. The CLC will ensure the animals do not create unsafe or unsanitary conditions and ensure that children do not handle any animal that shows signs of illness. Caregivers and children will practice good hygiene and hand washing after handling or coming in contact with an animal and items used by an animal, such as water bowls, food bowls, and cages. The CLC must have documentation showing dogs and cats have been vaccinated, as required by Texas Health and Safety Code, Chapter 826 before they can be on the premises. The CLC will have a statement of health from a local veterinarian for dogs, cats, ferrets, and other animals other than small rodents, such as guinea pigs, mice, and hamsters. Children must not have contact with chickens, ducks, and reptiles, such as snakes, turtles, lizards, iguanas, frogs, and toads. No exotic animals such as monkeys or unfamiliar animals may be present. Children may visit facilities where these animals are present during field trips. Parents will be notified in advance of these types of field trips.

Our goal is to teach children to be respectful and caring of all animals, which God created. We teach them to care for animals properly so we can enjoy having them around us and appreciate them being part of our beautiful world created by God.

The CLC has a pet African Grey Parrot, named CoCo, who is cared for and well-trained by the current CLC Director. African Grey Parrots are very intelligent. She will easily learn to repeat words/phrases she hears and often speaks in context. Please notify the Director if you do not want your child to have contact with our Parrot or if your child has allergies to birds. Children (and adults) are not allowed to touch or feed CoCo without supervision of the Director. CoCo generally is inside her locked enclosure throughout the day but on occasion is taken out of the enclosure by the Director and does have the ability to fly. Anything with a mouth can bite, therefore no one is to put their fingers in her cage or near her without permission of the Director. CoCo (as all African Greys are) is very sensitive, skittish, and easily spooked. Please be respectful towards her and try not to surprise her or cause her to think you are being aggressive towards her. She could injure herself if she becomes frightened. There are many foods that are toxic or unhealthy to CoCo. No one is to feed her any food items without permission of The Director. Her lungs are also very sensitive to chemicals, most chemicals are fatal to her sensitive lungs. Do not spray or use any chemicals or scented products around her. CoCo is a special part of The CLC!

The CLC also has a freshwater fish aquarium. The fish aquarium is for the enjoyment and education of anyone who enters our building. Our fish aquarium often serves as a calming technique for children. The fish aquarium is maintained by an outside Aquarium company and cared for on a daily basis by the current CLC Director. No one is allowed to feed the fish or do anything with the aquarium or fish without specific instruction from the Director.

Parties & Celebrations Policy No. 25

The CLC has regular holiday parties such as Thanksgiving, Christmas, Easter, and End-of – Semester parties. Parents will be given the opportunity to select the parties with which they would like to help. Birthday parties are welcomed at the center. You may bring cookies, cupcakes or some special treat. **Nut containing products, or any products a child in the classroom is allergic to will not be served when a food allergy is present.** Parties are usually held at regular snack times. Please make arrangements with your child’s teacher at least 3 days in advance for these parties. We do not pass out birthday party invitations unless the entire class is being invited.

Parents will be notified when they are invited to attend a class party/event with their child.

In the event that a parent does not want their child to participate in a holiday celebration, they may choose to keep their child home for that day. No reduction in fees or tuition will be given.

Parent Communication & Involvement Policy No. 26

Parents/guardians will be notified **immediately** as soon as feasibly possible in the following situations:

- If injury to a child requires medical attention by a health-care professional
- If a child shows signs or symptoms of an illness that requires hospitalization
- If a child has signs or symptoms requiring exclusion from the Center
- If a child has been placed in any situation that has placed the child at risk.
- If there is a situation that makes the Center unsafe
- If there is an allegation that a child has been abused, neglected, or exploited, as defined in the Texas Family Code 261.001.

CLC staff will first attempt to reach the parent/guardian by phone for an immediate situation. If the parent/guardian cannot be reached, staff will call the next emergency contact listed on the admission form.

Non-emergency notifications, notice of upcoming field trips, programs, and all other required notifications will be posted either electronically, at the classroom, or in newsletters. When parents are invited to participate in the CLC's operation and activities, a sign-up sheet will be posted either electronically, at each classroom, or at the front desk.

Appointments & Teacher Communication

Parents and teachers are encouraged to have open communication. Please feel free to ask questions and discuss your child's behavior, needs, etc. with our staff. Be aware that time, supervision needs, and teacher/child ratio requirements do not allow for extensive discussions when children are arriving or being dismissed. It also creates a burden on other parents who are waiting to drop off or pick up their child. Teachers, as well as parents, should not initiate discussions during class time for these reasons, and in order to prevent distractions which keep our teachers from giving 100% of their attention to the children in their care.

Parents may also provide information or instructions in writing or electronically to teachers. Parent-teacher conferences may be scheduled if more time is needed than what is available during arrival/dismissal. If you have any questions or concerns about the childcare policies or procedures, please schedule an appointment with your child's classroom teacher first, and then if needed, you may follow up with the CLC Director and follow the Complaint/Grievance Policy. The CLC will work to resolve any issues as quickly as possible.

It is important to not talk about children in front of them (unless discipline is involved), in front of other children, or in front of other parents, except when recognizing achievement or good behavior. Teachers are not able to give other children's names in the class when discussing behavior or health problems.

Procure App

Daily Reports of child activities and care are given for infants through Pre-K4. The CLC uses an electronic form of communication for Daily Reports. **You may download the “Procure App” to your electronic device to receive notifications easily throughout the day.** You will receive an electronic invitation for “Procure” upon enrollment. If you are not using the “Procure” App you will receive daily reports and notifications electronically through email or texts at least at the end of each day after your child is checked out of the system. If the electronic method is not working due to internet/technical issues, daily activities will be recorded in writing for the infants, and given to the parent/guardian when the child is picked up for the day.

If you have not signed up on the Procure App through your phone, please check your email for an invite and instructions on downloading it.

Please be sure you are checking your child in and out through the Procure App each day. Although sometimes the app is delayed, it’s helpful if you check your child out before you come in the building, so if the teacher sees you’ve checked out they can start getting them ready to leave. If you are new and need help (or even if you’ve been here awhile) with using the app just let us know and we’ll be glad to help you out.

The Procure App is a great tool for communication between teachers and parents. If you need to send a message directly to myself/administration, please use our email address, clc@christianlearningcenter-canyon.com.

Please remember that “messages” sent through the app are public to our staff.

Any staff who works in the room of your child and any administrative staff will be able to see each message you send through the app. If you have a concern about a teacher you feel is not caring for the children properly or not meeting your expectations, please contact the Director or Assistant Director. The app “messages” isn’t the appropriate place for negative comments or the place to address concerns regarding proper care. App messages are simply for communication of specific needs and how your child is doing each day. Inappropriate, rude, or aggressive messages will be deleted by administration, and may cause dismissal from The CLC.

Please refrain from texting/calling our staff on their personal phones. Teachers are not expected to reply to messages when they are not working ‘on the clock’, although sometimes they graciously choose to reply anyway; they need to be able to relax and enjoy their much-deserved personal time off. If administration sees a message on the app that needs to be replied to immediately, we will do our best to reply. If you aren’t able to get a response on the app for an immediate need during the day, please call us at 806-655-3246.

Activities and notifications may not be entered by teachers immediately as they happen throughout the day. Teachers will enter activities as soon as they are able while being sure proper supervision and care are being given to each child. Therefore, activities may not be entered for the morning until at least nap time and afternoon activities may not be entered until later in the day. By the end of the day, you should receive a full report on the day’s activities. If there is an emergency or serious injury to your child that might require medical attention, we will notify you immediately. As your child becomes older, activities posted will become more focused on learning activities rather than physical things such as potty times, food eaten, naps, etc.

Volunteers

We encourage all parents to be involved in your child's learning and growth at the CLC. Parents can participate in their child's learning and activities in several ways:

- Volunteer time
 - Help with special occasions/Holidays, scheduled craft time
 - Assist with special program events (help with practice, costumes, stage props, etc.)
 - Help with picture days
- Fund Raisers
- Sharing special gifts or talents such as playing musical instruments
- Providing goodies or supplies for special events
- Decorating/Constructing

If you would like to become involved in any of these ways, we would love to get you involved, notify us to get started!

We are always happy to have volunteers. According to State Standards, volunteers/parents may be required to undergo a background check prior to attending a field trip or spending an extended amount of time with a group of children. We need and urge your voluntary assistance and support.

Visitation

Parents are welcome to visit the center at any time during the CLC's hours of operation to observe their child, the center's operation, and program activities. Prior approval is not necessary, but as a courtesy, we would appreciate you checking our schedule to make sure there is not a conflict that day. Please understand that a child's behavior is often affected when a parent/guardian is present.

Parents/guardians spending an extended amount of time in a classroom or with a group of children may be required to undergo a background check.

Special Events

Each year the CLC will have a Christmas Program presented by the children of the CLC and a Graduation/End of Year Event for students in the Pre-K program or attending Kindergarten the following year. All friends and family are welcome and invited to these events.

We also have several other events, which may take place during the day, parents/family are invited to. Some of these events include classroom parties, Mother's Day Tea, Donuts with Dad, our annual Trike-A-Thon, and Open House. Parents are given the opportunity to sign up to volunteer or bring special items for these events.

Administrative Communication

Parents are asked to provide a current email address and phone number that is able to receive texts on initial enrollment forms and on update enrollment forms each semester.

Tuition statements, event information, and administrative notices are sent regularly through email or the Procare App. Many notices are also given through letters sent home with your child, messages on the check-in computer, the ProCare App, texts, and notices posted at the classroom doors.

You may choose to follow our page on Facebook by searching for “Christian Learning Center” and select “like”.

Our website, www.christianlearningcenter-canyon.com, has useful information about our Center and forms you may need for enrollment or updates.

Parent Complaints/Grievances

Policy No. 27

Definitions: In this policy, the terms “complaint” and “grievance” shall have the same meaning. “Parent” shall mean any adult who has a custodial relationship with a student.

Guiding Principles

Informal Process

The Board encourages parents to discuss their concerns with the appropriate teacher, or employee who has the authority to address the concerns. Concerns should be expressed as soon as possible to allow early resolution at the lowest possible administrative level.

Informal resolution shall be encouraged but shall not extend any deadlines in this policy, except by mutual written consent.

Formal Process

A parent may initiate the formal process described below by timely filing a written complaint form.

Even after initiating the formal complaint process, parents are encouraged to seek informal resolution of their concerns. A parent whose concerns are resolved may withdraw a formal complaint at any time.

The process described in this policy shall not be construed to create new or additional rights beyond those granted by law or Board policy, nor to require a full evidentiary hearing or “mini-trial” at any level.

Direct Communication with Board Members

Members of the CLC Board of Directors have no individual administrative authority and therefore do not individually receive complaints from parents. Parents are directed to not communicate directly with individual Board Members regarding complaints. The Board receives complaints according to the guidelines of this policy. Parents must bring complaints to the Board through the formal processes outlined in this policy. The Board functions as a body corporate and as such, the Board hears complaints as a body in a meeting of the Board when a quorum of Board Members are present. A Board Member should recuse them self from participation in a Board Meeting when a complaint is brought forward by a parent with whom the Board Member has a familial relationship.

Freedom from Retaliation

Neither the Board nor any CLC employee shall unlawfully retaliate against any parent for bringing a concern or complaint.

Parent Complaints/Grievances (cont.)

General Provisions

Filing

Complaint forms and appeal notices may be filed by hand-delivery, by electronic communication, including e-mail and fax, or by U.S. Mail. Hand-delivered filings shall be timely filed if received by the appropriate administrator or designee by the close of business on the deadline. Filings submitted by electronic communication shall be timely filed if they are received by the close of business on the deadline, as indicated by the date/time shown on the electronic communication. Mail filings shall be timely filed if they are postmarked by U.S. Mail on or before the deadline and received by the appropriate administrator or designated representative no more than three days after the deadline.

Scheduling Conferences

The CLC Director shall make reasonable attempts to schedule conferences at a mutually agreeable time. If a parent fails to appear at a scheduled conference, the Director may hold the conference and issue a decision in the parent's absence.

Response

At Level One, "response" shall mean a written communication to the parent from the Director. Responses may be hand-delivered, sent by electronic communication to the parent's e-mail address of record, or sent by U.S. Mail to the parent's mailing address of record. Mailed responses shall be timely if they are postmarked by U.S. Mail on or before the deadline.

Days

"Days" shall mean CLC business days. In calculating time lines under this policy, the day a document is filed is "day zero." The following business day is "day one."

Representative

"Representative" shall mean any person who or organization that is designated by the parent to represent the parent in the complaint process.

The parent may designate a representative through written notice to the Director at any level of this process. If the parent designates a representative with fewer than three days' notice to the Director before a scheduled conference or hearing, the Director may reschedule the conference or hearing to a later date, if desired, in order to include the CLC's counsel. The CLC may be represented by counsel at any level of the process.

Consolidating Complaints

Complaints arising out of an event or a series of related events shall be addressed in one complaint. A parent shall not file separate or serial complaints arising from any event or series of events that have been or could have been addressed in a previous complaint.

When two or more complaints are sufficiently similar in nature and remedy sought to permit their resolution through one proceeding, the complaints will be consolidated into one complaint.

Untimely Filings

All time limits shall be strictly followed unless modified by mutual written consent.

If a complaint form or appeal notice is not timely filed, the complaint may be dismissed, on written notice to the parent, at any point during the complaint process. The parent may appeal the dismissal by seeking review in writing within ten days from the date of the written dismissal notice, starting at the level at which the complaint was dismissed. Such appeal shall be limited to the issue of timeliness.

Costs Incurred

Each party shall pay its own costs incurred in the course of the complaint.

Complaint and Appeal Forms

Complaints and appeals under this policy shall be submitted in writing on a form provided by the CLC Director.

Copies of any documents that support the complaint should be attached to the complaint form. If the parent does not have copies of these documents, copies may be presented at the Level One conference. After the Level One conference, no new documents may be submitted by the parent unless the parent did not know the documents existed before the Level One conference.

A complaint or appeal form that is incomplete in any material aspect may be dismissed but may be refiled with all the required information if the refile is within the designated time for filing.

Level One

Complaint forms must be filed:

Within 15 days of the date the parent first knew, or with reasonable diligence should have known, of the decision or action giving rise to the complaint or grievance; and with the CLC Director.

The Director shall investigate as necessary and schedule a conference with the parent within ten days after receipt of the written complaint. The Director may set reasonable time limits for the conference.

Absent extenuating circumstances, the Director shall provide the parent a written response within ten days following the conference. The written response shall set forth the basis of the decision. In reaching a decision, the Director may consider information provided at the Level One conference and any other relevant documents or information the Director believes will help resolve the complaint.

Level Two

If the parent did not receive the relief requested at Level One or if the time for a response has expired, the parent may appeal the decision to the Board.

The appeal notice must be filed in writing, on a form provided by the CLC Director, within ten days of the date of the written Level One response or, if no response was received, within ten days of the Level One response deadline.

The Director shall inform the parent of the date, time, and place of the Board Meeting at which the complaint will be on the agenda for presentation to the Board.

The Director shall provide the Board the record of the Level One appeal. The parent may request a copy of the Level One record.

The Level One record shall include:

1. The Level One complaint form.

2. The notice of appeal from Level One to Level Two.
3. The written response issued at Level One and any attachments.
4. All other documents relied upon by the Director in reaching the Level One decision.

The appeal shall be limited to the issues and documents considered at Level One, except that if at the Level Two hearing the Director intends to rely on evidence not included in the Level One record, the Director shall provide the parent notice of the nature of the evidence at least three days before the Board Meeting.

The Board Chairperson may set reasonable time limits and guidelines for the presentation, including an opportunity for the parent and the Director to each make a presentation and provide rebuttal and an opportunity for questioning by the Board. The Board shall hear the complaint and may request that the Director provide an explanation for the decisions at Level One.

The Board shall then consider the complaint. It may give notice of its decision orally or in writing at any time up to and including the next regularly scheduled Board Meeting. If the Board does not make a decision regarding the complaint by the end of the next regularly scheduled meeting, the lack of a response by the Board upholds the administrative decision at Level One.

Security & Safety Policy No. 28

Each person authorized to pick up a child receives a Security Key Code for access to the building. This is a personal code, not to be shared with others. Only adults should use the security code. **All parents are asked to walk children to the classroom upon arrival. Never allow children to enter or be in the building without adult supervision. Never leave children in a room unattended.**

The CLC utilizes a complete and advanced security/surveillance camera system covering the entire facility. Cameras are located in all classrooms, hallways, the main entrance, and on the playground. The cameras are on a closed-circuit system and are able to be viewed from a monitor in the director's office or the large monitor in the CLC reception area.

Entry to the CLC building requires an assigned door code to be entered at the main entrance.

If an un-authorized person or visitor without a door code enters the building with you, please help keep our facility secure by directing them to the Reception Desk.

Weapons

Weapons are not allowed at the CLC, regardless of having a license to carry. Law enforcement officers may use or possess a weapon on CLC property when wearing a visual badge or in uniform.

The weapons policy includes CLC owned or leased property including FBC or CLC vehicles, sites of CLC-sponsored events, any client or vendor location while on CLC business, and any other locations where CLC employees and children are gathered (except where state law provides otherwise).

The Christian Learning Center is a gang-free zone.

Criminal Offenses related to organized criminal activity are subject to a harsher penalty under the Texas Penal Code if they occur within any area within 1000 feet of the CLC.

EMERGENCY PREPAREDNESS PLANS

Policy No. 29

The Christian Learning Center is on a notification list with the local fire department, police department, and WTAMU police department, to be notified of any severe weather, fire, or dangerous persons or situations putting our Center at risk or danger. Fire drills are practiced monthly and severe weather drills and lockdown drills are practiced at least four times per year. All staff is trained on emergency procedures. Smoke/Carbon Dioxide detectors are located in each classroom. Our center is also equipped with a fire sprinkler system. These are tested monthly. A map detailing the escape route out of the building is posted in each classroom. Detailed plans on emergency safety procedures are available for your review upon request so as not to disclose specifics to the public and compromise the safety of our children. A layout map of the building and emergency routes is available upon request by enrolled families, emergency personnel, and Childcare Regulation.

If the CLC is under a threat of danger that extends past our usual operating hours, all children will be cared for until they can be released and picked-up by their authorized pick-up person. The CLC maintains a stock of extra water & snack supplies in the case of emergency.

If evacuation to another location is necessary, all children will be taken to the First Baptist Church Ministry Center, 1620 4th Ave., Canyon, TX 79015, across the street from the CLC.

I. In Case of Power Blackout

- a. If rooms are too dark to use, and weather is nice, children will be evacuated to outdoor play areas.
- b. If indoor areas are hot and air conditioners have ceased to operate, children will be evacuated to outdoor play areas.
- c. In the case of a prolonged power outage, all parents will be notified to pick up their child.

II. In Case of Flooding

- a. If it is safe to remain in the building, all persons will be located to the second floor if needed, unless ordered to evacuate by officials
- b. Available emergency supplies will be used to keep children comfortable
- c. If ordered to evacuate building and the grounds are flooded outdoors, we will wait for official assistance.

Emergency Notification To Parents/Guardians:

For all emergency situations, parents/guardians will be notified by the order of the ProCare App messaging/text/email/phone, as each method is available. Timing of notification is determined by when the situation is under control and children are safe enough for notifications to be sent.

EVACUATE

GAS
LEAK!

- Called when there is a hazard such as a fire or gas leak inside the building
- Staff move children to one of two assembly locations outside the building and await further instructions
- For long-term evacuation, all persons move to First Baptist Church Ministry Center Bldg., across 4th Ave.

SHELTER



- Called when there is severe weather or a hazard requiring sheltered protection
- Staff move children through stairwells to center hallway in the basement level of the CLC building
- Children who are capable, assume a safe sitting position along the walls of the basement hallway
- Staff help ensure all children are protected until threat has passed and are given further instruction

LOCKDOWN



- Called when there is a threat or hazard from a person inside the building
- Staff move children out of hallways, out of sight, turn off lights, secure door to room, and maintain silence until given further instruction
- Only First Responders are allowed to enter building

LOCKOUT



- Called when there is a threat or hazard from a person outside the building
- Staff move children to inside of building, lock all exterior doors, and resume normal activities inside
- No persons are allowed to exit or enter building except First Responders

Important Contact Information

Christian Learning Center
PO Box 1264
1717 4th Avenue
Canyon, TX 79015
655-3246

First Baptist Church
1717 4th Ave
Canyon, TX 79015
655-2501

Childcare Regulations
3521 W. 15th Street
Amarillo, TX 79102
806-354-5307

Child Abuse Hotline
1-800-252-5400

Poison Control
1-800-764-7611

Texas Department of Protective & Regulatory Services
www.tdprs.state.tx.us

Immunization Information
www.tdh.state.tx.us/immunize