



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

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

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 are masters as they instruct children in developmentally appropriate activities yet always reaching out to extend their learning through high quality, fun, educational, hands on lessons. 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

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.

Closures

The CLC will use the same schedule as the Canyon Independent School District schedule for closures. We will not be open on icy or snowy days if the CISD schools are closed. The CLC will always be closed on Good Friday before Easter. 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.

Registration & Tuition Fees

Registration Fee

A Registration fee of \$25 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.

Tuition Rates

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. 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 in advance.

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

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.

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.

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

VACATION WEEK

After your child remains enrolled at the CLC for one consecutive year, you are eligible to take one week of vacation during each calendar year without being charged tuition for that child. Please give at least 2 weeks' notice 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.

Late Fees

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 fee are not received within 5 days of the due date, your child will 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. After a returned check occurs, tuition must be paid with cash or a money order. Your child may not attend the CLC until your returned check is taken care of.

The school does not have a provision for child care after 6:00 p.m. A warning will be given at the first late pick-up. After the first occurrence, a \$1 per minute 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.

Early Withdrawal

At least 2 weeks' written notice is required for termination of childcare services. Any fees not paid on time with regards to termination of child care services will also be subject to daily 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.

Admission & Enrollment Procedures

All forms from registration packets, medical records, registration fee, and first week's tuition 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
- 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 annually to ensure all information is accurate.

Reserving a Space for Infants in Room 101 (0-6 months)

If you wish to reserve a spot for your newborn infant in room 101, 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. Admission will be given as space/current enrollment allows.

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 up-coming 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)

Class Ratios

We follow and usually stay below the state requirements for classroom ratios. When enrollment is full, 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 Yr. Olds-2 Caregivers for every 16 2 yr olds. 1 Caregiver for up to 11 2 yr. olds.

3 Yr. Olds-2 Caregivers for every 20 3 yr. olds. 1 Caregiver for up to 15 3 yr. olds.

4-5 Yr. Olds-2 Caregivers for every 20 4 yr. olds. 1 Caregiver for up to 18 4 yr. olds.

Withdrawing from the Program (temporary or permanent)

Once a child has withdrawn from our program, whether it be temporarily, or permanently, that space is 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, and all enrollment papers and fees have been paid.

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.
- 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.

Health

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. 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.

Smoking Policy: Smoking/Vaping or the use of tobacco products is not allowed at the CLC, or on the premises, including the playground or entrance area.

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 recommended 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.

Illness/Exclusion Policies

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 posted at the child's classroom and you will be notified when you pick up your child.

Your child will be sent home if he/she appears to have any of the following symptoms of illness during the day:

- ✓ **Fever (Temperature of 100.1 degrees or higher)**
- ✓ **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), 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 isolated from the class 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. Sick child charges will be collected at the time 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 constant cough*
- *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*

Procedures for Dispensing Medicines

Authorization to administer medication must be: 1) obtained from the child's parent in writing, signed and dated, 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 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. Medication must be given as stated on the label directions; or as amended in writing by the child's health-care professional. It must be in the original container labeled with the child's full name and the date brought to the Center. It may be administered only to the child for whom it is intended, and not after its expiration date.

Procedures for 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 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 is CPR and First Aid trained and certified. All accidents and injuries are documented on an Injury/Accident Report that requires signature of parent/guardian.

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/.

Procedures for Parent Notifications

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.

Notice of upcoming field trips, programs, and all other required notifications will be posted at the classroom door and in newsletters. Information may also be sent out via email and text messaging. When parents are invited to participate in the CLC's operation and activities, a sign-up sheet will be posted at each classroom, or at the front desk.

Discipline & Guidance Policy

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

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 feeling.
- If the child’s behavior has not subsided in fifteen minutes, the child’s parents will be contacted by phone and the child may be sent home.
- After a two week period has passed and the behavior has continued to be a consistent problem, the situation will 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.
- A written behavior report of each incident of a child causing injury to another child will be signed by the parent and a copy placed in the child’s folder.

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 in to a meeting 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:

- Inappropriate, non-Christian-like 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

All parents/guardians are expected to treat the CLC Staff with respect and in a polite 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.

All persons on CLC premises are expected to behave in a polite, Christian-like manner and follow all CLC policies. Failure to do so will result in being asked to leave the premises and local authorities may be notified.

Drop-off and Release of Children

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.

If your child will be arriving later than 9:00 AM, notify us in advance so we can plan for their attendance. Please avoid bringing your child during their class' scheduled nap time as to not interrupt others while they are resting.

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 each day. The CLC keeps daily attendance records of children and staff for the previous 3 months.

Departure

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 Social Security number and/or 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. Please supervise children as well as siblings/friends who are in your care during the entire pick-up and drop-off period.

Security & Safety

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 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).

Attendance

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. Please call the CLC office at 655-3246 if your child will be arriving late or will be absent.

The school does not have a provision for child care 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. 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.

Children may attend only on the days of the program for which they are enrolled. 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).

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.

Daily Activities

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*) 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.

Infants:

Daily schedule is based on the 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 meal times, 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 meal times, 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 meal times, 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.

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.

Insect Repellant and Sunscreen

The CLC will apply sunscreen and/or bug repellant as needed. Sunscreen and bug repellant must be provided by the parent, must be in the original container, and must not have expired. A "Sunscreen/Bug Repellant Permission Slip" must be completed by the parent before these items can be applied.

Active Play

Toddlers are scheduled for a minimum of 60 minutes of moderate to vigorous active play daily. Pre-school age through school-age children (full day) are scheduled for a minimum of 90 minutes of moderate to vigorous activity daily.

Mandatory Rest Period

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 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, may, but are not required to bring nap items.

Daily Needs & Care

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: bottles, 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 is kept frozen in the CLC freezer, or may be provided daily to caregivers for infant feeding. The CLC provides a comfortable and private place for a mother to breastfeed her child.

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 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 meal time.

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.

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 where 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. School age children may bring quiet games or game devices to use during designated times such as rest time.

The CLC is not responsible for damage to or loss of personal belongings brought to school.

Clothing/Personal 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 that 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 room. 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.**

Most jewelry is not safe for wearing at Preschool. **Dangling earrings and necklaces are not allowed.**

An extra complete set of clothing for each child must be provided and available each day in all rooms, of all ages. 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 may call you during the day to notify you that we need clothes for your child to wear 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.

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. Each preschool classroom teacher may only talk each child through the process as they are not allowed to assist in any way. 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.

Food Service Practices (Updated October 2021)

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 up 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.**

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 lunch time 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. Dessert items may be withheld and not offered to the child until they eat a majority of the main course.

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.

Food Service Practices (cont.)

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.

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

hot dogs sliced into rounds, whole grapes, hard candy, string cheese, 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

Transportation

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 FBC 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 on 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 post the time children are expected to return to the CLC. The notice will be posted 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. The notice will remain posted until all children on the field trip have returned to the CLC. 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.

Parties

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. **Peanut containing products will not be served.** Parties are usually held at regular snack times. Please make arrangements with your child's teacher in advance for these parties. We do not pass out birthday party invitations unless the entire class is being invited.

Animals

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 must 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 type of field trips.

Parent Complaints/Grievances

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.

Parent Complaints/Grievances (cont.)

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 refileing is within the designated time for filing.

Parent Complaints/Grievances (cont.)

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.

Parent Complaints/Grievances (cont.)

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.

Parent Communication/Involvement

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.

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 “Kid Reports” App to your electronic device to receive notifications easily throughout the day.** You will receive an electronic invitation for “Kid Reports” upon enrollment. If you are not using the “Kid Reports” 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.

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.

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, 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. 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 also 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.

You are entitled to & may review the following:

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

Our Required Postings are located at the front 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.

Christian Learning Center Staff

We have carefully selected experienced, qualified, and loving staff to care for the children in our program. Each staff member is required to have 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 attend 24 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. They are committed to the development of each child spiritually, emotionally, and physically.

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.

Neglect and Abuse Policy

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
- ❖ Consultations with the Director for coordination between the center and appropriate community organizations.
- ❖ 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:

Department of Family & Protective Services

3521 SW 15th Ave., Amarillo, TX
1-800-252-5400 (Abuse Hotline)

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)

EMERGENCY PREPAREDNESS PLANS

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 at the time of the fire drill. 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.

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.

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

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.

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

Child Care 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