

CHILDREN'S LEARNING CENTER PARENT HANDBOOK
OPERATIONAL POLICY
March 2024

LOCATION

The Children's Learning Center is located at the First Christian Church campus at 1301 West Louisiana, Midland, Texas. The Children's Learning Center is a united program combining Preschool (3- and 4-year old's) and Mother's Day Out (8 weeks to age 2). In the summer we accept children up to the age of 12. The telephone number is (432) 682-5021. The Director's office is located on the south side of the building parallel to Michigan Ave, Room 107.

PURPOSE AND PROGRAM GOALS

The Mother's Day Out and Preschool Program is an outreach ministry. Both the Preschool and Mother's Day Out are licensed by the Childcare Regulation (CCR) Department of the Texas Health and Human Services.

Preschool and Mother's Day Out are open to all families in the community and the surrounding area regardless of race or economic background. The Children's Learning Center is supported primarily by the tuition paid from participating families.

Parents and educators are becoming increasingly aware of early childhood experiences, and how these experiences influence future development of the young child. In our program, emphasis is placed on the needs of the individual child. Each child is helped to experience success and is given many opportunities to learn through new activities and experiences. We believe that children learn through play, and we have a balance of open-ended activities and academic activities. Our curriculum is centered on thematic units which are creative and informative. The program is planned to meet the needs in all areas of development: social, emotional, intellectual, physical, spiritual, and aesthetic. Specific program goals enable the child to:

1. Develop the ability to communicate effectively with teachers and classmates, to hear and imitate sounds used to form words, and to understand and follow simple instructions.
2. Develop a growing concept of the relationship of numbers, time, space, and form.
3. Have opportunities for observing and understanding nature and science.
4. Learn more about self and others through informal role play and through interaction with peers.
5. Understand that God has something to say to each person in every situation that will be encountered.

6. Learn how to understand what God has to say to each person through knowledge of the Bible, especially in relation to Jesus Christ, and through the work of the Holy Spirit in self and in others.
7. Become aware that each person is worthy of God's love and the love of other human beings.
8. Grow in assuming personal responsibility for self and others and growth in independence.
9. Develop understandings, attitudes and skills including decision making appropriate for the child's particular age.
10. Experience the loving care of adults whose own lives exemplify commitment to the Christian community. God's love for everyone is demonstrated through the care of Christian teachers and Bible stories.

SPECIAL ACTIVITIES

Emphasis is given to the development of Christian character traits such as compassion, forgiveness, initiative, integrity, thankfulness, cooperation, and respect. Bible verses are included each month.

Other special activities include math madness, Spanish, chapel, fun fitness, camp library, cooking activities, and science for preschool classes. Mother's Day Out classes rotate daily to library, science, music, and chapel.

Mother's Day Out and Preschool participate in Open House. Preschool does an annual Christmas Program, Thanksgiving Feast, and Spring Program. Mid-year evaluations, year-end parent-teacher conferences, and Graduations are held in Preschool.

AGE GROUPS

All Mother's Day Out and Preschool classes are staffed by two adults.

Mother's Day Out

The Mother's Day Out program is developed for children from 8 weeks to age 2 and operates Monday through Friday from 9:00 a.m.-3:00 p.m. The nursery has approximately 10 babies per day. The toddlers have approximately 15 children per day. The MDO classes have approximately 17 children per day. Our summer program operates Monday through Thursday from 9:00 a.m. - 3:00 p.m. Class sizes are never above the state mandated ratios.

Preschool

The prerequisite for Preschool children: *All Preschool children 3 years old and older must be completely potty trained by the beginning of the school year*. This includes not wearing a Pull-Up/diapers during hours of attendance, the child verbalizing their need to use the restroom, as well as their ability to dress/undress and wipe themselves. These classes will have approximately 17 children and will operate on Monday-Wednesday-Friday or Monday-Friday. The Preschool operates from 9:00 a.m. - 3:00 p.m.

Inclusive Classrooms

The CLC has inclusion classes for children with developmental differences. Inclusion teachers have or are receiving supplemental education. We supplement our instruction with additional emphasis on sensory, motor, and social activities. A consultation with the Preschool teacher, Inclusion Coordinator, and the Director is mandatory for the children that fall under the S.E.A.S. program.

YEARLY SCHEDULE

The Children's Learning Center classes begin the first Tuesday after Labor Day and will run through May. We will operate on the MISD calendar for all holidays, vacations, and bad weather days. (except for early release, Christmas Break, Intersession Week, and the end of the school year.) However, due to MISD closing for teacher development on different days throughout the year, we will not take those days off at the CLC. This is to ensure that our students receive an adequate number of days to attend our program. If M.I.S.D. is closed for bad weather, the CLC will be closed. If M.I.S.D. delays the school's opening, we will delay it until 10:00 a.m. For any reason, if there were an early dismissal, we will notify you by telephone or notes if we know in advance.

ENROLLMENT

Enrollment is held in the spring for the following school year. Children may also be enrolled at other times if space is available.

Enrollment forms may be obtained in the Director's office. These forms include information concerning your child, tuition, and class selection. To enroll your child, an Admission Requirement form, a current Immunization record, and a form signed by a Dr. are required by the State of Texas. The completed enrollment package accompanied by payment of a non-refundable registration/supply fee is required. Enrollment is open to any child regardless of race, religion, sex, or cultural background. Parents will be notified of policy changes in advance.

SCHOLARSHIPS

The Children's Learning Center has budgeted money for a limited amount of children's scholarships. If your family needs a scholarship, please ask the directors for an application.

TUITION AND FEES

The Children's Learning Center's rates are set at the point which offsets expenses of operation, staff, and equipment. Individual statements are not sent out. All tuition is due on or before the first day of each month. Checks should be made payable to CLC. Payments can also be made online through My Procure. (Instruction Sheet is included at the back of the handbook packet.) Additional charges are as follows:

1. Late tuition charge: All fees are due on or before the first day of each month. A late fee of \$10.00 will be made effective on the tenth day of the month.
2. A registration/supply fee will be due with the enrollment form. A registration/supply fee is required to pre-register your child. This fee is non-refundable.
3. Monthly tuition is from the first of the month to the end of each month. Tuition is not pro-rated or carried over to the next month. Full tuition is due regardless of scheduled days off.
4. A charge of \$25.00 will be added onto your tuition for any checks that are returned to us that are marked insufficient funds.
5. If your child has attended the CLC program for any part of a given month, tuition for that month is not refundable.
6. All families will be asked to keep their accounts current. After two (2) months of delinquent payments on accounts, the child/children will be asked to leave the program.
7. Drop-in fee is \$25.00 a day.
8. The CLC closes at 3:00 p.m. If your child is not picked up by 3:10 a late fee of \$10 will be administered.

ABSENCES

If your child will be absent because of illness, vacation, or any other reason, please inform the office as soon as possible. Tuition fees must still be paid for these days to hold your child's place in his/her classroom.

ADJUSTMENT PERIOD

Each child has his/her own way of adapting to a new environment. Some will protest and some will never have a reluctant moment. Please remember to expect a period of adjustment as often growing experience's cause concern and stress. Rely on the staff to help your child as we are glad to have the opportunity to be a part of your child's life and a service to you.

EMERGENCY PREPAREDNESS PLAN

Keeping the children on our campus safe is a top priority for us. All doors on this campus are locked. You must check your child in/out at the CLC office between the hours of 9:15 AM – 2:45 PM. We use the Shelby Next App to take attendance. A report is sent to the office. This report is used in the afternoons for parents to sign their child out. Please remember your child must be signed out daily with your signature and time picked up. Telephones are installed in each classroom allowing teachers to call 911 or the CLC office anytime. Security cameras have been strategically placed around the campus allowing us to monitor and view activity.

The first responsibility of staff in an emergency or relocation is to move the children to a designated safe area or alternative shelter known to all employees, caregivers, parents, and volunteers. Staff will continue to care for the children until they are released to the proper person.

The CLC will conduct monthly fire drills to practice getting out of the building quickly and safely. When the fire alarm sounds, the teachers will exit with the children and start walking toward the north side of the campus. They will exit through the main gate on Louisiana. A cone will be placed near the fence in front of the office and Room 306, on the cone will be a black arrow pointing to the left (west) or the right (east). The teachers will take their class out in the direction the arrow is showing. If we are exiting to the east, we will walk in front of the sanctuary to the east side of the building, children will sit with their backs against the brick wall of the church (office side). If we are exiting to the west, we will walk in front of the children's chapel building and along the sidewalk, children will be seated against the brick walls on the west side of the building. The Children's Learning Center has a fire extinguishing and smoke detection system which are approved and inspected by the local fire marshal and fire extinguishing company. In the event of a tornado, we will relocate to the Family Life Center (gym). In a tornado we will have the children get into the fetal position with their hands over their heads.

Shelter In Place/Lockdown: Quarterly we conduct emergency preparedness drills which include natural disasters such as tornadoes, floods, and lockdown procedures such as an intruder with a weapon. During a lockdown drill the teachers and children remain in the corner of their locked classrooms with the blinds shut until given all clear. During lockdowns all outside doors will be locked and no one will be allowed in except for emergency personnel.

Missing Child: In the event a teacher discovers a child is missing from the classroom, notify the directors immediately. The school will go on lock down. The directors and one teacher from each preschool classroom will start a search of the campus. All rooms where the child was will be searched. Authorities will be called immediately to help search as well.

Evacuation and Relocation: (Directions and Diagram Included on the next page) The teachers and directors will take their emergency backpack which includes a copy of the emergency contacts for each child in their class, a first aid kit including water and a flashlight, and the sign in/out clipboard. In the event we must evacuate the premises, classes will meet on the West side of the buildings on G Street. The infants will be evacuated in cribs and the older children will be carefully walked over as a group to Holy Trinity Episcopal Church at 1412 W. Illinois Ave. The direct line to Holy Trinity Episcopal church is 432-683-4200. In the event we must evacuate the neighborhood we will relocate to Midland College Childcare Center at 3600 North Garfield. The infants will be transported in infant carriers and the older children will be seat belted in the Church bus. The direct line to the Midland College Childcare Center is 432-685-4573.

Communication: The directors and teachers will then notify the proper authorities and a parent/guardian in the event of an emergency. The Children's Learning Center emergency contact number is 432-682-5021. All teachers will comply with the regulations listed in the Minimum Standards Rules and Regulations handbook Section 746.1301.

Gang-free Zone

A gang-free zone is a designated area around a specific location where prohibited gang related activity is subject to increased penalty under Texas law. The specific locations include day care centers because of House Bill 2086 that passed during the 81st Legislature, Regular Session, Chapter 42 of the Human Resource Code includes section 42.064, effective September 1, 2009.

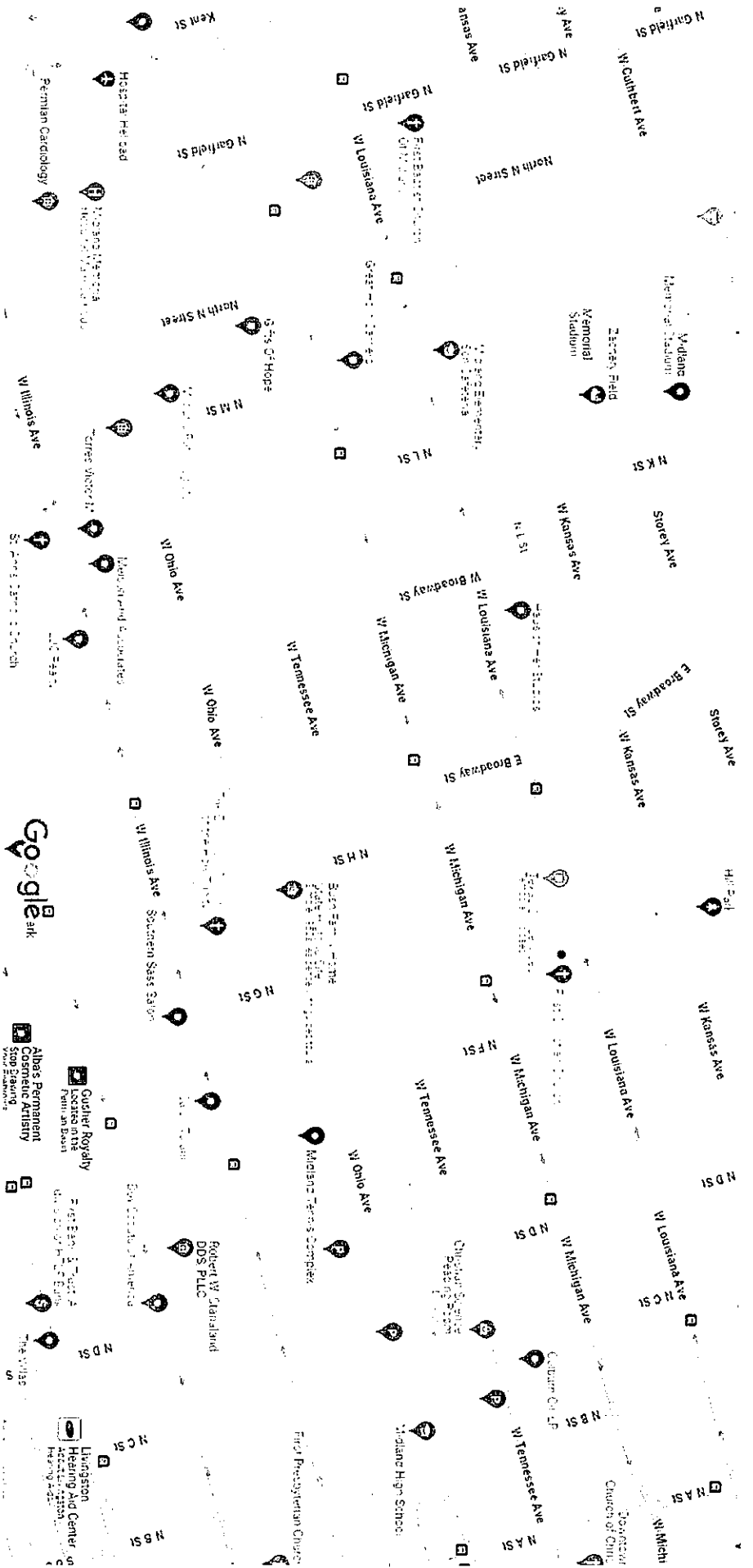
Firearms

In accordance with Texas law, firearms and other weapons are strictly prohibited in all licensed childcare centers. If a gun or other weapon is identified by CLC directors, the person will be asked to leave the property. Police officers or peace and security officers who are trained and certified to carry a firearm on duty may have firearms on the premises of a childcare center.

HEALTH AND SAFETY

Snacks & Lunches: Please be sure your child finishes their breakfast before coming to school. Parents need to provide nutritious snacks and juice for their child's class on a rotation basis. Parents will provide a healthy lunch for their child daily. Lunches can be reheated, but do not include frozen foods. Remember to bring eating utensils. A cold pack in your child's lunch will keep it fresh and cold until lunch time. Please refrain from sending carbonated drinks in your child's lunch.

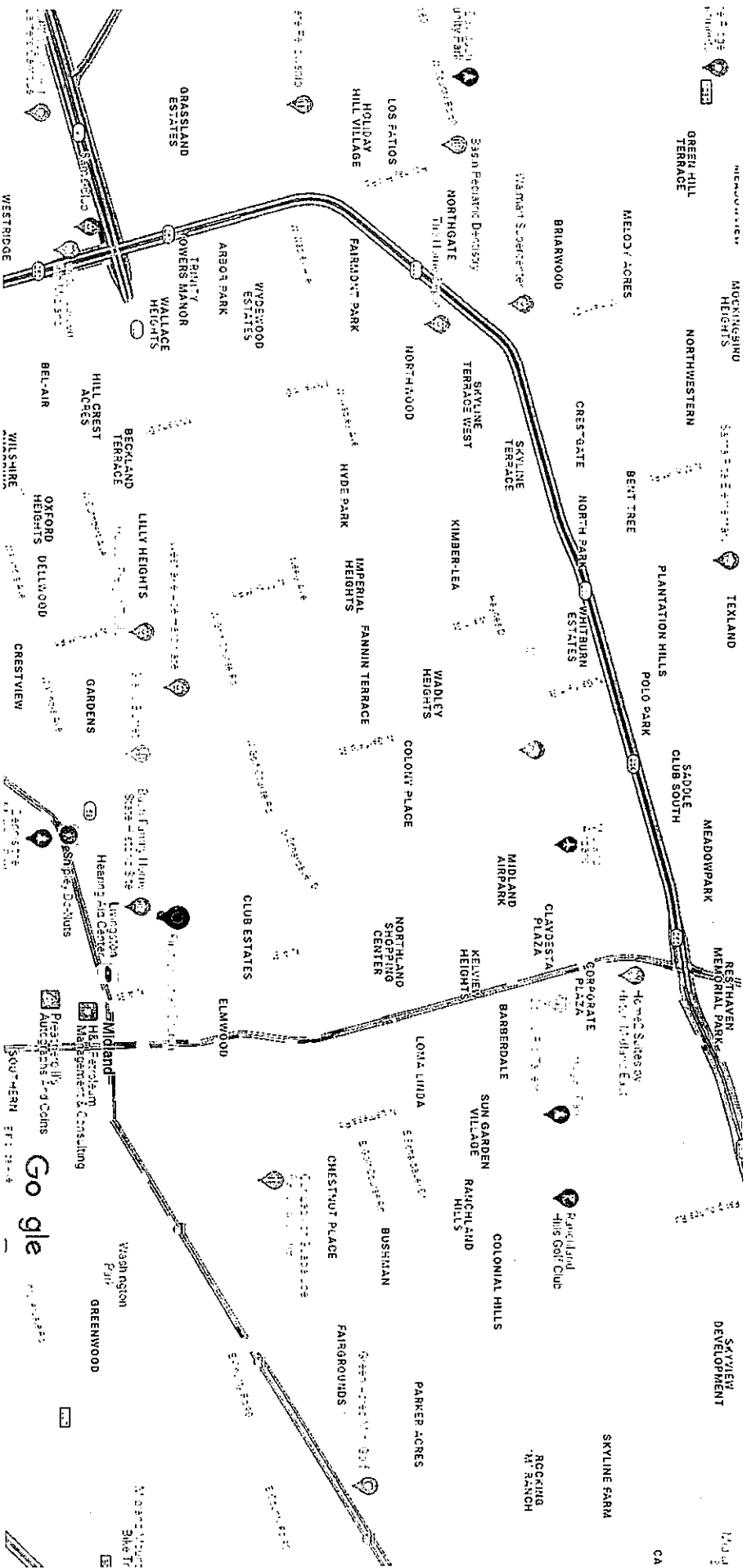
Illnesses: We are not staffed to provide care for sick children. Children that are ill must be kept at home. Any time your child becomes ill during the day, a staff member will contact you to come get him/her immediately. We would appreciate your prompt response regarding picking up your child as we do not have facilities to accommodate sick children. If no one has picked up the child within 30 minutes of the initial notification, then one of your emergency contacts will be notified.



Walking route to evacuate the premises of FCC CLC to Holy Trinity Episcopal Church at 1412 W. Illinois Ave. 432-683-4200

Children, teachers and staff will meet on the west side of the Youth Building (near G Street). The infants will be evacuated in cribs and the older children will walk to Holy Trinity.

We will begin walking south on G street for 0.2 miles. We will turn right onto Ohio Street, turn left into the parking lot and walk into the gym area of the church.



Driving route to evacuate the neighborhood to Midland College Childcare Center at 3600 North Garfield. 432-685-4573. The infants will be evacuated by carriers and the older children will be seat belted in the Church bus or in personal vehicles.

Driving instructions: Turn west onto Louisiana Ave. Next turn right onto G Street. In 0.2 miles turn right onto W. Cuthbert Ave. In 0.4 miles turn left onto N. A Street. In 1.5 miles, turn left on Wadley Ave. In .05 miles turn right onto N. I Street. In 0.4 miles turn left onto Circle Drive. In 350 feet turn right then arrive at the destination.

Immunization Requirements – All children enrolled in the Children's Learning Center must provide a current immunization record or a notarized affidavit (exemption from immunizations for reasons of conscience) for all enrolled children.

If your child has had a temperature or severe diarrhea or vomiting, he/she should be kept home 24 hours after the symptoms disappear. You will be notified if your child is exposed to a contagious disease. See attached Policies and Procedures for Illness.

Medication: We will not administer any medication without a parent signature on the Medication Authorization Form. We will not keep any medication including aspirin in the office. Only the Directors will be able to give the medication. **PLEASE DO NOT SEND ANY KIND OF MEDICATION IN BACKPACKS.**

Safety: Every possible precaution is taken to protect your child, but unfortunately accidents do happen. Our staff can act quickly and accurately in an emergency. Please keep your phone numbers and emergency call numbers current so that in case of an emergency, we will be able to contact a parent/guardian. Also, in case of an emergency we would call 911 or transport them to Midland Memorial Hospital.

Medical Emergency: In the event there is a Medical Emergency with a child in our program, the teachers should immediately call the directors and call 911 for life threatening events. One teacher should oversee the injured/sick child while the second teacher takes the other children in the classroom across the room or to an adjoining classroom away from the incidence. Perform whatever needs to be done to help the child. Parents will be notified immediately once the child is no longer in danger.

Confidentiality: The director, teachers and staff of The Children's Learning Center will not disclose information about the children enrolled to anyone but the legal guardian of the child. This includes but is not limited to: neighbors, grandparents, aunts, uncles, cousins, friends, boyfriends/girlfriends, and stepmothers/stepfathers.

Injuries: If a child is recovering from any type of injury and if the supervision of the child takes away from the normal class environment, the Directors have the right to approve or disapprove the admittance of the child back into the program. In addition, a doctor's written release and a doctor's written instructions for the child's observation is required.

Hearing/Vision Screening: It is a mandatory requirement by the State of Texas Minimum Standards Rules and Regulations Handbook Section 746.629, that all 4-year-old preschool children enrolled receive a Vision/Hearing Screening. If a child has had a recent screening by his or her doctor, the CLC will need complete documentation by the doctor's office.

Nursing Mother's –Provisions will be provided for nursing mothers to breastfeed their children.

Safe Sleep: (See enclosed Minimum Standard Form J-800-2550)

Vaccinations: Please be advised that the Children's Learning Center at First Christian does not participate in any vaccinations for teachers.

Outside Play: Children in our program will spend some time outside each day. We feel that outdoor play is important for your child's healthy growth and development. Please dress your child accordingly. Provisions will not be made for children to spend time in the office during playground time.

Water Activities: Currently the CLC does not participate in any water activities such as sprinkler play, wading or swimming pools.

Invitation Policy: Personal invitations to parties and events for the children in your child's class need to be mailed unless everyone in the class is invited. This will alleviate any hurt feelings.

PROCEDURES FOR RELEASE OF CHILDREN

Children are released only to those persons authorized on the Admission Information Sheet (Form J-800-2935). Any change in routine arrangements, whether temporary or permanent, should be given to the teacher or Director in writing and will need to provide a picture I.D. before a child is released.

Parent Notification: We communicate with parents through office newsletters and classroom newsletters. In the event of an emergency, we would contact each other through phone calls, emails, and text.

Parents may visit the childcare center at any time during the childcare center's hours of operation to observe their child, the childcare center's operation, and program activities without having to secure prior approval.

PARENT PARTICIPATION

Parent participation and interest is encouraged. We invite you to visit and observe the Children's Learning Center in action. However, we encourage independence and cooperation with the CLC staff for initial adjustment time. It is very hard for the teachers to conduct class with parents in the room. Parent volunteers are needed for Preschool class parties and other special activities. Please inform the teacher ahead of time so that plans may be made for your visit. Conferences may be arranged by appointment.

CLOTHING AND PERSONAL BELONGINGS

Wear casual comfortable play clothes that are easy for your child to remove when he/she uses the restroom. Please keep in mind that we do go outside, and we do projects that include painting. We have smocks for painting, but they are not always foolproof. Please be sure your little girl wears shorts or leggings under their skirts and dresses. Be sure that shoes are appropriate for climbing such as tennis shoes. Please don't wear flip flops, sandals, crocs, or boots. Rubber soles are best.

Please send a spare set of clothes including underwear and socks in case of accidents. These should be given to the teacher and updated when the seasons change.

Children will need to bring a lunch, cup, or water bottle, nap mat, and a blanket. Infants and toddlers will need to bring diapers for the day. Wipes will be supplied. Be sure to mark everything with your child's name. Children should not bring gum, food, money, guns, knives, or toys. The school is not responsible for any items brought from home.

BITING POLICY

Our biting policy is as follows: After several bites by the same child, a letter will be sent to the parents. A backpack will be sent home with the parents. Biting backpacks include biting articles and children's books on biting. If the biting continues, the child could be asked to leave for the day, the week, or other alternatives may be discussed. It will be at the discretion of the directors as to expelling, promoting, or deciding which alternative to use to alleviate the situation.

GUIDANCE POLICIES

Guidance and discipline will be consistent and based on individual needs and development. No cruel or harsh punishment will be used. Staff will promote acceptable behavior and self-discipline. A positive approach will be used to offer alternatives to direct unacceptable behavior. A child will be removed from a situation or deprived of certain privileges if he/she cannot behave. If disruptive or abusive behavior continues after parents have been notified, the child will be sent home. At the discretion of the directors if the child's behavior does not improve, the child will be permanently removed from the program.

Reporting Child Abuse: The CLC supports the State of Texas Department of Protective and Regulatory Services guidelines on reporting child abuse. If the CLC suspects that a child is being abused or neglected or is in danger of abuse or neglect, we must report these suspicions to the Texas Department of Protective and Regulatory Services or to a local law enforcement agency. The Abuse Hotline for Texas is 1-800-252-5400.

Licensing: The CLC is licensed to provide childcare for 244 children through the Texas Department of Family and Protective Services. They can be contacted at any time at:

3401 North A Street
Midland, Texas 79705
(432) 686-0666

As a parent, you are entitled to a copy of the Minimum Standards for a Licensed Childcare Center. You may either ask the director/assistant of the CLC or you may view a copy on their website: www.tdprs.state.tx.us.

Policy and Procedures for Illness

Communicable diseases spread quickly in classrooms.

You need to keep your child at home if any of the following has or is occurring:

- *RASH (redness of the cheeks and body)
- *DIARRHEA (within the past 24 hours)
- *VOMITING (within the past 24 hours)
- *FEVER (now or within the past 24 hours)
- *CONJUNCTIVITIS (pink eye)
- *CONSTANT COUGH
- *HEAVY NASAL DISCHARGE (not clear)
- *UNREASONABLE, TIRED OR LISTLESS
- *FUSSY, CRANKY, GENERALLY NOT THEMSELVES

For the protection of the other children and teachers, we will ask you to come get your child if they are: RUNNING A FEVER, VOMITING, and/or HAVE 3 LOOSE STOOLS.

We appreciate your help and cooperation in following these policies and procedures.

Mother's Day Out

Classes are offered Monday through Friday from 9:00a.m. – 3:00p.m.

Available Classes:	Tuition (Monthly)	Registration/Supply Fee: (non-refundable)
1 child/1 day	\$165.00	\$130.00
1 child/2 days	\$250.00	\$130.00
1 child/3 days	\$335.00	\$130.00
1 child/4 days	\$420.00	\$130.00
1 child/5 days	\$505.00	\$130.00

Each child is charged a non-refundable yearly registration/supply fee of \$130.00.

Preschool

Classes are offered Monday, Wednesday, Friday, or Monday through Friday from 9:00a.m. – 3:00p.m.

Ages:	Days:	Tuition: (Monthly)	Registration/Supply Fee: (non-refundable)
3-year-olds	Mon./Wed./Fri	\$395.00	\$200.00
3-year-olds	Monday-Friday	\$535.00	\$200.00
4-year-olds	Mon./Wed./Fri	\$395.00	\$200.00
4-year-olds	Monday-Friday	\$535.00	\$200.00

Each child is charged a non-refundable yearly registration/supply fee of \$200.00.