

The Christian Learning Center **Parent Handbook**



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2020-2021

St. Paul's Christian Learning Center 2020-21 Handbook

CLC Mission Statement

The Christian Learning Center is a ministry that provides a Christian environment designed around the developmental needs and interests of preschool children while nurturing their spiritual, intellectual, physical, emotional and social growth.

The Christian Learning Center Prayer

Now before I run to play,
Let me not forget to pray.
To God who kept me through the night,
And waked me with the morning light.

Help me, Lord to love thee more
Than I ever loved before.
In my work and in my play,
Be thou with me through the day.

Amen.

Days and Hours of Operation

Classes Operate Monday-Friday on a staggered schedule

First Day of School is Tuesday, October 1st 2020

Last Day of School is Thursday, June 3rd 2021

School Holidays

**The Christian Learning Center follows the Dorchester District II school calendar(with the exception of CLC start date, end date and closure for Good Friday if not already included on the DD2 calendar) for holidays and teacher workdays, as well as the District II closings due to bad weather. In the event of severe weather, listen to your local television broadcast or radio and follow the District II directions. I will contact you via REMIND 101 too. If DD2 designates make up days due weather related closings, we will make up those days to, if they are made up during our CLC school calendar.

Current Closing's for DD2 are:

November 3rd Election Day

November 25-27th Thanksgiving

December 21st- Jan. 3rd Christmas RETURN Jan. 4th

January 18th MLK Day

Feb 1st (staff day)

April 2-9th Easter Break

Attendance Guidelines

1. The Christian Learning Center operates Monday – Friday (depending on class schedule)
2. We are required to keep a copy of your child's immunization record on file. **Please bring a copy on your child's first day of school.** As your child receives updated immunizations, please let us have a copy of that form as well.
3. The Christian Learning Center must keep an emergency contact form on file for your child's safety. Fill out the emergency contact information as soon as possible and return it to your child's teacher. I will not let your child leave with anyone who is not on your list. They must show a DL.
4. Children aged 18 mos. to 4 yrs. may attend CLC.
5. Children should arrive at 8:50 we will be doing the temp check and survey daily. Your child's teacher is preparing for the day and may not be in the classroom before 8:50.
6. **The late charge for tardy pick-up is \$1.00 per minute. This will be implemented for consistent tardiness.**
7. Because accidents do happen, please send in an extra set of clothes for your child. Your child's clothes should be kept in a labeled baggie and will be stored in your child's classroom for his/her use.
8. We try to play outside every day. Please make sure your child is prepared for the day's weather with a jacket, sweater, sturdy shoes, and sunscreen.

Arrival and pick-up Procedures

CLC will open its doors for the beginning of the day at 8:50 am.

Parents: This year we will use the carpool line only, to drop your child off for school in the morning. CLC will begin accepting children into the building at 8:50 am. A staff member will greet you in the carpool zone and assist your child to his/her classroom. Please unbuckle your child and Hold their hand outside the car until the teachers takes your child's hand. The teacher will ask you a few health screening questions and take your child's temp. (see our Illness and Covid policy)

Put your carpool pass in the DRIVER'S SIDE WINDOW of your vehicle to identify your child.

Pick up- Please arrive before your child's scheduled dismissal. (Please refer to dismissal schedule in your summer packet) A member of CLC's staff will greet you and release your child to you for **you** to buckle your child in his/her safety restraint. You will then exit the property onto Gadsden St. If someone other than yourself is picking your child up through the carpool line, please make sure that they have your child's carpool pass in their window AND that you have called or written a note to let us know of the changes. I will also need to see their DL.

NEVER LEAVE CHILDREN UNATTENDED IN CARS OR ON SCHOOL GROUNDS!! NEVER LEAVE YOUR CAR RUNNING UNATTENDED.

Tears are a normal part of the "goodbye" process, especially in the youngest preschool students. **It will be easier on your child if these good-byes are short and sweet.** Please respect the Teacher and her attempts at classroom management. Please call as frequently as you wish for an update or details about his/her day. This will be comforting for you.

If you will not be at the phone number on your emergency card, please leave a number where you can be reached with your child's teacher.

If someone other than your child's usual ride home will be picking them up, notify the teacher by sending a note in their communication folder. Anyone picking up a child should be prepared to show a picture ID before we will release your child.

General Policies

ILLNESS: It is important for the children and staff at the CLC that contagious bacterial or viral infections are not spread throughout the school. If your child has a fever, cold, sore throat, chesty/dry/hacky cough, or a runny nose with dark yellow or green mucus (even without a fever), or any other contagious conditions such as chicken pox or conjunctivitis, please keep him/her home. We are required to send your child home in such cases and will have to call you to come and pick them up from CLC. CLC does not provide care for mildly ill children. This prevents the spread of illness to other children.

If a child is brought to the office and has a temp of **99.6** we will call you to come pick up your child. You must pick up your child within 30 minutes of my call. If we send your child home with a temp of 99.6, they may not return for 48 hours.

Should your child become ill after arriving at CLC, we will call you immediately. Before returning to school, your child must be fever-free for at least 48 hours. Your cooperation with this matter will enable us to provide a safe and healthy environment for everyone. If your child gets a fever at CLC we will contact you

ADMINISTRATION OF MEDICATION: A parent must fill out a medication form before we will give any child medication. Please see the director for the form. All medication will be in a locked cabinet in the director's office.

EMERGENCY MEDICAL PLAN: If there is a life threatening emergency with your child we will follow these procedures.

- We will provide life saving techniques- Call 911. A CLC staff member will accompany your child to Summerville Medical Center.
- Call the emergency number you have provided and advise you of the situation that required emergency treatment.

INJURY: Scuffed knees and bumps and "boo-boo's" will be treated **promptly** by the teacher and/or Director. Each classroom is equipped with a first aid kit and plenty of TLC. Parents will always be informed of any incident that requires attention. An injury report is sent home and another one is kept on file in the Director's office and is available to parents for their information.

SECURITY: Once your child is in our care, he will not be allowed to leave with anyone except parents unless designated in advance in writing. These names must be indicated on the emergency information card that is kept on file in the Director's office. Anyone picking up a child should be prepared to show a picture ID before we will release your child.

CONFIDENTIALITY POLICY: The staff and administration of The Christian Learning Center assures the privacy of the children and families that are enrolled in our center. We will not share any of your personal information with anyone not authorized.

SNACKS: Each Parent will provide a daily snack for their child. Please mark it and place it in your child back pack.

BIRTHDAYS: CLC will allow each teacher to designate her birthday classroom policies. Please talk with your child's teacher to find out how a birthday celebration can blend in with her lesson plans.

SCHOOL PICTURES: Your child will be photographed annually by a professional photographer. You will be notified of the date when your child's class will be having his/her picture taken. This service is optional.

WEBSITE PICTURES: We do maintain a CLC website. Your child's photo might be on the site. I will have photo release forms for you to sign. Please be sure you turn in the form so we can respect your wishes.

FIELD TRIPS: N/A

REGISTRATION: In order to plan for each school year, CLC has registration in February for the following year. Registration forms are made available to parents in this order:

| | |
|--------|---|
| First | Parents currently in the CLC program |
| Second | Parents in the St. Paul's Church family |
| Third | New families (Open to the public) |

*The CLC registration fee is non-refundable and due at the time of registration.

FINANCIAL AID: Please see director if there is a need for financial assistance.

POTTY TRAINING - 3 AND 4 YR OLDS: Toileting during this time in the life of your toddler can be a challenge. The Christian Learning Center wants to help make this process as simple as possible for you and your child. If you feel that your child is DEPENDABLY potty trained, but has occasional accidents, please send your child in a pull-up until they are used to the transition they've made in going to "big school". It is CLC's policy to give your child a 30 day grace period, until the end of October, to become DEPENDABLY potty trained. Our 3 and 4 yr. old classrooms do not have diaper changing

facilities available and we are not sufficiently staffed to make diaper changing available to this age group.

Disciplinary Action

Fortunately, with children at this age, discipline is not usually a serious problem. However, all children like to test boundaries at times. Each teacher will have a behavior management plan in the classroom which consists of progressive consequences for misbehavior. Usually a firm warning is all that is needed to discourage inappropriate behavior.

Inappropriate behavior consists of, but is not limited to the following:

1. Any actions that may cause harm to a child or another child or teacher (i.e., spitting, hitting, throwing objects, kicking)
2. Aggressive, disrespectful, or inappropriate language toward another student or teacher
3. Inappropriate behavior that interferes with a teacher's ability to provide a productive and safe classroom environment.

If the behavior continues after a firm warning from the teacher has been issued, a period of "time-out" is employed (one minute per year of age.) This generally gives the child time to think about his/her actions. If more than three "time-outs" are required over the course of a day, the child will be taken from the classroom and the Director will contact the parents.

If a child continues to require "time-outs" for the same offense, the teacher will ask the Director to help manage the misbehavior. The Director has the authority to decide if the behavior is too disruptive for the child to return to their class and may call the parents to take the child home for the remainder of the day.

Occasionally, a Parent/teacher conference is necessary to discuss this behavior and make a discipline plan of action. If after a parent/teacher conference is put in place and appropriate goals are set, a child continues to be a distraction to the productivity and safety of the classroom, the Director has the authority to dismiss the child from the CLC program.

Parents are encouraged to request conferences from their child's teacher if a situation arises that cannot be taken care of through regular channels of communication.

Parent Complaint Procedure

On the occasion that a parent or legal guardian with a child and/or children enrolled in CLC has a complaint or concern they wish to have resolved, the following procedures have been outlined:

1. Schedule a meeting with your child's teacher or the Director.
2. The Director of CLC will keep a file of complaints/concerns made and actions taken to resolve the issue(s). A judgment will be made by the Director as to whether the resolution was satisfactory to the parent or legal guardian.
3. If the resolution was unsatisfactory to the parties involved, the complaint/concern will be reviewed by the Board of Directors of CLC.
4. The Board of Directors will then investigate further into the complaint/concern. The Board of Directors has the option of meeting with the person(s) involved. The decision of the Board of Directors will be final.

Christian Learning Center Payment Plan

1. In order to participate in CLC, a registration form must be filled out and signed, including a \$100.00 non-refundable fee for each child. A waiting list is maintained for each class as needed.
2. TUITION IS DUE ON THE 1st day of every month. Payments must be received during the first week of each month and will be considered late after the 5th of the month. There will be a 20.00 late fee added after the 5th. After the 10th of each month, there is a \$50.00 late fee added.
3. Make checks payable to CLC or The Christian Learning Center. You may mail the tuition checks to: St. Paul's, 111 Waring St., Summerville, SC 29483 OR you may send them in your child's book bag in an envelope marked TUITION. You may also leave your check in the tuition box in my office. We are not accepting Cash payments this year.
4. Tuition is priced annually, but may be paid on a monthly basis. While holiday months may have fewer days, other months have more days. The annual tuition is broken down to a monthly fee for your convenience.

5. **TUITION RATES:** Please see current CLC brochure. Deductions for vacations, illness or COVID related implications, are not given. This policy is necessary to continue our operating account and budget.

Curriculum Guidelines

CLC incorporates a balance of a Christian and academic based curriculum that utilizes individual units of study to promote age appropriate learning opportunities through periods of structure and free play. Educators tell us that play has long been considered the business of children. Children learn and develop in stages, but all children do not reach these stages at the same chronological age. Therefore, the curriculum is flexible to allow each child to learn at his own level and rate.

All classrooms utilize centers during the day to reinforce the particular theme for the week. Both hands-on experiences and a wide variety of manipulatives are encouraged to reinforce concepts and ideas. Theme-related field trips and classroom visitors are an important part of the CLC curriculum.

Our school provides opportunities which encourage each child’s physical, emotional, social and intellectual growth and to develop a positive attitude toward Christian life. We reinforce the Christian aspect of our curriculum by attending chapel in our “Children’s Chapel.” The time we spend worshipping together is filled with prayer, a Bible story and lively interactive Bible songs.

Classes

Children are placed according to their age on September 1st. St. Paul’s Christian Learning Center currently has 6 different classes:

| Class name | Age | Days |
|------------|---------------|---------------------------|
| Ducks | 18 – 24months | Tues/Thurs |
| Monkeys | 2 years | Tues/Thurs Mon/Wed/Fri |
| Tigers | 3 years | Mon – Thurs |
| Bees | 3 Years | MWF |
| Bears | 4 years | Mon – Thurs |
| Ponies | 4 years | Mon – Fri |

| | | |
|------------------|-------------------|-----------|
| Chapel- Music-PE | All Ages | |
| Art | 3 and 4 year olds | Wednesday |

Administration

Director: Terri Livingston

The Director, under supervision of the Board of Directors, is administratively responsible for the operation of The Christian Learning Center at St. Paul’s Summerville.

Director’s Assistant: Jessica Pritchett

The Assistant, under the supervision of the Director, helps carry out and facilitate daily operations of The Christian Learning Center.

Teaching Staff for the 2020-21 school year is as follows:

The Christian Learning Center is blessed to employ a staff of caring and loving people working together as a team to provide the best care for your child. The staff is governed by the Board of Directors and is under direct supervision of the Director.

| | | |
|-------------------------|------------------|--|
| Toddler Class: | Duck’s Class | Ashley Shannon- Lead Teacher Lorial Gomez |
| Two Year Olds: | Monkey’s Class | Becky Dixon- Lead Teacher Ginger Major |
| Three Year Olds: | Busy Bee’s Class | Andrea Amente -Lead Teacher Kayla Morton |
| | Tiger’s Class | Patty Massenburg – Lead Teacher Gail Lenard |
| Four Year Olds: | Ponies Class | Caroline McInnis –Lead Teacher Holly Mizell |
| Four Year Olds: | Bear’s Class | Mel Poelker– Lead Teacher Jamie Kincaide |
| Music/Chapel/ PE Art | | Sharon Willmarth Najah Clemmons |

Board of Directors

The Christian Learning Center is governed by a Board of Directors which is made up of parents, St. Paul's Church staff link and the CLC director.

Korey Kincaid-Our Assistant Priest at St. Paul's Church

Terri Livingston (Director)

Jessica Wright

Ashley Shannon

Jessica Sterling

Alison Terry

Ellen Legare

Welcome Parents!!

Thank you for choosing The Christian Learning Center for your child's preschool education. This is shaping up to be an exciting year for all of us. We are in the classrooms now getting things ready for your sweet children.

Covid -19 has decided to change things up for us a bit. Our flexibility, creativity and imaginations have been working overtime to reopen our precious school. We are dedicated to providing a healthy and safe environment for your children! The CLC staff and I are thrilled to begin another year of preschool learning and excitement. We trust you and your child will find CLC a loving and nurturing environment in which to learn, play and foster a relationship with Jesus.

We continually strive to provide the very best care possible. We also strive to provide opportunities for communication: between parents and teachers and between parents and Director. This handbook has been prepared and adopted by our Board in an attempt to offer a better understanding of the policies of The Christian Learning Center. Please keep it for future reference. Feel free to contact the Director if you have any questions or concerns.

We look forward to this school year and to building lasting relationships with you and your family.

God's Blessing's
Terri Livingston