

The Christian Learning Center Parent Handbook



The Christian Learning Center

Terri Livingston: Director

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2024-2025

St. Paul's Christian Learning Center 2024-2025 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 walked 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 September 3, 2024

Last Day of School is Thursday May 15, 2025

School Holidays

The Christian Learning center follows the Dorchester District II school calendar (with the exception of the 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 and follow the District II directions. I will contact you via Remind 101 too. If DD2 designates make-up days due to weather related closings, we will make up those days too, if not they are made up during our CLC school calendar.

Current Closings for DD2 and CLC are:

Labor Day: 9/2/24
Staff Day/No Students: 10/11/24
Fall Break: 10/14/24-10/16/24
Election Day: 11/5/24
Thanksgiving Holiday: 11/25/24-11/29/24
Christmas Holiday: 12/23/24-1/6/25
MLK Day: 1/20/25
President's Day: 2/17/25
Staff Day/No Students: 3/21/25
Spring Break: 3/24/25-3/28/25
Staff Day/No Students: 4/18/25 (Good Friday)
Staff Day/No Students: 4/21/24

Attendance Guidelines

1. The Christian Learning Center operates Monday-Friday (depending on class schedule).
 - a. Ducks, Monkeys and Frogs hours are: 9:00-12:00
 - b. Bees, Tigers, Bears and Ponies hours are: 9:00-12:30. Parents must be in the car line no later than 12:20.
2. **The late charge for tardy pick-up is \$2.00 per minute.** This will be implemented for consistent tardiness. All children must be picked up by 12:45. The doors will be closed at 12:45 and you will need to come into the office to sign out your child if you arrive past 12:45.
3. We are required to keep a copy of your child's immunization record on file. Please bring a copy of your child's on the first day of school.
4. The Christian Learning Center must keep an emergency form to 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 their driver's license.
5. Children ages 18 months to 4 years may attend CLC. Children must be the age of the class by September 1st of the current school year.
6. Children should arrive at 9:00.
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 everyday. Please make sure your child is prepared for the day's weather with a jacket, sweater, tennis shoes and sunscreen.

Arrival and Pick Up Procedures

CLC will open its doors for the beginning of the day at 9:00 am.

Parents: We use the carpool line only to drop your child off for school in the morning. CLC will begin accepting children into the building at 9:00. 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 take your child's hand. If you are a walker please come up to the front of the building with your child and wait until a staff member is available to assist your child to his/her classroom. During the first few weeks of school as our staff begins to learn about your child it is helpful to state your child's name and class ("This is Terri and she is going to the Ponies class."). **DO NOT** pass the cars in front of you. Please be patient to help keep all children safe.

Pick Up:

Put your carpool pass in the driver's side window of your vehicle to identify your child.

Please arrive 10 minutes before your child's scheduled dismissal. All toddler and 2 year old classes dismiss at 12:00 and the 3's and 4's dismiss at 12:30 (arrive by 12:20). 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 Street. If someone other than yourself is picking up your child, please make sure 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 change. I will also need to see their driver's license. Please see attendance guidelines for all late fees implemented after 12:45.

**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. Our office phone number is 843-261-1991.

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 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, hand foot and mouth, 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 your child is brought to the office and has a temperature of 99.6 we will call you and may ask 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 temperature 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 24 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's 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-boos" 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/she 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's backpack.

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. Any invitation given out via CLC must include every child in the class.

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 each classroom's private Facebook page. I will have photo release forms for you to sign. Please be sure you turn in the form so we can respect your wishes.

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	Children and/or Siblings currently in the CLC program
Second	Families in the St. Paul's Summerville Church Family Families in the Trinity Classical Academy (upstairs)
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 the director if there is a need for financial assistance.

POTTY TRAINING:

- 2 year olds: Toileting during this time in the life of your preschooler can be a challenge. The Christian Learning Center wants to assist you in this process to make it 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". CLC has a 2 week dry policy—once a child is newly potty trained they must remain dry for 2 weeks without an accident before wearing underwear to school.
- 3 and 4 year olds: 3 and 4 year olds must be independently potty trained. 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 year old classrooms do not have diaper changing facilities available and we are not sufficiently staffed to make diaper changing available to this age group. In our 3 and 4 year old classrooms if your child has a BM accident a parent or guardian will need to come in to change their child immediately.

CLC reserves the right to amend or change our Potty Training Policy at any time.

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 child 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 and 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 parents 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 completed and signed including a \$150 non-refundable deposit 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 \$25.00 late fee added after the 5th and a \$50 late fee added after the 10th.
3. Make checks payable to CLC or The Christian Learning Center. Please write your child's name and class name on the memo line. You may send in tuition in your child's bookbag or leave a check in the tuition box in my office. You may mail the tuition checks to:

St. Paul's Summerville
Attention: CLC
111 Waring Street
Summerville, SC 29483

If you choose to do a bank draft for tuition, please set it to arrive before the 1st because there usually is a delay. You may also pay the yearly tuition as one payment for a 5% discount.

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 the current CLC brochure. Deductions for vacations, or illness 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 classroom activities and 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 worshiping 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 CLC center currently has 6 different classes:

Class Name	Age	Days
Ducks	18-24 months	Tuesdays/Thursdays
Monkeys	2 years	Tuesdays/Thursdays Mon/Wed/Fri
Tigers	3 years	Monday-Thursday
Bees	3 years	Mon/Wed/Fri
Bears	4 years	Monday-Thursday
Ponies	4 years	Monday-Friday
Chapel/Music/PE	All ages	

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: Alison Terry

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

Teaching Staff for the 2024-25 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:	Ducks	Suzey Cheney: Lead Sarah Regan: Assistant
Two Year Old Class:	Monkeys	Becky Dixon: Lead Ginger Major: Assistant
Two Year Old Class:	Frogs	Suzey Cheney: Lead Sarah Regan: Assistant
Three Year Old Class:	Bees	Abby Brown: Lead Elizabeth McDowell: Assistant
	Tigers	Stephanie Harper: Lead Trinity Kincaid: Assistant
Four Year Old Class:	Ponies Class	Hannah Litchfield: Lead
	Bears Class	Laura Leigh Bowman: Lead Casey Hensley: Assistant
Music/PE/Chapel		Sharon Wilmarth

Board of Directors

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

Korey Kincaid: Assistant Priest at St. Paul's Summerville Church

Terri Livingston (Director)

Ashley Bessent

Brandi Hanna

Christine Reissener

Morgan Ellis

Taylor Hiott

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.

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 the 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 Blessings,
Terri Livingston