

The Christian Learning Center
Parent Handbook



St. Paul's Summerville
111 Waring St.
Summerville, SC 29483

2016/2017

St. Paul's Christian Learning Center

2016/2017 Handbook

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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 9:00-1:00

Monday - Friday "Lunch Bunch" for toddlers and 2's
12:00 noon – 1:00 pm

First Day of School is Tuesday, September 6th 2016
Last Day of School is Thursday, May 18, 2017

School Holidays

CLC is closed on the following days:

October 17 th	Teacher Workday
November 8 th	Election Day
November 23 rd -25 th	Thanksgiving Holidays
December 18 th -31 st	Christmas Holidays
January 2 nd	Teacher Workday
January 16 th	Martin Luther King Holiday
February 20 th	President's Day
March 20 th	Teacher Workday
April 10 th -14 th	Easter Break
May 17 th	K-4 Graduation
May 18 th	10:30 Dismissal for Carnival

*The Christian Learning Center follows the Dorchester District II school calendar, 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.

Attendance Guidelines

1. The Christian Learning Center operates Monday – Friday from 9:00am to 1:00. Lunch Bunch is available on Monday, Tuesday, Wednesday, Thursday and Friday from 12:00-1:00.
2. We are required to keep a copy of your child’s immunization record on file. **Please bring 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.
4. Children aged 18 mos. to 5 yrs. may attend CLC.
5. Children should arrive at 9:00. Do not drop your child off in the carpool line earlier than 9:00. Your child’s teacher is preparing for the day and may not be in the classroom before 9:00.
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 9:00 am.

Parents of Two's and Toddlers: Please enter the building at the CLC entrance (the parking lot end) and bring your child to the classroom and to his/her teacher. **Do not bring your child before 9:00 as your teacher is preparing her lessons and may not be in the classroom before that time.** You may use the designated parking spaces for Toddler and Infants closer to the entrance. These spaces are set aside for you, so that you do not have to park in the carpool zone. Please be careful when you unload as you will be crossing traffic to enter the building. Pick-up time for CLC is 12:00 noon. When your child is ready, you may also use the carpool line. Let your child's teacher know so that you can get a carpool pass.

Parents of K-4 and K-3 students: You may use the carpool line to drop your child off for school in the morning. CLC will begin accepting children into the building at 9:00 am. A staff member will greet you in the carpool zone and assist your child to his/her classroom. Refer to the enclosed map to see where the carpool zone is located. Dismissal from CLC will begin at 12:50 noon. **Put your carpool pass in the DRIVER'S SIDE WINDOW of your vehicle to identify your child.** 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. Please be prompt so that we can begin Lunch Bunch in a timely fashion. We will use a carpool line for Lunch Bunch pick-up at 12:50.

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.** You may stay out in the CLC hallway as long as you feel necessary to be comfortable with your child's transition into school. 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.

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.

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 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.

SIGN IN/SIGN OUT SHEET: Each child will be signed in and out each day by their teachers. Our staff will recognize your child's arrival and departure. Any special instructions for pickup should be discussed with the teachers as well as the front office.

The classroom sign in/sign out sheet is utilized throughout the day, along with head counts, to account for the number of students present at all times. Teachers/staff conduct head counts of children during the following:

- Transitioning from playground to classroom
- Loading and unloading cars while on field trips, and throughout the duration of the trip.
- During safety drills and during inclement weather
- During pick-up and drop-off times
- Any other transition time throughout the day

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 teacher will post a sign-up sheet for snacks for the classroom. Please plan on providing a snack and some juice on a rotating basis for your child's classroom. Snacks that are served in individual portions will not be kept once they are opened. Your child will enjoy being involved in bringing the snack for his or her friends at school (especially on her birthday!) Your contributions are essential in enabling us to keep our tuition low.

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.

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 September, 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.

Lunch Bunch

The Christian Learning Center is happy to provide Lunch Bunch to extend your child's preschool day. Lunch Bunch is a Teacher – staffed "social" opportunity for your child to be with their friends and eat lunch from 12:00 noon – 1:00 pm on Monday, Tuesday, Wednesday, Thursday and Friday each week.

You will receive our Lunch Bunch Policy at Parent Night/ Meet the Teacher. Basically it states you will choose the days you want by paying a \$5.00 fee per day. You will be required to pay for the days you choose regardless of days not used. You will not receive a credit.

These are a few guidelines that will help to make this an enjoyable time for everyone:

1. Please send your child's lunch and drink in a labeled lunch box or bag.
2. Please do not include any food items that need to be refrigerated or heated.
3. Please pick your children up in the carpool line promptly at 1:00 pm. Continuous late pick-up will lead to dismissal from Lunch Bunch.
4. In the event of a rainy day, we will play games and watch a movie in the classroom.

We look forward to a fun time in Lunch Bunch!

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. Defiant behavior that interferes with a teacher's ability to provide a productive and safe classroom environment.

If the behavior continues after a firm warning 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 removed 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 re-entry to the 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 threat 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 August-April. Payments must be received during the first week of each month and would be considered late after the 10th of the month. There is a \$10.00 late fee for late tuition. Make checks payable to St. Paul's CLC. 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.
3. 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. CLC gives a 5% discount for full tuition payments.

4. **TUITION RATES** (Effective Fall 2016)

Toddler Class _____ \$140.00

Two Yr. Old Options

Tu/Thurs _____ \$150.00

M/W/F _____ \$175.00

K-3 options

Tu/Thurs _____ \$175.00

M/W/F _____ \$200.00

4 days per week _____ \$225.00

K-4 options

4 days per week _____ \$275.00

5 days per week _____ \$300.00

***5% discount for all children in the same family.

5. Deductions for vacations or illness are not given. This policy is necessary to maintain your child's place in this program.

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 – 24 mos.	Tues/Thurs
Monkeys	2 years	Tues/Thurs Mon/Wed/Fri
Tigers	3 years	Mon – Thurs
Busy Bees	3 years	Tues/Thurs Mon/Wed/Fri
Bears	4 years	Mon – Thurs
Ponies	4 years	Mon – Fri
Chapel-PE-Wacky World Music		

Volunteer Opportunities

We realize that parents are very busy, whether they work outside the home or have chosen to stay at home. We often need parents to help with parties, events, and other activities. Your child's teacher may also need help with special projects from time to time. Please let us know if your schedule can accommodate activities planned in your child's class. If you have a special talent you would like to share with the children, or would like to lend a helping hand, please contact your child's teacher.

Below is a list of volunteer opportunities that have been identified to help our program at large:

1. Daily Volunteers – Our daily volunteers may assist teachers by preparing crafts ahead of time for any particular week.
2. Substitutes – Would you like to be on our substitute list? We need loving and caring substitutes to train for when our staff needs a day off.
3. Fundraiser Chairperson – CLC hosts a Consignment Sale Fundraiser in the spring and fall. This person or team of persons would plan and execute the existing fundraisers.
4. Be a board member!! Each year, one or two of our faithful parents leave the Christian Learning Center as their children graduate. Ask one of the current board members if there is an open space to fill this year.

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: Jennifer Graziani

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

Staff for the 2015/2016 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	Ms. Laura Leigh Livingston– Lead Teacher Mrs. Angela Jones
Two Year Olds:	Monkey’s Class	Mrs. Becky Dixon- Lead Teacher Mrs. Ginger Major Mrs. Shannon Carlson
Three Year Olds:	Busy Bee’s Class	Mrs. Rachael Stewart-Lead Teacher Mrs. Najah Clemmons
	Tiger’s Class	Mrs. Patty Massenburg – Lead Teacher Mrs. Karen Pascal
Four Year Olds:	Ponies Class	Mrs. Sara Easley-Lead Teacher Mrs. Allison Bailey
Four Year Olds:	Bear’s Class	Mrs. Sonya Gaines– Lead Teacher Mrs. Ashley Nannicli
P.E.-CHAPEL-Wacky World Music		Mrs. Lori Hamilton Mrs. Sharon Willmarth

Board of Directors

The Christian Learning Center is governed by a Board of Directors which is made up of parents.

Tyler Prescott
Alison Terry
Tara Chellis

Terri Livingston (Director)
Kim Evans
Jessica Smith

Brandon Autry
Jessica Pritchett

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. 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
Director, CLC