

CHRIST LUTHERAN LEARNING CENTER

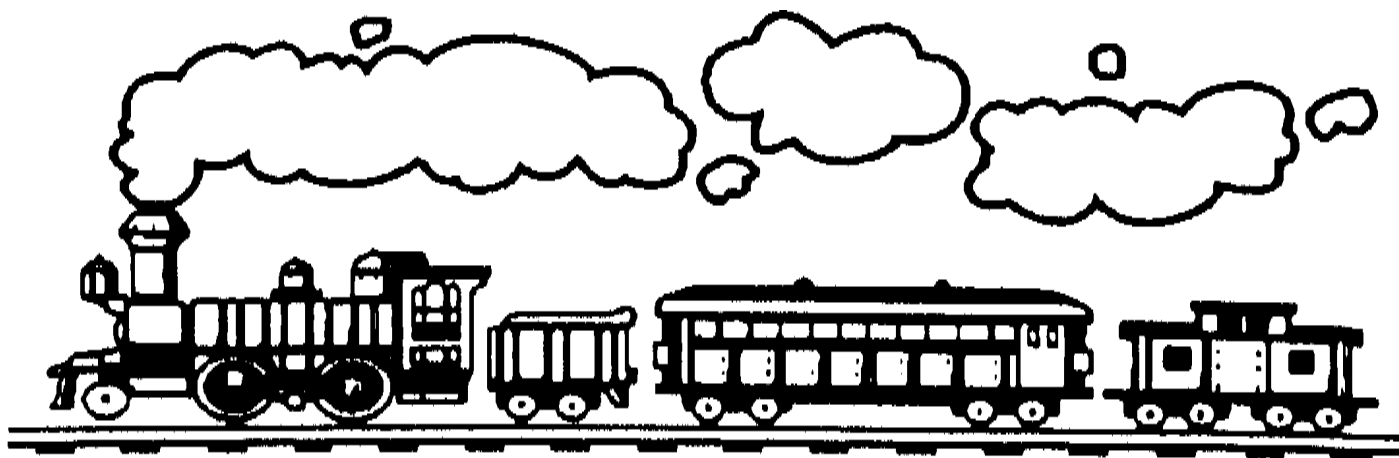
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PARENT HANDBOOK

2009 - 2010

CHRIST LUTHERAN LEARNING CENTER

PROGRAM

PURPOSE

During their early years, children need a stimulating environment which will provide them with experiences that will aid in developing their potential. They need supportive experiences which will help them develop a positive self-concept.

Christ Lutheran Learning Center offers a program which will provide the child with a wide variety of learning experiences. In a Christian environment, the child will be free to explore his environment and will receive guidance in participating in activities in which he will be able to experience success.

GOALS

To provide opportunities for Christian learning of Jesus Christ as Lord and Savior through formal classes, chapel, and informal living-learning environments.

To provide opportunities and activities to help the child have a healthy self-concept which includes accepting himself, his limitations, and his talents as God has given to him.

To provide experiences and activities which will fulfill the child's basic individual needs (spiritual, emotional, psychological, intellectual, and physical).

To provide guidance as the child becomes less self-centered and starts taking part in small group and large group activities.

To provide interests and experiences which broaden the child's aptitude for future learning.

ADMINISTRATION

The Learning Center is part of the education program of Christ Lutheran Church. The policies and activities of the school are controlled and guided by the Administrative Board of Christ Lutheran Learning Center. This board is appointed by the Christian Education Committee at Christ Lutheran Church.

Current members are:

Janet Davenport, President
Barbara Yelverton, Vice-President
Kristy Weiss, Secretary
Carrie Copeland, Treasurer
Jessica Boese, Event Coordinator
Jennifer Cravens, Asst. Event Coordinator

Non-voting members:

Rev. Paul Kersten, pastor at CLC
April Peters, Director of CLLC
Lauryn Abraam, CEYC representative

STAFF

CLLC staff for the 2009-2010 school year:

Beth White : MWF Toddlers
Jodi Ellsworth: TTH Toddlers
Lauryn Abraam: MWF 2 year olds
Lori Edgington: TTH 2 year olds
Kelly Peters: MWF 3 year olds
Becky Bernhard: TTH 3 year olds
Kristy Schreiber: MWF 4 year olds
Judy Owens: TTH 4 year olds
Louise Anderson: aide on MWF
Susan Ney: aide on TWTH
Tina Cassin: aide on MTTHF
Kelly Peters: Music on Tues
Lori Edgington: Music on Wed.

CURRICULUM

As educators, we are aware that each child develops according to his or her own internal time clock. Therefore we gear ourselves to the child's individuality and encourage him or her in all areas of growth.

Our program may appear informal and flexible, but the curriculum and environment are the result of careful, detailed planning based on the best available knowledge of child growth and development. Young children learn best through activity and personal experimentation with toys, equipment, and materials. We emphasize **process** and not the end product.

Our goals are:

Physical development

- *To provide opportunities to develop large and small muscles.
- *To develop an awareness of the five senses.
- *To learn to take care of one's own physical needs.
- *To introduce children to the principles of good nutrition, physical fitness, and personal hygiene.

Social development

- *To help each child develop and enhance his or her interpersonal skills and respect for others.
- *To help children understand how people function in groups.
- *To provide children with a positive experience exploring similarities and differences among people.
- *To encourage children to respect other cultures.
- *To build a tie between the home and the school.
- *To encourage children to develop a positive attitude toward teachers, school and learning.

Emotional development

- *To foster each child's sense of personal worth and value.
- *To help children develop a good self-image, a wholesome attitude toward their bodies, and a good start toward reaching their potentials.
- *To provide opportunities for acceptable outlets for emotions.
- *To encourage independence.
- *To encourage freedom of expression, understanding and acceptance of limits.

Intellectual development

- *To nurture within each child the qualities of curiosity, imagination and independent thought.
- *To provide stimulating experiences which encourage children to think analyze problems and arrive at different possible solutions.
- *To stimulate language development through hearing and using language.
- *To use imagination, participate in and appreciate different forms of personal and group expression.

Moral development

- *To stress courtesy, respect and genuine concern for each person's well-being.
- *To aid in the establishment of a moral foundation, that each child will learn to value honesty, kindness, responsibility, and the importance of respecting and sharing with others.
- *To learn tolerance of other cultures and religions.
- *To empower young children to counter bias.
- *To help children notice and do something about unfair behavior and events.

POLICIES

Christ Lutheran Learning Center

1. Enrollment

Enrollment at the Learning Center is limited to maintain a low student-teacher ratio. The birthday cut-off for each preschool class is September 1st. All children in the three and four year old classes must be toilet trained. An occasional accident can be expected of any preschool child. However, children who regularly soil themselves cannot be enrolled.

The Learning Center does not discriminate on the basis of race, color, national or ethnic origin in administration of its educational policies or admission policies. Priority for enrollment is given to families who currently have children enrolled in the program and to members of Christ Lutheran Church through March 15. Thereafter, openings are filled on a first come, first serve basis.

All enrollment forms (Admission Information, Child History, Parent Handbook Acknowledgment, and Discipline & Guidance Policy) must be turned in before the **beginning** of your child's first day of class. If not, the child **will not be allowed to attend** until these forms are completed and returned to the Director.

2. Registration

A registration fee of \$75.00 (2 or 3 day program) or \$100.00 (5 day program) is required per year per child for enrollment in a class. This registration fee is non-refundable and is used for supplies and accident insurance.

3. Immunization

Each child enrolled must meet applicable immunization requirements specified by the Texas Department of Health Immunization Requirements in Texas Elementary and Secondary Schools and Institutions of Higher Education. This requirement applies to all children in care from birth through 17 years of age. All immunizations required for the child's age must be completed by the date of admission.

4. Vision and Hearing Screening

All children enrolled who are four years of age by September 1st must be screened for possible vision and hearing problems prior to admission, or present evidence of screening conducted one year prior to enrollment. A licensed or certified screener or a health-care professional must conduct the screening.

5. Tuition

Tuition rates are determined by the Learning Center Board and reflect a non-profit policy. The rates are based on projected needs for the nine month period divided into a monthly fee. Tuition, therefore, cannot be reduced for months with holidays. Payments are due on the 1st of each month and considered late after the 10th of each month, unless other arrangements are made with the Center director. Payments received after the 10th of the month are subject to a late fee of \$25.00. A \$25.00 service fee will be charged for returned checks. Repayment of the check must be made by cash, cashier's check, or money order.

There are no refunds for illness, absences, or withdrawals after the first of the month. Notice of withdrawal must be given to the Director at least two weeks (14 days) prior to leaving. If the two week notice (14th day) is after the first of the next month, the following month's tuition will be prorated. Tuition payments should be returned in the tuition payment envelope. These payments may be given to a staff person or left in the basket outside the Learning Center office. Families with more

than one child enrolled will receive a \$5.00 per month discount for the second child. Make all checks payable to: **CHRIST LUTHERAN LEARNING CENTER or CLLC.**

Non-payment of Tuition

If after two months of non-payment, a letter may be sent with the following options: (1) bring the account current; or (2) withdraw child(ren). If these options are not taken, your child(ren) will not be allowed to continue after the end of the month until payment is made in full. It would be our hope at this point that action to pay this bill would keep us from having to take any further steps to collect. Enrollment in The Learning Center at a later date will not be permitted under any circumstances if account is not paid in full.

6. Arrivals and Departures

Classes are held at Christ Lutheran Learning Center from 8:30 a.m. to 12:30 p.m., Monday through Friday, nine months out of the year beginning in September. Children should enter the building through the double glass doors between the sanctuary and the education building. These doors will be open at 8:25 a.m. and will be monitored by a staff person. You may, of course, walk your child to the classroom. If you prefer to drop your child off, the door monitor will be sure that the classroom is reached safely. A sign-in and sign-out log for each child coming and going from The Learning Center must be maintained. Each classroom teacher will have a weekly attendance log posted outside the classroom for the parent/guardian to complete upon arrival and departure of their child.

Plan to pick up your child on time. All children are released from the classroom. Always make sure that the teacher is aware that you are taking your child. Written permission is necessary before anyone other than parents or other designated persons may take the child. Anyone picking up a child who is unknown to the school staff will be asked to show a picture identification card before the child will be released.

If your child is not picked up within 10 minutes after dismissal time, you will be charged \$1.00 per minute per child as a late pick-up fee.

Arrival and Departure in RAIN: If it is raining significantly at 8:25 a.m., the children will be able to enter the building through the sanctuary doors beneath the overhang. The staff door monitor will be waiting at those doors to receive your child. If it is raining hard at pick-up time, we ask that you remain in your cars. We will bring the children to the sanctuary doors, and will load them into your cars as you pull forward under the overhang.

7. Emergencies

Please call the school as soon as you realize you will be delayed or if there is any problem that will affect your child while at school. We want to give teachers the opportunity to reassure your child regarding any change in routine.

8. School Attendance

Regular attendance is important in any school program. It is difficult for the child to feel part of a group if attendance is irregular, and bad habits and poor attitudes toward school may be formed. Also, it can be disturbing to your child, in addition to the other children, to enter a group already involved in an activity if he is always tardy. Please make it a habit to have your child here no later than 8:40 in the morning so that they can participate in all activities.

9. Discipline

Guidance (or discipline) will be based on an understanding of the child's needs and development. The staff will focus their attention on positive, appropriate behavior. Guidance will be direct, firm, and consistent when necessary. A "time out" will only be used as a time to think and get emotions under control. If usual measures are unsuccessful, parents will be asked to come for a conference so we can discuss ways of helping a child learn to behave in acceptable ways. Every effort will be made to assimilate the student and correct disruptive behavior. If necessary, parents may be encouraged to seek professional intervention or family counseling. After these options have been exhausted, and if the child's behavior continues to interfere with the orderly care and education of the other students, alternative arrangements must be made for your child. Each child is required to have a signed a "Discipline and Guidance Policy" form before entering school each year. This form is kept in the child's permanent file.

10. Biting

It is our policy that children will not be withdrawn from The Learning Center because of biting. Biting is a normal stage of development that many young children experience. Our role as caregivers is to evaluate our classroom environment, supervise the child's behavior patterns closely, and keep open lines of communication with the parents concerning this behavior. Each situation will be evaluated individually and if extenuating circumstances cause the situation to continue, the Director and teacher will meet with the parents to determine the best solution. Reading materials pertaining to biting are available upon request.

11. Clothing

Comfortable, washable clothing that a child can manage by himself should be worn to school. Shoes should be sturdy and should protect the feet. For your child's safety, we encourage your child to wear tennis shoes instead of boots, flipflops, jellies, or sandal. Label all removable clothing such as raincoats, sweaters, jackets, hats, backpacks, gloves, mittens, etc.

12. Birthdays

We like to celebrate! You may provide a small treat for the day of or near your child's birthday. It will be offered to the children at snack time. Please follow these suggestions:

Plan a simple special treat. Ask your child's teacher for suggestions.

Please no cake or cupcakes.

Party invitations must be passed out to every child in the class, if passed out at school.

No gifts at school, please.

For summer birthdays, a day in late spring will be selected as their special day.

Instead of party favors, please consider giving a book or music CD to the school (or classroom) in your child's name.

13. Visiting school

Parents are welcome to visit the school at any time. Normally, these visits are best made after the first weeks of school. We ask that your visit be as unobtrusive as possible as children are very easily disturbed. Remember that your child may not display typical behavior during your visit. Questions and comments for teachers should be saved until after class.

14. Illness

A child who has fever, sore throat, or any other symptoms of contracting a contagious disease should not be sent to school. A child should be free of symptoms for 24 hours before returning to school.

(See the chart at the end of this Handbook for specific illnesses.) Please notify the school when your child is ill or will be absent for any other reason. If your child becomes ill at school, you will be notified and asked to pick up your child from the school office. School policy does not permit the staff to administer medications.

15. Serious injury or illness

In the event of a serious injury or illness, emergency medical care will be obtained as soon as possible. Parents will be notified immediately. Always be sure that the school knows where to contact you.

16. Outdoor play

Weather permitting, we will spend some part of the day outside as this is extremely important for development of the body and mind. Asking for exceptions to this activity should be very rare. It usually puts the child in an uncomfortable and isolated position. Unless it is bitterly cold or raining, classes will go outdoors. Parents should provide appropriate clothing, including hats and gloves.

17. Conferences

Scheduled parent-teacher conferences, which are held during school hours, are arranged in March and April. If you feel the need for additional conferences, teachers will be happy to meet with you. Visits with the teacher before or during class are not appropriate. This is the teacher's time with and for the children.

18. Parent participation

Parents are welcome and encouraged to be active in our program by sharing talents, hobbies, and joining field trips. In addition, let the Director know if you would be willing to substitute on occasion or be a library volunteer. We also welcome parent participation in planning holiday class parties. Your child's teacher will be asking for volunteers during Open House.

19. Learning Center / parent communications

Monthly newsletters and other notices will be e-mailed to each family informing you of many activities involving your child. Special notices or changes in school schedules will be found in the newsletter. Please read these letters and other notices carefully so that your communication with the school and teacher will be maintained. If your e-mail address changes during the school year, please make sure the school office is aware of these changes.

Your child's teacher will be posting her weekly schedule outside the classroom. Daily information will be available from the marker board outside each room.

Any injury that your child sustains will be recorded in the "Hurt Book" in the Director's office. This book is available for your viewing during school hours.

20. Chapel / Bible stories

The Learning Center is part of the education program of Christ Lutheran Church. Weekly Bible stories that emphasize God's love and care are a part of our curriculum. Chapel services will be held each week in the sanctuary on Thursdays and Fridays. This service will be led by the pastor, center director, church youth director, or other staff person. We welcome your participation. See the monthly newsletter for dates and times.

21. Child abuse

The Learning Center is required by the Texas Family Code to report all cases of suspected abuse or neglect.

22. Home visits

Teachers will make home visits during the week prior to the opening of the school in the fall. The purpose is to provide the child with the opportunity to meet and visit with the teacher in a setting in which he is comfortable. These visits are brief and will be scheduled at the parent's convenience. The teachers will pick up your child's completed Immunization Record and Medical Exam, Emergency Information, Childcare Agreement and Enrollment Record, and Child History forms at this time.

23. Share time / Bringing pets to school

Children love to bring their belongings to school, but many times the child will leave the school upset because of a lost or broken toy. Therefore, please do not let your child bring unnecessary items to school. Your child's teacher may designate a "Show and Tell" time. Please follow her directions as to the type of items she prefers. It is very popular for children to want to share their pets, but we ask that you consult the teacher before bringing any animal to school. Parents must provide proof of rabies vaccination for all cats and dogs. There can be no exceptions. Parents should remain with the animal for supervision. Small animals should be in cages.

24. Animals in the Classroom

All parents must be notified in writing when animals are or will be present in the classroom.

25. Holiday parties

Parties are scheduled for these holidays: Halloween, Thanksgiving, Christmas, Valentine's Day, and Easter. Parents are asked to plan the parties and to provide lunch for that day. (Please remember when providing the food, there may be extra parents and siblings attending the class party.) In addition to providing lunch, party parents will want to plan activities for the children (games, craft activity, puppet show, stories, etc) to do during their party time. Most of the parties are from 11:30 a.m. to 12:30 p.m. Even if you are not a party parent, you are more than welcome to join in the fun as all the children usually enjoy having their parents attend.

For Halloween the Learning Center will be following a NOAH'S ARK theme. Costumes should depict an animal. Costumes may be as simple as a tail or pair of ears or as elaborate as you wish. It is our goal to retain the fun of dressing up without the violence and fearfulness that some costumes cause for young children.

26. Lunches

Each child will bring his / her own lunch. Lunch time is very important and is greatly anticipated by the children. In order to comply with minimum standards, the child's lunch should provide one-third (1/3) of his/her daily food needs. Please help us and your children by sending nutritious lunches. Milk will be provided by the school. Each child should bring a small plastic cup for milk (or water) in his/her lunch box every day.

***** We ask that parents not send food that needs to be heated. *****

27. Book orders

Periodically the Learning Center will send home book order forms. If you wish to purchase these children's books, please complete the form and return it with the required money to school by the date on the form. Book orders are not a fund raiser for the school, but they do provide the opportunity to purchase some quality children's books at a reasonable cost. The school does earn bonus points from each purchase which are used toward free books for the school.

28. Parent concerns

Please discuss concerns first with your child's teacher as she would like to work with you to solve problems. If you have unmet needs, then please contact the center director.

29. Changes in Operational Policies

Parents must be notified in writing (newsletters, special notes, etc.) of all changes in operational policies. This notice must be signed and dated and kept in the child's permanent file.

30. Reviewing Inspection Reports

Parents may view the most recent fire inspection report, sanitation inspection report, gas inspection report, and the licensing minimum standards in the school office.

31. Dept. of Family and Protective Services

Local Licensing Office: 512-908-9610
PRS Child Abuse Hotline: 1-800-252-5400
PRS Website: www.dfps.state.tx.us

Christ Lutheran Learning Center

HEALTH POLICY STATEMENT

For the health and well-being of all the children in our care, please keep your child at home if he/she has any of the following symptoms:

diarrhea - more than one abnormally loose stool

vomiting - within the last 12 hours

fever - temperature of 100.4 or above

severe coughing - becomes blue or red in the face or cough is croupy or whooping in sound

difficulty in breathing

yellowish skin or eyes

pinkeye- redness, irritation, and discharge or pus from the eyes

unusual spots or rashes

sore throat or difficulty in swallowing

infected skin patches - crust, bright yellow, dry or gummy areas of skin

gray or white stool

unusually dark, tea-colored urine

headache and stiff neck

severe nasal congestion - thick, green mucus

severe itching of body or scalp - symptoms of scabies or lice

unusual behavior - crankiness, unusual crying, general state of unwellness, severe loss of appetite

Please keep your child at home until these symptoms disappear or until your physician determines that your child can return to school without spreading an infection to others.

2009 - 2010
LEARNING CENTER CALENDAR

The Learning Center is in session from September through mid-May. All holidays and in-service days observed by GISD will also be observed by the Learning Center. In the event that school is canceled by GISD due to bad weather or other emergency, classes at the Learning Center will also be canceled. In the event of a late start for GISD because of icy road conditions, our day will begin at the same hour as GISD.

September 3	Open House: 10:00 a.m. MWF classes 10:30 a.m. Parent Meeting (MWF & TTH classes) 11:15 a.m. TTH classes
September 8	First day of class, 8:30 a.m. for TTH classes
September 9	First day of class, 8:30 a.m. for MWF classes
September 15	School Pictures (TTH classes)
September 16	School Pictures (MWF classes)
September 22	Mud Day - TTH classes (make-up day 9/24/09)
September 23	Mud Day - MWF classes (make-up day 9/25/09)
October 9	School Holiday (GISD in-service day)
October 12	School Holiday (GISD in-service day)
October 29	In the Ark with Noah (Halloween) TTH classes
October 30	In the Ark with Noah (Halloween) MWF classes
November 19	Thanksgiving Feast – (TTH classes)
November 20	Thanksgiving Feast – (MWF classes)
November 25-27	Thanksgiving holidays
December 17	Christmas parties, (TTH classes)
December 18	Christmas parties, (MWF classes)
December 21--January 4, 2010	Christmas holidays
January 5	Classes resume
January 18	School Holiday (GISD teacher workday)
February 11	Valentine parties (TTH classes)
February 12	Valentine parties (MWF classes)
February 15	School Holiday (GISD in-service)
March 4	Texas Days (TTH classes)
March 5	Texas Days (MWF classes)
March 15-19	Spring Break
March 31	Easter parties (MWF classes)
April 1	Easter parties (TTH classes)
April 2	School Holiday
May 7	School Holiday (GISD holiday)
May 20	Last day of class for MWF classes – Graduation & Picnic
May 21	Last day of class for TTH classes – Graduation & Picnic

Chapel dates and other special events will be featured in the **LEARNING CENTER EXPRESS**, our monthly newsletter which is e-mailed to each family or can be found on the church website: www.clcgtm.org