

CHRISTIAN LEARNING CENTER
STUDENT HANDBOOK
2010-2011

HENDERSON HILLS BAPTIST CHURCH
Edmond, Oklahoma
(405) 341-5109

Cindy Schmiedeberg, Director

OBJECTIVE AND PURPOSE

The purpose of the Christian Learning Center is to extend the ministry of Henderson Hills Baptist Church and to help accomplish that purpose by providing a quality Christian learning environment. It is the goal of the Center to help preschoolers grow as Jesus did “in wisdom and stature, and in favor with God and man.” (Luke 2:52) We believe that a child absorbs his concept of God from people, things and experiences that are a part of their environment. Thus, love and appreciation for God and the things that God has made are stressed through appropriate educational and fun activities. Our program was developed to provide a variety of early childhood learning experiences for children from age three months to Pre-Kindergarten. These experiences will help young children develop spiritually, academically, emotionally, socially, physically, and mentally in a warm and loving environment.

OUR STAFF

A competent Christian staff has been chosen to give loving, gentle care to your preschooler. These teachers were chosen to teach in this learning center because of their love of children and their enthusiasm for teaching young children. Many of our teachers have college degrees, and all of our teachers have experience with young children. Our lead Preschool and Pre-K teachers are required to have a college degree. Our teachers attend regular staff meetings and continue their education by attending training workshops offered by professional education organizations.

AGE REQUIREMENTS

Students in our program are placed in classes with other children close to their age. We structure classes based on your child’s age as of September 1, 2010, since this is the date used by our local public school districts for grade placement. Children will stay in the same class for the nine month school year, unless the director sees adjustments that need to be made.

CLASSES OFFERED

Mother’s Day Out for Babies through 3’s

T / TH 9:30 a.m.—2:30 p.m.

Preschool for 3’s

T / TH 9:15 a.m.—11:45 a.m.

Pre-Kindergarten for 4’s

T / W / TH 9:15—11:45 a.m.

Extended Session (Preschool and Pre-K)

T / TH 11:45 a.m.—2:30 p.m.

CURRICULUM

Our curriculum was developed by a teacher specifically for our program, and includes portions of the “Wee Learn” curriculum by Lifeway. It is designed to allow students to experience God’s love for them through loving relationships in a Christian environment and to prepare our students for their educational future. Each year, our program builds upon the next in our curriculum to provide a solid, consistent learning environment. Our program provides a teaching topic for each month. Activities are organized around the topics, using learning centers that include art, dramatic play, music, science/nature, fine motor skills, puppets, finger plays, rhymes, and group time. Because we are a Christian learning center, Bible stories, thoughts and memorization are used throughout the day. Please remember that all children learn at a different pace and we attempt to expose your child to these skills in a fun environment.

Our daily schedule includes a balance of active and quiet play, indoor and outdoor activities and group and individual experiences. Teachers are flexible and sensitive to the needs of their class.

GENERAL INFORMATION

Children in all classes will have music on a weekly basis. Toddlers through Pre-K will also participate in some type of physical activity on a weekly basis. Pre-K will present Thanksgiving and Christmas programs, and at the end of the year will participate in a Pre-K Completion/Graduation ceremony.

All students enrolled in the Preschool and Pre-K programs must be potty trained and able to manage bathroom needs independently (i.e. clothing fasteners, personal hygiene, and hand washing).

ENROLLMENT PROCEDURES

Enrollment is completed when the proper forms have been filled out and returned to our office with payment for the registration fee. The registration fee is non-refundable.

REGISTRATION FEES

Mother’s day out:
\$75

Preschool and Pre-K:
\$75

Extended Session:
\$25 to enroll for 1 extended day per week
\$50 to enroll for 2 extended days per week

PROGRAM POLICIES

MONTHLY TUITION

Your child's monthly tuition is based on the actual number of days that his/her class is scheduled during the nine month school year so that you are not charged for holidays. The total yearly tuition is then divided into equal monthly payments for your convenience. Payment is due in full on or before the seventh of the month. Payments will be considered late after the seventh of the month and your account balance will have a \$10 late charge added.

Mother's Day Out:

Babies: \$170/mo.; Toddlers: \$165/mo.; 2's & 3's: \$160/mo.

3 Year old Preschool:

\$100 per month

Pre-Kindergarten:

\$140 per month

Extended Session:

\$40 per month for 1 extended day per week

\$80 per month for 2 extended days per week

If there is space available, the drop-in extended session rate is \$10 per day.

Payments may be made with cash or check (made payable to HHBC CLC) at the CLC front desk or placed in the payment drop box next to the CLC front desk. No credits are given for absences. Failure to pay as agreed will result in your child's place being forfeited. (Exception: If special circumstances exist, please talk with the director.)

ATTENDANCE

Please call the CLC office at 341-5109 if your child will be absent for any reason. Drop off for all classes babies through big kids (mother's day out 3's) begins at 9:30 and not prior to 9:30 a.m. to allow our teachers to prepare for the day and to get their own children to their classrooms. Preschool and Pre-K begin accepting children at 9:15 and students may be brought in or dropped off in our car pool lane on the North side of the building. **It is very important for a child to arrive on time so they don't miss out on any planned activities. A child who is consistently late will have a harder time making friends and adjusting to the routine.**

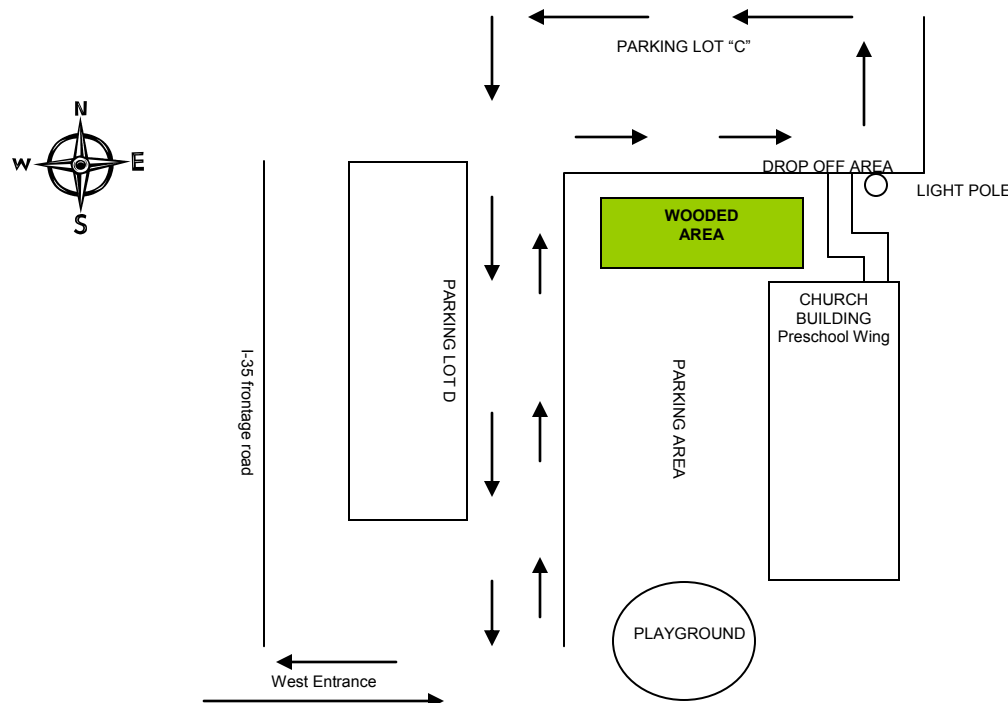
Preschool and Pre-K children are to be picked up promptly at 11:45, unless they are enrolled in our extended session. Children attending extended session or MDO are to be picked up BY (and NO LATER THAN) 2:30 p.m. Children often become anxious when they remain behind after their classmates have left. If an emergency causes you to run late, please call the CLC office so we can alert your child and the teacher. **After 2:30 p.m. a late fee of \$1 per minute will be charged.**

SECURITY

The preschool entry doors by the playground are our main entrance. To better protect your children, we keep our preschool area secure during CLC hours. The main doors (located on the North side of the playground) remain locked through a keypad entry device. CLC parents will be assigned a code at the beginning of the school year and must enter that code, plus the star (*) key to gain access into the building. If at any time you cannot gain access into the building, you may press the gray button and our office staff will ask you to identify yourself through an intercom system. This is a great asset to our program and we know you will appreciate the added security.

PRESCHOOL AND PRE-K CARPOOL LANE

Our Preschool and Pre-K parents have the option to either park and escort their child in to class, or to use our carpool lane in the North parking lot (lot "C"). One teacher from each age group will be at the carpool area to greet the children as they arrive. Parents should pull up just past the light pole by the sidewalk to allow more than one child to exit their car at a time. Teachers will receive Preschool and Pre-K children both in the carpool area and in class beginning at 9:15. Please be in line at 9:15 if you are participating in the morning drop-off. All Preschool and Pre-K children that do not attend extended session will be taken outside to the carpool lane at 11:45 a.m. When picking up your child, please receive your child from the teacher, then pull forward out of the line to buckle them in. This assures the line moves more efficiently.



WITHDRAWALS AND DISMISSALS

A two-week advance, written notice to the Director is required if it becomes necessary for your child to withdraw from the program. Payment is required for this period. The Christian Learning Center reserves the right to dismiss a child if, after entering, he/she seems unable to participate in group situations.

DISCIPLINE

(***Please see the last page which lists our full requirements regarding the discipline of children).

Each classroom has its own set of age-appropriate rules and discipline procedures set by the teacher. These will be discussed with parents and children during Open House at the beginning of the year. CLC reserves the right to dismiss a child whose behavior or actions interfere with the learning and / or safety of the other children. Parents will be notified of problems existing in the classroom, and a conference will be held with the parents, teachers and director to resolve issues and alleviate the problems. If, in the judgment of the teacher, no significant improvement is made after a set deadline, the child will be dismissed from the CLC program.

Parents are liable and responsible for damage and/or injury done to property or other people caused by their child while at school.

REST TIME

All children in our Mother's Day Out program will be given a rest time following lunch. Older children are not required to go to sleep, but they *will* need to be quiet for a while to rest their bodies from the day's activities. Children in the toddler, two's and big kids classes must bring a nap mat to rest on.

TOYS, WEAPONS AND PERSONAL ITEMS

CLC provides sufficient toys and equipment to allow for many types of play and learning activities during the day. We request that parents not allow a child to bring personal toys to their classroom. This helps avoid a wide variety of problems. Children who bring a toy will be asked to put it away until time to go home. We are not responsible for missing toys brought from home. We do encourage a child to bring a personal item (blanket, etc.) that is needed for security or is required at rest time. Please do not send items that make noise. "Show and Tell" items or other items the teacher may request during the year should be brought only on the day planned by the teacher. Valuable items such as jewelry or collectibles are also inappropriate for preschoolers to bring.

Toy guns and other weapons are inappropriate for preschoolers and will be turned in to the director if brought to class. ANY CHILD BRINGING A WEAPON TO SCHOOL WILL BE REMOVED FROM CLASS and a parent will be notified.

RELEASE OF CHILDREN

Your child's safety is at the forefront of our procedures. We will not release a child to anyone other than the parent or guardian unless there is written permission from the parent/guardian on the child's CLC information card. A person who is listed on the card must stop and check-in at the CLC office before picking up a child. Photo identification must be shown at that time. If you know in advance that your child will be picked up by someone other than a person listed on the record card, please notify the office in writing and give us the name of the person and dates/times of authorized pick-up. We will ask this person to show identification.

We have no legal authority to refuse either parent the right to pick up their child unless this is court ordered and a copy of that judgment has been given to the CLC office. It is the parent / guardian's responsibility to keep the CLC office advised of any such circumstances.

ILLNESS / MEDICAL REGULATIONS

Please check your child daily for symptoms of contagious diseases or illnesses *BEFORE* they are brought to school. Sick children are most comfortable at home, and it is not fair to other families to expose their children to germs. If your child has attended school with a contagious illness or disease, please let the office know as soon as possible so we are able to notify the parents of other children. PLEASE KEEP YOUR CHILD HOME IF ANY OF THE FOLLOWING SYMPTOMS EXIST:

- Fever of 100° or higher
- Vomiting within the past 24 hours
- Diarrhea or three or more watery stools within the past 24 hours
- Unexplained Rash
- Chronic cough
- Lice or nits in hair

Your child must be free of all of the above symptoms for 24 hours BEFORE returning to school, or until the parent can provide proof (i.e. a doctor's note or call from the nurse) that the child is not contagious. We reserve the right to refuse to admit any child until such proof has been presented. If your child has a cough or nasal problems due to allergies, we need a letter from his doctor in his/her file.

Teachers are not permitted to give any type of medication to any child. Parents may come to school and give it in appropriate situations. If your child has need of any emergency medical device such as an inhaler or EpiPen, you must have documentation from a doctor and meet with the director before school begins.

Parents will be notified if CLC becomes aware that children have been exposed to a communicable illness or disease.

BEHAVIOR

We try to work with any child and parent when a problem arises; but we also have to consider what is the best for the classroom as a whole.

- Crying—some children will experience some sadness with separation from mom, but most will calm down after a couple of weeks. If the crying continues, we will ask you to ease your child into the program by bringing them for a few hours in the morning and picking them up before lunch. We will do this for several weeks and slowly ease the child into a full day. This helps the child realize that mom is coming back. If this does not work we will ask you to temporarily withdraw your child and try again in a month or two. **THE BEST METHOD FOR DROPPING OFF YOUR CHILDREN IS TO DO IT QUICKLY, NOT LINGERING IN THE ROOM OR AT THE DOOR.**
- Biting, scratching and hitting—if this occurs, the child is told “no” and placed in a time-out setting and the parents are informed at the end of the day. If it continues we may ask you to temporarily withdraw your child.
- Disciplinary problems—these are handled on an individual basis according to the type of problem. We will work with the child and parent to correct the situation. Temporary withdrawal is always our last choice.

ACCIDENTS/ILLNESS AT SCHOOL

Accidents happen! We are active inside and outside during the day, and sometimes children get bumped heads or scraped knees. When a child is hurt at school, teachers will administer appropriate first aid and hugs, and will complete an accident report to be sent home with the child so the child’s parents know about the accident.

If a child begins to exhibit symptoms of illness during the school day, a parent will be contacted to come immediately and pick up the child. We do not have any facilities to care for sick children.

In case of severe illness or accident, every effort will be made to contact a parent, guardian, or other emergency contact listed on the child’s record card. When a parent cannot be contacted by the CLC office, and, in the judgment of the teacher the illness or accident requires immediate medical care, the child will be transported to Edmond Regional Hospital Emergency Room at the expense of the parent/ guardian. A medical authorization form must be on file for each child.

SCHOOL RECORDS

Please keep the school up-to-date on home, business and emergency numbers. This is very important—emergencies do happen. We also ask you to give us any cell phone or pager numbers. If any of your family’s information changes during the year (new cell phone number, more immunizations, etc.), please stop by the office and let us know, or drop a note in the payment box.

Your child’s immunizations need to be current as appropriate for his / her age. Please be sure we have a copy of all immunization records in the office.

We do not release information regarding a child without written parental permission.

SNACKS / LUNCHES

Mother's day out classes will have a morning snack and drink each day. Each child staying until 2:30 p.m. must bring a **peanut-free** lunch, including a disposable drink (younger children may bring plastic "Sippy cups"). Please make lunches of "finger type" foods that the child can easily manage on his/her own, and nothing that has to be placed in the refrigerator or heated. Please limit the amount of sweets in their lunch and do not send any soda. Label all lunch boxes and plastic lunch items with the child's name. Snacks brought to share with others upon the request of the teacher should be "peanut free" items, and should not pose a choking threat.

BIRTHDAYS

Birthdays are a special time for children and they often like to share them with their friends. If you wish to provide a small treat for your child's birthday, please talk with the teacher in advance. Please remember snacks should be "peanut free" for children with allergies. Invitations to parties will be distributed ONLY if there is one for each child (this prevents hurt feelings).

HOLIDAYS

We love to celebrate holidays! For individual class parties, teachers will ask parents to provide treats, paper goods, etc.. In the days before the party, there will be sign-up sheets outside each room listing various needs so you can choose what is most convenient for your family. (Remember, no peanut products!)

All our activities are conducted from a Christian perspective, and we do not discuss secular holiday symbols like Santa Claus or the Easter Bunny. We do not observe Halloween in any way.

INCLEMENT WEATHER

We close due to bad weather when Edmond Public Schools are closed. Please listen to the local television and radio stations for that information. THERE WILL BE NO REDUCTION IN FEES DUE TO INCLEMENT WEATHER.

PICTURES

School pictures are taken twice a year, once during the fall semester and once during the Spring semester. You will be notified of "picture days" by your child's teacher and in the school newsletter. Packages of pictures will be available for purchase if desired.

Teachers may take photographs of children throughout the year to use for the classroom, bulletin boards, or submission to our CLC newsletter. If you wish that your child NOT be photographed, please notify the CLC office in writing at the time of enrollment.

PARENT / TEACHER COMMUNICATION

Children birth through 2's will have a daily communication form sent home with them each day. Big Kids, Preschool and Pre-K classes have a weekly communication form that will be sent home in their folder on Thursday. Monthly newsletters and reminder cards will be sent home with every child. Please read these to remain informed about various upcoming events and dates. **Please check your child's tote every day.**

Parents of Big Kids, Preschool and Pre-K children will have individual conferences with their child's teacher during the school year. You will be notified of available conference dates and times by your child's teacher, and every effort will be made to schedule a time convenient to both parents and teachers.

Please feel free to discuss any questions or concerns you may have with your child's teacher or the director.

CHICK-FIL-A

Twice a month, parents of children in the classes of two years olds and big kids, as well as extended session Preschool and Pre-K children have the option to purchase a lunch from Chick-Fil-A. The lunch can be purchased for a small fee and includes chicken nuggets, chips and dessert. The second Tuesday and the fourth Thursday are "Chick-Fil-A days." An envelope for collecting exact money from parents will be provided to each classroom. The envelopes will be collected by 9:40 a.m. Money for Chick -Fil-A may be placed in the pocket on the child's tote. Teachers will check totes for Chick Fil-A money. ***The office cannot accept phone-in orders.*** Chick Fil-A days are noted on the calendar. We will also have an opportunity at open house to pre-pay for Chick Fil-A for the semester (September through December) for your child. Another opportunity will be given in January for you to pay for the Spring Semester (January through May). However, we will not offer any refunds for missed meals.

SPIRIT DAY

Spirit day is a day we set aside to create unity within our student body. T-shirts with our school logo can be ordered for a small fee at open house and at the front desk. We encourage each student to wear their school t-shirt on spirit day. Spirit day is held the first school day of each month, except September. We have a school-wide pep assembly located on the preschool floor of the church at 9:45 a.m. Songs and activities encourage school spirit, as well as a Bible story mini drama that relates to our verse or topic of the month. Please have your child to school on time on these days so that every student gets to participate in this fun event.

DISCIPLINE OF CHILDREN

Discipline is required to be constructive and educational in nature and appropriate to the child's age and circumstances.

The Requirements for the Staff include the following:

1. Recognize and encourage acceptable behavior;
2. Teach by example and use fair and consistent rules in a relaxed atmosphere with discipline that is relevant to the child's behavior;
3. Supervise with an attitude of understanding and firmness;
4. Give clear directions and provide guidance appropriate to the child's level of understanding;
5. Redirect children by stating alternatives when behavior is unacceptable;
6. Speak so that children understand that they and their feelings are acceptable but unacceptable action or behavior is not;
7. Encourage children to control their own behavior, cooperate with others and solve problems by talking things out;
8. Give guidance in activities in an orderly fashion including a choice of interesting planned activities;
9. Help children feel successful at a task and give options for other tasks if the one chosen proves too difficult;
10. Prepare children for the next activity a few minutes ahead and allow them to wind down from one activity before beginning another;
11. Use "time-out" periods only as necessary and not over five minutes for preschool-age children (one minute of time-out for every year of child's age is recommended); and
12. Maintain perspective about school-age children's misbehavior, recognizing that every infraction does not warrant staff attention or intervention.

Staff are prohibited from:

1. Subjecting children to punishment of a physical nature, e.g. shaking, striking, spanking, swatting, thumping, pinching, popping, shoving, spitting, biting, hair pulling, yanking, slamming, excessive exercise or any cruel treatment that may cause pain;
2. Putting anything in or on a child's mouth as punishment;
3. Restraining a child by any means other than holding and then only for as long as is necessary for the child to regain control;
4. Subjecting children to punishment of a psychological nature, e.g., humiliation by derogatory or sarcastic remarks about them or their families, race, gender, religion, or cultural background;
5. Using harsh or profane language or actual or implied threats of physical punishment;
6. Punishing or threatening children in association with food, rest or toilet training;
7. Isolating a child without supervision or placing him or her in a dark area;
8. Permitting children to discipline other children; or
9. Punishing an entire group due to the actions of a few children

(This discipline section was taken from the DHS Handbook for Licensing Requirements for Child Care Centers, 12-1-99.)

OTHER MINISTRIES FOR PRESCHOOLERS

At Henderson Hills Baptist Church, there are many opportunities provided for our preschoolers to have happy times. Information about programs for preschoolers as well as the whole family is available from the church office at 341-4639 or online at hhbc.com. Parents are invited to be involved in Bible Study (FLOCK) and worship during these times:

Worship Times

Sat: 5:30pm

Sun: 9:00am | 10:45am

Wed: 6:30pm

Small Groups

Sat: 7:00pm

Sun: 7:45am | 9:00 | 10:45 | 5:15pm

Our website is: www.hhbc.com/christian-learning-center

Please see our church's full website at hendersonhills.com for a complete listing of ministries and information.