

**Christ Lutheran  
Children's Center  
Full Day Handbook  
2009—2010**



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Christ Lutheran Children's Center admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

The following are some of the Family Services available in the community: Other resource agencies and contact information are available in the office.

**Charlotte Speech & Hearing Center** **523-8027**  
Provides screening for speech and hearing, speech therapy, hearing aids, industrial testing and family support.

**Child Care Resources** **376-6697**  
Provides child care referrals and information to parents. Offers training and technical support to child care providers. Provides financial assistance with government funds for day care fees for low income working families.

**Thompson Family Focus** **376-7180**  
Visiting parents aides, visitation program, parent education group, prevention of child abuse for young children and their parents.

**Mecklenburg County Health Department** **336-6500**  
Provides health services, case coordination, immunizations, WIC, and communicable disease control.

**Children's Development Services** **336-7130**  
Provides developmental screening, evaluation, treatment, early intervention consultative and educational services.

**Charlotte Mecklenburg Intake** **980-343-2720**  
Provides referrals for child assessments and care, intake evaluations, family counseling and developmental assessment.

NOTES . . .

the Director.

The Center encourages you to visit your child and have lunch. Let us know before 9:30 am so that we can have extra food prepared. Talk to us at any time about your child, and join us on field trips or special events. Let it be known to the staff if you have special talents or abilities that you would like for us to incorporate into your child's class.

We encourage parents to stop in to observe and visit their child. You are always welcome!

## **PARENT-TEACHER CONFERENCES**

Infants will meet with the parents before starting enrollment. Beginning in the Infant room, parents are expected to participate in parent-teacher conferences which will be scheduled twice a year. Parents may request additional conferences at other times during the year if they wish.

Occasionally, upon personal observation and consultation with the classroom teacher, the Director may determine that the Center is not equipped to minister to the special needs of a particular child. In such an instance, the Director will further consult with the parents but may insist that the child be removed from the Center and placed in a more appropriate child care environment.

## **CHILD ABUSE AND NEGLECT**

By North Carolina law, caregivers are required to report suspected cases of child abuse and/or neglect. If such a case arises, the staff members will report to the Director. The Director will notify the Protective Services Unit of the Department of Social Services.

## **GOOD DAY TIPS**

Help your child have a good day by:

- Providing a nourishing, unrushed breakfast.
- Allowing some personal time with you before coming to the Center
- Accompanying your child into the classroom.
- Sharing with us any changes in routine or any unusual happenings so that we can better help your child cope with circumstances and feelings.
- Giving an extra hug to share with friends at the Center. You'll both feel better about separating.
- Talking about your child's day when you get home.
- Encourage your child's art - we learn through imagination!

## **FAMILY REFERRAL SERVICE**

**Director : Amy Italiano**  
**Assistant Director : Linda Warren-Sidway**

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Upon the first occurrence, the director of CLCC and the teacher or other staff member involved may discuss and formulate a plan of action to be taken to address the situation. The parents (or guardian) of the student will be notified of the plan.

Upon the second occurrence, the director may observe the student's behavior. The student's parents (or guardian) will be required to meet with the director to discuss the director's observations and the proposed plan to be implemented to address the situation.

Upon the third occurrence, assuming the parents (or guardian) desire for the student to remain at CLCC, an outside consultant will be required to observe and make recommendations to address the situation. The cost of the consultant will be paid for by the parents (or guardian) of the student prior to the consultant's observation. Implementation of the consultant's recommendations will be one of the conditions to continued services to the student.

If all of the above three steps have been followed and the situation is not addressed to the satisfaction of the director in his or her sole and absolute discretion, the director may in his or her sole and absolute discretion immediately terminate services to the student.

With respect to each of the above three steps, the parents (or guardian) of the student are expected to cooperate fully, take an active role in implementing the proposed plan and otherwise assist CLCC in addressing the situation. If the director determines in his or her sole and absolute discretion that the parents (or guardian) of the student are not cooperating fully, are not taking an active role or otherwise are not assisting in addressing the situation, the director may in his or her sole and absolute discretion immediately terminate services to the student.

## **PARENT INVOLVEMENT**

### **COMMUNICATION**

Close communication between parents and staff is essential for the total happiness and well being of the child. The goal of this Center is to work together with parents, supporting each other, to provide a happy, positive experience for the child.

Parents are encouraged to discuss any concerns with your child's teacher. If after talking to your child's teacher you feel you need further assistance or advice, feel free to talk with a member of the center's Administrative team. If you have any questions or concerns about the Center's program, please feel free to arrange an appointment with

CLCC accepts responsibility for providing a safe environment. Biting is a stage many children go through. It is a natural and common fact. A child who bites is not a discipline problem or a bad child. There are a number of possible explanations for why children bite, none the fault of a “ bad home, bad parents, or bad teachers.” It takes time to change a behavior. Everyone involved must be committed to working together. Parents will be involved with the staff to develop strategies for change at the center and reducing, where possible, any stress resulting in the child’s behavior. We try to make every effort to correct the situation as quickly as possible and balance our commitment to the families involved. The children’s names are not released due to confidentiality. This information serves no useful purpose and can make an already difficult situation more difficult. Only after we feel we have made **every effort** to work with the child and parents do we consider terminating the child. Christ Lutheran Children’s Center is now implementing the following North Carolina biting law:

**If your child is involved in a biting incident that resulted in a break in the skin with bleeding, North Carolina law requires that all parties involved in a blood exposure to be tested for Hepatitis B and HIV. Parents will be given a letter of explanation that must be presented to their physician so that the appropriate tests are done. The Center’s Director will be responsible for exchanging contact information for each child. Parents who fail to comply with this law will be subpoenaed by the proper authorities.**

**STUDENT TERMINATION POLICY**

Christ Lutheran Children’s Center (CLCC) reserves the right to terminate services to any student at any time, for any reason (or no reason) and without prior notice, consultation or opportunity to be heard.

Notwithstanding the above, if certain conduct or behavior is the basis for a proposed termination and the director of CLCC determines in his or her sole and absolute discretion that the conduct or behavior at issue may be correctable and is not severe and/or a danger to any student, any staff, the classroom, the CLCC center, or any other parent or guardian, the director may in his or her sole and absolute discretion (and without any obligation or duty to do so) take one or more of the following actions prior to termination of services to that student (provided that, if the director determines to take or does take any of the following actions, the director may, in his or her sole and absolute discretion, terminate services at any time thereafter and regardless of the student’s, parent’s or guardian’s compliance with any or all the following steps):

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## INTRODUCTION

We are happy that you have selected Christ Lutheran Children's Center and take pride in the fact that it is a quality facility for child development. It is licensed for 110 children ages 6 weeks through TK

Christ Lutheran Children's Center is a GS110 Licensed center. It began as a Mother's Morning Out in 1987 and added Full Day classes in 1989. We provide care for children from 6 weeks through a 5 year old transitional kindergarten.

Our full day program is open from 7:15 until 6:00. We provide a morning and afternoon snack as well as a hot lunch.

We have a summer camp program that runs several weeks in the summer.

This Parent Handbook contains information which we hope will prove beneficial to you. Please feel free to call the Center should you have any questions.

## PURPOSE

Christ Lutheran Children's Center is committed to the physical, social, intellectual and spiritual development of each child in a loving Christian environment. Our purpose is to continue a process that you as parents have already begun:

- To provide a safe, nurturing child-centered environment
- To meet the individual needs of each child in a developmental environment utilizing centers
- To provide opportunities for experimental learning
- To develop happy, well rounded children and build self esteem, confidence and eagerness to learn
- To show each child how special she/he is to us and to God

At Christ Lutheran Children's Center, our purpose is to meet the needs of very important people . . . CHILDREN!

## PHILOSOPHY

We believe a developmentally appropriate program - both age appropriate and individually appropriate - best meets the needs of children.

Children learn best by being actively involved in their world rather than just listening. We involve children in a variety of learning activities that promote physical, emotional, social and mental growth. Our program utilizes centers to foster this growth. Children

provided daily. If your child is old enough to participate in the hot lunch program(12 months and older), please do not bring any food to the Center (an exception to this would be given on a case-by case basis, involving such medical necessities such as diabetes). Environmental Health Agency regulations prohibit the distribution of food prepared at home. Weekly menus are posted on the Parent's Bulletin Board. The guidelines are set by the Department of Agriculture and the North Carolina Department of Public Instruction, Division of Child Nutrition.

A light morning and afternoon snack are provided daily. This snack should not take the place of breakfast or dinner. Children are encouraged to eat, but never forced to do so. The Center provides Similac Infant Formula (up to one year of age). Parents wishing to use a different brand must provide their own. The amount provided is equal to the amount needed while at school. Parents must provide baby food for Infants. Please label bottles and food with your child's name and the date. Only one serving per container is allowed. Bottles and food jars can not be reheated. Peanut and peanut butter products are not served, nor allowed in the Center.

## BIRTHDAY & CELEBRATIONS

Birthdays are special. Parents are welcome to provide refreshments (cake, cupcakes, cookies, fruit, etc.) at school on or around the time of your child's birthday and to participate in the celebration. Peanut and peanut butter products are not allowed in the center. Please let your teacher know you are planning to bring a treat. **Outside party invitations will be distributed at school only if each child in the class is invited.** Latex balloons and candles are not allowed in the Center at any time.

## DISCIPLINE

An interested, involved child who has appropriate play materials available in a stimulating environment where consistent, reasonable limits are set is rarely a discipline problem. The Center operates on the premise that positive reinforcement for acceptable behavior causes a child to develop a good self-image. Extra smiles, hugs and praise are used to reward behavior that is acceptable. Discipline is defined as helpful guidance, encouragement and support to teach a child skills he/she will need to get along with others as well as sharing, problem solving, taking turns, dealing with disappointment and communication.

Corporal punishment, sarcasm, ridicule, withholding food or love, or harsh or rough treatment of any kind are not used. No child will ever be disciplined for accidents in toilet training.

## BITING POLICY

Vaccine	Age	Birth	1 month	2 months	4 months	6 months	12 months	15 months	18 months	24 months	4-6 years	11-12 years	13-14 years	15 years	16-18 years
Hepatitis B <sup>1</sup>		HepB	HepB	HepB <sup>1</sup>	HepB			HepB Series							
Diphtheria, Tetanus, Pertussis <sup>2</sup>			DTaP	DTaP	DTaP		DTaP			DTaP	Tdap		Tdap		
<i>Haemophilus influenzae</i> type b <sup>3</sup>			Hib	Hib	Hib <sup>3</sup>	Hib									
Inactivated Poliovirus			IPV	IPV	IPV					IPV					
Measles, Mumps, Rubella <sup>4</sup>						MMR				MMR			MMR		
Varicella <sup>5</sup>						Varicella						Varicella			
Meningococcal <sup>6</sup>												MCV4		MCV4	
Pneumococcal <sup>7</sup>			PCV	PCV	PCV	PCV						PCV		PPV	
Influenza <sup>8</sup>						Influenza (yearly)							Influenza (yearly)		
Hepatitis A <sup>9</sup>						HepA series							HepA series		

## IMMUNIZATION CHART

## NUTRITION REQUIREMENTS

### LUNCH AND SNACKS

For children able to eat table food, nutritious, well-balanced snacks and lunches are

have the freedom to explore their world under the supervision of loving adults and to discover answers for themselves.

Christ Lutheran provides an environment that promotes healthy growth and development of children by working and playing together.

## GOVERNING BOARD

Christ Lutheran Children's Center is governed by a Board of Directors approved by the Church Council to oversee the operation of the total weekday ministry to children. The Board is made up of church members, non-church members, half day and full day parents. Each member serves a three year term. Openings on the Board are announced in the parent newsletter and the church bulletin. If you are interested in serving on the Board, you may speak to the Director or the Senior Pastor.

## GENERAL PROVISIONS

### RATIOS

Our teacher/child ratios by age group are:

	<u>CLCC</u>
Infants	1 to 4
Toddlers	1 to 5
2 year-olds	1 to 6
3 year-olds	1 to 8
4 year-olds	1 to 9
TK	1 to 9

### STAFF

Christ Lutheran Children's Center teachers are chosen on the basis of their previous training, education, experience and dedication to providing loving Christian care in a wholesome, caring, environment.

### REQUIREMENTS

Our staff qualifications are:

- Enjoyment of and patience with young children.
- Degree and/or related course work in child development.
- Experience in child care and ability to teach young children.
- Commitment to continued personal and professional growth.
- Lead teachers are required to take Child Care Credentials I & II

-TK, three & four year old teachers are required to have a BS in Child Development, Elementary Education or a closely related field.

## STAFF DEVELOPMENT

Each staff member meets or exceeds the State of North Carolina requirement of the completion of 20 hours of staff development yearly. Training is offered by a variety of local, state and national organizations. During teacher workdays, teachers will attend workshops at CLCC.

## REGISTRATION AND ENROLLMENT

### FEES

At the time you are placed on the waiting list there is a \$30 fee. This fee does not guarantee placement in the center. It is non-refundable and is not applied to the registration fee.

At the time of enrollment, a non-refundable registration fee is due. Registration fee is \$100.

Current fees are listed below. Tuition and other fees are subject to change at least annually. For the annual tuition and/or fee changes, the Director will give notice to each parent in November of the new tuition and/or fee changes as well as the effective date. The failure of the Director to give timely notice of the tuition or fee changes shall not affect the obligation to pay those amounts.

Tuition is due and payable in advance on Monday morning of each week. An alternative procedure set forth below are available for those paying by automatic draft. **A \$5 late fee will be charged at noon on Tuesday.** Tuition, fees or other amounts more than two weeks past due constitute grounds for dismissal from the Center unless arrangements have been made with the director. CLCC has a no cash policy. Preferred method of payment is automatic draft. Please contact the office for more information. Exceptions from the automatic draft procedure may be made in appropriate circumstances by the director, provided, however, if an exception is granted, payments must be made by check and the payments will be required on a weekly basis in advance. Checks are payable to CLCC. A \$30.00 fee is charged for all checks returned to the center due to insufficient funds or other reasons. Unpaid tuition and other fees will bear interest at the rate permitted by law and will accrue until the outstanding amounts are paid in full. The center will be entitled to recover reasonable attorneys fees and costs incurred in the collection of any amounts due to the center.

- \* Parents must complete and sign a medication slip with specific times, dosage and dates to be given. A new slip is needed each week.
- \* All medication must be picked up on Fridays. Medications will be discarded each Friday.
- \* Faculty will not administer medication if it is different from the doctor's prescription.

### Policy on Non-Prescription Medication:

- \* Rules on prescription medicines also apply to non-prescription medications.
- \* Medication that does not have age appropriate directions for dosage must be accompanied by written doctor's instructions.
- \* Ointments, diaper cream, and topical lotions will require a Medicine slip signed by the parent every 6 months.
- \* Non- prescription medication will not be administered for longer than recommended by the manufacturer without a doctor's note.
- \* Any note and/or prescription must be from a doctor who is not the child's parent and or relative.

**The teachers will give a courtesy call for those children that are running a low grade fever (between 99 and 100.9). Parents may not come in and administer any kind of fever reducers, due to the fact that you may be masking a serious illness (ex. Strep Throat, Ear Infection, Virus, etc.).**

**Any exceptions to this policy will be at the discretion of the Center's Administrator.**

## MEDICAL EMERGENCIES

Slight injuries (scrapes and minor cuts) will receive treatment by a staff member with basic First Aid training. You will be called immediately in the event of serious injury and necessary steps will be taken to obtain medical aid. At enrollment, parents will sign a permission form for emergency care for the child.

In cases of emergency, the Center will attempt to reach those persons listed on the form in this order: parents, emergency contacts listed on application form, physician, hospital.

**It is very important that parents keep their work, home, car and emergency numbers current. If you have a cell phone and or beeper, please list it on your child's application form as well.**

the following day at 12:00 p.m.) If your child has pink eye and they start on the medicated drops at 12:00 p.m. or after, they must remain out of school the rest of the day and the next full day. ( Ex. If your child starts on eye drops at 2:00 p.m. on Tues., then they may not come back until Thursday.) A note will be required from your child's doctor stating that your child is on eye drops or stating that they are not contagious. If your child is not contagious they may return the same day.

\*\*Strep Throat ~ The same policy as the pink eye policy stated above applies if your child has strep and receives the shot. If they receive their antibiotics orally, then they must be out of school the next day.

**If your child has a runny green nose for 10 consecutive school days the Center will require documentation from your pediatrician with a diagnoses before returning to school.**

**If your child has an open sore and it seems to worsen, the Center will require documentation from your pediatrician before returning to school. The note needs to state that the sore is not contagious, what medication was prescribed and/or if there are any other special instructions to be taken.** If your child is contagious and starts medication before noon, they may not return to school that day, but may return 24 hours after medication has begun, ex: If your child starts medication at 10:00 a.m., then they may return to school the following day at 10:00 a.m.) If they start the medication at 12:00 p.m. or after, they must remain out of school the rest of the day and the next full day, ex: If your child starts medication at 2:00 p.m. on Tues., then they may not come back until Thursday.

**When the child has been out one full day and is returning to school after an illness, please remember the following:**

- \* A child must be able to participate in all activities when returning to school (this includes outdoor and gym activities).
- \* Chicken Pox lesions must be completely dry and child have no symptoms.
- \* A child must be free from fever (without medication), vomiting, diarrhea and other symptoms for 24 hours prior to returning to school.
- \* Children on prescription medication for a contagious illness must take it for 24 hours before returning to school.
- \* If your child has a rash, they may not come to school without a physician's note.

**Policy On Prescription Medications:**

- \* Medication must be in original container.

As long as your child is enrolled at the center, you are unconditionally obligated to pay tuition, fees and other amounts in the manner provided herein without exception, refund, reduction, mitigation, defense, counterclaim, deduction or set off for any reason, and such payment shall be made regardless of circumstances, including, but not limited to, vacations, personal days, absences, illnesses, holiday, closing (scheduled or unscheduled or lack of attendance for any reason).

A Capital Fee is assessed yearly at the time of your child's move ups. Older Infants will be charged a one time mat fee of \$30.00 prior to transitioning from crib to mat.

## WEEKLY RATES

Infants	\$ 240	Threes	\$ 215
Toddlers	\$ 230	Fours	\$ 210
Twos	\$ 220	TK	\$ 205

## FORMS

Prior to your child's attendance at the Center, the following forms must be on file with the Director:

- Application for Enrollment
- Consent for Treatment
- Child's Medical/Immunization Report
- Signed Discipline and Behavior Management Policy
- Feeding Schedule (Infants)
- Field Trip Permission Form
- Health Policy
- Emergency Form
- Handbook Acknowledgement
- Medical Slip Form
- Key Fob Form
- NC Child Care Rules & Laws
- Internet Picture Release Form

## WITHDRAWAL

**A two notice is required in writing** when a parent plans to permanently withdraw a child from the Center. Failure to provide this mandatory notice leaves the parent financially responsible for paying a penalty equal to two weeks tuition.

## CLOSINGS

Every effort will be made to keep the Center open when the Center is scheduled to be open. However, the Center is subject to be closed on an unscheduled basis (including early closings and full or partial day closings) and without advance notice. If in the event discretion normal services cannot be provided for any reason (including, but not specifically limited to, inclement weather, loss of power, lights or heat, or acts of God) or there are circumstances that pose a significant safety or health risk to the children, parents, or staff of the center. At that time the director will then make the decision when to close or not. For closing or delayed openings due to inclement weather, check the announcements via local television (WBTB 3, WCNC 6, & WSOC 4) and radio stations by 6:30 a.m. You may also refer to our website at [www.christelca.org](http://www.christelca.org) and click on inclement weather / closings. Please make sure that we have current phone and e-mail information so that you can be reached if the Center must close early. Regular fees will be due weekly, regardless of holidays, snow days or natural disaster.

## HOLIDAYS

The Center will be closed for the following holidays from **July 2009 through June 2010**:

Fourth of July-Friday July 3, 2009  
Labor Day-Monday, September 7, 2009  
Veteran's Day/Teacher Workday-Wednesday, November 11, 2009  
Two days at Thanksgiving-Thursday, Nov. 26th & Friday, Nov. 27, 2009  
Two days at Christmas-Thursday, Dec. 24th & Friday, Dec. 25, 2009  
New Years Eve-Thursday, Dec. 31, 2009 center close @ 3:00 pm  
New Years Day-Friday, Jan. 1, 2010  
Martin Luther King, Jr. Holiday-Monday, Jan. 18, 2010  
President's Day/Teacher's Work Day-Monday, February 15, 2010  
Good Friday-Friday, April 2, 2010  
Memorial Day-Monday, May 31, 2010  
Graduation-Thursday, June 10, 2010 @ 7:00 p.m.

language, sensory-motor, interpersonal relationships and spirituality. We dance and play, experimenting with the ways our bodies can move and developing balance, control and self-awareness. We reinforce and build upon the joyfulness of children through their spontaneous reactions to music and movement.

**Storytelling** Each month children ages Toddlers through TK enjoy stories and songs that center around a monthly theme. Themes include season and holiday stories as well as values such as friendship.

## HEALTH POLICY

If your child has any of the following symptoms, we will contact you to pick up your child from the Center (children should be picked up within one hour) both for the safety of your child and to prevent the spread of contagions. In the event that a parent can not be reached, an emergency contact from your family file will be called. CLCC understands that it is difficult for a parent to leave or miss work; therefore, it is suggested that a backup for ill child care should be arranged.

We use our experience, knowledge of illness in the center, knowledge of your child, and advice from our center's on call medical professional to make a decision concerning the health of children in our care.

**Children with the following symptoms must remain home the next full day and be symptom free for at least 24 hours (without medication).**

- \* Temperature of 101 or higher
- \* Vomiting
- \* Diarrheas or loose stools inconsistent with usual bowel
- \* Any suspicious rash
- \* Any contagious illness
- \* Any symptoms requiring one-on-one care and/or causing severe discomfort
- \* A child that has been given an enema must remain at home for 24 before returning to school.
- \* Surgery (tubes, shunts, broken bones, etc.)-your child can not return to the center until 24 hours have passed since the time of the surgery
- \* Any child given aesthetic or gas for any medical or dental procedure can not return to the center for 24 hours.
- \*\* Pink Eye ~ If your child has pink eye and starts on the medicated drops in the a.m. they may not return to school that day, but may return at 12:00 p.m. the following day. (Ex. If your child starts eye drops at 10:00 a.m., then they may re turn to school

Students will also create an ABC book that will show their progression of coloring and writing. Letter pages will be completed in class and will be laminated and placed in a 3-ring binder. **Please send in a 1/2" 3-ring binder to your child's teacher by mid September.** ABC books will be kept in your child's classroom until completion of the alphabet by the end of May. Four year olds will continue to work on their gross and fine motor skills through play. They will enjoy activities and art projects dealing with the theme of the week. There will be a Bible story of the week that will be covered each day in afternoon circle through readings, artwork, and discussions. Show and Share will be scheduled at least once a month; please view your child's class calendar for more information.

## **TRANSITIONAL KINDERGARTEN**

Our Transitional Kindergarten is designed for children who miss the school cut off date for kindergarten but turn 5 by December 31, or for the child who has an early birthday and would benefit from another year of socialization. It is best for the child to already have had a four year old experience. While the TK program is whole language based with emphasis on letters and numbers, our focus is on the development of the whole child. Our program is a relaxed and fun atmosphere which encourages success. Social interaction remains a top priority. Parent involvement is an integral part of TK. Field trips offer new experiences and events that may not be possible in the classroom. Our fieldtrips are scheduled once a month and we ask parents to help drive and chaperone.

## **RELIGIOUS CURRICULUM & SPECIAL ACTIVITIES**

Our faith and belief is that we are all children of God. We believe our spiritual development and well being are part of our growth and maturity, especially in the early years of life. At Christ Lutheran Children's Center, we will talk about the God who loves us, the God who creates all that exists and the God who sent us his Son, Jesus, to reveal His love. Songs, stories and art about God will be shared in our classrooms. Prayers of thanksgiving will be prayed before snack and lunch.

The following extra curricular activities are offered as part of the curriculum:

**Chapel** Children three and older meet once a week in the Sanctuary. A Minister from the church will join them for a Bible story and sing praise songs. Toddlers and Twos have their own special chapel time with a member of our staff.

**Music** Children know no limits, either physical, mental, or musical. Our curriculum uses music and movement as learning tools addressing developmental needs such as

## **DAILY OPERATING INFORMATION**

### **CENTER HOURS**

Christ Lutheran Children's Center is open from 7:15 a.m. to 6:00 p.m. Monday through Friday.

### **ARRIVAL AND DEPARTURE**

In order to be included in the daily lunch count, children must arrive no later than 9:00 a.m. Scheduled activities begin at 9:00 a.m. To avoid unnecessary disruptions and to ensure that all children have the opportunity to participate in classroom activities in the fullest measure, all children should arrive no later than 9:00 a.m. **Parents are responsible for the child's safe arrival and departure at the classroom door and must sign in and sign out. Please escort your child to and from their classroom.** No one will be admitted into a classroom until **7:15 a.m** or after **12:00 p.m.**

### **PARKING**

Our parking lot is a busy place. Please obey all traffic patterns and signs. Watch your children closely while entering and leaving the building. **DO NOT LEAVE UNATTENDED CHILDREN IN THE CAR.** We suggest that you do not leave valuables in clear view, even in a locked car. Half day carpool is from 8:45—9:00. **Please do not park in the circle during this time.** CLCC's parking lot will be locked during the evening hours. The entrance on Providence Road and Mammoth Oaks Lane will be opened at 7:00 am. All other entries will be opened at 8:00 am. **Please do not park on the curb,** park only on the designated parking areas.

### **AUTHORIZED PICK-UP**

Only authorized persons named on the pick-up list may take a child away from the Center. Siblings cannot pick up unless they have a driver's license. When someone else must pick up your child, the Director must be notified by telephone or a signed note, and these persons must identify themselves to the Director, Office Administrators and/or teachers. Children will not be allowed to go with an unauthorized adult. A drivers license or other photo identification will be required.

If your child is on the playground when you arrive to pick him/her up, please be certain that the teacher is aware that you are leaving the Center and that you have signed your child out. Please enter the playground to pick up your child. Do not lift your child over the wall or fence.

## LATE PICK-UP

Please be considerate of our staff and pick up your child by 6:00 p.m. **A fee of \$1 per minute past 6:00 will be charged.** (Example: If you pick your child up at 6:10, you will be charged a \$10.00 late fee.) **Repeated late pick-ups will constitute grounds for dismissal.** It is advised that you have a back-up of friends or relatives whom you can call if you are running late.

## ABSENCES

If your child is ill or will be absent for any reason, please call the Center. As a courtesy to the teachers and the cook.

## EARLY PICK-UP

Please notify the teacher in advance if your child is to be picked up early. This will enable the teacher to have your child ready when you arrive.

## PARENTS DAILY INFORMATION SHEET

For parents of children in the infant and toddler rooms, a Parent's Information Sheet, letting you know whether or not your child has eaten well and napped, along with other pertinent information will be in your child's cubby or diaper bag.

## SHARE TIME AND PERSONAL BELONGINGS

Children may not bring toys, costumes, guns, chewing gum, candy or money to the Center. Your child will be given the opportunity to "show and tell" special treasures. Also let your teacher know if your child has a special nap item such as a security blanket. Any nap items must fit in the child's cubby.

## NAPS

For the rest period, each child will be furnished with a covered mat. The mats and the mat covers are washed and sanitized weekly. Please take home any personal blankets on Friday to be washed. Even if your child does not sleep, he/she will be encouraged to rest during this time. Older infants will be charged a one time mat fee of \$30's prior to transitioning from crib to mat. They will take this mat with them to each new class.

## CLOTHING

Parents are asked to dress their child in clothes and shoes that will allow them to participate in all activities both inside and outside. Jackets are needed for cool weather and towels may be needed for water days. **Each child must have a change of clothing**

Students will also create an ABC book that will aid in their recognition of uppercase and lowercase letters and show their progression of coloring and writing. The three year olds will not use lined paper to write on due to the natural progression with fine motor skills. It's so easy as a parent to want to push your child to the next level; however, we do not want to slow the learning process down by skipping skills. Letter pages will be completed in class and will be laminated and placed in a 3-ring binder. **Please send in a 1" 3-ring binder to your child's teacher by mid September.** ABC books will be kept in your child's classroom until completion of the alphabet by the end of May. Three year olds will continue to work on their gross and fine motor skills through play. They will enjoy activities and art projects dealing with the theme of the week. There will be a Bible story of the week that will be covered each day in afternoon circle through readings, artwork, and discussions. Show and Share will be scheduled month; please view your child's class calendar for more information.

## FOUR YEAR OLDS

The curriculum will begin the week of school with the theme being "Our Favorite Things" and will end the last week of June with "God Bless America." Four year olds will continue to have a theme of the week but will also add a letter of the week starting with the letter A on September 14<sup>th</sup> and ending with letter Z on May 17<sup>th</sup>. Letters will not be learned in ABC order, for mixing up the alphabet helps the child focus on that letter and keeps him/her from thinking that LMNOP is ONE letter. The fours will focus on introducing and learning the letters and sounds. They will also work towards taking the sounds and blending them together to make words. The following materials will be used to aid in introducing the letters and their sounds:

**Alphatales Books** – a book for each letter that tells a unique story using words that begin with that letter sound

**My (Letter) Book** – a book for each letter that involves the character placing objects in a box that begin with that letter sound

**Story Cards** – stories for each letter that bring the letter sound alive and has the students saying the sound

**Picture Cards** – used to introduce a letter - Students will recognize that the name of the picture begins with the letter of the week. For example: Letter A – Astronaut not Space Man

**Letter Bus** – using a song to review letters and sounds learned

**Daily News** – information provided from various children will be written on the board and students will be asked to find the letter of the week in the words

**Mini Story Books** – one for each letter – child will sit with teacher individually and will read story together, search for letter of the week, and will write the letter of the week

beginning of the year, the children will be listening to the teachers say the day and date while pointing to it on the calendar. In January, the children will be counting the days on the calendar to get an understanding of the number concept and will start visual recognition of printed words in calendar, weather, etc.

During this year, it is important that your child's social and emotional skills are enhanced. Learning through play is the richest way to learn. Your child will enjoy role playing in different centers by acting like people/animals/etc. and using dolls, cars, at least once a blocks, etc. to create situations that they are familiar with. Be careful of what you do and say; we may see it in our classroom! Working in small groups will help children interact with others by learning to share, taking turns, and talking with one another in appropriate ways. We will give your child the tools to help him/her be successful while playing with others.

The 2's continue to work on their gross and fine motor skills through play. They will enjoy activities and art projects dealing with the theme of the week. There will be a Bible story of the week that will be covered each day in afternoon circle through readings, artwork, and discussions. Show and Share will be scheduled at least once a month; please view your child's class calendar for more information.

### **THREE YEAR OLDS**

The curriculum will begin the first week of school with the theme being "Our Favorite Things" and will end the last week of June with "God Bless America." Three year olds will continue to have a theme of the week but will also add a letter of the week starting with the letter A in September and ending with letter Z in May. Letters will not be learned in ABC order, for mixing up the alphabet helps the child focus on that letter and keeps him/her from thinking that LMNOP is ONE letter. The threes will focus on introducing and recognizing the uppercase and lowercase letters. They will also work towards finding words that begin with the letter. The following materials will be used to aid in introducing the letters:

**Frog Street Press Books** – a book for each letter that tells a unique story in a song using words that begin with the letter – A CD with the songs will be used as well.

**Gum Ball Machine** – activity used during circle time that uses rhymes to help students recognize the letters

**Letter Can** – each child will be assigned a day to take home the letter can and return it the following day with items from home that begin with the specified letter

**Mini Story Books** – one for each letter – child will sit with teacher individually and will read story together, search for letter of the week, and will circle the uppercase and lowercase letter of the week in the story

**and shoes left at the Center to be used for emergencies.** Several changes of clothing are needed as much as extra shoes for toilet training. Please label all clothing and shoes. **If extra clothing is borrowed from the office they must be returned on the next business day.**

### **FIELD TRIPS**

Our field trips are educational in nature and planned to enrich your child's experience. Children under four go on walks on and around our campus. The permission form you sign at enrollment will cover any of these trips. Only Four year-olds and TK are allowed to go on field trips off campus. You will be notified in advance when a trip is planned. An additional form is needed for these trips. It will be given to you at the beginning of that year. Parents must provide an appropriate car seat for their child to go on a fieldtrip.

### **EXERCISE**

Physical exercise is essential to a child's health and well-being. We will play outside each day, weather permitting. During inclement weather, we will use the Spirit-Hall (gym).

### **SAFETY**

The Children's Center has a security system at each entrance to the Center (except for the playground door). Each family will need a "key fob" to get in each of the Center's doors. Your key fob can go on your keychain for easy access. You simply hold the key fob in front of the security system panel located at each door.

Any person who picks up your child on a regular basis (ex. grandparents, nannies, etc.) will need a key fob. An uncle or neighbor that rarely picks up will not need one. They may be buzzed in through the front door with proper identification. Most families will only need 2 key fobs (one for each parent). There is a \$10.00 fee for each key fob. This is a refundable fee upon withdrawing from the Center. If your key fob is lost, your fee will not be refunded. You will need to notify the office as soon as possible and request another key fob for \$10.00.

### **CELL PHONES**

Parents are asked not to use their cell phones in their child's class room to avoid unnecessary disruptions. It is very important to your child and your child's teacher that they have your full attention during arrival and departure

## **PROGRAM OUTLINE**

We are excited to let you know that we are starting a new curriculum at CLCC. Our preschool has been blessed with many creative teachers, so we have pulled our resources together to create this new curriculum. Please keep in mind that all children develop their skills at different rates. Studies have shown that developmental skills of children even out around second or third grade. With this in mind, understand that we are introducing lessons and skills to your children. They are sponges and will take in the information and will let it “pour out” when they are ready. One can not force a child to do something that they are not ready to do. Our curriculum is based on learning through songs, finger plays, repetition, play, and books. Learning to play with others is a major focus as well.

All classes from infants through 4 year old classes will have the same theme of the week.

## **CURRICULUM COMMITTEE**

Board Liaison—Samantha Bumgardner

Director—Amy Italiano

Assistant Director—Linda Warren-Sidway

Laura Corgan –Curriculum Coordinator

Adrianna Dickerson—Curriculum Coordinator

Jan Morris

Jeannette Chokran

Angela Genica

Linda Giagrande

## **INFANTS**

We understand that for many of you, this will be your first experience with placing your baby in childcare. Please note our main goal is to communicate with you on a daily basis to give your baby the best opportunity to grow and flourish in his/her own unique way. Our curriculum will encourage your baby to explore, problem solve, express themselves through movement, build self-confidence, and establish trusting relationships.

We are here to offer your baby a stimulating and loving environment not a stressful one. Your baby’s needs and safety are our first priority.

During your baby’s first year, we believe that infants need to be nurtured and loved through physical touch and language, for example: rocking, being held and caressed, being talked to, etc. It is important that your child’s developmental goals (gross & fine motor, language/intellectual, and social/emotional) are enhanced. Infants learn by exploring their world around them. In the areas of gross and fine motor development, your baby will enjoy movement activities and sensory activities. Your baby’s language/

intellectual areas will be enjoyed through one on one conversations, songs, finger plays, and books. In the areas of social/emotional development, your baby will experience playing with other babies and experience his/her teacher talking with him/her about what he/she is seeing throughout the day. Infants six months and older will enjoy a special activity each week. There will be a Bible story of the week that will be covered each day in the afternoon through readings, songs, and use of puppets. Through all of these activities, teachers will be able to help your baby integrate his/her senses and will give your child the tools to help him/her be successful in his/her surroundings.

## **TODDLERS**

The toddlers will enjoy movement activities, songs, finger plays, flannel board activities/stories, and books during circle. They will view their schedule for the day, discuss the theme, and say the Pledge of Allegiance.

During this year, it is important that your child’s social and emotional skills are enhanced. Learning through play is the richest way to learn. Your child will enjoy role playing in different centers by acting like people/animals/etc. and using dolls, cars, blocks, etc. to create situations that they are familiar with. Be careful of what you do and say; we may see it in our classroom! Working in small groups will help children interact with others by learning to share, taking turns, and talking with one another in appropriate ways. We will give your child the tools to help him/her be successful while playing with others.

The toddlers will continue to work on their gross and fine motor skills through play. One of the key steps to prewriting is strengthening the shoulder and arm muscles. Toddlers will enjoy strengthening these muscles through play activity such as, playing games on their tummy, drawing/painting on easels, using tongs to pick up items, etc. They will also enjoy other activities and art projects dealing with the theme of the week. There will be a Bible story of the week that will be covered each day in afternoon circle through readings, artwork, and discussions. Show and Share will be scheduled at least once a month; please view your child’s class calendar for more information. Toddlers will not bring in a toy from home for Show & Share; they will be asked to “show or share” something with their friends. They may sing a song, jump five times, tell about what they ate for breakfast, etc.

## **TWO YEAR OLDS**

The 2’s will enjoy movement activities, songs, finger plays, and books during circle. They will view their schedule for the day and discuss the theme. A job chart will be visible with assigned jobs for the children. Your child will learn the Pledge of Allegiance. Little ones will also enjoy discussing the weather and dressing Weather Bear with the appropriate outfit for the day. Calendar activities will be built upon during the year. At the