

# CHRIST LUTHERAN LEARNING CENTER

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(look under “Learning Center”)

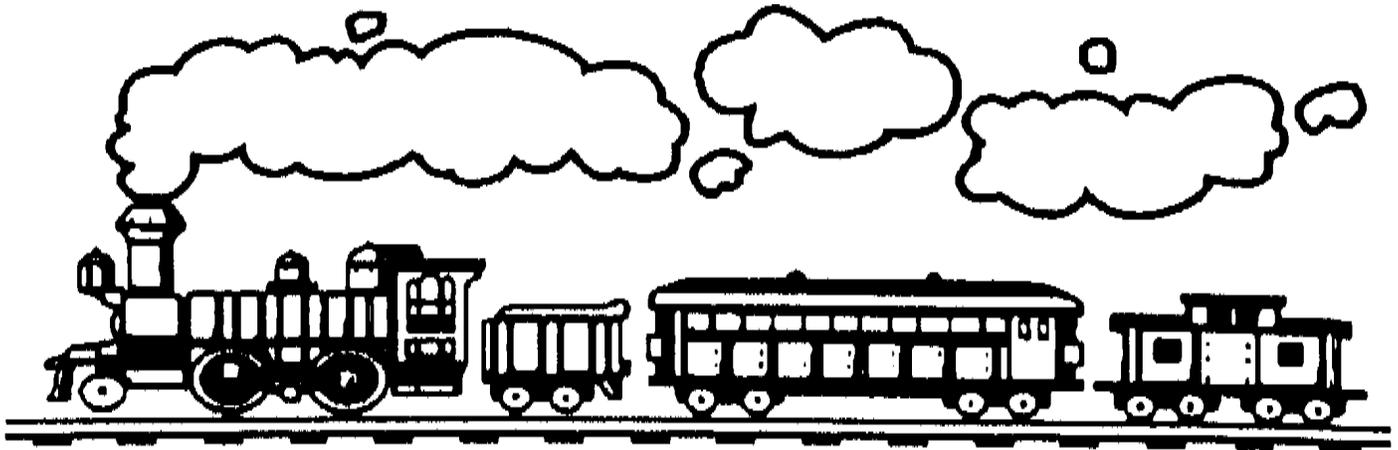
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**Director: April Peters**



PARENT HANDBOOK

2017 - 2018

# **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. It is operated as a non-profit ministry to the children in our community.

### **STAFF**

Our teachers are crucial to the quality of this program. Providing good physical care is just the beginning point in building trusting, secure relationships needed for a child to thrive. Our teachers have been carefully chosen for their warmth and nurturing skills. They are sensitive to the individual and recognize that each child is unique and different from every other child. Our teachers participate in training that includes leadership training conferences, staff meetings, and workshops. Our teachers are certified in pediatric CPR and first aid. They also receive a minimum of 24 hours of training/enrichment each calendar year.

# 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 (CLLC)**

#### **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 1. 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. Thereafter, openings are filled on a first come, first serve basis.

All enrollment forms (Admission Information, Child History, Parent Handbook Acknowledgment, Discipline & Guidance Policy, and Child Permission) must be turned in on or before July 15. If these forms are not submitted in the time stated, enrollment will be suspended until all forms are submitted.

#### **2. Registration**

Beginning in February the registration process for the next year begins. At this time, a registration fee of \$75.00 is required per year per child for enrollment in this program. There is an additional fee of \$25 for either the optional Monday program or Friday program (\$50 for both).

This registration fee is a non-refundable fee. By June 1, all families pay for May's tuition of the next year. You may mail it in or drop it off at the preschool office. This tuition is refundable only if withdrawal is done before July 15. After July 15, no tuition is refundable, unless it is due to a job transfer or military reassignment. Please submit a letter on letterhead regarding the transfer.

If mailing your tuition, please send to:

Christ Lutheran Learning Center  
P.O. Box 895  
Georgetown, Texas 78627

#### **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.

The Texas Administrative Code (TAC) describes the conditions under which individuals can seek exemptions from Texas immunization requirements. Exclusions from compliance are allowable on an individual basis for medical contraindications, reasons of conscience, including a religious believe, and active duty with the armed forces of the United States. The school will accept only the originally signed and notarized official affidavit forms developed and issued by the Department of State Health Services, Immunization Branch. No other forms or reproductions will be allowed.

#### **4. Vision and Hearing Screening**

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

The Preschool must have on file the individual visual acuity and sweep check results, or an affidavit stating that the vision or hearing screening conflicts with the tenets or practices of a church or religious denomination of which the affiant is an adherent or member.

#### **5. Tuition**

This preschool is a non-profit organization and exists to provide a ministry. 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 first day of each month and considered late after the tenth day of each month, unless other arrangements are made with the Center director. Payments received after the tenth 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. Thirty days written notice is required for withdrawal so we may fill the vacated spot. You are responsible for the full amount within that 30 day period. 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 \$25.00 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 2:00 p.m. on Tuesday, Wednesday, and Thursday, nine months out of the year beginning in September. There are optional classes held on Monday and/or Friday along with an optional extended care from 2:00 p.m. - 4:00 p.m. for an additional fee. Other options include an early drop-off at 8:00 a.m. and a late pick-up at 4:30 p.m. 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. If your child is potty-trained, we ask that you have your child stop by the restroom before entering the classroom. 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. A child will NOT be released to anyone under 18 years of age.

**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. Late pick-up fees will automatically be charged to your account at the time you pick up your child. Failure to pay late fee may result in the dismissal of your child from school.**

CLLC has no legal authority to refuse either parent the right to pick up their child unless a court has granted temporary or permanent custody to one parent or to a third party, or has issued some other order pertaining to the child. The preschool must be furnished a copy of the document.

If a parent appears to be under the influence of alcohol or other drugs, as determined by

the Director upon arrival, a member of the staff will offer to take them home or call a person of their choice for help. We want to insure that the child and the parent arrive home safely. If the parent refuses, the police will be called immediately.

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, besides 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 by 8:40 a.m. 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 and weather appropriate 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, flip flops, jellies, or sandals. Label all removable clothing such as raincoats, sweaters, jackets, hats, backpacks, gloves, mittens, etc. Fasteners on clothing and shoes should allow children independence in dressing themselves. Parents are to provide disposable diapers for children who are not yet using the toilet.

All children MUST have a complete change of clothing (this should include socks, underwear and outer clothing) in their bags every day. This includes the three and four year old children as preschoolers of all ages have accidents from time to time! Staff will use the articles in there is a mishap and will return the soiled clothing in a plastic bag.

## **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 your visit be unobtrusive 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**

Children may not be brought to school if they are ill. We are depending on you to help us maintain this policy. 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. **Your child may not return to preschool for 24 hours from the time they are picked up at preschool.**

## **OTHER HEALTH POLICIES**

**Allergies** – You must notify the Preschool of any allergies your child may have on the admission information form. You will need to see the Director if your child has severe allergic reactions requiring the use of an EPI-PEN. It is the Parents' responsibility to make sure that any emergent use medication is current.

**Nut Allergies** – The Preschool is not a nut free environment. You must notify the Director and indicate on the admission information form if your child has a nut allergy.

**Emotional Well Being** – Please let us know if your child has or is experiencing a traumatic situation at home. The Preschool staff will be supportive at all times. The church staff is also available to help in difficult situations.

**Health Check** - A visual or physical assessment of a child may be made by the teacher to identify potential concerns about a child's health, including signs or symptoms of illness and injury, in response to changes in the child's behavior since the last date of attendance.

A child who is too ill to participate in outdoor activity should remain at home until they are able to participate. If a child is absent more than one day or is diagnosed with a contagious illness, please call the Director to discuss the nature of the illness so that we may alert others to possible exposure.

**Medication** – The Preschool will not administer medication to any child. We feel that our hours of operation are such that parents will be able to administer medications to their child at home. Please plan in accordance of this. **DO NOT LEAVE** any medication in your child's bag as this creates a health hazard for other children in the room. If your child has a severe allergy that requires medication (i.e. bee stings, nuts), please notify the Director.

**Tuberculin Testing** – Requirements for tuberculosis screening and testing vary across the state. At this time, the Preschool is not required to have its students tested for tuberculosis.

### **15. Serious injury or illness**

In an extreme medical emergency, 911 will be called. The child will be transported to the hospital designated on the child's admission information form unless EMS determines

otherwise. Any expenses incurred will be the responsibility of the child's family. Always be sure the school knows where to contact you. Keep all phone numbers and addresses current in our records.

## **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.

\*\*\* The Learning Center curriculum includes a Mud Day in the fall for all ages which includes water activities. To help with supervision with the activities, we encourage parents to be in attendance.

## **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.

If your child is hurt while at school, the supervising adult will complete an "Incident Report" for you to sign. This report will include details of the injury and will be kept in your child's file after being signed by the parent or guardian.

## **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 will be held once each week in the sanctuary and will be led by the Pastor, Center Director, Christian Education Director, Youth & Family Minister, or other staff person. We welcome your participation. See the monthly newsletter for dates and times.

## **21. Child Abuse and Neglect**

All children have a right to live free from abuse. Children depend on their parents, family members, teachers and child care providers to love, nurture and protect them. As a child care provider, we will provide for the emotional and physical well-being of your child(ren) while in our facility.

### **Defining Child Abuse and Neglect**

Child abuse happens when somebody or some situation threatens the development, security and survival of a child. Many forms of abuse are criminal in nature. The definition of child abuse is a child who has had non-accidental physical injuries inflicted upon him, injuries which are at variance with the history given of them. The definition of child neglect is a child who has been abandoned, denied proper care and attention physically, educationally, emotionally or morally.

### **Recognizing Signs of Abuse**

Children show many different signs of abuse or neglect. While all children have scrapes, bruises and birthmarks, it's good to know some common signs of abuse and neglect. The State of Texas requires all licensed child care providers to obtain one hour of annual training in prevention techniques and the recognition of symptoms of abuse and neglect as well as the responsibility and procedure for reporting suspected abuse and neglect.

### **Reporting Abuse and Neglect**

The law requires any person who believes that a child, or person 65 years or older, or an adult with disabilities is being abused, neglected, or exploited to report the circumstances to DFPS. A person making a report is immune from civil or criminal liability provided they make the report in good faith, and the name of the person making the report is kept confidential. Any person suspecting abuse and not reporting it can be held liable for a misdemeanor or state jail felony.

# Texas Abuse/Neglect Hotline

1-800-252-5400 or <https://www.txabusehotline.org>

For reporting abuse, neglect, or exploitation of children,  
the elderly, or people with disabilities.

## **Increasing Awareness of Child Abuse and Neglect**

Parents and employees will be notified about workshops or presentations in the local area concerning the issues of child abuse and neglect, including warning signs and prevention techniques.

### **22. Home visits**

Teachers will make home visits during the week(s) 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.

### **23. Animals in the Classroom**

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

### **24. 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.

### **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 snack for that day. Besides providing snack, party parents may 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 8:45 to 9:30 a.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**

Your child should have eaten breakfast before he/she arrives at school. If your child must finish their breakfast, it would be most helpful to the teachers if you could have your child finish eating before entering the classroom....whether it be outside the church entrance or in your car. Once your child is finished, we ask that you have them go by the restroom and wash their hands before entering the classroom. This will help us as we strive to keep the toys and classroom manipulatives clean.

Each child will bring his / her own lunch. Lunch time is very important and is greatly anticipated by the children. 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. Each child may bring a drink in their lunchbox or drink from their personal water bottle. Please send a water bottle to school each day to use in the classroom and on the playground.

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

**According to state guidelines, all food served must not present a risk of choking for infants and toddlers. As a result, we ask that all grapes, hotdogs, corny dogs, cherry tomatoes, etc. be cut up horizontally per state request.**

## **27. Book orders**

Periodically the Learning Center will send home book order forms. If you wish to purchase these children's books, you may do so online or by completing the form and returning it with the required money to school by the date on the form. Book orders are not a fundraiser 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. For orders that are placed online, the school receives a coupon for one free book on our next order.

## **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. Gang-free Zones**

As a result of House Bill 2086 that passed during the 81<sup>st</sup> Legislature, information about gang-free zones must be distributed to parents and guardians of children in care at licensed child care centers. What is a gang-free zone? A gang-free zone is a designated area around a specific location where certain gang related activity is prohibited and is subject to increased penalty under Texas law. Specific locations where certain gang related criminal activity is now prohibited include, but are not limited to, public schools, playground, video arcade facilities, and day care centers. Certain gang-related criminal activity that occurs within 1000 feet of a school or daycare center is a violation of the law.

## **32. Emergency Preparedness Plan**

In the event of a gas leak, chemical spill, or other emergency that requires us to evacuate the children, the children shall be lined up immediately by the staff person in each room and shall be counted to be sure that no one is left behind. If time permits, the staff person shall be responsible for organizing the putting on of coats, etc. for the class. The children shall be placed in private automobiles belonging to the staff and other church employees and taken away from the area as directed by emergency personnel. If evacuation to the WEST is necessary, the children shall be taken to Tippitt Middle School, 1601 Leander Road, Georgetown, Texas (512-943-5040). If evacuation to the EAST is necessary, the children shall be taken to First United Methodist Church (The Learning Tree), 410 East University Avenue, Georgetown, Texas (512-863-2370). If necessary, the children will be evacuated to a designed area determined by the Incident Commander at the time. The director shall be responsible for the removal of pertinent children's records.

In the event of an emergency, all parents and guardians identified in the child's admission file will be notified by phone, email, or text of the type of emergency, sheltering location and any additional details specific to the emergency as soon as all children are safely sheltered. Additional notification will be sent when the emergency situation is remedied and sheltering precautions are lifted. For lock-downs, children will not be released until the area is deemed safe by local law enforcement.

Please ensure changes to contact information are immediately communicated with our office to ensure receipt of important communication.

The Director will notify the state licensing representative at 1-800-252-5400 as soon as possible after any occurrence that renders all or part of the program unsafe or unsanitary for a child.

### **33. Fire / Severe Weather Drills**

These are practiced routinely. An evacuation plan is in place in case of an emergency requiring evacuation of Christ Lutheran Church.

### **34. Snow or Bad Weather Days**

If Georgetown ISD closes schools or has a late starting time due to snow or other bad weather, the school will also close or start late. Please listen to local TV, radio stations, and the website for announcements. Even if GISD chooses to have school during inclement weather, we reserve the right to close to ensure the safety of our staff and students. Teachers will make every effort to contact parents.

### **35. Rest-time**

All children will have a quiet time after lunch and are encouraged to rest. Each classroom follows a routine of toileting, handwashing, and listening to or looking at books and quiet tapes/music. Lights are lowered during this time. Special rest items such as favorite blankets or stuffed animals are permitted during this time. All children must have a plastic, foldable Kindermat for use during rest time. Please label your child's mat. Also, please send your child a small blanket to use while resting. It is most helpful if the child's mat is slipped into a king size pillowcase. State guidelines require that all bedding be washed weekly. Please take your child's blankets and/or sheet home at the end of each week and return to school on your child's next school day. If your child uses a pillowcase or mat cover of any type, we ask that it be replaced by a parent when it is returned to school each week.

### **36. Employee Vaccine-Preventable Disease Policy**

All employees of CLLC are required to show written proof of a current TB test upon employment.

### **37. 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](http://www.dfps.state.tx.us)

**2017 - 2018**  
**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.

<b>August 30</b>	<b>Open House: 10:00 a.m. Meet with Teacher 10:30 a.m. Parent Meeting (in sanctuary)</b>
<b>September 1</b>	<b>Friday Falcons class begins</b>
<b>September 4</b>	<b>School Holiday - Labor Day</b>
<b>September 5</b>	<b>First day of class for TWTH classes</b>
<b>September 11</b>	<b>Monday Monkeys begins</b>
<b>September 19</b>	<b>Mud Day (9:00 a.m.) (makeup day on 9/26/17)</b>
<b>October 6</b>	<b>School Holiday (Friday Falcons)</b>
<b>October 9</b>	<b>School Holiday (Monday Monkeys)</b>
<b>October 31</b>	<b>In the Ark with Noah (Halloween)</b>
<b>November 16</b>	<b>Thanksgiving Brunch</b>
<b>November 20-24</b>	<b>Thanksgiving holidays</b>
<b>December 21</b>	<b>Christmas parties</b>
<b>December 22-January 5, 2018</b>	<b>Christmas holidays</b>
<b>January 8</b>	<b>Classes resume for Monday Monkeys</b>
<b>January 9</b>	<b>Classes resume for TWTH classes</b>
<b>January 12</b>	<b>Classes resume for Friday Falcons</b>
<b>January 15</b>	<b>School Holiday (Monday Monkeys)</b>
<b>February 14</b>	<b>Valentine parties</b>
<b>February 19</b>	<b>School Holiday (Monday Monkeys)</b>
<b>February 20</b>	<b>School Holiday</b>
<b>March 7</b>	<b>Texas Days - (activities in gym / snack)</b>
<b>March 12-16</b>	<b>Spring Break</b>
<b>March 29</b>	<b>Easter parties</b>
<b>March 30</b>	<b>School Holiday - Good Friday</b>
<b>April 16</b>	<b>School Holiday (Monday Monkeys)</b>
<b>May 17</b>	<b>Last day for 3-day program (Graduation)</b>
<b>May 18</b>	<b>Last day (Friday Falcons)</b>

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.clcgtn.org](http://www.clcgtn.org) (look under "Preschool")

# 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 un-wellness, 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.**