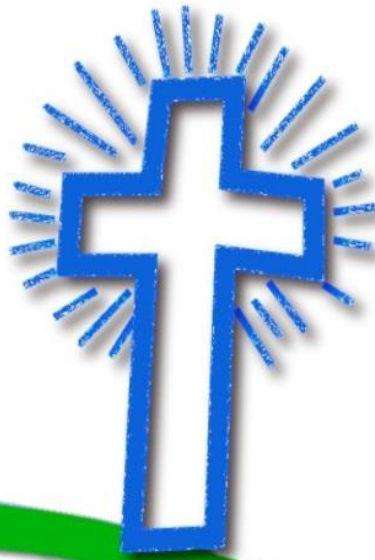


Parent Handbook

Christian
Learning
Center



Hays Hills Baptist Church

"I have no greater joy than to hear that my
children are walking in the truth."

3 John 1:4



**Hays Hills Baptist Church
Christian Learning Center**
1401 N. FM 1626
Buda, TX 78610

Debbie Miller, PHR, Director
512-213-1570
debbie@hayshills.com

Emily Gallagher, Associate Director Development
512-213-1564
emily@hayshills.com

Thelissa Martinez, Office Manager
512-213-1571
thelissa@hayshills.com

Website:
www.hayshillsclc.org

Revised March 2024

hays hills
BAPTIST CHURCH

1401 North FM 1626
Buda, TX 78610
512.295.3132

Dear Parents,

God has given parents the remarkable responsibility of raising their children in the knowledge of the Lord: You shall love the LORD your God with all your heart and with all your soul and with all your might. And these words that I command you today shall be on your heart. You shall teach them diligently to your children and shall talk of them when you sit in your house, and when you walk by the way, and when you lie down, and when you rise. – Deuteronomy 6:5-7

Hays Hills Baptist Church is here to encourage and support you in this task, and we are thrilled to be able to do so through our Christian Learning Center. Our faculty and staff do an excellent job preparing the hearts, minds, bodies, and souls of the children under their care. I am thankful for their labor in the life of my son, Ezra, and trust you will be thankful for their labor of love in your child's life as well.

If at any time you have questions about what we have to offer young families, about parenting, or about our church in general we would love to help as best we can.

Aaron Kahler

Lead Pastor

Hays Hills Baptist Church

512-295-3132 ext. 35

aaron@hayshills.com

Dear Parents,

Thank you for choosing our Christian Learning Center program at Hays Hills Baptist Church. We feel blessed that you have chosen to entrust your child to CLC. It is our goal to provide a safe, quality, developmentally appropriate program for your child.

Our staff is dedicated to making your child's experience at school a special time. Our teachers are prepared to do their best in making sure that your child is provided with age-appropriate activities.

This handbook has been designed to help you become familiar with our program and policies. It includes our operating policies and information that will help you understand the shared responsibilities we have between home and school. Our success in providing a quality program depends a great deal on your support and involvement. The best assurance for a child's success at the Christian Learning Center is the close cooperation and understanding of parents and staff. We are committed to loving and serving the Lord through preschool teaching and believe that each child is a gift from God. We are here to guide your child in the way he learns best.

This handbook has been prepared in order that you may know the policies and better understand the philosophy and purpose of the CLC program. We will work together with you to guide your child through a successful year here at Hays Hills Baptist Church in the Christian Learning Center.

If you have any questions, comments and/or suggestions, please email debbie@hayshills.com. It will be wonderful to see what amazing things God has in store for all of us!

Blessings,

Debbie Miller
Hays Hills Baptist CLC
Director

Mission Statement

The mission of Hays Hills CLC is to align with the mission of Hays Hills Baptist Church. We desire to bring glory and honor to God's name by providing a safe nurturing environment in which parents can entrust their children. We will teach them about God and Jesus and help them to develop socially, emotionally, cognitively, physically, and spiritually. We will share the love of Jesus with all children and their families.

Spiritual – we want every student to know that they are God’s unique creation, special in God’s eyes and designed for a purpose in His kingdom!

Social – we aim for students to develop awareness of themselves and others while learning to function cooperatively in a group in a school setting.

Emotional – we want students to be able to identify and express emotions in healthy ways as they are developing character and self-esteem.

Physical – we strive to implement curriculum that helps students hone their gross and fine motor skills.

Cognitive – we work towards combining all the above values to increase problem solving skills, comprehension, and intuition.

Program Purpose

Hays Hills Baptist Church Christian Learning Center is a ministry program of Hays Hills Baptist Church. The school was established in 1991. It is operated as a non-profit ministry, serving the children and families of our community for over 30+ years. Our program is to care for young children in a way that tells them and their family the story of God's love in Jesus Christ through preschool teaching. It is our desire that your children have a positive learning experience as they participate in this program. Our teachers have been carefully chosen for their warmth, nurturing skills, and love of children! They participate in yearly training to obtain continuing education hours in childhood learning and development. Our staff is also certified in pediatric CPR and First Aid Training.

Communication

Positive communication between Director, Office Staff, Parents and Teachers will be conducted in a private, positive, respectful, and non-threatening manner at all times. At no time will any threats, raised voices or profane language be tolerated. This is a Christian environment and communication will be handled as such. Communication should be sent through the Procure app or through the office email system. You may be friends with a staff member outside of school, however, please do not use any personal emails/texts/Facebook messaging as a way of communicating school situations. We are

committed to working together for a reasonable and successful outcome for any incident coming to our attention.

Program Philosophy

Birth through five years are a child's formative years. It is important that children of this age be given a learning environment that allows for creative play and hands-on experiences. Learning Centers (Bible/Chapel, Home Living, Blocks, Manipulative, Art Expression, Language/Writing, Cooking, Math, Sensory, Health/Nutrition, Circle Time, Dramatics, Music, Science), and Outside Play are used to help develop the whole child spiritually, intellectually, socially, emotionally, and physically.

Curriculum

The Christian Learning Center is a member of Early Childhood Christian Network and adheres to the guidelines and standards for early childhood development operation.

The curriculum used is the WEE Learn Curriculum published by Lifeway Christian Resources along with other supplemental materials that are appropriately designed to the age groups and to the stages of development of each child.

Handwriting Without Tears is an award-winning Pre-K curriculum that prepares children for kindergarten. The curriculum focuses on playful learning to develop coloring, drawing, early math, literacy, and handwriting readiness skills. Students in our Pre-K classes will participate in this program.

All children will attend chapel during the week. The children will learn more about God's love for them through Bible stories, singing and finger plays. We reinforce our chapel lessons in each class with the same story theme, so the children have a repetition of God's love.

Enrollment

Enrollment at HHBC CLC is open to children 12 months (by September 1st) through 5 years old.

Parents newly enrolling in our program can view our application process by going to www.hayshillsclc.org. All details and our Parent Handbook are there for your review. Our classes are set up by the age of your child in months, not years. For example, not all 3 year olds will be in the same class. Younger 3's will be in one class and an older 3 will be in another. Once you have a guaranteed spot, a registration fee of \$200 will be

due. **Registration fees are non-refundable once you have accepted an enrollment position for your child.** No exceptions. Initial enrollment is contingent upon receipt of the entire completed registration and space availability. Each year you must register for the next school year.

HHBC CLC reserves the right to deny enrollment if we feel that our center is unable or not equipped to serve the child's needs appropriately.

Continued enrollment at HHBC CLC is contingent upon the parent's, emergency contact persons and the child's adherence to the policies and procedures of HHBC CLC as outlined in this handbook including, but not limited to, timely payment of all fees and tuition.

Parents are required to notify HHBC CLC immediately should any of the information collected at the time of the enrollment or any time thereafter change. Keeping us updated on who can pick up your children is imperative for their safety. Being kept up to date on phone numbers, addresses, emails, etc. allows us to be in contact with you should an emergency arise.

Once enrolled, all parents are required to have a credit card or debit card on file with the office. If you fail to pay tuition by the 15th of the month, we will automatically run the tuition through the card on file. If tuition is late for the second time, auto draft will be required to keep your child enrolled at CLC.

Registration Fees

An annual Registration fee of \$200.00 will be charged for each child per school year. Registration fees are subject to change year-to-year. (Our program runs August through May, and we follow the Hays CISD school calendar with some minor date adjustments.) These fees are due upon registration and are non-refundable once a child is enrolled in our program. The registration fees must be paid along with the application to be considered for registration. If your child is on our waiting list, we will notify you when a spot becomes available. The registration fee will be due at that time to secure the spot in our program.

We do ask for a small number of supplies from the parents at the beginning of the school year. You will receive a list of what to bring closer to the start of school. Supplies are specific to each class so not the same from class to class.

Procure App

We are currently using the Procure App as our children's check-in/check-out application. This is a contactless procedure and also shows us who has arrived for the day.

Our teachers use Procure as their main communication to you (i.e., general email information for their classrooms, if they need to relay info specific about your child to you, etc.) Directors and office staff see all Procure communications between the parents and teachers. Email Director for non-classroom items (tuition questions, withdrawal, etc.).

Procure has a tuition payment feature through the mobile app. You may set up an automatic payment through the CLC office (ACH), so you do not have to worry about late tuition payments. Once your child is enrolled in our program, you will be sent an invitation to join Procure. **Please wait for the invitation before you try to join!** You will set up the app with the information needed and you will find it easy to use.

All children re-enrolling will use Procure for the registration process.

Tuition

Tuition is charged monthly and is paid through Procure. Tuition is due by the 1st of each month. A late fee of \$25 will be assessed after the 8th of the month if tuition is not paid. Timely payments are essential for continued enrollment in HHBC CLC. Please discuss any difficulties regarding tuition payments with the Director. Failure to receive tuition by the end of the month will result in your child being removed from the CLC program. After two late payments, we will require an automatic draft for tuition to stay enrolled.

The monthly tuition per child for the 2024-2025 school year will be \$310.00. Tuition fees are reviewed each year so are subject to change year-to-year.

For credit card and debit card transactions, a bank processing fee is assessed to CLC. There is an option for you to pay this fee each month when you submit payment. It is not required that you pay the monthly fee, but we appreciate your additional contribution to cover these fees for us.

There is no credit or refunds given for vacations, scheduled school holidays, child illness, or for closings due to emergency situations, inclement weather or acts of God. **Tuition is paying for the space reserved, not the child's attendance.**

We prorate August tuition depending on the number of days school is in session after school begins. September through May are all full tuition months, regardless of holidays, breaks, school closings, etc.

We depend on the tuition of our CLC families to pay the CLC teachers, janitorial, and administrative salaries along with needed purchases of supplies, equipment, etc. It is vital that all CLC families understand and respect their commitment to reserving an enrollment position and its role in keeping this ministry in a healthy financial standing. Without the paid tuition from every family, this program cannot exist. We do not receive any additional funding from other sources. We solely rely on the tuition to pay the expenses of running this legendary program.

Withdrawals

There is a 30-day written notice required from parents who want or need to withdraw their child from the CLC program for any reason. This must be given IN WRITING to the CLC office and not through the child's teacher. As soon as you know you will be withdrawing your child from CLC, please send your email notice to the Director.

You will be responsible for tuition for 30 days after giving a written notice to withdraw, whether your child attends or not. Unfortunately, we cannot make exceptions to this policy.

All parents are required to have a credit card or debit card on file with the office. If you fail to provide the required withdrawal notice or have a past due tuition balance at the time of withdrawal, an automatic transaction will be processed to bring your account current.

Waiting List Policy

The HHBC CLC waiting list is an important step for you to enroll your child in CLC. Even though we do not do any advertising for enrollment in our community, the program speaks for itself, so we typically have a waiting list. Do not be discouraged if there is a waitlist for your child's age since many children are on several waiting lists at other schools. The current waiting list is based on a first-come, first-serve basis, with special ministry needs considered. Priority is also given to children with siblings currently enrolled, Hays Hills Baptist Church members and to children of our CLC substitutes.

Enrollment for the new school year will take place in March/April and will adhere to the following time frame in 2-week increments:

- Currently enrolled children
- Siblings of currently enrolled children
- Open enrollment to the public

You will be notified as soon as an opening for your child is available. You will be given an appropriate amount of time to respond (typically 3-5 days). Please make sure you check the email you listed on the waitlist regularly. If you decline to enroll, we will move on to the next family on the waiting list. Once you accept a spot, the registration fee is non-refundable. No exceptions.

Confidentiality

Within HHBC CLC, confidential and sensitive information will only be shared with employees of HHBC CLC who have a “need to know” to care for your child most appropriately and safely. Confidential and sensitive information about faculty, other parents and/or children will not be shared with parents, as HHBC CLC strives to protect everyone’s right of privacy. Confidential information includes, but is not limited to names, addresses, phone numbers, and disability information, other health related information of anyone associated with HHBC CLC. Staff of HHBC CLC are strictly prohibited from discussing anything about another child with you.

Drop-off/Pick-up Procedures

The hours of operation for our Christian Learning Center are 9:00 a.m. to 1:50/2:00 p.m. on Tuesday and Thursday. Children may be dropped off in their classrooms between 8:45 a.m. to 9:00 a.m. Doors will not open prior to 8:45 am. Access to the buildings for drop-offs will be at the front of the school and church (Bldg. C and D). Directors will be located at these doors when you arrive to allow you into the building. Any late arrivals can be brought to the office located in building C, and we will escort them to their classroom.

It is very important that you arrive on time each morning that school is in session. Our teachers have a full schedule of activities and are ready to start at 9am. Please make sure you plan accordingly for daily traffic to arrive by 9am.

Below is our schedule and location for pick up:

Updated 8/22/2024

Caterpillars 2:00 pick up located at the back entrance to Building C
Lambs 2:00 pick up located at the front entrance of Building D
Whales 2:00 pick up located at the front entrance of Building D
Giraffes 2:00 pick up located at the front entrance of Building C
Turtles 2:00 pick up located at the back entrance to Building D
Monkeys 1:50 pick up located at the back entrance to Building C
Pandas 1:50 pick up located at the front entrance of Building C
Bees 1:50 pick up located at the front entrance of Building D
Butterflies 1:50 pick up located at the back entrance to Building D
Ducks 1:50 pick up located at the front entrance of Building D

Our first priority for the day is the children in our care and their needs, and timing is important. We appreciate constructive and positive feedback brought to the attention of the CLC teacher or Director at an appropriate time. Drop off and pick up times are hectic so not an appropriate time for a confidential conversation. Please make arrangements through the CLC office to set up a private meeting for such discussions or communicate through Procure for a daily need.

Parents are expected to come for their child promptly at the designated pick-up time. After the second late pickup, all child pickups after 1:50/2:00 pm will be charged a late fee according to the following schedule. This fee will be added to your child's monthly tuition.

5-14 minutes \$20
15-29 minutes \$25
30-44 minutes \$30
45-59 minutes \$35

It is the parent's responsibility to ensure that someone (either a parent or Emergency/Alternate pick-up person) is available to pick up the child on time.

Please message through Procure or call the CLC office ASAP if you have an emergency that prevents you from picking up your child on time, and we will do our best to accommodate your emergency.

We do not allow for early pickups unless there is an emergency or appointment that cannot be scheduled outside of our regular hours. Several classes take naps, and we cannot adjust the day's schedule to allow for early pickup before the children nap.

Alternative Release Procedure

A child will not be released to anyone other than the parent, guardian, or person(s) listed on the admission form unless written permission is given by the parent. Some form of ID will be required upon arrival of the designated person picking up the child. **Phone verification may also be made in emergencies.**

Parents must leave two current local back-up phone numbers (cell, home, or office) of an adult (over 18) responsible for picking up the child in case of illness or injury if the parent is not available. All new phone numbers need to be updated in your child's file in the CLC office and Procure as they change.

Upon occasion that you will be at a location number that is unreachable, please inform the Director or CLC administrative staff of an alternate person and phone number to call for that day.

Court Orders

In cases where an enrolled child is the subject of a court order (ex. Custody Order, Restraining Order, or Protection from Abuse Order) HHBC CLC must be provided with a Certified Copy of the most recent order and all amendments thereto. The orders of the court will be strictly followed.

In the absence of a court order on file with HHBC CLC administration, both parents shall be afforded equal access to their child as stipulated by law. HHBC CLC cannot, without a court order, limit the access of a one parent by request of the other parent, regardless of the reason. If a situation presents itself where one parent does not want the other parent to have access to their child, HHBC CLC suggests that the parent keep the child with them until a court order is issued.

If conflicting court orders are presented, the most recently dated court order will be followed.

Once presented with a Protection from Abuse Order or a Restraining Order, HHBC CLC is obligated to follow the order for the entire period it is in effect. Employees of HHBC CLC cannot, at the request of anyone, except the issuing judge, allow a Protection from

Abuse Order and/or a Restraining Order to be violated. HHBC CLC will report any violations of these orders to the court.

Parking Lot Safety/Cell Phone Free Area

Your child's safety is always our first concern; therefore, we require that while you are driving in and out of the church parking lot, or walking your child into the facilities, that no electronic devices be used. It is imperative that during this time your full attention is on your child, as well as other adults and children in the parking lot.

Security Procedure

All doors will be locked during CLC hours. Please do not use the doors in Building "D" near the Butterflies classroom or the doors near the kitchen for entering or exiting. If you need access to any buildings during CLC hours, please use the office entrance door to Building "C" and ring the doorbell and we will assist you.

Please park your car in designated parking spaces only (no handicap parking without placard/license plate). Please do not park under the covered area of Building "D" since these doors should not be used for entering or exiting during CLC hours.

Volunteers/Visitors

Volunteers are always welcome and encouraged when requested. All visitors and volunteers must go through the office/and or Director first and must wear a nametag to be on campus. If you are interested in being a substitute for us, please let us know.

Volunteers helping with special events are not required to have a background check. They are never allowed to be alone with the children if volunteering at an event. All volunteers must be over the age of 18 and underage siblings are not allowed to help.

Visiting with friends and other parents is encouraged, but please do so outside of the buildings to limit distractions and noise for the children in their classrooms.

If you need to bring your child an item that was forgotten for the day, please bring it to the CLC office. We will ensure the item gets delivered to your child's classroom promptly. Due to the nature of the structured classroom time, we limit disruptions as much as possible. We will make sure the item is delivered to the classroom as soon as you leave it with us.

Visitors will not be allowed to roam through the buildings without a staff escort.

Absences

To maintain a program based on a certain number of children enrolled, refunds for sickness, vacations, or other absences cannot be given. **If your child will be absent from CLC for any reason (sickness, vacation, etc.) please message in the Procure app.**

COVID Protocols or Any Communicable Illness

The health and safety of our children, staff, and families is paramount. We coordinate with Hays County Health Department for updated COVID info, as necessary. We will follow their guidelines to the greatest extent possible in the event cases in our community are on the rise. We will refer to the CDC for recommendations and follow their guidelines as closely as possible.

CLC will revisit and re-evaluate these protocols as needed when we have more data about the presence and transmissibility of the virus in our area. This plan will take effect in the event of an increase in cases or if recommended by the CDC.

Holiday/School Closure

The HHBC CLC primarily operates on the same calendar as the Hays Consolidated Independent School District ***with the exception of the opening and closing day***. We observe the same holidays as the public schools. Please see the CLC calendar for more information. Full tuition is due in the holiday months.

Inclement Weather Closings/ Emergencies

In the event of an emergency closing and/or inclement weather, parents will be notified of the closing through the Procure app. If Hays CISD closes because of inclement weather, we will close also. If they delay opening, we will follow suit.

In some circumstances, we reserve the right to delay or close our campus if we feel conditions are warranted. We will use Procure to keep you informed of changing situations.

Should CLC need to close for any reason, tuition will not be refunded or reduced for closures.

Communications

Parents are ultimately responsible for checking the Procure app and their emails for any communication we are trying to get to you. Please check these daily and make sure the office always has your most up to date contact information. If you change phone numbers, move, etc. we need to know how to reach you quickly if needed.

Curriculum Information

Class assignments will be made during the summer (typically August), and you will be notified as soon as the classes are decided. We are not able to confirm any special parent requests for certain teachers. We have many decisions and factors to consider when placing children in the classrooms, therefore we cannot accommodate everyone's request for a teacher. We will try to accommodate you, but please understand it's not always possible to do so.

Daily Schedule of Activities

Daily schedules are posted on the wall by each classroom door. These are structured activities planned for each day. Setting your child up for success in learning is our first priority. Your child will participate in a variety of activities that will include learning opportunities from the following:

- Working with paints, crayons, play dough, blocks, and other manipulative materials.
- Hands-on learning centers are geared to let your child explore his/her own creativity and enjoy being an independent thinker and child.
- Providing reading readiness and language development opportunities (storytelling, books, puppetry, discussion, play acting).
- The older groups will be interacting with letters, numbers, colors, and shapes through games, centers, pre-reading and writing skills, science, and math.
- Learning to take turns, plan, work, and play appropriately with others, through activities in cooking, block play, sensory centers, language arts, math, movement, art, science, and role play.
- Learning to respond rhythmically to music, movement, dancing, playing instruments, singing new songs, and interacting with different varieties of appropriate preschool music.
- Acquiring good health and hygiene habits.
- Large group and small group experiences.
- Experiences in social studies (holidays, seasons, home, community, health habits, good manners, and safety).
- Social skill training in problem solving and respect for other's feelings and boundaries.
- Self-expression in art, music, and role play.
- Exploration in science (nature, plants, animals, and senses) and developing an appreciation of God's creations in nature.
- Learning basic Biblical truths, including the following:

- God made the world.
- God planned for the natural order of the world.
- God loves me.
- Jesus is a special person.
- Jesus loves me.
- We can talk to God (pray).
- The Bible is a special book.
- Learning to make good choices.
- Learning social interacting skills.
- Learning to respect God, self, and others.

Outside Play

We recognize the benefits of outdoor play in all weather. Research shows that this generation of children play outside significantly less than their parents did. Children will have two opportunities to play outside each day. It is important that the children have the chance to run, play, and breathe the fresh air. The classes will play outside unless the temperature is below 35 degrees. Please dress your child appropriately for the weather outside. Layers work well in colder weather so keep this in mind when the temperatures drop. When sending extra clothing, as always, make sure it is clearly labeled. We also recommend that you apply insect repellent and sunscreen each day prior to arriving at school. This will be at the complete discretion and responsibility of the parents.

The playgrounds are pea gravel and therefore appropriate shoe choices should be considered. Inappropriate shoe choices are sandals, crocs, flip flops, or any shoe that has any type of opening on it. Pea gravel is tiny and gets in these types of shoes easily. Providing a closed-in shoe is a much better choice for your child's feet.

Clothes

Children are engaged in various activities during the day; some of these activities can be messy. Additionally, children are engaged in outdoor play daily, weather permitting. Due to these activities, children are required to be dressed in seasonably appropriate, comfortable clothing. Parents are prohibited from dressing children in overalls, rompers, or clothing with difficult closures. These types of clothing present challenges for children in relation to toileting. Coats, hats, gloves, scarves, and winter shoes must be provided in the winter months. In addition, no jewelry such as necklaces, rings or bracelets may be worn as they present a choking hazard/injury situation. For confidentiality reasons, children are not permitted to bring any devices to have on their person such as phones and smart watches. As already mentioned, sneakers are the

desired footwear for the children due to the pea gravel on our playground.

A cubby will be provided at the beginning of the year for your child to have a place to call his own for storage of personal belongings. Each child must have a full set of clothes kept in his cubby (underwear, socks, pants, shirts etc.) in case of accidents. Adequate supplies of diapers, wipes, and extra clothes should be brought for the children who are untrained. Disposable diapers are required unless a child is allergic to them. Please make sure supplies are kept in stock in your child's cubby.

Please label everything for your child with a Sharpie marker with their name easily identified. Coats, jackets, sweaters, caps, and all personal items brought for the care of your child must be labeled with his name. *CLC is not responsible for damage to or loss of articles of clothing.*

All children should bring a jacket during cooler weather. Jackets should not have drawstrings for safety reasons and will not be allowed on the playground.

Playground (Before and After School)

The fenced CLC playground should not be used before or after school by CLC families. During this time, our CLC teachers' children are still being cared for by a paid CLC staff member and cannot be responsible to watch additional children. You are welcome to let your children play on the swings in front of building "C" under your supervision.

Special Events

CLC often hosts special events on campus such as reptile shows, puppet shows, Buda Fire Dept. visit and farm animal visit. All events will be listed on our school calendar and classroom teachers will notify you of any special classroom events/activities they are doing individually in their classrooms.

Birthdays/Celebrations

If you wish to bring refreshments to celebrate your child's birthday, please make arrangements with his teacher in advance. We have many student birthdays celebrated throughout the school year in the classrooms. Please consider bringing small portions for whatever snack you want to share with the class.

Personal party invitations passed out at HHBC CLC must include ALL the children in the class to alleviate hurt feeling and conflict among the children. For security reasons, CLC cannot provide addresses and/or phone numbers for classmates.

Potty Training

Children must be potty trained before coming to school in underwear. Potty trained means that the child can attend to his or her bathroom needs with little or no assistance from the teacher. However, if you are currently in the process of potty training your child, we will be happy to work with you during their time here and help with the training! Just let us know where they are in the training process so we can help in an appropriate way.

Children in the older-age classes (older threes, four years old and older) must be fully potty trained. CLC requests that pull-ups not be used while your child is at the center for sanitary reasons. These are difficult for the teachers to assist with diaper changes when a pull up is used.

Naps

Nap times will be in the Caterpillars through Whales classes every day. After age three (3) teachers can decide to omit nap if needed. These are our younger students who still need an additional rest during the day. A mat or blanket labeled with the child's name needs to be brought for each child. These need to be taken home and washed monthly. Please inform the teacher of any special needs at naptime (pacifier, special pillow, blanket, stuffed animal, security item, etc.). These items should be clearly labeled with the child's name.

Children will not be made to go to sleep, but they do need to rest their bodies with the class for at least 20 minutes each day. Quieter activities will be provided for those children not wishing to go to sleep. Children not wanting to sleep may read a story during rest time. Christian preschool instrumental music will be played during rest time and teachers will help guide children to quiet their bodies and calm down. Sleep will not be withheld from any age of child requiring the need to sleep while in CLC care, but typically our older classes will not have a rest time during CLC.

Food

HHBC CLC curriculum focuses on developing healthy, well-balanced eating habits. Therefore, parents are required to provide a full, healthy lunch for their children each day they are in attendance. Lunches should include a sandwich (or main entrée item), snack(s) and a water bottle with straw. We will fill up their water bottles as needed. Snack food items should be healthy, such as fruit, vegetables, and the like. No candy or desserts. All uneaten food will be placed back in the child's lunch so parents can see what items and how much their child consumed during the day. Parents should limit the number of choices offered in their child's lunch to one container. Parents should provide enough food so that their child is satisfied, but not so much that food is wasted. Lunches

containing milk, cheese, yogurt, and/or other food items requiring refrigeration should have an icy pack in the lunch box, provided by the parent. CLC is not able to heat lunches for the children.

All food items must be labeled with your child's name. HHBC CLC does not permit children to share or exchange food items. All meals are family style, with the children sitting at tables, to promote good manners, eating habits and socialization skills. Staff will encourage children to eat their main entrée first, followed by healthy snacks. All hot dogs, corny dogs, cherry tomatoes, grapes, etc. need to be cut up horizontally to avoid a choking hazard. Please follow guidelines for age-appropriate food choices. Bentgo type containers are best. "Ready to Eat" cheese sticks unwrapped, oranges peeled, etc. Make it easy and simple for your child to sit down and eat their snack or lunch. The children don't have an unlimited amount of time to eat lunch, so teachers trying to open several packages of Lunchables is time consuming for them. This is the time the teachers eat lunch as well.

Personal Toys

CLC provides educational toys and developmentally appropriate toys and equipment in the classrooms. Due to the risk of damage, sharing issues, and loss, children are NOT permitted to bring in toys from home.

On special days, teachers may allow toys from home to align with their curriculum for that day. In this circumstance, the teachers will notify you about the day and toys will be allowed for that day only. Parents are responsible for enforcing this "no toys from home" policy with their child.

Children in classrooms with nap/rest time are permitted to include with their bedding supplies, one plush/non-musical/non-mechanical toy with which to nap/rest. This toy is to be placed with the bedding supplies and use of it will only be allowed at nap/rest time.

CLC is not responsible for damaged or lost personal toys.

Star of the Week

An opportunity will be given to each child in the older classes to be Star of the Week. During Star of the Week activities, your child will be able to bring a treasured item of their choice and photographs to share with the classroom in a show-and-tell activity. Your child's teacher will inform you when it is your child's turn. Please do not bring food for

Star of the Week as there are opportunities for special treats to be given during your child's birthday time.

Biting/Behavior Issues

HHBC CLC recognizes that biting is a developmentally appropriate behavior for children in the 12 months through 2 ½ year old classrooms. But it also is a serious and dangerous occurrence with little children. Parents with children in these classrooms should expect that their children may be bit or will bite another child. The staff understands that parents are concerned and can be upset when their child is involved in a biting incident. The teacher always will try to work with the child and family to navigate this behavior. The staff will work to create a protocol for the individual based on the behavior. Children may be redirected to different activities in separate areas of the classroom. Parents are expected to work with staff to identify methods and strategies to curb this behavior.

A child will get hurt at times whether accidentally or by another child. We will alert you if deemed out of the ordinary or a noticeable mark is left. CLC will write a note but only comment if the incident was actually witnessed.

Parents will be notified by incident/accident report that a biting or any incident occurred during the day. The staff may not discuss with either parent the identity of the other child involved in the incident. This information is confidential and cannot be disclosed. The staff of HHBC CLC cannot discuss the medical history of any child involved in a biting incident with the other party. It is recommended that any child involved in a biting incident be seen by their family physician if the parents are concerned about communicable diseases possibly resulting from the biting incident.

We will always address behavior issues that are out of the ordinary, but we are only at liberty to discuss it as it pertains to your child. The other child's name will not be mentioned or given to you.

Children's Communication

We know children are truthful, however, they may not have the **entire** truth. All children under the age of five (5) are still ego centric and their version is in relation to themselves only. For example: sometimes a 'push' from a friend is simply tripping over each other's feet. Or a child twirling around with their arms out and another child runs by and gets hit in the face/body by the twirling child. Clearly an accidental 'hit' but the child thinks the twirling child hit them. Please ask us first and we will fill you in with our knowledge. Encourage your child to come and tell the teacher if they need to. Altercations or words

spoken between children are unavoidable. Children will be children and are learning social behaviors. Let's work together to best be able to address your child and their needs.

Developmental Delays

According to the CDC website, 1 (one) in every 6 (six) children will have a developmental delay. They are usually first seen in preschool ages. There is a big range of development during these ages. If a delay is suspected, we will set up a meeting with the Curriculum Director, teacher, and parent to discuss. We use the developmental milestone lists on the CDC website to determine. We may recommend an evaluation to make sure each child gets exactly what they need.

If a delay is confirmed by a professional, the early intervention is crucial to the child's success going forward. CLC is not an expert to diagnose or even suggest a particular or potential diagnosis. We are, however, experts on developmental milestones. Please understand that it is never intended to pick on your child or single them out. Rather we are sharing our observations in order to get the child what they might need. We understand that this can sometimes be hard to hear. We only want what is best for the child.

At this meeting, it may be necessary to come up with a protocol (behavior or extra help). As long as parents are working with us and we can reasonably keep the child safe, they will remain enrolled.

If an evaluation is recommended, we can provide resources and work with you to get it done in a reasonable amount of time. If any services are recommended by the professional, we welcome any therapists to visit your child at school with written permission from you.

There may come a time when we have to dismiss your child if you are not working with us, refuse to obtain an initial evaluation or if we cannot adequately care for your child.

Most children will not display any developmental delays. If we don't contact you, then your child is developing on target as far as we can tell. You may request a parent/teacher conference at any time for any reason or feel free to email directors with any classroom questions or concerns.

Our staff take this job very seriously, and the children's health and safety are our first priority. Know we will always communicate if the situation is out of the ordinary.

Allergies

CLC is **NOT** a peanut free facility. We cannot guarantee our classrooms to be an allergen free zone. Enrolled children who have a known allergy that requires use of an EpiPen should a severe allergic reaction occur, must have an EpiPen on file in the CLC office and have required paperwork filled out. Notice of food allergies will be posted on the classroom doors.

Immunizations

CLC requires full immunizations for enrollment. Please submit a copy of your child's immunization record from your physician for your child's file. The Texas Department of Health's website (dshs.texas.gov/immunize/) has the current immunization schedule required for your child. For anyone wanting to exercise their exemption from the immunization requirements, they must present the Christian Learning Center with a notarized "Exemption from Immunizations for Reasons of Conscience" affidavit obtained from the Texas Department of Health. We must receive the **original** and not a copy.

Accidental Injury

The utmost care will be taken to assure that your child is not injured while at CLC. However, these are small children interacting and playing and accidents may occur. Hays Hills Baptist Church Christian Learning Center cannot take monetary responsibility for these injuries. Please understand that you or your insurance will have to cover any expenses incurred in seeking medical help for your child/children.

Procedure taken for an injury to a child:

- The child is brought to the CLC office for evaluation and immediate care is given by the Director or CLC office staff.
- Appropriate treatment and care are given.
- Parent is called if warranted, and incident is documented.
- Forms are filled out for the parents of the children involved in the accident.

Illness

A child's health is of critical importance to us. For each child's safety and comfort, we cannot care for sick children. An obviously ill child should not be left at CLC and will not be accepted for the day. For the protection of all children, parents should keep their child at home with the following symptoms listed below. If a child has had any of these symptoms, parents should not bring the child to CLC for 24 hours. A doctor's note must

accompany a child's return upon request by the Director for questionable or unexplained rashes or illnesses.

- Fever (100.0 degrees) within the last 24 hours.
- Diarrhea (within the last 24 hours). Children will be sent home after two incidents of diarrhea in one day.
- Vomiting (within the last 24 hours). Vomiting will necessitate sending your child home.
- Persistent cough,
- Unexplained rash,
- Cloudy/colored or heavy nasal discharge.
- Pink eye (24 hours after antibiotic has been administered).
- Head lice (all nits removed from hair and proper treatment received).

If symptoms linger, please provide a doctor's note indicating the child is well to return to school and be around others.

All communicable disease reported to the CLC office (debbie@hayshills.com) will be reported to the parents of the classroom in which the child is enrolled. Children will not be able to return to the program until they are no longer contagious.

Should a child become ill while in the Christian Learning Center's care, the parent will be notified for prompt pick up (within 30 minutes of the time the parents receive a call). The child will be isolated in the CLC office from other children until the parent arrives. Should the child's parent be unable to pick up or be located, the emergency contacts listed for the child will be contacted. Emergency contacts listed in your child's registration folder (agree with the parents in advance) to take full responsibility for the child.

If your child will be absent due to illness, we request that you notify your teacher through the ProCare app. This enables our faculty to keep track of any illnesses which may occur at our school. This information will only be shared on a 'need to know' basis and CLC will take all measures necessary to protect your child's confidentiality.

Smoking

CLC is a smoke-free facility and therefore smoking is not allowed anywhere on the premises.

Discipline

Students are expected to behave in an age-appropriate manner and strive to be a good example of Christian boys and girls to the community. The goal of HHBC CLC is to direct students toward acceptable behavior which helps develop self-control and to maintain the order necessary to accomplish the academic and social growth we desire. There will be no cruel, harsh, or unusual punishment for any of the children in our program. No child shall ever be shaken or hit, and no child in our care will ever be subjected to corporal punishment. HHBC CLC staff uses natural, logical consequences, redirection, and role modeling to discourage disruptive and unacceptable behavior.

If a child is continually engaging in unacceptable behavior, the following guidance will be given:

- The child will be warned that his behavior is inappropriate, and his teacher will give guidance on acceptable choices of behavior.
- The child will be separated from where the problem is occurring and will be given a choice to redirect inappropriate behavior.
- The child will be taken to the Director for counseling in making better choices. (Role-play, positive guidance, and prayer will be used in training self-discipline.)
- A conference with the parent, teacher and Director will be requested to partner in reaching a common goal in teaching the child skills appropriate for acceptable behavior. Guidance and discipline techniques will be agreed upon together by CLC staff and parents to work toward a positive outcome for the child.

A Teacher will only use positive methods of discipline and guidance that encourage self-esteem, self-control, and self-direction, which include at least the following:

- Using praise and encouragement of good behavior instead of focusing only upon unacceptable behavior.
- Reminding a child of behavior expectations daily by using clear, positive statements.
- Redirecting behavior using positive statements.
- Using brief supervised separation or breaks from the group, when appropriate for the child's age and development, which is limited to no more than one minute per year of the child's age.

If there is a reoccurring disciplinary problem, Hays Hills Christian Learning Center reserves the right to request withdrawal of a child who is unable to adapt to a group situation.

Punishment will not be associated with food, naps, or toilet training. Upon a child having behavioral issues in class that results in an injury to another child, the method used is natural logical consequences, and modeling appropriate behavior to the child with guidance to make better choices to the child. Incident notes will be sent home communicating the issue with both parents so that CLC and parents can work together as a team to alleviate the inappropriate behavior. The child's name is not given on the notes sent home to protect privacy.

Positive, proactive, and preventative discipline is the approach used at CLC, and is a positive and appropriate learning experience for the children involved.

Parents are expected to support and uphold the HHBC CLC policies. This cooperation produces CLC's effectiveness. At **no time** can we discuss the actions taken concerning another child or give the name of the other child. We will only discuss situations as they pertain to **your** child.

Expulsion Policy

Unfortunately, there are sometime reasons we must expel a child from our program either on a short term or permanent basis. We want you to know that we will do everything possible to work with the family of the child to prevent this policy from being enforced. The following are reasons we may have to expel or suspend a child from CLC:

- The child is at risk of causing serious injury to other children or him/herself.
- Failure of child to adjust to school setting after a reasonable amount of time.
- Uncontrollable and excessive tantrums/angry outbursts.
- Ongoing physical or verbal abuse to staff or other children.
- Excessive biting, hitting, pushing, cussing
- Parent(s) threatens physical, verbal, or intimidating actions toward CLC staff members.
- Parents not willing or not following through with a behavior plan set by CLC
- Developmental delays in which CLC cannot reasonably keep your child safe (physically and emotionally).

Parent/s Conduct

We require the parents and authorized person(s) picking up or dropping off enrolled children at all times to behave in a manner consistent with decency, courtesy, and respect. Children are nearby at all times while on the school premises, so we have an expectation of respect for everyone. Gossiping or discussing about other children or parents will not be tolerated while on CLC premises.

CLC reserves the right to dismiss a child due to the unprofessional conduct from parent/s or making unreasonable demands for the care of your child. When you enroll your child with our program, you must trust that we have the best interest of your child at heart and will provide exceptional care of your child while here.

E-Mail and Facebook Use

CLC uses Procure as our main form of communication with the parents for teacher newsletters, announcements, and other parent reminders from the CLC office. No e-mail addresses will be given to other individuals without permission or be used in an inappropriate manner. The CLC Directors do occasionally use CLC email to communicate with parents on an individual basis.

Procure updates and letters from teachers are for the purpose of giving you, as a parent, information and a window into your child's learning experiences at HHBC Christian Learning Center. Please use the information in the letters to start positive conversations with your child to expand his/her vocabulary and develop language skills, and practice skills and songs being taught in class.

Teachers have individual Facebook pages that you will be invited to join. These pages are for their class only and are not for public viewing. Our teachers will routinely post pictures of the daily activities of your children so you can get a glimpse into their fun day here at CLC. Please respect the privacy of other children and do not repost pictures other than your own children.

Parent Participation/Volunteers

HHBC CLC welcomes and encourages your participation when we have special events or need additional help. As COVID fades or surges and based on what is going on at the time we need volunteers, we will always follow the current community guidelines to keep

everyone as safe as possible. This may prevent outside volunteers, but our goal will always be the safety and health of our students.

CLC Website & Facebook

Please visit our website at HaysHillsCLC.org for information about the Christian Learning Center. You will be able to view information about upcoming events, the CLC calendar and other activities. You can also find us on Facebook at Hays Hills Baptist CLC.

Thank you for choosing Hays Hills Baptist Church Christian Learning Center for your child! We are pleased to offer you a high-quality early childhood education program with a focus on Christian values. It is our desire to develop a trusting relationship with you and your child as we provide the best possible learning experience for your child in their formative years.

Please do not hesitate to contact me if you ever have a concern or a prayer need.

*Blessings,
Debbie Miller
Director*

“Jesus said, ‘Let the little children come to me.’ Matthew 19:14

Parent Acknowledgement

The Parent Handbook contains important information about Hays Hills Christian Learning Center. I understand I should consult with the Director/s with any questions I have about the policy and procedures listed herein.

I accept the terms of the Parent handbook. I also understand that it is my responsibility to comply with the policies contained in this handbook, and any revisions made to it. I further agree that if I remain with Hays Hills CLC following any modifications to the handbook, I hereby accept and agree to such changes. Failure to comply with the policies may lead to dismissal from our program.

I have received a copy of the handbook and understand that it is my responsibility to read the entire handbook. Any questions or concerns should be addressed to the CLC office. By signing below, I agree to read and comply with all policies and procedures listed. An original copy of this agreement will be retained in my child's CLC folder.

Signature of CLC Parent

Date

Printed Parent Name

Child's Name

Parent Acknowledgement

CLC Office Copy

The Parent Handbook contains important information about Hays Hills Christian Learning Center. I understand I should consult with the Director/s with any questions I have about the policy and procedures listed herein.

I accept the terms of the Parent handbook. I also understand that it is my responsibility to comply with the policies contained in this handbook, and any revisions made to it. I further agree that if I remain with Hays Hills CLC following any modifications to the handbook, I hereby accept and agree to such changes. Failure to comply with the policies may lead to dismissal from our program.

I have received a copy of the handbook and understand that it is my responsibility to read the entire handbook. Any questions or concerns should be addressed to the CLC office. By signing below, I agree to read and comply with all policies and procedures listed. An original copy of this agreement will be retained in my child's CLC folder.

Signature of CLC Parent

Date

Printed Parent Name

Child's Name