

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



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Christian Learning Center
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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'd love to help as best we can.

Aaron Kahler

Lead Pastor

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Dear Parents,

We welcome your child to the Hays Hills Baptist Church Christian Learning Center. This preschool ministry exists for the purpose of giving your child loving care and guidance in a Christian environment, while at the same time offering you, as a parent, time to do things for yourself or family.

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.

It is our desire that your child have a positive learning experience as he participates in this program. As parents, you are cordially invited to visit for tours.

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

Program Purpose

Hays Hills Baptist Church Christian Learning Center is a non-profit program of Hays Hills Baptist Church, established in 1991 as a ministry of the church 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.

Mission Statement

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.

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 for the development stages 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 older 3' and Pre-K classes will participate in this program.

All children will attend chapel. The children will learn more about God's love for them through Bible stories, singing and finger plays.

CLC Staff

Our teachers have been carefully chosen for their warmth and nurturing skills. Our teachers participate in training with the Early Childhood Christian Network yearly to obtain continuing education hours. CLC Staff is also certified in pediatric CPR and First Aid Training.

Registration

Enrollment at CLC is open to children from age 12 months to 5 years old (age as of September 1). Children must have turned five years old no earlier than May 1st of the enrolling year.

Registration supply fees must be paid to reserve your spot for the fall along with your completed registration forms. **Registration supply fees are non-refundable once you have accepted an enrollment position for your child.**

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.

Supply/Registration fee

An annual fee of \$150.00 supply/registration fee will be charged for each child per school year (September-May). These fees are due upon registration and are non-refundable once a child is enrolled in our program. A check must accompany all registration packets in order for the child to be considered for registration. If your child is on our waiting list, your check will not be deposited until your child is enrolled in our program.

Tuition

Tuition is charged monthly, and the tuition should be paid through the Procure app. Each enrolled student will receive a code upon enrollment to be able to access the app. There is the option to pay with a credit card in person in the CLC Office. We are also able to accept a personal check, money order, or cash. A \$5.00 fee will apply for these forms of payment.

Tuition is due by the 8th each month in order to avoid a late fee penalty. A late charge of \$10.00 will be added to the tuition fee after the third day of care if tuition has not been paid. *Failure to pay your monthly tuition with no prior communication with the CLC Director automatically results in the loss of your child's placement.*

Tuition paid for the month in which there is a forced closure (i.e. local pandemic), will not be credited or refunded.

Withdrawals

CLC depends on the tuition of our CLC families to help us pay the majority of CLC teacher, janitorial, and administrative salaries along with needed purchases of supplies, equipment, etc. **There is a 30-day written notice required from parents who want or need to withdraw their child from the CLC program.** It is vital that all CLC families understand and respect the commitment in reserving an enrollment position and its role in keeping this ministry in a healthy financial standing.

Waiting List Policy

The CLC waiting list is a very important step for you to enroll your child in CLC. 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. Parents will be notified by email and/or phone of the availability of a spot for enrollment. Parents will have 48 hours to either accept or decline the spot for enrollment. A non-response to the offer will result in the child being removed from the waiting list.

Enrollment for the new school year will take place in March and will adhere to the following time frame:

- Currently enrolled children (2 weeks)
- Current waiting list children
- Open enrollment to the public

Returned checks

A \$20.00 fee will be added to your child's tuition for a returned check. If you have a question about tuition or your child's account, you may contact our financial ministry assistant at 512-213-1564.

Drop-off/Pick-up Procedures/Late Pick-Ups

The hours of operation for our Christian Learning Center are 8:45 a.m. to 2:00 p.m. on Tuesday and Thursday. **Please refrain from entering the CLC classroom until 8:45 a.m. when school begins as teachers are preparing the classroom for the day.** Please do not release your child for care to the CLC staff until that time, parents are expected to stay with their child until 8:45 a.m. Parents must sign in and sign out their child each day on the sign-in sheet located in the child's classroom.

Our first priority for the day is the children in our care and their needs, and timing is very important. We appreciate constructive and positive feedback brought to the attention of the CLC teacher or Director at an appropriate time. Please make arrangements through the CLC office to set up a private meeting for such discussions.

Parents are expected to come for their child promptly at 2:00 p.m. All child pickups after 2:05 p.m. will be charged a late fee of \$5.00 for the first 10 minutes late, \$10.00 for 20 minutes late, and \$5.00 for every 5 minutes after that. This fee will be added to your child's monthly tuition

Please call the CLC office ASAP if you have an emergency that prevents you from picking up your child on time (295-213-1570), and we will do our best to accommodate your emergency.

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 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.

Parking Lot Safety/Cell Phone Free Area

Your child's safety is always our first concern, therefore, we are requiring 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 these times 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 let you in.

Please park your car in designated parking places only. 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. All visitors and volunteers must go through the office/and or Director first, and must have a nametag on to be on campus. If you desire to be a regular CLC volunteer, please see the Director to fill out the appropriate paperwork.

Please visit with friends outside of the classroom, as this is disruptive to the teachers and the classroom needs, and avoids confusion for your preschooler.

Please come by the CLC office to give items that have been forgotten for the day, and they will be delivered by a CLC staff member. Please do not interrupt class time to give forgotten items to your child, as this is usually upsetting to the child and other children in the class.

Absences

In order 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 inform the CLC office at 512-213-1564.**

Holiday/School Closure

The Christian Learning Center operates on the same calendar as the Hays Consolidated Independent School District for school holidays. Please see the CLC calendar for more information.

Inclement Weather Closings/ Emergency Closings

If Hays CISD closes because of inclement weather, we also will close. However, we reserve the right to delay or close our campus if we feel conditions are warranted. We will use email, Remind, and Facebook to keep you informed of changing situations.

Refunds are not given for inclement weather, or for closings for reasons beyond our control, i.e. electricity or water problems.

Daily Activities

Structured activities will be planned daily. 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 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 (story-telling, 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, on

Special Events and In-House Field Trips

CLC often host special events and on campus field trips such as reptile show, puppet show, Buda Fire Dept. visit and farm animal visit. Please see CLC school calendar for exact dates and special holiday closures.

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 a fun and healthy birthday snack to avoid having too many sweet treats in the classroom.

Personal party invitations passed out at HHBC CLC must include all of 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.

**** DUE TO LATEX ALLERGIES AND CHOKING HAZARDS, BALLOONS WILL NOT BE ALLOWED ON THE CLC CAMPUS AT ANY TIME.**

Illness

A child's health is of the utmost 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 the Christian Learning Center and will not be accepted for the day. For the protection of all children, parents should keep their child 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 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).

All communicable disease reported to the CLC office will be reported to the parents of the classroom in which the child is enrolled. Please do not bring sick siblings, whether enrolled or not, into CLC when dropping off or picking up your child from CLC.

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 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 are in agreement with the parents in advance to take full responsibility for the child.

Clothes

Children are involved in a variety of activities during the course of the day, some of which can be messy. All children should be dressed in seasonable appropriate clothing for play. Each child must have a full set of clothes in a Ziploc bag kept in his cubby (underwear, socks, pants, shirts etc.) in case of accidents. 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.

Adequate supplies of diapers, baby 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. Your child's teacher will inform you when the supplies are running low. Any special items such as baby powder or diaper ointment must be supplied by the parent.

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. All children must have closed-toe shoes (no flip-flops) that are appropriate for playing on the playground. ***Sneakers are the desired footwear for children at CLC due to the pea gravel on our 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.

Outside Play

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.

Potty Training

Children must have potty training fully mastered before coming to school in underwear. Fully mastered means that the child is able to attend to his or her bathroom needs with little or no assistance from the teacher. **Children will not be accepted for enrollment in the Turtles, Butterflies, Giraffes, Pandas, and Monkeys classes if potty training is not fully mastered.**

CLC requests that pull-ups not be used while your child is at the center for sanitary reasons.

Naps

Nap times will be offered and encouraged for younger classrooms every Tuesday and Thursday. Turtles, Butterflies, Giraffes, Monkeys, and Pandas classes will not have a rest time during CLC hours. 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.

If you choose to pick your child up early he must be picked up before the nap time begins in the classroom. Classrooms may not be disturbed as children are sleeping. Please consult your child's teacher for the appropriate pick-up time if you are picking up early.

Food

Each child in the Christian Learning Center is required to bring his own nutritional snack, lunch, and drink (clearly labeled with child's name). Please do not send sodas, high sugar foods, or candy in your child's lunch or snack. CLC teaches the philosophy that supports healthy food helps create healthy minds. Parents should provide enough food so that their child is satisfied, but not so much that food gets wasted. CLC is not able to heat lunches for the children.

Personal Toys

CLC provides educational toys and developmentally appropriate toys and equipment in the classrooms. It is discouraged for children to bring any toys from home, as this causes disciplinary and safety issues. As an option, children may want to share an appropriate/favorite preschool book or CD with the class at the discretion of the teacher. Please help your child understand this policy at home before arrival. CLC is not responsible for damaged or lost personal toys.

Star of the Week

An opportunity will be given to each child in the Whales through Pre-K 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

When a biting situation occurs, parents of both the biter and the child bitten will be notified, but the identity of each child will be kept confidential. Unfortunately, biting sometimes occurs with other children who are unable to express themselves vocally. If a child continually bites at school a parent conference will be scheduled and a plan of action will be formed.

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.

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 is given.
- Parent is called if warranted, and incident is documented.
- Forms are filled out for the parents of the children involved in the accident.

Smoking

CLC is a smoke-free facility. Please refrain from smoking in buildings and grounds at Hays Hills Baptist Church.

Discipline

There will be no cruel, harsh, or unusual punishment to any of the children in our program. No child shall ever be shaken or hit, and no child in our care will ever be spanked. 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 technique will be agreed upon together by CLC staff and parents to work toward a positive outcome for the child.

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.

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

in order 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 tantrums/angry outbursts.
- Ongoing physical or verbal abuse to staff or other children.
- Excessive biting
- Parent(s) threatens physical, verbal, or intimidating actions toward CLC staff members or other CLC Family Members.
- Failure to pay tuition or fees

E-Mail Use

CLC uses e-mail 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 your permission, or be used in an inappropriate manner.*

E-mail 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.

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 current pictures of activities happening at CLC. 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,
CLC Staff*

INDEX

Absences.....	7
Accidental Injury.....	11-12
Allergies.....	11
Alternative Release Procedure.....	6
Birthdays/Celebrations.....	8-9
Biting.....	11
CLC Staff.....	5
CLC Website & Facebook.....	13
Clothes.....	9-10
Contact Information.....	2
Curriculum.....	4-5
Daily Activities.....	8
Discipline.....	12
Drop off/ Pick up Procedure/Late Pick-Ups.....	6
Email Use.....	13
Expulsion.....	13
Food.....	11
Holiday/School Closure.....	7
Illness.....	9
Immunizations.....	12
Inclement Weather/Emergency Closings.....	7
Mission Statement.....	4
Naps.....	10
Outside Play.....	10
Parking Lot Safety/Cell Phone Free Area.....	7
Personal Toys.....	11
Playground Before/After School.....	10
Potty Training.....	10
Program Philosophy.....	4
Program Purpose.....	4
Registration.....	5
Returned checks.....	6
Security Procedure.....	7
Smoking.....	12
Special Events.....	8
Star of the Week.....	11
Supply/Registration Fee.....	5
Tuition.....	5
Volunteers/Visitors.....	7
Waiting List Policy.....	6
Withdrawals.....	6