**Creative Learning Center**

**Atascocita Presbyterian Church**



**CLC**

# Student Handbook

**2023-2024**

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**CREATIVE LEARNING CENTER**

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**BOARD OF DIRECTORS**

**2023-2024**

Margaret Bork, Parent Representative

Elizabeth Boyce, Church Member

Brigitte Fiorillo, Secretary

Ashley Johnson, Parent Representative

Nancy Morrison, Church Member

Dolly Smith, Church Member

Liz Sundaram, Parent Representative

**DIRECTOR**

Cathy Gerald

## FACULTY

Our faculty is degreed and/or certified to work with preschool children. All of our teachers have had significant classroom experience and are required to have a minimum of twenty-four hours of workshop/continuing education every year.

## PROGRAMS

The Creative Learning Center offers Children’s Day Out and Preschool programs.

Children’s Day Out (CDO) offers classes to children ages one through three with the emphasis on helping children develop socially in a loving, Christian environment. It also prepares students with an introduction to the classroom environment. Children enjoy music, art, crafts, chapel and celebrations throughout the year.

The preschool provides a quality learning experience for children ages three through five.

In addition to the activities listed above, the preschool curriculum is enhanced with Spanish, outdoor learning and special events during the year. The children look forward to “specials” which include chapel, science and music.

## PHILOSOPHY

*WE BELIEVE*

In the uniqueness of every human being.

*WE BELIEVE*

In combining the best that is known about learning, children, development and human relations with the unique needs and desires of the child’s world.

*WE BELIEVE*

That at no time in a person’s life does one learn more or better than during early childhood. Therefore, our program puts emphasis on exposure of the child to learning experiences through discovery and exploration – through real experiences rather than abstract.

*WE BELIEVE*

In helping young children attain a positive self-image and self-confidence. We help children reach their full potential through encouragement and love. The development of a personal philosophy is one of the most important of human achievements.

*WE BELIEVE*

As teachers of young children, we should try to discover and work with each child’s own uniqueness. To accept all children as they are. To accept limitations as well as recognize potential.

*WE BELIEVE*

That the teacher’s role must be that of a partner and guide in the learning process; to help the child acquire skills that will make for effective living and learning to live in harmony with the world of others.

*WE BELIEVE*

In learning to live in harmony with the natural world and with others.

## ABSENCES

Please call the school when your child will be absent. It is IMPERATIVE that you inform the school of ANY illness that your child has. Tuition is not influenced by absences of any kind, including but not limited to, vacations, illnesses, school closures, etc.

## ALLERGIES

Allergies must be noted on enrollment application. Please ensure that the Director and classroom teachers are aware of any additional allergies as they arise throughout the year. We understand that allergies are a very serious matter and we will do all that we can to work with the parent and child in a sensitive manner, however, we will not restrict food within the classroom. There are **no food restricted classrooms** at our preschool.

## ARRIVAL AND DISMISSAL

Our day begins at 8:30 a.m. for preschool students and at 9:30 a.m. for CDO students unless they have registered for early-drop-off. CDO students will be dropped off and picked up at the outside door of their classroom (red, teal, & yellow rooms). Preschool and Tweener students can be dropped off in the car line. Parents are asked to stay in their vehicle while the teacher unloads your child(ren). You will also be able to drop your child off at the double doors of the church. Dismissal will be car rider line only.

Your child must be picked up promptly at 12:00 p.m. or 2:30 p.m. **Please be punctual.** Your tardiness will not only be an inconvenience for your child’s teacher (who may have children of her own who she needs to attend to), but very hard on your child as it is very difficult for young children to wait while watching their peers leave. If you are unavoidably running late, please call the school**. Parents who arrive after dismissal will be assessed a babysitting fee of $2.00 per minute until they arrive. If late pick-ups continue on a regular basis, an additional charge of $10.00 per occurrence will be assessed.** When any change is to be made in the method of a child’s departure or early dismissal from school, please notify the Director by note or by telephone. **Messages delivered verbally by the child cannot be accepted**. Persons not listed on your child’s enrollment form will not be permitted to pick up your child. Authorized persons must present proper identification to the Director or a staff member.

Parking Lot Procedure/Etiquette

Drop Off Procedures:

* Parents of preschool and tweener children have the option to drop their child off at the double doors of the church or in the car rider line. Parents are asked to stay in their vehicle while the teacher unloads your child(ren). Teachers will take students inside the school.

Pick up Procedures:

* •ALL drivers must **ENTER** the parking lot through the **EAST** entrance (near the homes), and **EXIT** through the **WEST** entrance (closest to Atasca Oaks Dr.).
* •For “Car Riders”, have the sign with your child’s name prominently displayed in your windshield during pick-up. Drivers will not leave vehicles. After having your child loaded on the passenger side, please pull ahead to an available parking space to finish buckling him/her into their seat.
* •Teachers will not load children into cars without proper car seats and will only load on the passenger side.
* •ALL CELL PHONE use is PROHIBITED in the parking lot, and “school zone” surrounding the school.
* •Handicap ramps also serve as crosswalks for parents walking their children to and from school. Handicap spots are reserved for those with a handicap placard and will be towed if parked illegally.
* Cars can be ticketed for parking in prohibited areas.
* No blocking/parking on ramps.

CDO Pick Up Procedures

All CDO children will be picked up at the outside doors of the red, teal, and yellow classrooms.

## BIRTHDAYS

Birthdays are very special and we celebrate them accordingly. Children will be recognized on their birthday or on the school day closest to their birthday. Summer birthdays will be celebrated during the school year. You will be asked to bring a special birthday treat for your child’s class. Treats must be purchased from the grocery store or a bakery and may not be homemade.

Suggestions for appropriate treats to purchase include: Rice Krispie treats, cookies, muffins, donut holes, popsicles, fruit, cheese and crackers, etc. NOTE: Please do not send candy, carbonated drinks, any “red” drink or “red” applesauce.

## BREASTFEEDING

The area outside the sanctuary is available for anyone who chooses to breastfeed their child while they are at CLC.

## CALENDAR

CLC operates Monday through Friday from 8:30 a.m. until 2:30 p.m. Preschool begins at 8:30 a.m. and CDO begins at 9:30 a.m. We will follow the Humble Independent School District holiday calendar, except for the first and last days of school. We are currently scheduled to start August 22nd. We are in session during workdays for Elementary teachers.

* Information on school changes will be sent electronically so please check your email regularly.

## CHILD ABUSE AND NEGLECT

The Creative Learning Center will provide the following measures to help parents prevent and respond to child abuse/neglect. The website is [www.hhs.state.tx.us](http://www.hhs.state.tx.us) and the number is 1-800-252-5400.

•All staff are required to have 24 hours of continuing education and at least one clock hour must focus on prevention, recognition and reporting of child abuse/neglect.

•Pamphlets will be available for parents that will detail all aspects of child abuse.

## CHILDREN’S PLAY

At Creative Learning Center, we believe that play is preparation for life. Our goal is to help children reach their own potential in social interactions.

*We encourage children to*:

•Resolve conflicts in effective, non-physical ways by using appropriate words to express their feelings.

•Develop useful, positive social and physical skills.

•Share and take turns.

•Understand that hurting others is NEVER okay.

•Express feelings in appropriate ways.

•Learn cooperative skills.

*We discourage:*

•Aggressive play behavior.

•Destructive use of materials and toys.

•Weapon building and aggressive super hero play.

Teachers will encourage appropriate behavior by modeling the expected behaviors and treat each child with dignity and respect. If a child’s aggressive behavior (kicking, hitting, biting, etc.) becomes excessive, parents will be notified. A conference with the parents, teachers and director will be called to discuss and document ways we can all work together to help motivate the child to behave in an acceptable way. If the child is unable to behave in an acceptable way, she/he will be dismissed from the program.

## DEPOSIT

Along with your registration fee (which is non-refundable), a deposit of one month’s tuition is also required at the time of registration. It is due within 60 days of registration and will be considered late after the 7th and a $25.00 late fee will be assessed. This deposit is 100% refundable if your child has to withdraw from the program before the end of the year, providing a 30-day written notice has been given. You will also need to give us a 30-day notice if you decide to take your child out before school starts in August. If your child completes the school year and there are no outstanding fees such as late charges and/or additional unpaid fees, this deposit will pay for your last month’s (May) tuition. Any outstanding fees will be taken out of your deposit and the balance will be owed. Late fees will be charged if your balance is not paid.

## DISCIPLINE & GUIDANCE POLICY

Discipline must be:

1.Individualized and consistent for each child;

2.Appropriate to the child’s level of understanding; and

3.Directed toward teaching the child acceptable behavior and self-control.

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

1.Using praise and encouragement of good behavior instead of focusing only upon unacceptable behavior;

2.Reminding a child of behavior expectations daily by using clear, positive statements;

3.Redirecting behavior using positive statements; and

4.Using brief, supervised time-out from the group, when appropriate for the child’s age & development, which is limited to no more than one minute per year of age.

There will be no harsh, cruel, or unusual treatment of any child. The following types of discipline and guidance are prohibited:

1.Corporal punishment or threats of corporal punishment

2.Punishment associated with food, naps, or toilet training

3.Pinching, shaking, or biting a child

4.Hitting a child with a hand or instrument

5.Putting anything in or on a child’s mouth

6.Humiliating, ridiculing, rejecting or yelling at a child

7.Subjecting a child to hard, abusive or profane language

8.Placing a child in a locked or dark room, bathroom or closet with the door closed

9.Requiring a child to remain silent or inactive for inappropriately long periods

## DRESS CODE

The children should wear play clothes suitable for art projects, physical activities such as climbing, hopping, and other outdoor activities. Comfort and safety are the main concerns. Please dress your child in shoes that are comfortable, don’t fall off, and that your child can walk in. Close-toed shoes are preferred, while sandals and “crocs” are not. In preparation for entering the public school, dress-up clothing, clothing that exposes the midriff, and the use of make-up are prohibited. Please label all raincoats, sweaters, coats and hats worn by your child. The staff makes every effort to help the children keep track of their belongings, but it is very hard to do if things are not properly marked. CLC t-shirts will be available for $10.00 for parents to purchase for their children. Children are encouraged to wear their CLC t-shirt on field trips and on days designated on the calendar. These shirts may be purchased at orientation or by contacting the director.

## ENTRANCE REQUIREMENTS/ONLINE ENROLLMENT

The preschool advertises for children in the public media in order to make openings known to all. Children are admitted regardless of race, creed, color, sex, national origin, or religion. 4-year old children are required to have a vision and hearing screening. **Children must be potty-trained by the start of 3-year old preschool.** Children who are not potty-trained can lead to both sanitary and supervision issues in the preschool classrooms which are not equipped to handle diaper or pull-up changes. Accidents, deemed to be chronic, will result in the student’s dismissal from the preschool program.

All applications for enrollment must be accompanied by a non-refundable, nontransferable registration fee and 1 month’s tuition deposit. The following forms are required for all children by the first day of class. Please keep this information current and update it as necessary.

1.Enrollment information at creativelearningcenteratapc.org

2.Updated immunization record or signed documentation for conscientious objection or religious beliefs.

3.Signed acknowledgement of CLC policies, Discipline & Guidance policies

## EVACUATION PLAN

In the case of an emergency requiring school evacuation, children will be moved to Kids

R Kids, 6262 Upper Lake Drive, (281) 812-2882 and an evacuation requiring removal from the entire area would be Lake Houston Church, 5616 FM 1960 Suite 185, 281-852-6273. The location address and phone number will be posted at the school entrance.

**EXPULSION POLICY**

Unfortunately, there are sometimes reasons we have to 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(ren) in order to prevent this policy from being enforced. The following are reasons for expelling/suspending a child:

**Immediate Causes**: (1) The child is at risk of causing serious injury to other children or him/herself; (2) Parent threatens physical or intimidating actions towards staff members, or (3) Parent exhibits verbal abuse to staff in front of enrolled children.

**Parental actions for Child’s Expulsion:** (1) Failure to pay/habitual lateness in payments. (2) Failure to complete required forms including child’s immunization records. (3) Habitual tardiness when picking up your child. (4) Verbal abuse to staff.

**Child’s Actions for Expulsion** (1) Failure of child to adjust after a reasonable amount of time. (2) Uncontrollable tantrums/angry outbursts. (3) Ongoing physical or verbal abuse to staff or other children. (4) Excessive biting.

Prior to expulsion, a parent will be called and correspondence will be sent home indicating what the problem is; every effort will be made by both the center and the parent to correct the problem. If, after one or two weeks, depending on the risk to other children’s welfare or safety, behavior does not improve and the center finds that they can no longer accommodate the child, the parent will be asked to remove him/her. The parent will be given a minimum of one week’s notice to find another center to provide care for this child. All concerns will be documented between teacher, parent and director. There will be no refunds given for the month of expulsion.

## FIELD TRIPS

FIELD TRIPS ARE AVAILABLE FOR FOUR-YEARS OLD & OLDER STUDENTS ONLY. We believe field trips are a vital part of the learning process, and we encourage you to participate whenever possible. Without parent drivers and chaperones, field trips would not be possible. State law requires parents to drive or provide transportation for your own children. Field trips are subject to change or cancellation.

**FUNDRAISER**

We have multiple Fundraisers throughout the year, all donations benefit the betterment of the school and the GATE (God’s Acre That Educates) area. Details will be sent home with students.

## GANG-FREE ZONE

Areas within 1000 feet of CLC are designated as a gang-free zone. Under Texas law, this designation allows for increased penalties for gang-related criminal activity or engaging in organized criminal activity within the gang-free zone.

## GOD’S ACRE THAT EDUCATES

In partnership with the U.S. Fish and Wildlife and APC, CLC is in the process of transforming the wooded area on the east side of the property into a natural habitat for wildlife and outdoor classrooms. With the development of GATE, students of CLC will have the opportunity to reconnect with nature, explore and learn about being good stewards of God’s gifts. If gardening and outdoor learning are interests of yours, please see the Director about volunteer opportunities. Through fundraising, we have adding an outdoor stage that the children will be able to utilize white at CLC.

## HAND SANITIZER

Hand sanitizer will be provided by the school in each classroom. Please do not attach hand sanitizer to your child’s tote.

## HEALTH

Controlling communicable disease is very important and the health of all the children, staff and their family members is jeopardized when they are exposed to ill children. If your child exhibits any symptoms of vomiting, diarrhea, fever, green or yellow mucus, Covid and/or rash, **PLEASE DO NOT SEND HIM/HER TO SCHOOL**. Please keep your child home to allow him/her to rest and recuperate comfortably in his/her own home and to prevent spreading the illness at school. Children must be FREE from vomiting, diarrhea, fever (without medication) or rash for 24 HOURS before returning to school.

The Director must be notified immediately of a known exposure to or contraction of a contagious disease, including but not limited to, Covid-19, strep throat, chicken pox, pink eye, whooping cough, etc.

An ill child must not attend CLC if one or more of the following exists:

1. The illness prevents the child from participating comfortably in activities.
2. The illness results in a greater need for care than the staff can provide without compromising the health, safety, and supervision of other children.
3. An oral temperature of 100 degrees or greater accompanied by behavior changes or other signs or symptoms of illness until medical evaluation indicates that the child can be included in activities.
4. Symptoms or signs of possible severe illness such as lethargy, uncontrolled diarrhea, vomiting (two or more episodes in 24 hours), rash with fever, mouth sores with drooling, wheezing, behavior change, or other unusual signs until medical evaluation indicates that the child can be included in activities.
5. The child has been diagnosed with a communicable disease.
6. The child has nasal mucus that is yellow, brown or green.

CLC is not permitted to administer medicines or prescriptions to its students. Please do not send over the counter medicine, including cough drops, with your child to be taken throughout the day. If, in the teacher’s judgment, a child is not well enough to be at school, you will be contacted to take your child home. Please notify your child’s teacher of any occurrence at home that might affect school behavior.

## HOLIDAY PARTIES

A $20 classroom party fee was collected at registration from each student. This fee covers food, games, crafts, goody bags, etc. We will have special parties for the following holidays: •Halloween •Christmas •Valentine’s Day •Easter

Parent volunteers will be needed to organize activities and supply the goodies for these parties. Due to space and continued respect of over-crowding, we ask that only 1 adult per child attend parties. Siblings less than 1 year old may attend. Please no strollers in the classroom. Room parents will be allowed to bring an additional adult to be with their student during the party.

CDO and Tweener parties are organized and provided by parent volunteers; however, we ask that parents not attend these parties. Room parents, please reference the reimbursement guidelines for all parties (this will be discussed at the Room Parent meeting).

## IMMUNIZATION/EMPLOYEE

Staff are encouraged to get these vaccines: •Flu (annually) •TB •Tetanus •Pertussis

If you are not exempt from having these vaccines, we suggest that you consider these immunizations. The following precautions will be taken to keep staff and children safe.

•Gloves are to be worn any time the staff changes diapers, helps with toileting, and any time that you come into contact with bodily fluids

•Director should be notified when a child vomits, has diarrhea or exhibits symptoms of being ill such as fever or lethargy. The child will be removed from the classroom to the director’s office and will not return to the classroom

•All surfaces that come in contact with bodily fluids are to be cleaned and disinfected and children are to be kept off these surfaces until they are completely dry

•Any clothing that comes in contact with bodily fluids should be put in a plastic bag and sent home

## IMMUNIZATION/STUDENT

For the health and safety of our students and staff, all registered students must be following a vaccination schedule with their pediatrician unless signed documentation for conscientious objection or religious beliefs is on file.

**INJURY**

Although the staff takes every possible precaution to prevent injury to any child, accidents can happen. In case of an emergency, the parents or contacts named on the application will be notified immediately. Immediate medical care will be obtained and subsequent medical care, if needed, should be provided by the family physician. The parents will be responsible for all medical expenses. There is not a nurse on campus.

## LICENSING

Texas Health and Human Services, HHSC.state.tx.us, Main number: 512-424-6500

## LUNCHES

Students who attend extended day must bring a lunch. Lunch items should include foods that do not require heat or refrigeration and that the student can eat independently. All necessary utensils should be included in your child’s lunch. We prefer a healthy lunch, but it is at the parent’s discretion as to what to send. Please send only a labeled water bottle with a flip top for your child that the teachers can refill during the day. The water bottle will be kept in the tote and allowed to be used after recess, during snack and during lunch or any time the teacher deems necessary.

Examples of appropriate lunch items:

•Milk products-milk, cheese, yogurt

•Protein-peanut butter, light on the jelly, chicken, turkey, egg, ham, cheese, tuna

•Fruits/vegetables-apples, bananas, grapes, raisins, cucumbers, carrots, broccoli

•Bread/cereal-whole wheat bread, crackers, biscuits, tortillas

NOTE: Please do not send candy, carbonated beverages, red drinks or red applesauce.

## MINIMUM STANDARDS

You may review a copy of minimum standards and our most recent report by stopping by the director’s office.

## PARENT/TEACHER COMMUNICATION

Our primary goal is to make your child’s preschool experience a positive and rewarding one. Our teachers are more than willing to speak with you regarding your child at any time. If you wish to visit your child’s class or talk with the teachers, please make an appointment through the Director (cathy@apchumble.org). Please feel free to call the office (281-852-4832) at any time to check on your child.

Parents are informed of activities of the preschool through Procare. Information regarding these apps will be sent home through your child’s teachers. A calendar of weekly topics of class activities will be sent home each month. Any minor accidents or incidents will be reported to parents.

## PARENT INVOLVEMENT

Parent involvement is strongly encouraged as a way for strengthening the link between home and school. In addition to reading the CLC handbook, classroom newsletters and reviewing your child’s work, limited opportunities for parent involvement include: orientation, meet-the-teacher day, field trips, room parent, class parties, G.A.T.E., annual fundraisers and on-site activities. Please speak with your child’s teacher, the parent representatives and/or the Director if you have any questions about how to get involved.

**POLICY CHANGES**

Any changes in these policies will be shared with you electronically.

**SAFETY PROCEDURES**

CLC practices monthly fire drills, lockdown drills and severe weather drills (4/year).

## SCHOOL CLOSURES

CLC follows Humble ISD closure policies. In the event of weather that closes HISD schools, CLC will also be closed. Additionally, CLC is a mission of Atascocita Presbyterian Church. APC makes available their facility for CLC’s use. In the event of a special circumstance requiring the use of the facility by the church, CLC may be required to adjust our hours or cancel classes temporarily. The Director will notify parents with an electronic Remind text.

## SNACKS

**CDO:** Teachers will notify parents several times during the year when it is their turn to provide snacks to share with the class.

**Preschool**: Please send a healthy snack and drink for mid-morning. See list of lunch items for nutritious suggestions.

**SUNSCREEN/INSECT REPELLENT**

Please administer any sunscreen/insect repellent on your child prior to coming to school.

## TOYS

We provide appropriate and interesting toys for the children’s play. Please leave her/his personal toys at home except for Show and Tell days.

## TUITION

Tuition payments are due on the first day of each month. Monthly statements will **not** be sent out before the first of the month. You will be expected to pay full tuition each month, regardless of attendance or number of class days in a month. If you are registered for auto draft payments, the full amount will be drafted on the first of each month. If you are NOT registered for auto draft payments, you will be responsible for logging into Procare and submitting your payment by the first of the month. **Tuition arriving at CLC after the 7th of the month will incur a late fee of $25.00 (regardless of which day of the week the 7th falls on); if by the 10th day of the month, the tuition and late fee are still unpaid your child will not be allowed to return to school.**

CLC does not have the necessary facilities to keep cash on hand. **CLC accepts checks mailed automatically from your bank**. A stop payment fee of $35.00 will be assessed anytime that a refund or reimbursement check is lost or not received. Any returned payments will incur a $25.00 fee.

## WEATHER BULLETINS

CLC takes all necessary precautions to protect your child’s safety, and has emergency procedures in place in case of fire and severe weather. In case of a severe weather warning, your child may be picked up immediately. Please pay attention to weather bulletins while your child is at CLC. If warnings are in effect on scheduled school days, or if we experience a power outage, we will not have class that day. If Humble ISD cancels classes, we will do the same.

## WITHDRAWAL/DIRECTOR PRIVILEGE

The director reserves the right to dismiss a family on the grounds that rules have not been followed. This includes, but may not be limited to, consistent dangerous or negative behavior that affects another child or children and/or hinders the teaching process.

In the event of a problem situation, the following procedure will be followed:

1. A documented conference will be scheduled with the parent or guardian to discuss the nature of the problem behavior and the reason(s) the behavior is unacceptable.
2. The director and teachers will offer suggestions (books, articles, other resources within the community) that will support the parent or guardian and the child in modifying the problem behavior. The parents or guardians will be expected to support the child and CLC in a positive manner.
3. If, after attempting to work together as a team, the problem cannot be resolved to the satisfaction of the staff of CLC, the director has the right to dismiss the family.

## WITHDRAWAL/FAMILY RESPONSIBILITY

With the exception of the child’s first month of attendance, thirty days’ written notice is required for withdrawal from CLC. This policy provides closure for your child and allows CLC time to fill the space that your child has enjoyed. Failure to give 30 days’ notice will result in forfeiture of tuition deposit.

## \*\*\*\*CHILDREN’S DAY OUT & TWEENER\*\*\*\*

Children’s Day Out extends a hand of welcome and Christian love to you and your child. Our program emphasis lies in social behavior, motor skills, classroom readiness and an introduction to the larger world around us. We hope for your child a pleasurable year in a stimulating environment, a year filled with Christian love and acceptance.

The Tweener class is essentially a CDO class for children whose third birthdays fall between September 1 and April 30. The Tweener class is offered on MWF and also differs from CDO classes in that the children may be dropped off/picked up in the car rider line and have music class once a week.

## CLASS RATIOS

Each classroom has two qualified and experienced teachers trained to help your child with development. Our class ratios are one-to-five with 12-18 months, one to six with 18-24 months, one-to-seven with 2’s and ‘3’s, and one-to-eight with 4’s and 5’s.

## DAILY ACTIVITIES

Each class schedule will be different, but all will consist of free play, snack, art, organized learning experiences, lunch, story time and quiet time. Music, chapel, nature hikes, group projects, and special programs will also be a part of your child’s CDO experience.

## MUSIC AND ART

Music and art are a vital part of CDO. Your child will have music class each day. The music teacher will teach seasonal, Christian, and traditional songs. Simple melodies, physical coordination and sound perception are all of your child’s day.

Art will be integrated into the daily classroom activities. Your child will be instructed in colors, media, balance, and many other aspects of art. Smocks will be worn for “messy” art projects so children can participate freely. These will be washed after each use. We use washable paints and markers in our classrooms.

## NAPTIME

All children will have “quiet time” every day. It will be helpful if it is explained to your child that she/he is expected to be quiet and still during this time. Even the non-nappers often fall asleep after a busy morning. If you would rather your child not participate in this quiet time or that they take a nap at home, you are always welcome to pick them up prior to that time. Full tuition will still be charged. Let the teacher know so they can have your child ready for you. Please make sure your child will be comfortable at naptime. A special blanket does wonders for acceptance of naptime. A trial period of sleeping on their special blanket at home always helps pave the way for naps at CDO. Please label sleeping equipment. (see description of proper sleeping equipment in section below “What to Bring to School Each Day”). Children will be spaced apart during naptime.

## WHAT TO BRING EACH DAY

•Sleeping equipment: A blanket or mat and whatever is needed to make your child comfortable during quiet time. (We ask that you do not use CDO to wean your child from a pacifier or bottle.)

•Change of clothes: We do have accidents sometimes so please label clothes and send an extra set of clothing in a labeled gallon Ziploc bag.

•Snack/lunch: See section on Snacks and Lunch.

•Diapers: If the child is in diapers, please send a minimum of 3 labeled diapers daily.

•Bottle/Pacifier: Both are welcome; please label clearly with child’s name and place in a labeled Ziploc bag.

## \*\*\*\*PRESCHOOL\*\*\*\*

### CLASS RATIOS

A staff of professionally trained teachers presents the curriculum. The student/teacher ratio is one-to-seven in the 3’s classes and one-to-eight in the 4’s classes.

### CURRICULUM

The curriculum is a Kindergarten preparatory program that includes social development (free play) and group learning experiences. Preschool teachers have recently undergone updated training regarding Texas Pre-K guidelines and curriculum. Emphasis is placed on the developmental needs of the child in relation to the motor coordination, language development and perceptual development. The social periods of the day provide an opportunity for learning to share with others and discovering how materials can be used.

The group learning periods expose the child to learning experiences in the academic area at a time when the ability to learn is high. The schedule is flexible with provisions to meet the needs of the individual child. The curriculum is flexible with group learning sessions lasting from fifteen to twenty minutes, the usual attention span for youngsters of this age. The staff is trained in the field of early childhood education. They are experienced in the use of academic subject matter, relating it to the learning abilities of young children. The curriculum is present to show the students that all areas of learning are related to one another. The staff presents the subject matter in a subtle, relaxed manner that does not cause frustration nor produce boredom.

We are concerned with the development of the whole child and to meet the developmental needs of children, we must do so on five different fronts; intellectual, social, emotional, spiritual and physical. Consequently, there will not be a concentration of energies on any one developmental aspect, such as the cognitive development of a child. Rather, there will be a variety of experiences designed to enhance growth in all five of these crucial areas of development.

### DAILY SCHEDULES

* Social Development: Free play period-various centers and table activities containing manipulative and perceptual equipment
* Group Learning Sessions: Both large and small groups working on reading, math readiness; perceptual activities; science; art; field trips; (subject to change) language development; physical education and body management
* Outdoor Activities: Fine and gross motor skills
* Snack: See list of suggested items to bring
* Circle Time: Story time; music; finger plays; nursery rhymes

**SHOW AND TELL**

During the school year, the children will be given an opportunity to bring something from home to share with their classmates. This is an excellent opportunity for practicing and developing oral communication skills. A specific time during the daily schedule will be set aside for Show and Tell. Your child’s teacher will let the children know when these times and what the theme will be. Show and Tell is done on a voluntary basis only – please do not insist that your child bring something every time. If your child is uncomfortable in the beginning, please allow time. Your child will gain confidence as the year progresses.

### SPECIALS

Preschool students will rotate through three “specials”: chapel, science and music. The children in the MWF full day 4’s class will have 30 minutes of Spanish daily.

**CREATIVE LEARNING CENTER**

**HANDBOOK AGREEMENT**

2023-2024 SCHOOL YEAR

Child’s Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Child’s Class \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*My signature below indicates that I have received, understand and will abide by all CLC policies as they are stated in the handbook.*

Parent Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Additionally, my signature below indicates specifically that I have received a copy of the CLC Discipline and Guidance Policy (page 9 of this handbook).*

Parent Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Please return by email after registering.**