



**St. Andrew  
Children's Learning  
Center  
2010 – 2011  
Parent  
Handbook**



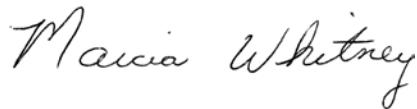
Dear Parents:

St. Andrew United Methodist Church and Children's Learning Center wish to welcome you to our school. We are glad you have chosen CLC and look forward to sharing a very special and rewarding year with you and your child.

This guide was written to help familiarize you with our program and to provide information which will be useful throughout the year. Please read this handbook. There is a form at the end of the handbook that needs to be signed and returned to us indicating your understanding of CLC policies, tuition, and hours.

All of us at St. Andrew Children's Learning Center are committed to honoring your trust and confidence by sharing God's love with your children each day. We look forward to serving your family.

Sincerely,

A handwritten signature in cursive script that reads "Marcia Whitney".

St. Andrew Children's Learning Center Director

**ST. ANDREW CHILDREN'S LEARNING CENTER  
PARENT HANDBOOK  
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## **Mission Statement**

St. Andrew United Methodist Church values children and their families and provides through the Children's Learning Center an exemplary preschool experience in a Christian setting. By sharing God's love with children, the staff of St. Andrew CLC focuses on the whole child and promotes the intellectual, social, emotional, physical, and spiritual growth of all students in a safe and nurturing environment.

### **Attributes**

Because we value each child  
We will provide ministries  
that will lead children to:

### **Become Disciples of Christ**

Grow in their trust in God

Build lasting relationships  
with friends and adults, and

Serve God and others as they mature into  
Compassionate, confident Children of God.

### **Environment**

Because we value each child  
We will provide a loving and friendly  
Environment where our children experience

The compassion and love of Jesus  
Inspiration to learn, and grow  
In their relationship with God and others.

## **PHILOSOPHY**

Our curriculum is based on the interests and needs of the children, providing developmentally appropriate practices for each age group and adapting to the needs of individual children. We embrace the philosophy that children learn best when they are actively involved in play, and when they have the opportunity to thoroughly explore, question, investigate, and manipulate objects in their environment. Our teacher facilitated play-based learning provides children the opportunity to work and play with other children, to express themselves creatively and spiritually through art, music, dramatic play and language, to communicate feelings and ideas, and to develop their physical skills. The emphasis is on the Process not the Product – it is in the “experience” that the foundation of learning is established.

## **ADMISSION**

St. Andrew Children's Learning Center admits students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the Preschool. It does not discriminate on the basis of race, color, national, and ethnic origin in administration of its educational policies, admission policies, scholarship programs, and other school-administered programs. We welcome all children who may benefit from our type of program. The child must be twelve months old and walking by August 15.

## **PROGRAM PROCEDURES**

### **SPACE AVAILABLE**

St. Andrew CLC is committed to a low student/teacher ratio. Nine carefully designed classrooms, a music center, Pre-K Spanish curriculum, faith development curriculum, and two well-equipped playgrounds enhance our program. Since space is limited, registration is based on a random drawing of applications with due consideration for your child's birth date, your specified choice of days, and a sibling's placement. When classes are filled, children who have not received an assignment will automatically be placed on a waitlist and informed by letter. We will do all that we can to honor your needs and preferences.

### **TUITION**

Tuition for 2010-2011 is based upon a survey of area preschools and budget requirements, which include salaries, utilities, supplies, professional development, and equipment. Monthly tuition is prorated over thirty-two weeks and split into **9 equal monthly payments, September through May** to allow for easier family and school budgeting. Refunds will not be made for absences or withdrawals.

Tuition payment is due the first class day of the month. If it has not been received by the 10<sup>th</sup> of the month, a \$5.00 charge will be added to the tuition. \$15.00 will be assessed for all returned checks. One check may be written for all children enrolled in the CLC program. **Please make checks payable to St. Andrew CLC.** We also accept Visa, MasterCard and Discover. If it is necessary to withdraw a child, the Director must be informed in writing one month before the date of withdrawal.

### **2010-2011 Monthly Tuition**

**1-Day Class - \$132**  
**2 Day Class - \$264**  
**3-Day Class - \$396**

**HOURS OF OPERATION** – 9:30 a.m. to 2:30 p.m.

## **REQUIRED INFORMATION**

**Registration Form** – at the time of registration, the parent must complete and sign a registration form and pay the set registration fee, which is non-refundable.

**Immunization Form** – The Colorado Board of Health requires that children attending schools (including childcare facilities) have certain vaccinations. **Each child must have an immunization record or signed exemption in order to be enrolled.**

**General Health Appraisal Form** –Health Care Provider must complete and sign.

**Child Information Record** – Parents must complete and sign a Child Information Record for each child that lists address, phone number, and name of person(s) authorized to bring and pick up child.

**Child Medical Information Form** – Parents must complete this form for each child that lists specific medical information, health insurance information and authorization to access provided medical information.

**Medical Authorization Form** – Parents and physician must complete this form for each child requiring medication to be administered at school.

**Current Picture of Child's Family** – Having this on-site allows for better security for our children.

***By September 1, 2010, you need to provide ALL enrollment forms, including the immunization forms and medical history forms signed by a physician. All of the enrollment forms must be turned in to Directors prior to attending.***

## **CHILDREN WITH SPECIAL NEEDS**

Admission of children with special need is in compliance with ADA and reasonable effort is made to accommodate the child's needs and to integrate the child with other children. Admittance will be evaluated on a case-by-case basis. After the evaluation we would admit special needs children on a trial basis of one month. During this time we will work closely with the child's parents and any other person(s) responsible for the child's growth and well being. At the end of one month, we will meet with the parents to determine if we are able to adequately care for the child within our current staffing patterns.

## **DISCHARGE POLICY**

St. Andrew CLC reserves the right to cancel the enrollment for a child for the following reasons:

- Non-payment or excessive late payments of tuition and fees
- Not observing policies of the CLC program as outlined in the Handbook
- Child has special needs, which we cannot adequately meet with our current staffing patterns
- Physical and/or verbal abuse of staff or children by parent or child

## **PROGRAM OPTIONS**

*Children must be 12 months old by August 15, 2010 AND walking to attend St. Andrew CLC*

**All classes are 9:30 a.m. – 2:30 p.m.**

**Music offered Tuesday thru Friday**

Bunnies born 1/09 – 8/09

Ducks born 7/08 – 12/09

Kittens born 1/08 – 6/08

Teddy Bears/Turtles born 6/07 – 1/08

Penguins 4/06 – 9/06

Lambs/Penguins born 7/06 – 12/06 – Includes Spanish once a week

Lions born 1/06 – 6/06 – Includes Spanish once a week

Dinosaurs born 7/05 – 12/05 – Includes Spanish once a week

\*\*please note that class ages are somewhat flexible at the discretion of teachers & Directors\*\*

**ONE DAY OPTION (TUESDAY, WEDNESDAY, THURSDAY, FRIDAY)**

Bunnies, Ducks or Kittens

**TWO DAY OPTION (WEDNESDAY/FRIDAY)**

Bunnies, Ducks, Kittens, or Teddy Bears

**TWO DAY OPTION (TUESDAY/THURSDAY)**

Bunnies, Ducks, Kittens, Teddy Bears, Puppies/Turtles, Lambs/Penguins, Lions, Dinosaurs

**THREE DAY OPTION (MONDAY/WEDNESDAY/FRIDAY)**

Puppies/Turtles, Lambs/Penguins, Lions, Dinosaurs

## **ST. ANDREW CLC CLASSES & CLASSROOM ASSIGNMENTS**

### **BUNNIES – 1 YEAR OLD**

Room 139

Must be 12 months and walking by August 15

### **DUCKS – Young 2's**

Room 137

### **KITTENS – Old 2's**

Room 135

### **TEDDY BEARS – Young 3's**

Room 133

### **TURTLES – Old 3's**

Room 146 (T/TH)

### **PUPPIES – Old 3's**

Room 146 (MWF)

Room 130 (T/TH)

### **LAMBS – Young 4's**

Room 132

### **PENGUINS – Young 4's**

Room 130 (MWF)

### **LIONS – Old 4's**

Room 145 (MWF)

Room 149/151 (T/TH)

### **DINOSAURS – Young 5's**

Room 149/151 (MWF)

Room 145 (T/TH)

## **CLC GOVERNING BODIES AND PROGRAM STANDARDS**

### **CLC STAFF**

The CLC staff is very special group of teachers who are supported in their ministry to children by St. Andrew United Methodist Church. All teachers are Group Leader qualified, many with education degrees. All CLC staff receives professional training in early childhood practices, as well as CPR, First Aid and Universal Precautions. Each staff member is background checked and fingerprinted.

### **STATE LICENSING**

St. Andrew Children's Learning Center is licensed by the Department of Human Services, Division of Child Care. Our center undergoes regular inspections and meets and/or exceeds rules and regulations.

- **Reporting Suspected Licensing Violations**

Please speak to the Directors about any problems or concerns you may have. If you need to report a situation that involves a complaint concerning suspected licensing violations, write or call:

The Colorado Department of Human Services  
Division of Child Care  
1575 Sherman St.  
Denver, CO 80201-1714  
303-866-5958 or 1-800-799-5876

## **NAEYC ACCREDITATION**

Early childhood programs accredited by the NAEYC Academy for Early Childhood Program Accreditation have voluntarily undergone a comprehensive process of internal self-study, invited external professional review to verify compliance with the Criteria for High-Quality Early Childhood Programs, and been found to be in substantial compliance with the Criteria. The Criteria can be found on NAEYC's Web site at [www.naeyc.org/accreditation](http://www.naeyc.org/accreditation).

### **What is a high-quality early childhood program?**

A high-quality early childhood program provides a safe and nurturing environment while promoting the physical, social, emotional, and intellectual development of young children. In accredited programs, you should see:

- \*frequent, positive, warm interactions among teachers and children
- \*planned learning activities appropriate to children's age and development
- \*specially trained teachers and administrators
- \*ongoing professional development
- \*enough adults to respond to individual children
- \*many varied age-appropriate materials
- \*respect for cultural diversity
- \*a healthy and safe environment for adults and children
- \*regular, two-way communication with families who are welcome visitors at all times

### **St. Andrew Children's Learning Center is proud to announce that we are now reaccredited with NAEYC until June 30, 2013!!!**

Our 2007-8 staff and families worked hard to implement some new policies and procedures to bring CLC in line with the new, more rigorous standards set forth by NAEYC. We will continue to abide by and improve upon these procedures as we maintain our accreditation. Thank you to all who supported CLC in this effort!!



## CLC PARENT DAILY PROCEDURES

### SIGN-IN/OUT PROCEDURES

Children should not be brought to class before 9:30 a.m. and should be picked up promptly at 2:30 p.m. The time before class is for teachers to gather supplies and set up the room.

**All children must wash their hands at the start of the school day.** There are bathrooms in the halls or you may use the classroom sinks. Check with your child's teacher to determine the best location for your child to wash his/her hands.

For the safety of your child, school policy requires that **he/she be brought directly to the assigned classroom** at the beginning of the day and picked up in the assigned classroom at the end of the day by a parent or authorized person.

Parents or authorized person are **required to sign your child "in" or "out" on the form provided in the classroom.** You must list your child's first and last name, at least one emergency phone number where you or a designated adult may be contacted and any other special instructions that the teachers may find helpful during the day. Please note the snack for the day, and sign off that it will be ok for your child that day.

### NEVER LEAVE YOUR CHILD UNATTENDED IN THE CLASSROOM OR HALLWAYS!

Your child will only be allowed to leave with parents or authorized persons indicated on your child's Information Record. If an unidentified, but authorized, person attempts to pick up a child, identification will be required. If you wish to change the names of persons who are authorized to pick up your child at any time, you must do so by written notice. St. Andrew CLC cannot legally deny release of any child to a natural parent unless we have a written court order regarding this.

If, on a given day, your child has permission to leave school with someone other than those authorized individuals listed on the Information Record, please advise the classroom teacher and call the office.

### LATE PICK-UP POLICY

In the event that a child is not picked up at the closing of the preschool, the remaining staff and director will attempt to reach the parent(s) at work or at home. If this is unsuccessful the director will attempt to reach the emergency contacts. If above attempts are unsuccessful by 3:30 p.m. the Director will contact the Department of Human Services and the Douglas County Sheriff. At no time will your child be transported. The staff ensures that all children are picked up at the end of the day before the last staff member leaves. At no time is your child left unattended.

- **LATE CHARGES OF \$1.00 FOR EACH MINUTE PAST 2:40 pm. PER CHILD WILL BE COLLECTED.** After 2:40 p.m. you must pick your child up in the Director's office. You must pay the late fee at the time of pickup.
- Phone calls to inform us of delay are responsible and courteous, but do not excuse parents from payment of late charges.

**PARKING**

Please park in the designated parking spaces. Do not pull up in front of the curbs at any time of day. This is a Fire Lane and therefore a NO PARKING ZONE. Parking in the Fire Lane creates safety problems for children arriving. Please exercise extreme caution in the parking lot. Do not leave siblings unattended in your vehicle.

**CLC POLICIES****SECURITY**

Downstairs outdoor entrances and internal doors will be unlocked from 9:15 a.m. to 9:50 a.m. and 2:10 p.m. to 2:45 p.m. for Sign-In and Sign-Out. **All** doors will then be locked from 9:50 a.m. to 2:10 p.m. When entrances are locked, access from the outside must be made through the main church entrance. At each internal door, please call from the intercom and a staff member will let you in. Parents may not leave children unattended in a classroom or the building at any time. The teacher and assistant both must be present in the classroom in order for child to be signed in. All CLC staff undergoes background checks and is fingerprinted. Children will remain on St. Andrew property during CLC session. Children will not be allowed to leave with any unauthorized person not listed on Information Record or Classroom Sign-In form. State law requires CLC to report any case of suspected child abuse.

**VISITORS**

Visitors are always welcome at St. Andrew. No appointment is necessary, however, visitors are required to sign in and out at the front desk and state the reason for visiting. Visitors will be under supervision of the staff at all times.

**SCHOOL CLOSINGS**

St. Andrew CLC follows the same emergency school closings as **Douglas County Schools**, due to emergencies or severe weather. **Douglas County School** closings are announced on TV channels 2, 4, 7 & 9 and on most radio stations. CLC closings will be posted on the St. Andrew UMC website under Children's Learning Center by 8:00 a.m. ([www.st-andrew-umc.com](http://www.st-andrew-umc.com)), on a recorded voice mail 303-794-0510, in an email to parents and staff no later than 7:30 a.m. and announced on Channels 4, 7 & 9.

**DELAYED START**

St. Andrew CLC also follows Douglas County School District Delayed Start decisions and announcements. Douglas County Schools may elect to open school late due to severe weather and driving conditions. Delayed Start information will be posted on the website, on a recorded voice mail 303-794-0510, in an email to parents and staff no later than 7:30 a.m. and announced on Channels 4, 7 & 9. (See above)

- **WHEN DOUGLAS COUNTY SCHOOLS ARE ON DELAYED START SCHEDULE, ST. ANDREW CLC WILL OPEN AT 10:30 A.M.**

It is CLC policy not to make up days for school closings. Tuition for snow days will not be reimbursed. **The safety of our children and families is of utmost importance when decisions are made regarding school closings and delayed start.**

### **APPROPRIATE DRESS**

Our days are full of messy fun – painting, cooking, and playing hard on the playground – and so we ask that you dress your children in clothes that can get messy. If an outfit gets too messy to continue wearing for whatever reason, teachers will help your child change into clean clothes and put the dirty ones in a baggie to take home. We do not have facilities to wash clothing at CLC.

For safety reasons, especially on the playground, we strongly encourage children to wear closed toed shoes and **NO crocs** to school.

### **ILLNESS POLICY**

Please keep your child home if there is any indication of illness within 24 hours prior to attending CLC, including:

**Fever, diarrhea, vomiting, sore throat, earache, eye infection, heavy, green nasal discharge, or constant coughing, chicken pox not completely crusted over, symptoms of a possible communicable disease.**

If a child is too sick to go outside, the child is probably too sick to be with other children. CLC reserves the right to send sick children home. Teachers will observe all children entering their classrooms in the morning and watch for signs of illness. For the benefit of all our children and staff, we will call the parent of any child who appears to be ill. In such cases, the child is immediately isolated from the others and a parent is contacted. In case the parent cannot be located, we will call the number of a friend or neighbor listed on the child's application or emergency card. Parents are requested to inform CLC of children's exposure to chicken pox, strep throat, and communicable diseases outside of the center.

### **MEDICATION**

St. Andrew CLC is in accordance with the Colorado Nurse Practice Act of 1992. CLC agrees to administer medication prescribed by a licensed health care provider in life threatening emergencies, such as allergic reactions. All medication given in a school setting requires a written authorization form from a health care provider, as well as parent written consent. Parents must provide medicine in its original labeled container. CLC employs a Registered Nurse consultant who delegates and supervises the task of medication administration. Only CLC staff that has completed the approved Medication Administration Training will be delegated to give medication to your child. Medication will be kept in a locked cabinet or storage container in the office or child's classroom. Any medical expenses incurred while at CLC will be paid by the parent/guardian.

**We cannot dispense medicine without written instructions by the physician.**

**Medication must be brought in a container appropriately labeled with the child's name, emergency phone number, and photo of child.**

## ALLERGIES

Due to the growing number of children with food allergies in our classrooms, we are adopting some “**allergy-aware**” policies regarding food brought in from outside sources. The goals of these policies are to reduce the chance a child with allergies will have contact with life-threatening foods. In addition to these policies we will work with families on an individual basis to manage each child’s situation.

- All outside treats must be store-bought with the original packaging and seal intact. We cannot ensure the safety of homemade treats due to possible cross-contamination of allergens.
- Fruit must be store-prepared and brought in original packaging or brought in whole and prepared in the classroom (please check with individual teachers for their preferences).

**IF YOUR CHILD HAS A FOOD ALLERGY:** While we do our best to ensure the safety of all children with allergies, please note that many groups throughout the week use our building and we cannot strictly enforce these policies outside of school hours. We are NOT a peanut-free facility.

In the case of a child that has multiple or significant food and/or drink allergies, the parent is responsible for checking the daily snack and must provide their child’s snack when appropriate. The staff of St. Andrew CLC will not substitute any food or drink to a child, when a parent fails to supply the snack. An allergy list will be posted discreetly in the classroom to alert the staff to a child’s food allergy.

## INFECTIOUS DISEASES

All staff is trained in the use of Universal Precautions for infectious diseases. For all incidents when ANY child is bleeding, staff uses gloves and cleans up with bleach solution.

## HANDWASHING

Per NAEYC guidelines, children and adults wash their hands

- on arrival for the day;
- after diapering or using the toilet (use of wet wipes is acceptable for infants);
- after handling body fluids (e.g., blowing or wiping a nose, coughing on a hand, or touching any mucus, blood, or vomit);
- before meals and snacks, before preparing or serving food, or after handling any raw food that requires cooking (e.g., meat, eggs, poultry);
- after playing in water that is shared by two or more people;
- after handling pets and other animals or any materials such as sand, dirt, or surfaces that might be contaminated by contact with animals; and
- when moving from one group to another (e.g., visiting) that involves contact with infants and toddlers/twos.

Proper hand-washing procedures are followed by adults and children and include

- using liquid soap and running water;
- rubbing hands vigorously for at least 10 seconds, including back of hands, wrists, between fingers, under and around any jewelry, and under fingernails; rinsing well; drying hands with a paper towel, a single-use towel, or a dryer; and avoiding touching the faucet with just-washed hands (e.g., by using a paper towel to turn off water ).

Note: The use of alcohol-based hand rubs in lieu of hand washing is not recommended for early education and child care settings.

### **ACCIDENTAL INJURIES**

All accidents or injuries that have occurred at the preschool will be reported to the parents and regulating authorities as needed. A staff member will give a child who is injured first aid. All staff members are required to have First Aid and CPR training. If the injury poses an emergency, the paramedics will be called and parents notified. In the event of an injury to a child's head or face, parents/guardian or emergency contacts will be notified as soon as the situation is under control.

### **TOILETING ACCIDENTS**

Accidents happen! Please provide an extra change of clothes for your child (underwear, socks, pants, shirt, etc.) and disposable diapers if needed. Please ensure that clothing fits and is season appropriate. If you forget extra clothes, CLC does have articles of clothing available, but children prefer their own. CLC staff will work together with parents to provide consistent encouragement of toilet training. Diapers will be changed as needed and checked at scheduled time throughout the day.

### **OUTDOOR PLAY GUIDELINES**

We play outside every day! If your child is not well enough to play outside, then your child is not well enough to come to school. Please dress your child appropriately for the weather. In the event of extreme hot or cold weather, the Director and teachers will determine the safety of children playing outdoors.

For safety reasons, especially on the playground, we strongly encourage children to wear closed toed shoes and **NO crocs** to school.

If you want your child to wear sunscreen, please apply it to your child before school. Teachers cannot apply sunscreen at school without written permission.

### **CHILD SUPERVISION**

An adult supervises children attending St. Andrew CLC at all times. CLC teachers are required to keep children within sight and/or sound at all times. Children are counted frequently during their class time, as well as when entering or exiting the classroom during transitions.

### **FIELD TRIPS**

Some older children who attend CLC will participate in field trips. Field trips will not involve staff members transporting children in vehicles – we will arrange a meeting place or walk to our destination. Trips off St. Andrew grounds will require a separate permission slip given by the teacher at the time of the field trip. All classes may take a walk around the church grounds without a separate permission slip. If, upon your arrival, the class is not in the classroom, please check with CLC

Directors to help you locate the appropriate location. Classes may be in music, on the playground or enjoying a walk. Classroom daily schedules are posted in the classrooms.

### **SPECIAL ACTIVITIES**

Guest speakers may be scheduled from the community to enhance classroom lesson plans. These may include the Fire or Police Department for Community Helpers Week, or a Dentist or Dental Hygienist for Dental Health Week. CLC staff will supervise these speakers at all times. No outside vendors or programming will be included in the CLC Program.

### **TELEVISION VIEWING**

Children who attend CLC may watch a maximum of 30 minutes of television per day of age-appropriate videos.

### **PERSONAL BELONGINGS**

All children are provided a basket outside of their classroom in which to store school papers, projects, and personal possessions. We recommend that children not bring personal toys or other valuables, including jewelry and money to school. Please be sure to label all personal items, including lunch containers, blankets, mats, coats, and spare clothes. CLC is not responsible for lost items brought to school.

### **CHILD ABUSE AND NEGLECT LAWS**

CLC staff members are required by law to report any suspected child abuse or neglect to the proper authorities. In the case of either suspected abuse or neglect, the preschool Director will make the report.

If you, as a parent, suspect child abuse or neglect and need to file a report, call the Douglas County Sheriff's Office at 303-660-7500 or the Douglas County Human Services Department at (303) 688-4825 ext. 5340. If a staff member is accused of child abuse, they will be suspended without pay pending investigation of charges.

### **GRIEVANCE PROCEDURE AND CONFLICT RESOLUTION**

If a parent has a grievance, first go directly to the person(s) involved. If the grievance involves a teacher the parent needs to present the situation directly to the teacher. Failing to reach settlement with the teacher, the parent may then present the situation to the director. Failing to reach settlement with the Director, the parent may submit to the Director of Children's Ministries a written statement of the situation, requesting a review of the grievance. The Director of Children's Ministries will review the grievance and make recommendations for actions. Changes can only be made and problems resolved when all parties concerned are in direct communication with each other.

### **WEAPONS POLICY**

A Zero Tolerance Policy applies to any person at St. Andrew CLC who possesses a weapon on church property. This policy states that under Zero Tolerance, children and staff may be immediately expelled from the CLC program for possession of weapons including knives, guns, or any reasonable identifiable weapons.

## SMOKING POLICY

St. Andrew United Methodist Church is a non-smoking facility.

## CLC EMERGENCY PROCEDURES

All CLC preschool rooms have two exits in the event of fire or explosion.

**Fire** – CLC staff train and practice performing fire drills and evacuation procedures with the children. Teachers will always have available the classroom sign-in information, so parents can be contacted in emergencies.

**Tornados** – CLC staff train and practice performing tornado procedures with the children. In the event of a tornado warning, the children are brought to an inner room away from glass. Teachers will always have available the classroom sign-in information, so parents can be notified of emergencies.

**Extreme Heat or Cold** – In cases of extreme weather the children will not go outside. CLC provides an indoor play area that children will use during scheduled playground times when it is either too hot or too cold to go outside. If a child is outside and appears to be affected by the weather, he or she will be brought inside and given appropriate first aid.

**Emergency Evacuation** – If we need to evacuate the building and cannot return to our building for an extended length of time, teachers/director will attempt to call parents informing you of our situation and location.

**Lost Children** – Should we not be able to locate a child, the Director and one other teacher for that class will begin an immediate search. All means will be initiated to locate the child. If the child is not located after a thorough search, the parent and the police will be notified.

St. Andrew CLC staff members take their responsibilities very seriously when caring for your child.

## CLC DISCIPLINE POLICY

Developing a child's positive self-esteem is one of the goals of St. Andrew CLC. Fairness and consistency will be the norm for rules of classroom behavior. Discipline is seen as an educational process by which staff members assist children in developing self-control and self-discipline. Positive behavior is reinforced and encouraged. Redirecting the child to another activity is another way to eliminate a potential difficulty. Disruptive behavior will be dealt with in a Christian manner with loving concern for the child's well being.

Aggressive behavior is defined as chronic or repeated pushing, shoving, biting, pinching, loud verbal abuse, or anything that staff deems detrimental to other's safety. Any ongoing situation will be discussed with the parents to ensure a cooperative approach.

**Chronic Disruptive, Aggressive Behavior** – We will make every effort to work with the parents of children having difficulties in Preschool. We are here to serve and protect all of our children.

Children displaying chronic disruptive behavior, which has been determined to be upsetting to the physical or emotional well being of another child, may require the following actions.

1. **Incident Report** – The classroom teacher will discuss problem with Director and Parent and problem will be defined on paper. Goals will be established and the parent will be involved in creating approaches towards solving the problem.
2. **Second Incident Report** – If the initial plan for helping the child fails, a Second Incident Report will be completed and the parent(s) will be required to meet with the Director. Another

attempt will be made to identify and rectify the problem, and to discuss consequences if progress is not apparent.

3. **Third Incident Report** – When the previous attempts have been followed and no progress have made towards solving the problem; the child may be suspended from the preschool indefinitely.

The Director may immediately suspend a child at any time he/she exhibits a behavior harmful to him/herself or others. A parent may be called at anytime the child exhibits uncontrollable behavior that cannot be modified by CLC staff. That parent may be asked to take the child home immediately. Suspensions from the CLC program may vary from a day to an indefinite period.

## PARENT-SCHOOL COMMUNICATION

Please notify us of any changes in your place of residence or employment. We must have a working emergency number at all times. In order to work effectively with your child, it is important we have a full understanding of him/her. If there is information that is not covered on the Information Form, please discuss this information with your child's teacher or the Directors. All such information is confidential.

### NEWSLETTERS & POSTED INFORMATION

- Once a month, a **classroom newsletter** is sent home with your child. Make sure you read, read, read so you will remain informed about all the special activities going on in your child's classroom.
- At least once month a **CLC newsletter** will be emailed to all enrolled families. Copies of the newsletter are available at the CLC Information Desk as well. This newsletter will provide reminders of programs, picture days, etc.
- **Classroom Bulletin Boards** – Each teacher will have their monthly lesson plans posted, daily snacks, special announcements and projects.

### PARENT-TEACHER CONFERENCES

Parent-Teacher Conferences will be held in the spring for preschool and pre-K classes. Additional conferences may be scheduled at any time by the staff or parent if any concerns arise. Teachers will continually assess children's progress throughout the school year.

Our educators will carefully observe each child as he/she plays, works, interacts, and goes about daily routines at our program. Teachers will be developing individual student portfolios to show each child's progress in the key developmental areas throughout the year. The portfolios will be shared with parents of preschoolers (Teddy Bears, Polar Bears, Puppies, Lambs, Penguins, Lions and Dinosaurs) during conferences scheduled in March and April or as needed. Parents of one and two year olds (Bunnies, Ducks, and Kittens) receive daily communication from their child's teacher and will also receive a portfolio of their child's progress during conferences in the spring. Each child will receive a written "progress report" related to informal observations just prior to our Christmas break.

## A DAY AT CLC...

Each day, children in CLC:

- Enjoy many forms of self-expressions and find satisfaction in the things that are able to do.
- Use many types of media for art activities that encourage individual creativity.
- Design and build with blocks.
- Sing, dance, and make music.
- Learn to communicate with confidence.
- Participate in successful experiences that build self-esteem.
- Investigate, discover, and learn new ideas.
- Explore their world through the five senses.
- Feel accepted as unique and special individuals.
- Observe the wonder of God's world through many classroom experiences.

**Learning Centers are used by CLC to promote the developmental needs of the children. This includes the use of interest centers, creative arts, role playing, manipulative material, problem solving exercises, large muscle activities, and Christian teaching in addition to traditionally fine books, music, and videos.**

- **Centers** – As children arrive they may choose to play in any of the centers (blocks, dramatic play, reading, writing, manipulative toys, etc.)
- **Snacks** – Children are served a mid-morning snack provided by the school (snacks consist of animal crackers, gold fish, pretzels, water)
- **Activities** – A balance of child directed and teacher directed activities, which include music, art, stories, and prayer.
- **Playground** – Each class will spend approximately 20 to 30 minutes on the playground or in the indoor activity room.
- **Lunch** – Parents are responsible for providing a nutritious lunch and beverage.

RDA recommendations for 1-3 years of age:

- ½ C milk
- 1 oz. of meat or poultry or 1 oz. cheese or 1 egg or 2T peanut butter
- ¼ C vegetables or fruit
- ½ slice of bread

RDA recommendations for 3-6 years of age:

- ¾ C milk
- 1 ½ oz. of meat or poultry or 1 egg or 3 T peanut butter or ¾ C yogurt
- ½ C fruit or vegetable
- ½ slice of bread

Each child must bring a lunch in an insulated lunch box with an ice pack. Lunches are not refrigerated. No glass containers. Please send finger foods that your child can easily manage.

Per NAEYC guidelines, staff shall not offer children younger than four years these foods: hot dogs, whole or sliced into rounds; whole grapes; nuts; popcorn; raw peas and hard pretzels; spoonfuls of peanut butter; or chunks of raw carrots or meat larger than can be swallowed whole. Please keep these guidelines in mind when preparing your child's lunch as teachers do not often have time to cut each child's food appropriately each day.

- **Rest Time:** All children are required to bring a 2" washable (vinyl) mat with a cover (a crib sheet works well) on which to rest. You may send a small blanket or other comfort items if you wish.

All licensed programs over four hours require a period of rest. Please do not ask your child's teacher to keep your child awake. If rest time is a problem for you or your child, you may pick him/her up before rest time. The rooms used for rest time may be different from the regular classroom. Teachers will be with the children in the room during rest time. Children may listen to soft music, read books, and/or watch a short video while they rest.

## **Ways Parents Can Help**

Mark your child's coats, sweaters, lunch boxes, backpacks, etc. with the first and last name.

Notify the CLC office immediately of any contagious disease or illness.

Help your child to look forward to attending his/her particular group.

Please allow ample time so that your child will not feel hurried.

Please give change of address and or phone numbers to office immediately.

Get to know your child's teachers and confer with them if problems arise.

Please take an interest in what your child brings home. Remember, the process – thinking, doing, and feeling, is more important than the product.

Sign up to bring holiday treats in your child's classroom.

Please do not distribute party invitations at school. A CLC directory will be distributed in October with class lists and phone numbers.

**St. Andrew Children's Learning Center  
2010-2011 Calendar**

Ice Cream Social/Open House 5:30 p.m. to 7:30 p.m. 5:30 – 5:55 T/TH & 6 – 6:25 MWF	Tuesday September 7, 2010 5:30 p.m. to 7:30 p.m.
First Week of School	Thursday, September 9, 2010 Friday, September 10, 2010 Monday, September 13, 2010 Tuesday, September 14, 2010 Wednesday, September 15, 2010
Back to School/Parent Orientation	Thursday October 14, 2010
Teacher In-Service Day- <b>CLC CLOSED</b>	Friday, October 15, 2010
Thanksgiving Break- <b>CLC CLOSED</b>	November 22 – 26, 2010
Classes Resume	Monday, November 29, 2010
Christmas Music Program	December 9 & 10, 10:00 a.m.
Christmas Break- <b>CLC CLOSED</b>	December 16 thru Dec 30
Classes Resume	Monday, January 3, 2011
Martin Luther King Day- <b>CLC CLOSED</b>	Monday, January 17
President's Day- <b>CLC CLOSED</b>	Monday, February 21
Spring Break- <b>CLC CLOSED</b>	March 21 - 25
Spring Music Program	April 19 & 20, 10:00 a.m.
Last Week of School	May 16 – May 20