



LEARNING CENTER

PARENT HANDBOOK

 COLLEGE CHURCH
OF THE NAZARENE

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LEARNING CENTER PARENT INFORMATION HANDBOOK

College Church Learning Center is a non-profit Early Childhood Ministry and community outreach of College Church of the Nazarene. Through much prayer and vision the Center finally became a reality in August 2001 when the Cunningham Family Life Center reached its completion. The Center provides fulltime care for infants (6 weeks) through preschool and a before and after-school program for kindergarten through fifth grade.

"Children are a Heritage of the Lord" Psalm 127:3

Our Philosophy:

College Church Learning Center recognizes parents/guardians as the primary faith givers and teachers of young children. We join in partnership with them to help each child develop to his/her full potential. We believe that learning occurs when children are loved, accepted, and respected. In our care, children will have the opportunity to explore and learn through play and structured activities.

Our Staff:

The Center recognizes that the first six years of life are the most formative in the growth of your child. Therefore, our goal is to select teachers with these qualities:

- * Degree in Elementary Education or Early Childhood Education
- * Demonstrate knowledge, experience, and expertise in Early Childhood Development
- * Complete 10 hours of in-service a year in Early Childhood Education and/or Development
- * Signs & Symptoms/Child Abuse/Infant & Child CPR and First Aid Certified
- * Ability to share and model their faith

Educational Philosophy & Curriculum:

Our program and curriculum has been designed with a Christian foundation to provide a variety of learning experiences for your child which are age appropriate promoting growth and development in the following areas:

1. **Spiritual Development:** We want children to know that God created the world, that Jesus is the Son of God, that Jesus loves them, and that Jesus is their friend. We teach that Jesus was born on Christmas, died on the cross, and rose again on Easter. Bible stories are told on a level that children can understand, emphasizing good morals & behavior. Prayer is a part of our daily activities including prayer before snack and meals. The children will attend a weekly chapel time that will include praise songs and devotionals for children.
2. **Social Development:** We encourage the children to develop the skills of respecting the rights of others, to make friends and to learn to share with friends. Inappropriate behavior such as biting, hitting or kicking is not permissible, as well as inappropriate language. The child is encouraged to express him/ her in words and feelings rather than these actions.
3. **Mental and Emotional Development:** Teachers will help each child develop a positive self-concept about him/herself and the ability to identify and express him/ herself with words as to emotions. We want the child to develop a positive self-concept about him/herself and the ability to identify and express him/herself with words as to emotions. We want the child to develop an awareness that each child grows at different levels, and that is ok.
4. **Intellectual Development:** Language skills and basic listening abilities are taught through music, story time, puppets, circle time and other auditory activities. Preschool curriculum is included through "Circle Time" every morning. "Hands On" activities are provided for developing discovery

and reasoning skills.

5. Physical Development: Indoor/Outdoor play is provided to develop large muscle coordination. Children will have the opportunity to develop through running, skipping, jumping, parachute play and other various activities. Fine Motor skills are incorporated into our classroom projects through manipulation of small toys, puzzles, scissor skills, and other work job activities. Children are encouraged to practice daily health and safety habits.

Our curriculum and daily schedule of activities will provide your child with a strong foundation to prepare your child for Kindergarten. We use the Olathe School District Early Education Curriculum as a roadmap to assist us in our lesson planning.

Communication:

Talking with your child's teacher daily is an integral part of your child's learning development. We will keep you aware of your child's experiences at the Center through posted curriculum, newsletters, daily notes, pictures and conferences. Please feel free to discuss your child's development and progress at any time. We would also welcome you to visit your child's classroom at any time during the day.

We encourage daily communication between teacher and parent. If there are any changes at home, such as illness, death or divorce, please let us know so we can understand and help your child through these transitions. In early Fall and Spring, we will schedule a time for parent-teacher conferences (3-5 year old classrooms only).

Special conferences or telephone contacts may be made should a problem arise with your child. The best time to reach your child's teacher is between 1:00 and 2:30 p.m. while the children are napping/resting.

If there is ever a change in your child's life, i.e. divorce, separation, move, death in the family, any traumatic experience, medical diagnosis, change in medication, loss of a pet, anything. PLEASE let the Learning Center director know.

If there is a court order that involves your child we need to have this documentation on file to insure your child's safety while in our care.

Court Order Affecting Your Child:

In cases where Family Court or other legal entities have established visitation or custody rights, a copy of the orders must be provided to the Learning Center. Changes requested by the family must come from the court.

In an event where a restraining order has been issued, the Learning Center will need a copy of the restraining order and we will follow it as written.

Child Absence:

Parents must notify the Center if their child will be absent for any reason by calling the Learning Center office at 489-6270 and leaving a message if necessary. Chronic failure to inform the Center of a child's absence may result in your child being withdrawn from the Center.

Facilities:

The Cunningham Family Life Center offers modern classrooms, which are spacious, well lit and air-conditioned. Classrooms are equipped with bathroom facilities, children's cubbies, coat hooks, educational toys, etc. The Center also offers three age appropriate, safe, and fun play areas; a gymnasium, a soft play area, and an outdoor playground for large motor skills. Each class is scheduled for two time periods each day for indoor/outdoor play.

Days and Hours:

The Center is open Monday- Friday 7:00 a.m. to 6:00 p.m.

Entrance Swipe Card:

Each family will be issued 2 swipe cards. These will grant you access to the center 7:00am-6:00pm Monday through Friday, at the West entrance ONLY. If you alter your card (ex. punch a hole, place by credit cards, bend, etc.) your card may no longer work. Please notify the office if your card stops working or if you have misplaced/lost your swipe card. A \$25 fee replacement fee will be charged to your account.

Registration Fee:

A non-refundable registration fee of \$75 is required per child. The fee is due at time of enrollment; unless our Center is full and you would like to be placed on our waiting list. This is an annual fee and will be due each April.

Tuition: (Effective May 26, 2020)

Tuition payment is due the Monday of each week unless prior arrangements have been made in writing with the director. Payment may be made by cash or check only. Full-tuition is due even if your child is at the Center for only part of the day or week. One-half tuition is due when a child is absent at the Center for a full week of five consecutive days. Limit two weeks ABSENT CREDIT, one-half of tuition per child, per year (June-May). The office must be notified to receive credit. No unused absent credits may be carried over to the next year. New enrollees will need to be enrolled in the center for 90 days before receiving absent credits.

There will be a fee of \$25, for any late payment; payments not received by 6:00pm Tuesday of each week. Account balances will not be allowed to go over two weeks, unless prior arrangements have been made in writing with the director. If accounts are continually over due, the director will notify you personally and payment plan will be established. The Center reserves the right to withdraw the child from enrollment, for accounts that are continually over due. It is important to communicate with the Director if there is a problem making tuition payments. There will also be a fee of \$25 for all returned checks.

College Church LC has the final decision in my child's class placement in order to make the classes and each child's experience most successful

Pink Classroom: (6 weeks-12 months approximately) Ratio: 1-3 Maximum allowed: 3:9 /Tuition for full-time infant care are \$310 per week per child. Parents are to provide infant formula, baby food, baby bottles, diapers & wipes, small blanket, crib sheet and 2-3 extra outfits.

Orange Classroom: (Approximately ages 12-30 months) Ratio: 1-5 Maximum allowed: 2:10/Tuition for full-time child care is \$275 per week per child. Parents are to provide diapers & diaper wipes small blankets, crib sheet and 2 extra outfits. The Center will provide meals, snacks and drinks.

Purple Classroom: (Approximately 2-3 years) Ratio: 1-7 /Maximum allowed: 2:12/ Tuition for full-time child care is \$255 per week per child. Parents are to provide diaper and diaper wipes small blanket, crib sheet, toothbrush, toothpaste and 1-2 extra outfits. The Center will provide all meals, snacks and drinks.

****Toilet Training****

The Center will work with your child in toilet training. The classroom teacher, parent, and director will determine when a child is fully toilet trained. We understand accidents will happen and do take this into consideration when changing tuition rates to reflect this progress.

Yellow Classroom: (Approximately 2 ½ -3 years) Ratio: 1:10 /Maximum allowed: 2:12. Tuition for full-time child care is \$235 per week per child. Parents are to provide diaper and diaper wipes small blanket, crib sheet, toothbrush, toothpaste and 1-2 extra outfits. The Center will provide all meals, snacks and drinks. If Potty trained and three: \$225 per week per child.

Green Classroom: (3 year olds) Ratio: 1:12/ Maximum allowed 2:12 Tuition for full-time child care is \$220 per week per child. Parents are to provide small blanket, crib sheet, toothbrush, toothpaste and 1-2 extra outfits. Children must be toilet trained. The Center will provide all meals, snacks and drinks.

Blue & Red Classroom: (4-5 year olds Pre-K) Ratio: 1:12/ Maximum 2:12/ Tuition for full-time child care are \$220 per week per child. Parents are to provide a small blanket, crib sheet, toothbrush, toothpaste and 1-2 extra outfits. Children must be toilet trained. The Center will provide all meals, snacks and drinks.

Lime/Teal Classroom: (K through 5th graders) Ratio: 1:14/ Maximum allowed 4:32 Tuition is \$110 per week per child after school care. Includes transportation from school, snack, and care on Olathe days out. Parents are to provide a sack lunch on days the children are out of school. The Center will provide a morning and afternoon snack and drinks.

Summer Day Camp: (Kindergarten-1st grade) Tuition is \$230 per week per child, this includes our activity/field trip fee. Please bring a sack lunch everyday. If enrolled ONLY in Summer Day Camp, no absent credit will be given.

Summer Day Camp: (2nd -5th) Tuition is \$230 per week per child, this includes our activity/field trip fee. Please bring a sack lunch everyday. If enrolled ONLY in Summer Day Camp, no absent credit will be given.

Sibling Discount: A 10% discount given off weekly tuition of the oldest child when two or more children of the same family are enrolled full-time.

Maternity Leave:

Full tuition will continue to be charged to keep your child's spot reserved during your maternity leave. You are always welcome to bring them a couple of days a week, but we will not be able to prorate your weekly tuition.

Arrival and Releasing Your Child:

Parents are to walk their child into the building and into their child's classroom, or designated morning classroom. Parents are required to sign their child in and out each day. iPads for sign-ins are located in the LC office. Let your child's teacher know that your child has arrived. Specific information needs to be written down so the office knows and verbalized to the teacher.

As a safety precaution for all children and your vehicle, please turn your car off when dropping off or picking up your child. Please do NOT leave young children unattended in the parking lot or your car.

Your child will not be released to anyone unless authorized by you. On your enrollment form it is important that you list someone to call in case of an emergency. If you have been delayed by business, car trouble, etc. please call the Center to give notification of the name of the person, a description and ask that the person bring in their photo I.D. We will not release your child to them unless they show their I.D. and are identified by your information.

Late Pick Up Fee:

We close at 6:00 p.m. You will be charged \$5.00 at 6:05 p.m. and then \$1.00 per minute after 6:05 p.m. If you are going to be late, we would appreciate a phone call. Please promptly pick up your child from their classrooms. This will allow our teacher(s) that are caring for your child to clock out. Late pick up's cost us more money in staff wages. Thank you for being sensitive to this matter!

Withdrawal from Enrollment:

The Center must have a two week notice prior to your child's last day. This gives us an opportunity to enroll a child from our waiting list into your child's classroom. We want your child to have a positive experience while in our care. But, if a problem should arise, we will do our best to work with your child. We will also contact you and together try to work out a plan to resolve the problem. If the problem becomes severe enough and creates an unsafe environment for the other children, we reserve the right to dismiss your child.

The Center will be closed for the following public holidays:

1. New Year's Eve and New Year's Day
2. Good Friday
3. Memorial Day
4. Independence Day holiday (July 4th)
5. Labor Day
6. Thanksgiving Day and the day after (November 26th and 27th)
7. Christmas (December 24th, 25th, 28th, 29th, 30th)

No tuition credit will be given for these holidays.

Building Closure/Snow Day:

There may be times when situations beyond our control, (i.e. weather, power outage, illness, safety, staffing, etc.) or other circumstances may cause the Center to close. Therefore, we reserve the right to close our Center when we feel it is needed and in the best interest of your child and our staff. The LC will follow the Olathe School District's closings due to inclement weather (*winter precipitation, not extreme temperatures.*) If extreme severe weather occurs, please tune into FOX 4 NEWS for school closings or check their website at myfoxkc.com under school closings. If Olathe Schools are Closed, the Learning Center will be closed. There will be no tuition credit given for these days.

Meals and Snacks:

The Center serves nutritionally balanced breakfasts, lunches and snacks. For your information, a weekly menu will be available in the office. If you find that your child has not learned to like something on the menu or is allergic, please feel free to pack them a sack lunch. No extra credit will be given to your tuition.

Birthday and Special Observances:

Your child's birthday is an important day for them! We encourage you to bring treats for your child's class on their birthday. However, this is not mandatory. Milk and juice will be provided by the Center. Please make prior arrangements with your child's teacher. This is a special day for you and your child, and we welcome parents to participate in the class celebration, if your schedule allows.

Parent Involvement:

At our Center parents are a special and vital part of their child's formative years. We feel that both the

children and our program will benefit from your special talents, skills and love.

There will be many opportunities for you to participate in your child's day. For example:

1. Provide holiday party supplies
2. Attend parent meetings throughout the year
3. Read a story to your child's class on a time scheduled by the teacher
4. Speak to the children about a career or hobby
5. Help with fundraisers for the Center
6. Any other ways that you can be of support to the program and the children

Illness:

We appreciate knowing when a child will be absent. We need to know about illness, especially infectious diseases. Please keep your child home if:

1. Temperature 100.0 degrees. Child must be fever free of temperature for 24 hours without the assistance of a fever reducer medicine for 24 hours
2. Severe cold/ and or sneezing with green discharge
3. Persistent cough or sore throat
4. Earache
5. Red or sore eyes
6. Green or yellow discharge from ears, nose or eyes
7. Nausea and/or vomiting
8. Diarrhea
9. Undiagnosed skin irritations or symptoms/signs compatible with a communicable disease, particularly if a child has been exposed.
10. Swollen glands
11. Undiagnosed skin eruptions or skin rash
12. General signs of listlessness, weakness, drowsiness, flushed face or headache
13. Signs and symptoms compatible with a communicable disease, particularly if the child has been exposed.
14. THE GOLDEN RULE: Do not expose others to illnesses to which you would not want your child or yourself exposed to.

Before returning to the Center, children should be free of these illnesses for 24 hours and on an antibiotic if needed for 24 hours. In some cases, your child will not be able to return unless with a Doctor's note stating that your child is not contagious. Please call the Center to give absent information.

If your child becomes ill at the Center, it is imperative that we can reach you by phone. Because of health concerns and for your child's comfort you or an authorized person will need to pick up your child from the Center as soon as possible (within an hour after being contacted). Please make sure the office always has current phone numbers on file.

In case of an emergency, we will try to contact you first. Enrollment papers include an Emergency Medical Release Form which authorizes the Center to contact your physician and to approve any necessary medical care until you can be reached.

If your child has been diagnosed with a communicable disease, please notify the Center immediately. Parents of your child's classmates will be given notification of the possible exposure as well as symptoms to look for, incubation period, and date their child was exposed. Your child's name will be kept confidential.

If your child has had surgery, been to the emergency room or has been hospitalized, a physician's release form and physician's instructions need to be brought with your child on the day they return to the Center.

**Even if your child has been released by your physician to return to the Center, we reserve the right to request your child to remain at home to aid in his/her recuperation.

Dispensing Medication:

WE ARE NOT ABLE TO DISPENSE ANY MEDICATION without written instruction from the parent or guardian. All non-prescription drugs will only be given as directed on the bottle label. All prescription and non-prescription drugs must be contained in the original bottle with the child's name and instructions for the appropriate dosage. All medicine will be kept under lock and key for your child's protection.

**Prescription medicine of one sibling will not be given to another sibling.

Parent Teacher Conferences:

We know that you as a parent are an integral part of your child's learning development. We will keep you aware of your child's experiences at preschool through newsletters, parent participation opportunities and conferences. We hold parent teacher conferences in the fall and the spring of each school year for Yellow, Green, Blue, and Red classes. Times will be scheduled with your child's teacher. If at any time you have questions or concerns, please feel free to schedule a personal phone conference with your child's teacher.

Dress:

Children are encouraged to wear casual, comfortable clothing that is suitable for play and appropriate for the weather. Please avoid dressing your child in sandals or dressy shoes. Rubber soled tennis shoes are the safest for running and climbing on the playground and in the gym.

Discipline:

Should discipline problems occur while your child is in our care, we will follow the recommendations of the developmentally appropriate/cognitive philosophy in dealing with them. We will not use any form of corporal punishment that is humiliating, frightening or physically harmful to your child. Parents will be notified of problems and be encouraged to work with the staff to alleviate or resolve them.

Safety Drills:

Each classroom has a plan for the care of your child in disaster situation, such as; fire, tornado, storms, etc. Practice drills shall be conducted at random monthly intervals.

Responsibility of College Church Learning Center:

We cannot be held responsible for damage to personal property and lost articles. We ask that children keep their personal toys at home. If injury occurs while in our care, College Church Learning Center will pay for any medical expenses not covered by child's health insurance policy. Parents are to file with their health insurance company first.

Notice of Non-Discrimination:

It is the policy of College Church Learning Center not to discriminate based on race, color, ancestry, national origin, age, sex, handicap, disability, or religion or ancestry.

This handbook is not all inclusive, and is subject to change.

As of 3/5/2020