

Christ Lutheran Children's Center Full Day Handbook 2019 – 2020



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www.christlutheranchildrencenter.org

Christ Lutheran Children's 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 school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and school-administered programs.

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INTRODUCTION

We are happy that you have selected Christ Lutheran Children's Center and take pride in the fact that it is a quality facility for child development. It is licensed for 110 children ages 6 weeks through TK.

Christ Lutheran Children's Center is a GS110 (religions sponsored) licensed child care facility. It began as a Mother's Morning Out in 1987 and added Full Day classes in 1989. We provide care for children from 6 weeks old to a 5-year-old in transitional kindergarten.

Our full day program is open from 7:15 am until 6:00 pm. We provide a morning and afternoon snack, as well as a hot lunch. We have a summer camp program that runs several weeks in the summer.

This Parent Handbook contains information which we hope will prove beneficial to you. Please feel free to call the Center should you have any questions.

Statement of Purpose

Christ Lutheran Children's Center is committed to the physical, social, intellectual and spiritual development of each child in a loving Christian environment. Our purpose is to continue a process that you as parents have already begun:

- To provide a safe, nurturing child-centered environment
- To meet the individual needs of each child in a developmental environment utilizing learning centers
- To provide opportunities for experimental learning
- To develop happy, well rounded children and build self-esteem, confidence and eagerness to learn
- To show each child how special he/she is to us and to God

At Christ Lutheran Children's Center, our purpose is to meet the needs of very important people...
CHILDREN!

Philosophy

We believe a developmentally appropriate program – both age appropriate and individually appropriate – best meets the needs of children.

Children learn best by being actively involved in their world rather than just listening. We involve children in a variety of learning activities that promote physical, emotional, social and mental growth. Our program utilizes centers to foster this growth. Children have the freedom to explore their world under the supervision of loving adults. This way they can discover answers for themselves.

Christ Lutheran provides an environment that promotes healthy growth and development of children by working and playing together.

Governing Board

Christ Lutheran Children's Center is governed by a Board of Directors that is approved by the Church Council. The Board of Directors oversees the operation of the total childcare ministry to children. The Board is made up of church members, non-church members, half day and full day parents. Each member serves a three-year term. Openings on the Board are announced through communications with the parents. If you are interested in serving on the Board, you may speak to the Director, Linda Warren-Sidway or the church staff member, Pastor Scott Suskovic.

Website

Parents can visit Christ Lutheran Children Center's website for information about our school and curriculum. Required forms and applications are also available at www.christlutheranchildrenscenter.org. Items that are kept updated on the website include, but are not limited to: weekly school menu; school calendar; current fees; and emergency, medical, and registration forms.

GENERAL PROVISIONS

Ratios

Our teacher/child ratios by age group are:

	<u>CLCC</u>
Infants	1 to 4
YoungToddlers	1 to 5
Toddlers	1 to 5
2-year olds	1 to 6
Little 3-year olds	1 to 7
3-year olds	1 to 8
4-year olds	1 to 9
Pre-K	1 to 10

STAFF

Christ Lutheran Children's Center teachers are chosen on the basis of their previous training, education, experience and dedication to providing loving Christian care in a wholesome, caring environment.

Requirements

Our staff qualifications are:

- Enjoyment of and patience with young children
- Degree and/or related course work in child development
- Experience in child care and ability to teach young children
- Commitment to continued personal and professional growth
- All staff must complete a fingerprints and criminal background check through NC Child Care Division

Teachers of Pre-K and 4-year-old classes are required to have a BS in Child Development, Elementary Education or a closely related field.

Staff Development

Teachers are required to fulfill continuing education annually, depending on educational background, excluding orientation hours. CLCC encourages the participation of all its employees in professional organizations relating to early childhood education as well as attendance at seminars and workshops. CLCC pays an annual subscription to Child Care Education Institute for teachers to have access to classes of interest and new information concerning child care. Other classes are provided by Child Care Resources Inc., Pro-Solutions, and various state and local conferences. CLCC provides a scholarship tuition reimbursement to teachers.

Two (2) teacher workdays (on Presidents Day and Veterans Day) are held each year and are mandatory for all CLCC employees. CLCC employees are kept up-to-date on CPR, AED, and First Aid skills and training in recognizing child maltreatment. All CLCC employees involved with infants/toddlers are required to keep their SIDS (Sudden Infant Death Syndrome) certificate current and review of Safe Sleep Policy yearly or when changes have been made. All hired employees must complete hours of orientation in the following areas: recognizing child abuse/maltreatment, operating policies of the center including Emergency Preparedness and Response Plan, recognizing and reporting shaken baby syndrome and abusive head trauma, preventing and controlling infectious diseases, supervising children adequately, observing and understanding individual duties, maintaining a safe and healthy environment, administering medicine to children, preventing and responding to emergencies due to food and allergic reactions, cooperating with state representatives during visits and investigations and reviewing child care laws.

REGISTRATION AND ENROLLMENT

Fees

At the time you are placed on the waiting list there is a \$50 fee. This fee does not guarantee placement in the center. It is non-refundable and is not applied to the registration fee.

At the time of enrollment, a non-refundable registration fee is due. The registration fee is \$125.

Current fees are listed below. Tuition and other fees are subject to change at least annually. For the annual tuition and/or fee changes, the Director or the Board Chairperson, will give notice to each parent by November of the new tuition and/or fee changes as well as the effective date. The failure of the Director to give timely notice of the tuition or fee changes shall not affect the obligation to pay those accounts.

Tuition is paid through automatic drafts. You have the option of being drafted weekly or monthly. Weekly drafts will be withdrawn on Monday of each week and monthly drafts will be withdrawn on the 1st day of the month. If your draft falls on a holiday or weekend, the draft will be initiated for the following business day. Tuition, fees or other amounts more than two weeks past due constitute grounds for dismissal from the Center unless arrangements have been made with the director. **CLCC has a no cash policy; payment is automatic draft.** Please contact the office for more information. Exceptions from the automatic draft procedure may be made in appropriate circumstances by the director. If an exception is granted, payments must be made by check and the payments will be required on a weekly basis in advance. Checks are payable to CLCC. A \$30.00 fee is charged for all checks returned to the Center due to insufficient funds or other reasons. Unpaid tuition and other fees will bear interest at the rate permitted by law and will accrue until the outstanding amounts are paid in full. The Center will be entitled to recover reasonable attorney's fees and costs incurred in the collection of any amounts due to the Center.

As long as your child is enrolled at the Center, you are unconditionally obligated to pay tuition, fees and other amounts in the manner provided herein without exception, refund, reduction, mitigation, defense, counterclaim, deduction or set off for any reason. Such payment shall be made regardless of circumstances, including, but not limited to: vacations, personal days, absences, illnesses, holiday, and closing (scheduled or unscheduled or lack of attendance for any reason).

A Capital Fee of \$125 is assessed yearly at the time of your child's move up into the next classroom. *Weekly rates do not include \$125 capital fee, per child, paid annually. The capitol fee helps with the cost of equipment, furniture, and supplies.

Weekly Rates (January 2019 – December 2019)

Infants	\$315	Young 3	\$290	Fours	\$280
Toddlers	\$305	Threes	\$285	Pre-K	\$280
Twos	\$295				

*Tuition includes: morning snack, hot lunch, afternoon snack. We strive to offer many "extracurricular activities" without an additional charge: chapel, music, Spanish, outdoor learning center, PE and science. Parents with a child in TK will be charged a curriculum fee of \$75. Programs such as "Soccer Shots" are available at a cost charged by the program.

Forms

Prior to your child's enrollment at the Center, the following forms must be on file with the Director:

- Child's Application for Child Care
- Children's Medical Report
- Immunization History
- Christ Lutheran Children's Center Health Care Policies
- Authorization for Automatic Draft
- Emergency Form
- Key Fob Order Form
- Internet/Facebook/Website Release Form
- Field Trip Permission
- Discipline and Behavior Management Policy
- North Carolina Child Care Law and Rules

Withdrawal

A two-week notice is required in writing when a parent plans to permanently withdraw a child from the Center. Failure to provide this mandatory notice leaves the parent financially responsible for paying a penalty equal to two week's tuitions.

Closings

Please note that we do not follow CMS or other surrounding school district's schedules. Every effort will be made to keep the Center open when the Center is scheduled to be open. However, the Center is subject to be closed on an unscheduled basis (including early closings and full or partial day closings) and without advance notice. In the event normal services cannot be provided for any reason (including, but not specifically limited to, inclement weather, loss of power, lights or heat, or acts of God) or there are circumstances that pose a significant safety or health risk to the children, parents or staff of the Center, the Center will be closed at the discretion of the Director.

Information regarding closings, delayed openings, or early dismissals due to weather or unforeseen issues can be found by:

1. Receiving text message from REMIND 101 – Yearly parents must sign up to receive these text messages. More information on signing up for REMIND 101 can be found on page 27 in this handbook.
2. Going to our website: www.christlutheranchildrencenter.org – Information will be listed under "Weather Closings" in our Parent's Corner under "Current Families."
3. Going to our Facebook page: Christ Lutheran Children's Center – Information will be posted in the news feed.

Please make sure that we have current phone information so that you can be reached if the Center must close early. Regular fees will be due weekly, regardless of holidays, snow days or natural disaster.

Holidays: CLCC 2019-2020 Calendar

The Center will be closed for the following holidays from July 2019 through June 2020:

Fourth of July	Thursday, July 4, 2019
Labor Day	Monday, September 2, 2019
Veteran's Day/Teacher Workday	Monday, November 11, 2019
Thanksgiving	Wed, Thurs, Fri, November 27-29, 2019
Christmas Program	Friday, December 20, 2019 @ 3:00 pm
Christmas Break	Tuesday-Thursday, December 24, 25, & 26, 2019
New Year's Eve	Tuesday, December 31, 2019 CLOSE at 3:00
New Year's Holiday	Wednesday, January 1, 2020
Martin Luther King	Monday, January 20, 2020
President's Day/Teacher Workday	Monday, February 17, 2020
Good Friday	Friday, April 10, 2020
Memorial Day	Monday, May 25, 2020
4's/Pre-K Graduation	Thursday, June 4, 2020

DAILY OPERATING INFORMATION

Center Hours

Christ Lutheran Children's Center is open from 7:15 am to 6:00 pm Monday through Friday.

Arrival and Departure

Parents are responsible for the child's safe arrival and departure at the classroom door and must sign in and sign out. Please escort your child to and from their classroom. **No one will be admitted into a classroom until 7:15 am or after 12:00 pm.**

Safe Arrival Procedures:

- Upon arrival, all children must be accompanied inside the facility by an adult. **No child should be left in car whether locked or not without an adult present.**
- Sign child in on classroom transition sheet or on infant daily sheet. **Make sure to document the time of drop-off and your signature.**
- Teacher must be notified of the child's arrival.
- Children must never be left unattended especially in rooms, hallways, etc.
- CLCC has a **NO CELL PHONE** policy during drop-off.

Scheduled activities begin at 9:00 am. To avoid unnecessary disruptions and to ensure that all children have the opportunity to participate in classroom activities in the fullest measure, all children should arrive no later than 9:00 am. If your child has a scheduled appointment and will be arriving late morning, please call the school to let his/her teachers know whether or not to add your child to the lunch count. Thanks.

Safe Departure Procedures:

- Upon the child's departure, an adult must come inside the facility or meet the child's class on the playground and notify teacher that the child is leaving. **(If meeting your child on the playground, please make sure to close and latch all gates.)**
- Sign child out on classroom transition sheet or on infant daily sheet. **Make sure to document the time of pick-up and your signature.**
- Children will only be released to persons listed on the child's application as authorized by the parent/guardian. Staff will request to view a driver's license to verify identity of persons other than known parent/guardian.
- Authorization from parent/guardian is required in writing when anyone other than the designated person(s) as listed on the child's application arrives to pick up the child.
- Children must never be left unattended.
- CLCC has a **NO CELL PHONE** policy during pick-up.

Parking

Our parking lot is a busy place. Please obey all traffic patterns and signs. PLEASE SLOW DOWN while driving. Watch your children closely while entering and leaving the building. **DO NOT LEAVE UNATTENDED CHILDREN IN THE CAR.** *We suggest that you do not leave valuables in clear view, even in a locked car.* Half day carpool is from 8:45-9:00. Please do not park in the circle during this time. **Please do not park on the curb or in HANDICAPPED spaces, park only in the designated parking areas.**

Authorized Pick-Up

Only authorized persons named on the pick-up list may take a child away from the Center. Siblings cannot pick up unless they have a driver's license. When someone else must pick up your child, the Office Administrators and/or teachers must be notified by telephone or a signed note, and these persons must identify themselves to the Office Administrators and/or teachers. Children will not be allowed to go with an unauthorized adult. A driver's license or other photo identification will be required.

If your child is on the playground when you arrive to pick him/her up, please be certain that the teacher is aware that you are leaving the Center and have signed your child out. Please enter the playground to pick up your child and lock the gates behind you. Do not lift your child over the wall or fence.

Late Pick-Up

Please be considerate of our staff and pick up your child by 6:00 pm. **A fee of \$1 per minute past 6:00 will be charged per child.** (Example: If you pick your child up at 6:10, you will be charged a \$10.00 late fee per child). **Three (3) late pick-ups will constitute grounds for dismissal.** It is advised that you have a back-up of friends or relatives whom you can call if you are running late. ***Please note that on days before a holiday, a late fee of \$10 per minute past 6:00 will be charged per child.***

Absences

If your child is ill or will be absent for any reason, please call the Center as a courtesy, so we can tell the teachers and the cook.

Early Pick-Up

Please notify the teacher in advance if your child is to be picked up early. This will enable the teacher to have your child ready when you arrive.

Parent's Daily Information Sheet

A parent's information sheet is provided to you daily through email letting you know your child's activities for the day, along with any other pertinent information. For parents of children in the infant and toddler rooms, you will be provided with a hard copy information sheet that will indicate whether or not your child has eaten well and napped.

Share Time and Personal Belongings

Children may not bring toys, costumes, guns, chewing gum, candy, money, or electronic devices to the Center. Your child will be given the opportunity to "show and tell" special treasures. Also let your teacher know if your child has a special nap item such as a security blanket. Any nap items must fit in the child's cubby and are taken home on the weekends to be washed. ***Please note that children should not have snacks or medicine in their backpacks unless there is a medical reason of which the CLCC office is aware.***

Clothing

Parents are asked to dress their child in clothes and shoes that will allow them to participate in all activities both inside and outside. Jackets are needed for cool weather and towels may be needed for water days. **Each child must have a change of clothing and shoes left at the Center to be used for emergencies.** Keep in mind that if your child is potty training, he/she will need a several changes of clothes as well as socks and a pair of shoes. Please label all clothing and shoes.

Allergies and/or Medical Conditions

Parents are asked to report allergies and/or medical conditions to CLCC office staff so that the proper state paperwork can be processed and on file in case of an emergency. All medication must be stored in the CLCC office unless an Epi pen is prescribed. Epi pens are securely stored in Boo Boo bags that go with the teacher in charge of your child during the day, so that access is readily available in an emergency. If possible, it is best practice to have two epi pens at the school at all times: one with child's teacher and one in office. All teachers have been trained on using Epi pens.

Field Trips

Our field trips are educational in nature and are planned to enrich your child's experience. Classes go on walks around our campus as well as enter our outdoor learning center. The permission form you sign at enrollment will cover any of these trips. Periodically, CLCC schedules some in-house field trips to enhance the curriculum: dentist visit, Children's Theatre, etc.

Exercise

Physical exercise is essential to a child's health and well-being. We will play outside each day, weather permitting. During inclement weather, we will use the Spirit-Hall (gym).

Security

The Children's Center has a security system and 8 cameras with one at each entrance to the Center and in the hallways. Each family will need a "key fob" to get in each of the Center's doors. Your key fob can go on your keychain for easy access. You simply hold the key fob in front of the security system panel located at each door. The red light on the panel will turn green to let you know you may open the door.

Any person who picks up your child on a regular basis (ex. grandparents, nannies, etc.) will need a key fob. An uncle or neighbor that rarely picks up will not need one. They may be buzzed in through the front door with proper identification. Most families will only need 2 key fobs (one for each parent). There is a \$10.00 fee for each key fob. This is a refundable fee upon withdrawing from the Center if your fob is returned. If your key fob is lost, your fee will not be refunded. You will need to notify the office as soon as possible and request another key fob for \$10.00.

Cell Phones

At CLCC we have a **NO CELL PHONE POLICY**. Parents are asked not to use their cell phones in their child's classroom to avoid unnecessary disruptions. It is very important to your child and your child's teacher that they have your full attention during arrival and departure.

Smoke-Free and Tobacco-Free Center

Please note that CLCC is a smoke-free and tobacco-free center. By law, smoking and use of tobacco products are prohibited on our campus which includes buildings, parking lots, and grounds.

PROGRAM OUTLINE

A preschool/daycare has a curriculum? Absolutely! There are many centers around the country that purchase pre-packaged curriculum programs. But at Christ Lutheran we put together a team of curriculum-educated teachers to research the most successful teaching techniques, coupled with their own classroom experience in knowing what really works, to create what we believe to be a truly exceptional educational program. Each classroom uses its own, age-appropriate curriculum, while keeping to the same theme as all other classrooms. Our philosophy is to introduce lessons and skills to your children so that when they are ready, they know how to apply what they've absorbed. Our curriculum is based on learning through songs, finger plays, repetition, books, and play. Each teacher understands that our children learn in different ways and at different rates. We embrace this notion and help each child learn in a way that works for them. Learning should be fun; but there also needs to be plenty of free play throughout the day. Free play opens the door to independence and creativity, which makes every day a new, exciting experience. Centers in each classroom include age appropriate materials in art, science/sensory, fine motor/manipulative, books, music, dramatic play, and blocks. Our 3's, 4's, and Pre-K classrooms also have a writing center.

All classes from Infants through PreK will have the same theme of the week starting with "All About Me" in August and ending with "Fun and Games" in June. During the summer months, full day participates in CLCC's summer camp that consists of fun-filled themes with water days, special treats, crafts, games, and activities.

Please keep in mind that all children develop their skills at different rates. Studies have shown that developmental skills of children even out around second or third grade. With this in mind, understand that we are introducing lessons and skills to your children. Children are sponges and will take in the information and let it "pour out" when they are ready. One cannot force a child to do something that they are not ready to do. We have a fabulous curriculum that is based on learning through songs, finger plays, repetition, play, and books.

Our faith and belief is that we are all children of God. We believe our spiritual development and well-being are part of our growth and maturity, especially in the early years of life. At Christ Lutheran Children's Center, we will talk about the God who loves us, the God who creates all that exists and the God who sent us His Son, Jesus, to reveal His love. Songs, stories, and art about God will be shared in our classrooms as we partner with the church with our Bible Story of the Week. Prayers of thanksgiving will be prayed before snack and lunch. **The following extracurricular activities are offered as part of the curriculum:**

- **Bible Story of the Week** - Stories are covered through readings, music, puppets, and discussions in each classroom.
- **Character Education:** Character traits are built upon monthly which aid in your child's social and emotional growth. Students will gain a great foundation and understanding of these traits through stories and activities with stuffed animals, and role playing.
- **Science** - Twos – PreK are introduced to theme-related experiments and hands on experiences as well as concepts of trial and error and predicting outcomes.
- **Chapel** – Bible stories are reinforced in Christ Chapel with a pastor on a weekly basis with our older children. Infants-Twos meet with a staff member to hear God's word and sing His praises.

- **Physical Education** – Class focuses on the development of motor skills, strength, cardio, and flexibility with ages 3-5.
- **Spanish** – Threes-PreK are introduced to the basics of Spanish as they meet weekly with a Spanish teacher.
- **Outdoor Learning Environment** – Teacher-planned and school-wide weekly activities are enjoyed in this environment where all our children can develop physically, socially, emotionally, and intellectually.
- **Music** – Class is held weekly in each class where children are introduced to various songs and instruments.
- **Storytelling**- Each month, children ages Toddlers through PreK enjoy stories and songs that center on a monthly theme. Themes include season and holiday stories as well as values such as friendship.
- **Rumpus Room** – Infants and toddlers enjoy going to this room daily to promote physical activity and play with each other.
- **Other** - OPTIONAL programs from the community at an additional cost. Soccer Shots is the only available program currently. Informational brochures can be found in the CLCC office.

Curriculum Committee

Board Liaison - Brandon Davis
 Director - Linda Warren-Sidway
 Curriculum Coordinator – Jen Glankler

Teachers:
 Jen Daily
 Jody Michaels
 Joanne Woodard
 Christa Strawn
 Crystal Easter

Infants

We understand that for many of you, this will be your first experience placing your baby in childcare. Please note our main goal is to communicate with you on a daily basis to give your baby the best opportunity to grow and flourish in his/her own unique way. Our curriculum will encourage your baby to explore, problem solve, express themselves through movement, build self-confidence, and establish trusting relationships. We are here to offer your baby a stimulating and loving environment not a stressful one. Your baby's needs and safety are our first priority. Parents are responsible for bringing in diapers, wipes, and bottles/food for their infant.

A record of your child's day will be recorded on a daily basis. Parents will fill out a feeding schedule for their baby under 15 months of age. As the child's feeding needs change, the parent is responsible for updating the feeding schedule. Once a baby is 15 months old, the baby must eat from the regular menu at Christ Lutheran. The amount of food/bottles given and times fed will be documented on the child's daily note. **NO MEDICINES/VITAMINS ALLOWED IN BOTTLES.**

Babies under 12 months will be placed on their backs to sleep unless a waiver has been signed by the baby's physician. Once your baby is 6 months old and is able to roll over on his/her stomach, he/she may remain sleeping on stomach. However, if baby rolls over before turning 6 months, he/she will be turned back over to his/her back. Please note that due to state law, we do not swaddle babies nor use blankets in the cribs. Teachers may use a sleep sack for age-appropriate babies. Please note that your baby will be checked every 15 minutes while he/she sleeps. This will be documented on your baby's daily sheet as well.

During your baby's first year, we believe that infants need to be nurtured and loved through physical touch and language, for example: rocking, being held and caressed, being talked to, etc. It is important that your child's developmental goals (gross & fine motor, language/intellectual, and social/emotional) are enhanced. Infants learn by exploring their world around them. In the areas of gross and fine motor development, your baby will enjoy movement activities and sensory activities especially while on their tummy. Your baby's language/intellectual areas will be enjoyed through one on one conversations, songs, finger plays, and books. In the areas of social/emotional development, your baby will experience playing with other babies and experience his/her teacher talking with him/her about what he/she is seeing throughout the day. Infants will also enjoy time on the playground, in the gym, and in the Rumpus Room to play with age-appropriate toys. Through these activities, teachers will be able to help your baby integrate his/her senses and will give your child the tools to help him/her be successful in his/her surroundings.

Toddlers

Welcome to the toddler curriculum. During this year, it is important that your child's social and emotional skills are enhanced. Learning through play is the richest way to learn. Your child will enjoy role playing in different centers while using his/her creative imagination and various props to create familiar situations. Be careful of what you do and say; we may see it in our classroom! Working in small groups will help children interact with others by learning to share, taking turns, and talking with one another in appropriate ways. We will give your child the tools to help him/her be successful while playing with others.

Our curriculum is based on learning through songs, finger plays, repetition, play, and books. Please note that toddlers are not forced to sit in circle; children are asked to join in the following activities; however, some may choose to continue exploring centers in the classroom. **Here are some highlights of our Toddler's curriculum:**

Theme and Bible Story of the Week:

- School-wide theme and bible story of the week
- Open-ended questions and discussions to enhance thinking and listening skills
- Visual aids and props used to aid in learning

Math Skills:

- Large group twice a week
- Small group instruction once a week
- Skills include: colors, shapes, sorting, big/little, and counting aloud with teacher
- Math activities and manipulatives present in various centers

Sensory Skills:

- Touch and visual exploration in centers and activities
- Problem solving and discovery
- Sensory table available at least two times a week
- Outdoor learning center available to classrooms: garden, picnic, and music area

Social and Emotional Skills:

- Learn skills through play in centers: dramatic play, block, manipulatives, sensory, art, music, and library
- Character education traits discussed daily with monthly themed traits
- Large/small group and individual instruction on handling situations

Language Skills:

- Opportunities to express self during circle activities: open-ended questions, weather, Pledge of Allegiance, theme of week, Bible story of week, group songs, stories
- Shine Time will be scheduled at least once a month per child (*Please note that this is like Show & Share; however, they will not bring an item from home. They will be asked to "shine" in front of their friends. They may sing a song, jump five times, tell about what they ate for breakfast, etc.*)

Fine and Gross Motor Skills:

- Play daily on playground, in the Rumpus Room, and in the gym weather permitting with age appropriate toys
- Teacher-directed classroom art with use of chunky crayons, markers, chalk, Play-Doh, paint, etc.
- Movement activities in classroom

Two Year Olds

During this year, it is important that your child's social and emotional skills are enhanced. Learning through play is the richest way to learn. Your child will enjoy role playing in different centers while using his/her creative imagination and various props to create familiar situations. Be careful of what you do and say; we may see it in our classroom! Working in small groups will help children interact with others by learning to share, taking turns, and talking with one another in appropriate ways. We will give your child the tools to help him/her be successful while playing with others.

Our curriculum is based on learning through songs, finger plays, repetition, play, and books. **Here are some highlights of our 2's curriculum:**

Theme and Bible Story of the Week:

- School-wide theme and bible story of the week
- Open-ended questions and discussions to enhance thinking and listening skills
- Visual aids and props used to aid in learning

Math Skills:

- Large group twice a week
- Small group instruction once a week
- Skills include: colors, shapes, sorting, big/little, and counting aloud with teacher
- Math activities and manipulatives present in various centers

Science/Sensory Skills:

- Touch and visual exploration in centers and activities
- Problem solving and discovery
- Sensory table available at least two times a week
- Attend the science room twice monthly from September to December
- Attend the science room once a week from January to June
- Outdoor learning center available to classrooms: garden, picnic, and music area

Social and Emotional Skills:

- Learn skills through play in centers: dramatic play, block, manipulatives, sensory, art, music, and library
- Character education traits discussed daily with monthly themed traits
- Large/small group and individual instruction on handling situations

Language Skills:

- Opportunities to express self during circle activities: open-ended questions, calendar, weather, Pledge of Allegiance, theme of week, Bible story of week, group songs, stories
- Show and Share will be scheduled at least once a month per child

Fine and Gross Motor Skills:

- Play daily on playground or in the gym weather permitting with age appropriate toys
- Classroom art with use of chunky crayons, markers, chalk, Play-Doh, watercolors, etc.
- Movement activities in classroom

Little Threes

During this year, we will focus on building your child's confidence and self-esteem by creating experiences for him/her that require independence such as unpacking his/her things in the morning, cleaning up after himself/herself, taking turns with jobs of the week, etc. Little 3's will also work on resolving conflicts, cooperating with others, problem solving and expressing their feelings. Your child will enjoy playing in different centers and using dolls, cars, blocks, etc. to create situations with which they are familiar. Working in small groups will help children interact with others by learning to share, take turns and talk with one another in appropriate ways. This will help your child learn social/emotional skills. These skills are what will help your child succeed in life.

Our curriculum is based on learning through songs, finger plays, repetition, play, and books. **Here are some highlights of our Little 3's curriculum:**

Theme and Bible Story of the Week:

- School-wide theme and bible story of the week
- Open-ended questions and discussions to enhance thinking and listening skills
- Visual aids and props used to aid in learning

Math Skills:

- Large group instruction daily
- Small group instruction once a week
- Skills include: colors, shapes, patterns, counting, big/little, same/different, positions, and graphing
- Math activities and manipulatives present in various centers

Science Skills:

- Touch and visual exploration in centers and activities
- Problem solving and discovery
- Sensory table available at least two times a week
- Attend the science room once a week
- Outdoor learning center available to classrooms: garden, picnic, and music area

Social and Emotional Skills:

- Learn skills through play in centers: dramatic play, block, manipulatives, sensory, art, music, and library
- Character education traits discussed daily with monthly themed traits
- Large/small group and individual instruction on handling situations
- Assigned jobs

Language Skills:

- Opportunities to express self during circle activities: open-ended questions, calendar, weather, Pledge of Allegiance, theme of week, Bible story of week, daily math concept, group songs, stories
- Show and Share will be scheduled at least once a month per child

Fine and Gross Motor Skills:

- Play daily on playground or in the gym weather permitting with age appropriate toys
- Classroom art with use of markers, pencils, scissors, glue, paints, etc.
- Movement activities in classroom

Three Year Olds

Welcome to the 3-year-old curriculum. Please keep in mind that all children develop their skills at different rates. Studies have shown that developmental skills of children even out around second or third grade. With this in mind, understand that we are introducing lessons and skills to your children. Children are sponges and will take in the information and will let it “pour out” when they are ready. One cannot force a child to do something that they are not ready to do. Our curriculum is based on learning through songs, finger plays, repetition, play, and books. **Here are some highlights of our 3-year-old curriculum:**

Theme and Bible Story of the Week:

- School-wide theme and bible story of the week
- Open-ended questions and discussions to enhance thinking and listening skills
- Visual aids and props used to aid in learning

Letter of the Week:

- Letters introduced according to the developmental order of writing (straight lines, curved lines, then slanted lines)
- Frog Street Press Letter Books used to introduce letter and words that begin with that letter
- Recognition of upper and lower-case letters and introduction to letter sounds
- ABC letter page reinforces writing and coloring (***Please note that writing and coloring will not be forced!***)

Fundanoodle:

- Fundanoodle terms used to correctly write each letter
- Pound boards used to build hand strength and eye-hand coordination
- Activity workbook used to improve fine motor skills

Math Skills:

- Large group instruction daily
- Small group instruction once a week
- Skills include: colors, shapes, patterns, exposure to numbers 1-30, positions, graphing, classifying, pennies/nickels, and visual estimation
- Math activities and manipulatives present in various centers

Science Skills:

- Touch and visual exploration in centers and activities
- Problem solving and discovery
- Sensory table available at least two times a week
- Attend the science room once a week
- Outdoor learning center available to classrooms: garden, picnic, and music area

Social and Emotional Skills:

- Learn skills through play in centers: dramatic play, block, manipulatives, science, art, music, and library
- Character education traits discussed daily with monthly themed traits
- Assigned jobs

Language Skills:

- Opportunities to express self during circle activities: open-ended questions, calendar, weather, Pledge of Allegiance, theme of week, Bible story of week, daily math concept, group songs, stories
- Show and Share will be scheduled at least once a month per child

Fine and Gross Motor Skills:

- Play daily on playground or in the gym weather permitting with age appropriate toys
- Classroom art with use of markers, pencils, scissors, glue, paints, etc.
- Movement activities in classroom

We will focus on building your child's confidence and self-esteem through creating experiences for him/her that require independence such as: a job of the week, unpacking his/her things in the morning, cleaning up after himself/herself, etc. Three-year olds will also work on resolving conflicts, cooperating with others, problem solving, and expressing their feelings. This will help your child learn social/emotional skills. These skills are what will help your child succeed in life.

Four Year Olds

Welcome to the 4-year-old curriculum! We will focus on building your child's confidence and self-esteem through experiences that require independence such as: a job of the week, unpacking his/her things in the morning, cleaning up after himself/herself, etc. Four-year olds will also work on resolving conflicts, cooperating with others, problem solving, and expressing their feelings. Your child will learn these social/emotional skills through activities in large and small groups during centers and snack/lunch time with friends and during free play in the room or on the playground. These skills are what will help your child succeed in life and are considered to be the most important skills needed to transition smoothly to elementary school.

Our curriculum is based on learning through songs, finger plays, repetition, play, and books.

Here are some highlights of our 4-year-old curriculum:**Theme and Bible Story of the Week:**

- School-wide theme and bible story of the week
- Open-ended questions and discussions to enhance thinking and listening skills
- Visual aids and props used to aid in learning

Letter of the Week:

- Letters introduced according to the developmental order of writing (straight lines, curved lines, then slanted lines)
- Review of upper and lower-case letters and introduction to letter sounds
- ABC letter page reinforces writing and coloring (*Please note that writing and coloring will not be forced!*)
- Alphatales Books used to introduce individual letters and words that begin with that letter
- My (Letter) Books used to introduce individual letters and sounds and words that begin with that letter
- Picture Cards used to introduce a letter and its sound
- ABC letter page reinforces writing and coloring (*Please note that writing and coloring will not be forced!*)

Fundanoodle:

- Fundanoodle terms used to correctly write each letter
- Magnetic pieces used to build hand strength and eye-hand coordination
- Activity workbook used to improve fine motor and math skills

Math Skills:

- Large group instruction daily
- Small group instruction once a week
- Skills include: colors, basic shapes, geometric shapes, sorting, patterns, exposure to numbers 1-100, positions, graphing, classifying, ordering, height/weight, and estimation
- Number of the week to reinforce numbers and values
- Math activities and manipulatives present in various centers

Science Skills:

- Touch and visual exploration in centers and activities
- Problem solving and discovery
- Sensory table available at least two times a week
- Attend the science room once a week
- Outdoor learning center available to classrooms: garden, picnic, and music area

Social and Emotional Skills:

- Learn skills through play in centers: dramatic play, block, manipulatives, science, art, music, and library
- Character education traits discussed daily with monthly themed traits
- Various jobs throughout the classroom which include unpacking and packing up bookbag
- Listening and following directions

Language Skills:

- Opportunities to express self during circle activities: open-ended questions, calendar, daily news, weather, Pledge of Allegiance, theme of week, Bible story of week, daily math concept, group songs, science, stories
- Introduction to letter sounds, blends sounds, and sight words
- Reading comprehension and communicating ideas
- Journaling with pictures and words
- Show and Share will be scheduled at least once a month per child

Fine and Gross Motor Skills:

- Play daily on playground or in the gym weather permitting with age appropriate toys
- Classroom art with use of markers, pencils, scissors, glue, paints, etc.
- Movement activities in classroom

Pre-K

The Pre-K program is a relaxed, fun atmosphere which encourages success while children will grow socially/emotionally and academically. Our goal is to prepare your child for kindergarten. **Here are the basic curriculum components of CLCC's Pre-K:**

Balanced Literacy Program:

Reading skills emerge through developmentally appropriate methods which include letters, sounds and blending, shared reading, guided reading, independent reading, being read to, and participation in a variety of interactive language experiences.

Writing activities are an important part of reading. Modeled writing, journals, recording data, and written responses to literature are some of the activities performed. Children will continue with the Fundanoodle language of using actions words to promote the correct top to bottom formation of letters. Children will also create an ABC book throughout the year.

Phonics is taught through literature, monthly and themed concept words, and sight words which present vowel, consonant, and combination sounds in reading and writing.

Math:

Children will make use of selected materials to develop concepts of pattern, sorting, sequence, numeration, interpreting graphs, and addition through hands-on activities. Our program employs a wide range of games, manipulative and kinesthetic explorations. Children will also work in an individual leveled Fundanoodle math workbook.

Art:

Free art is made available throughout the day. Children will have access to various drawing materials, paints, 3-D materials, etc. Children will enjoy themed art as well.

Social Studies:

We study relationships with family, friends, and communities, as well as introduce children to maps and globes.

Science:

Students will go to a science class weekly. Science and nature activities will provide opportunities for:

- developing concepts and vocabulary related to size, weight, measurement, and classification
- first-hand experience with nature materials, small living creatures, and inanimate objects
- manipulation of "adult" instruments of investigation (ex: magnifying glasses, magnets, balance scales, liquid and dry measuring, etc.)
- using the senses, questioning, problem-solving, sorting, ordering, and discovering relationships

Social and Emotional Development:

Children will focus on being independent with self-help skills, following directions, solving problems with friends, playing appropriately with materials and others, using good table manners, using kind words and actions, and taking responsibility for own actions and choices. Your child will learn these social/emotional skills through activities in large and small groups during centers and snack/lunch time with friends and during free play in the room or on the playground. Our character education curriculum and character critters will aid in the teaching of problem solving, manners, etc. These skills are what will help your child succeed in life.

Physical Development:

Children participate daily in free play. Children will have access to age-appropriate equipment and toys in the gym and on the playground. Selection of activity, records, games, and exercise is done with the goal of developing gross and fine motor. Children will also attend a physical education class weekly.

Special Classes:

There are weekly science, chapel, physical education, and Spanish classes with special instructors for each.

Centers:

Children will enjoy playing in the following areas: art, dramatic play, blocks, manipulative/puzzles, music, books, writing, listening, and science with sensory table.

HEALTH

Health Policy

We use our experience, knowledge of illness in the Center, knowledge of your child, and advice from our Center's on call medical professional to make a decision concerning the health of children in our care.

If your child has any of the following symptoms, we will contact you to pick up your child from the Center. (Children should be picked up immediately.) CLCC understands that it is difficult for a parent to leave or miss work, therefore, it is suggested that a backup plan for childcare should be arranged in advance. In the event that a parent cannot be reached, an emergency contact from your family file will be called.

Children with the following symptoms must remain home the next full day and be symptom free for at least 24 hours. Please note that when your child returns to school, he/she must be able to keep up with normal activities within the daily routine.

- Vomiting
- Diarrhea or very loose stools inconsistent with usual bowel movements
- Any contagious illness
- Any symptoms requiring one-on-one and/or causing severe discomfort
- Surgery (tubes, shunts, etc.)-your child cannot return to the center **until 24 hours after leaving the hospital.**
- A child that has been given an enema or suppository must remain at home for 24 hours before returning to school.
- A child that has had his/her eyes dilated may not come to school the day of dilation.
- Pink Eye: Child may return after being on antibiotics for 24 hours. *(Ex: If your child starts eye drops at 10:00 a.m. on a Monday, then he/she may return to school the following day on Tuesday at 10:00 a.m. If your child has pink eye and he/she starts medicated drops at 12:00 p.m. or after on a Monday, he/she will not be able to return until Wednesday; for our school policy states that we do not accept children after noon.)* A note will be required from your child's doctor stating that your child is on eye drops or stating that they are not contagious. If your child is not contagious, he/she may return the same day.
- Strep Throat – Child may return after being on antibiotics for 24 hours. *(Ex: If your child starts antibiotics at 10:00 a.m. on a Monday, then he/she may return to school the following day on Tuesday at 10:00 a.m. If your child starts antibiotics at 12:00 p.m. or after on a Monday, he/she will not be able to return until Wednesday; for our school policy states that we do not accept children after noon.)*
- Lice – If a child with lice has been treated at a **professional lice office**, the child may return to school **with a note or certificate stating that he/she has been treated at their office and must have no signs of nits, eggs, or bugs whether dead or alive.** The child must come through the office on his/her first day back to be cleared by one of our certified lice inspectors on staff. **HOWEVER**, if a child with lice has been treated **at home with any lice product**, the child may return to school **24 hours after treatment and must have no signs of nits, eggs, or bugs** whether dead or alive. The child must come through the office on his/her first day back to be cleared by one of our certified lice inspectors on staff.
- Any open, oozing sores, bacterial infection and/ or bloody gums. If your child has an open sore and it seems to worsen, the Center will require documentation from your child's pediatrician before returning to school. The note needs to state that the sore is not contagious, what medication was prescribed and/or if there are any other special instruction to be taken. If your child is contagious and starts medication before noon, he/she may not return to school that day but may return 24 hours after medication has begun as stated above in pink eye policy.

Fever:

Teachers will call parents when a child has a **fever of 101 or above or when a child is not able to keep up with normal activities within the daily routine.** *(Please note that teachers use two different thermometers to check your child's temperature and take the second temperature 15 minutes after the first one has been taken.)* **Center policy states that the parent must keep the child out the following day and until the child has been fever free for at least 24 hours without medication. (Fever free means that the child's temperature is no higher than 98.9 within 24 hours.)** When child returns to school he/she must be able to keep up with normal activities within the daily routine.

If your child has a runny green nose for 10 consecutive school days the Center will require documentation from your pediatrician with a diagnosis before returning to school.

When the child has been out one full day and is returning to school after an illness, please remember the following:

- A child must be fever free (without medication), vomiting, diarrhea and other symptoms for 24 hours prior to returning to school.
- A child must be able to participate in all activities when returning to school (this includes outdoor and gym activities).
- If a child runs a temperature above 100 after returning to school from being home with a fever, the child will be sent home and may not return until fever free for 24 hours.
- Chicken Pox lesions must be completely dry and child must have no other symptoms
- Children on prescription medication for a contagious illness must take it for 24 hours before returning to school.
- If your child has a rash, he/she may not return to school without a physician's note that states the diagnosis and that your child is not contagious.

The teachers will give a courtesy call for those children that are running a low-grade fever (between 99 & 100.9). Parents may not come in and administer any kind of fever reducers, due to the fact that you may be masking a serious illness (ex. Strep Throat, Ear Infection, Virus, etc.).

Policy on Prescription Medications:

- Medication must be in original container with prescription.
- Parents must complete and sign a medication slip with specific times, dosage and dates to be given.
- If another dose of medication is to be given at home as well, parents must pick up the medication in the office daily.
- If medication is a duplicate to one being given at home, medication will be sent home with parents on the last day of doctor's instructions as listed on the medication.
- Faculty will not administer medication if it is different from the doctor's prescription or directions for administering on the box.
- Any note and/or prescription must be from your child's pediatrician who is not the child's parent and/or relative.

Policy on Non-Prescription Medication:

- Rules on prescription medicines also apply to non-prescription medications.
- Medication that does not have age appropriate directions for dosage must be accompanied by written doctor's instructions. Medicine must match doctor's instructions. (Ex: If doctor writes Children's Motrin, a parent must send in Children's Motrin and not another brand of the same quality.)
- Ointments, diaper cream, and topical lotions will require a medicine slip signed by the parent every 12 months.
- Permission to administer over-the-counter medication is valid for up to 30 days at a time.
- Any note and/or prescription must be from the child's pediatrician who is not the child's parent and/or relative.

Any exceptions to this policy will be at the discretion of the Center's administrators.

****CLCC at any time has the right to ask for a doctor's note verifying that your child has been seen by the doctor, the diagnosis, your child is not contagious, and when your child may return to school.***

FLU POLICY

Once CLCC has a confirmed case of the flu, the flu policy goes into effect.

- If your child has a temperature of 100 F or higher (which is a degree lower than the normal, non-flu policy) and two or more of the following flu-like symptoms, your child will be sent home:
 - Chills
 - Cough
 - Sore throat
 - Headache
 - Muscle ache

CLCC measures axillary temperature (under the arm). Axillary temperature ranges are lower than ranges taken orally; therefore, CLCC adds a degree to determine whether your child has a temperature of 100 F under the flu policy or 101 F under the non-flu policy.

- Your child must be picked up within one hour of being notified.
- If your child is confirmed with the flu, your child must stay out of CLCC for 3 days and until all symptoms, other than a cough, are gone. This means that if your child was sent home from CLCC on a Monday (regardless of whether he was sent home at 10 am or 5:45 pm), he must be out all of Monday and 3 additional days. The child may return on Friday if symptom-free, other than a cough. Note that if your child runs even a low-grade fever within 48 hours of being back at CLCC, your child will be sent home and must be out for an additional 3 days.
- If your child is diagnosed with the flu, it is critical that you inform CLCC. As a regulated childcare provider, CLCC must track the number of flu instances and must report cases to the health department. **You must bring a dated doctor's note that states the child's diagnosis, even if the diagnosis is not the flu.**

We encourage frequent hand-washing to help avoid getting sick. We also encourage older siblings to stand outside of the classroom while you pick up younger siblings. Do not allow older siblings to touch toys from the younger child's room. Thank you for your help on this.

We know that the flu season is tough, not just for the child who doesn't feel well, but also for the parent who cannot work because of caring for the child. Please arrange back-up plans regarding work in case your child gets sick. We understand that this is frustrating. The policy is in effect to prevent the flu from spreading throughout CLCC. We appreciate your compliance with this policy.

Medical Emergencies

Slight injuries (scrapes and minor cuts) will receive treatment by a staff member with basic First Aid training and if needed a courtesy call will be made to inform you. You will be called immediately in the event of serious injury and necessary steps will be taken to obtain medical aid. At enrollment, parents will sign a permission form for emergency care for the child.

In case of emergency, the Center will attempt to reach those persons listed on the form in this order: parents, emergency contacts listed on application form, physician, and hospital. **It is very important that parents keep their work, home, cell, and emergency numbers current.**

Immunization Chart

Vaccine ▼	Age ►	Birth	1 month	2 months	4 months	6 months	12 months	15 months	18 months	24 months	4-6 years	11-12 years	13-14 years	15 years	16-18 years
Hepatitis B ¹		HepB	HepB	HepB ¹	HepB			HepB Series							
Diphtheria, Tetanus, Pertussis ²			DTaP	DTaP	DTaP		DTaP			DTaP	Tdap			Tdap	
<i>Haemophilus influenzae</i> type b ³			Hib	Hib	Hib ³	Hib									
Inactivated Poliovirus			IPV	IPV	IPV					IPV					
Measles, Mumps, Rubella ⁴						MMR				MMR			MMR		
Varicella ⁵						Varicella					Varicella				
Meningococcal ⁶								Vaccines within broken line are for selected populations		MPSV4		MCV4		MCV4	
Pneumococcal ⁷			PCV	PCV	PCV	PCV				PCV	PPV				
Influenza ⁸						Influenza (yearly)					Influenza (yearly)				
Hepatitis A ⁹						HepA series					HepA series				

NUTRITION REQUIREMENTS

Lunch and Snacks

For children able to eat table food, nutritious, well-balanced snacks and lunches are provided daily. If your child is old enough to participate in the hot lunch program (15 months and older), please do not bring any food to the Center (an exception to this would be given on a case-by-case basis, involving medical necessities such as allergies, diabetes, etc.). Weekly menus are posted on the website. The guidelines are set by the Department of Agriculture and the North Carolina Department of Public Instruction, Division of Child Nutrition. *Please note that State requires that all children eat from our menu once the child turns 15 months which includes drinking from a sippy cup. Exceptions only apply due to medical necessities or completion of an opt out form.*

A light morning and afternoon snack are provided daily. This snack should not take the place of breakfast or dinner. Children are encouraged to eat, but never forced to do so. Parents must provide baby food for infants. Please label bottles and food with your child's first and last name and the date. **Please make sure that non-breakable glass or plastic bottles/containers are used.** Only one serving per container is allowed. Bottles and food containers cannot be reheated or saved; they will be discarded after 1 hour of being opened. Peanut and peanut butter products are not served, nor allowed in the Center.

Birthday and Celebrations

Birthdays are special. Parents are welcome to provide refreshments (cake, cupcakes, cookies, fruit, etc.) at school on or around the time of your child's birthday and to participate in the celebration. According to the Health Department Childcare Sanitation Department, when children bring food for a party it must be sent prepackaged from the store. If items such as fruit, cheese or vegetables are sent, they must be prepared at school. You cannot cut up the fruit, meat, or vegetables and send them to school. Peanut and peanut butter products are not allowed in the center. **Outside party invitations will be distributed at school only if each child in the class is invited.** Balloons (latex and mylar) and candles are not allowed in the Center at any time. Please give your child's teacher a 48 hours' notice of what you will be bringing in due to other children's allergies.

DISCIPLINE

An interested, involved child who has appropriate play materials available in a stimulating environment where consistent, reasonable limits are set is rarely a discipline problem. The Center operates on the premise that positive reinforcement for acceptable behavior causes a child to develop a good self-image. Extra smiles, hugs and praise are used to reward behavior that is acceptable. Discipline is defined as helpful guidance, encouragement and support to teach a child skills he/she will need to get along with others. These skills include: sharing, problem solving, taking turns, dealing with disappointment, and communicating.

Corporal punishment, sarcasm, ridicule, withholding food or love, or harsh or rough treatment of any kind is not used. No child will ever be disciplined for accidents in toilet training. Children at CLCC are redirected, are given choices, and are given cause and effect consequences that directly relate to the negative behavior. For example, if a child is throwing blocks in block center, the child will be removed from block center and redirected to another center.

Biting Policy

CLCC accepts responsibility for providing a safe environment. Biting is a stage many children go through; it is a natural and common fact. A child who bites is not a discipline problem or a bad child. There are a number of possible explanations for why children bite, none the fault of a "bad home, bad parents, or bad teachers." It takes time to change a behavior. Everyone involved must be committed to working together. Parents will be involved with the staff to develop strategies for change at the center and reducing, where possible, any stress resulting in the child's behavior. We try to make every effort to correct the situation as quickly as possible and balance our commitment to the families involved. The children's names are not released due to confidentiality. This information serves no useful purpose and can make an already difficult situation more difficult. Only after we feel we have made every effort to work with the child and parents do we consider terminating the child.

Christ Lutheran Children's Center has implemented the following North Carolina biting law:

If your child is involved in a biting incident that resulted in a break in the skin with bleeding, North Carolina law requires that all parties involved in a blood exposure to be tested for Hepatitis B and HIV.

Parents will be given a letter of explanation that must be presented to their physician so that the appropriate tests are done. The Center's Director will be responsible for exchanging contact information for each child. Parents who fail to comply with this law will be subpoenaed by the proper authorities.

Student Termination Policy

Christ Lutheran Children's Center (CLCC) reserves the right to terminate services to any student at any time, for any reason (or no reason) and without prior notice, consultation or opportunity to be heard.

Notwithstanding the above, if certain conduct or behavior is the basis for a proposed termination and the director of CLCC determines in his or her sole and absolute discretion that the conduct or behavior at issue may be correctable and is not severe and/or a danger to any student, any staff, the classroom, the CLCC center, or any other parent or guardian, the director may in his or her sole and absolute discretion (and without any obligation or duty to do so) take one or more of the following actions prior to termination of services to that student (provided that, if the director determines to take or does take any of the following actions, the director may, in his or her sole and absolute discretion, terminate services at any time thereafter and regardless of the student's, parent's or guardian's compliance with any or all the following steps):

- Upon the first occurrence, the director of CLCC and the teacher or other staff member involved may discuss and formulate a plan of action to be taken to address the situation. The parents (or guardian) of the student will be notified of the plan.
- Upon the second occurrence, the director may observe the student's behavior. The student's parents (or guardian) will be required to meet with the director to discuss the director's observations and the proposed plan to be implemented to address the situation.
- Upon the third occurrence, assuming the parents (or guardian) desire for the student to remain at CLCC, an outside consultant will be required to observe and make recommendations to address the situation. The cost of the consultant will be paid for by the parents (or guardian) of the student prior to the consultant's observation. Implementation of the consultant's recommendations will be one of the conditions to continued services to the student.

If all of the above three steps have been followed and the situation is not addressed to the satisfaction of the director in his or her sole and absolute discretion, the director may in his or her sole and absolute discretion immediately terminate services to the student.

With respect to each of the above three steps, the parents (or guardian) of the student are expected to cooperate fully, take an active role in implementing the proposed plan and otherwise assist CLCC in addressing the situation. If the director determines in his or her sole and absolute discretion that the parents (or guardian) of the student are not cooperating fully, are not taking an active role or otherwise are not assisting in addressing the situation, the director may in his or her sole and absolute discretion immediately terminate services to the student.

PARENT INVOLVEMENT

Communication

Close communication between parents and staff is essential for the total happiness and well-being of the child. The goal of this Center is to work together with parents, supporting each other, to provide a happy, positive experience for the child. Parents are encouraged to discuss any concerns with your child's teacher. If after talking to your child's teacher you feel you need further assistance or advice, feel free to talk with a member of the center's Administrative team. If you have any questions or concerns about the Center's program, please feel free to arrange an appointment with the Director.

The Center encourages you to visit your child and have lunch. Talk to us at any time about your child, and join us on field trips or special events. Let it be known to the staff if you have special talents or abilities that you would like for us to incorporate into your child's class. We encourage parents to stop in to observe and visit their child. You are always welcome!

Parent-Teacher Conferences

Infants will meet with the parents before starting enrollment. Parents are expected to participate in Get to Know Me Conferences which are scheduled when your child moves up to his/her new class during the summer. During these Get to Know Me Conferences, teachers will introduce themselves and their classroom as well ask questions about your child to get to know him/her. Four-year old teachers schedule optional conferences in November to discuss how your child is progressing which will help you think about your child's placement for the following year. Developmental conferences are scheduled as follows:

- Fours in January
- Threes in February/March
- Little Threes in March
- Twos in March/April
- PreK in May

During these developmental conferences teachers will provide information on your child's progress with the following developmental skills: social and emotional, fine and gross motor, and cognitive and language. **Please note that you may request additional conferences at any time during the year; for CLCC has an open-door policy.**

Occasionally, upon personal observation and consultation with the classroom teacher, the Director may determine that the Center is not equipped to administer to the special needs of a particular child. In such an instance, the Director will further consult with the parents but may insist that the child be removed from the Center and placed in a more appropriate child care environment.

Parent Email Addresses and Phone Numbers

It is essential for CLCC to have your current email address to keep you posted on "breaking news", class newsletters, notes from the director, and activities dealing with the preschool. Christ Lutheran Children's Center cannot provide the email addresses of the families in attendance for any non-center related causes. Parents are not permitted to utilize the email distribution capabilities of Christ Lutheran Children's Center to promote charitable events.

It is also essential that the Center has your current phone numbers so that you can be reached in the case of an emergency.

Remind 101

At Christ Lutheran Children's Center, communication with our parents is one of the most important priorities on our agenda. We have a free app, **Remind 101**, that gives us the ability to contact you directly by notifications on your mobile phone or desktop computer immediately during an emergency or school closing. **CLCC will only use Remind 101 for the following specific situations only:**

1. Lockdown within the center (*This does not include drills.*)
2. Shelter in place – going to secure area during bad weather, etc.
3. Closing or delay of school due to weather
4. Closing or delay to power outage, water issues, or other unforeseen emergencies.

To join CLCC PARENTS on Remind 101 simply follow the following steps:

1. Start a new text message and text to **81010**
2. In message area type **@8eede4**
3. Press **send**
4. You will be asked to type in your full name to complete signing up.

Parent Surveys

Every April, parents are given the opportunity to complete a Parent Survey providing evaluation and informative feedback to Christ Lutheran Children's Center in various areas. We welcome feedback at any time of the year. CLCC has an open-door policy, so if you have any concerns feel free to schedule an appointment with the administration.

Parent Annual Room Contribution

There is a parent committee that will collect one amount for the year to cover all teacher gifts. This voluntary contribution will cover teacher birthdays, Christmas gifts, Teacher Appreciation Week, and end of year gifts. You will receive a letter each September requesting the amount. The parents will not be asked to donate any other monies for the year.

Babysitting Policy

CLCC teachers and staff may baby sit for any families enrolled at the Center; however, teachers and staff are not permitted to baby sit during their regular work hours and/or required work activities. **Teachers may pick up your child ONLY after she has worked her scheduled shift for the day. If your child gets sick at 2:00, and the teacher babysitting your child is scheduled to work until 3:00; someone else must pick up your sick child.**

Child Abuse and Neglect

By North Carolina law, caregivers are required to report suspected cases of child abuse and/or neglect. If such a case arises, the staff members will report to the Director. The Director will notify the Protective Services Unit of the Department of Social Services. In conjunction with this law, CLCC has a policy to prevent shaken baby syndrome and abusive head trauma. Our policy is as follows:

**POLICY TO PREVENT
SHAKEN BABY SYNDROME AND ABUSIVE HEAD TRAUMA**

I. How to Recognize, Respond to, and Report:

a. Recognize Signs and Symptoms

- Irritable, confused, restless, agitated state
- Difficulty staying awake
- Difficulty breathing
- Inability to lift the head
- Seizures or convulsions
- Lack of appetite or inability to nurse
- Poor sucking or swallowing
- Vomiting
- Bruising
- Loss of energy or motivation
- Slurred speech
- Uncontrollable crying and inability to be consoled
- Unequal pupil size

b. Respond to: *Follow CLCC's Procedure for Handling an Emergency*

- Call 911 immediately if child is in distress
- Call administrators on emergency phone
- Calm other children and remove them from the room
- Call the baby's parents
- DO NOT pick up or SHAKE babies to try to wake them
- DO NOT give these babies anything by mouth

c. Report:

- Call CLCC's licensing organization
- DO NOT disturb the area until investigator's say it is ok

II. Strategies to Assist Staff Members with Crying, Fussing, or Distraught Child:

a. Staff will be required to take and pass Shaken Baby Syndrome and Abusive Head Trauma: Brain Development: Amazing Brains, Amazing Babies – Physical Well-Being, Stress and Trauma course that is offered through ProSolutions website. A certificate of passing this course will be in each staff members file. In this course, staff will learn to consider the following is a baby is crying inconsolably:

- Are the baby's needs met?
- Is the baby hungry
- Does the baby's diaper need to be changed?
- Is the baby sick?
- Try to sing or talk to the baby.
- Offer the baby a pacifier.
- Try to distract the baby with a noisy toy.
- Try holding the baby closely while breathing calmly.
- Call a coworker or administrator to take the baby while you take a break.
- Try introducing white noise or rhythmic sounds to mimic the noise in the womb.
- Rock the baby gently to mimic the motion that the baby felt in the womb.

III. Strategies to Assist Staff Members in Understanding How to Care for Infants:

a. Staff will be required to take and pass Shaken Baby Syndrome and Abusive Head Trauma: Brain Development: Amazing Brains, Amazing Babies – Physical Well-Being, Stress and Trauma course that is offered through ProSolutions website. A certificate of passing this course will be in each staff members file. In this course, staff will learn how to provide for a child's well-being by providing a safe environment, good nutrition, adequate sleep, and physical activity.

b. Staff involved in infant care will also attend Sudden Infant Death Syndrome courses every three years. SIDS certificates will be filed in staff member's file.

- c. Staff involved in infant care will review CLCC's Safe Sleep Policy annually with one of the administrators. Staff member will sign a form indicating that she reviewed the Safe Sleep Policy with an administrator. This form will be filed in the staff member's file.
 - d. Staff will review Section II Employment Policies and Procedures, Section VI Work Rules/Employee Responsibilities, Section VII Communication which includes CLCC's Discipline and Behavior Policy and Section VIII Health and Safety in the CLCC Employee Handbook. Each staff member will sign a form stating that she has read and understands the content in the handbook. This form will be filed in staff member's file.
- IV. Strategies to Ensure Staff Members Understand Brain Development of Children up to 5 Years of Age:**
- a. Staff will be required to take and pass Shaken Baby Syndrome and Abusive Head Trauma: Brain Development: Amazing Brains, Amazing Babies – Physical Well-Being, Stress and Trauma course that is offered through ProSolutions website. A certificate of passing this course will be in each staff members file.
 - b. Staff will be provided with additional workshops or courses if administration feels the need to offer more training. If additional training is provided, documentation will be filed in staff member's file.
 - c. All staff caring for children up to five years of age will review this Shaken Baby Syndrome and Abusive Head Trauma Policy with an administrator prior to working in a classroom. Staff member will sign a form indicating that the policy was given and explained to her. This form will be filed in staff member's file. When this policy is revised, the policy must be explained and reviewed within 14 days of revision; new forms will be signed and filed as well.
- V. Prohibited Behaviors of Staff Members:**
- a. Staff will be prohibited of the following behaviors that could cause Shaken Baby Syndrome:
 - Shaking an infant or child
 - Tossing an infant or child into the air or into a crib, chair, or car seat
 - Pushing an infant or child into walls, doors, and/or furniture
 - b. Staff will review Section II Employment Policies and Procedures, Section VI Work Rules/Employee Responsibilities, Section VII Communication which includes CLCC's Discipline and Behavior Policy and Section VIII Health and Safety in the CLCC Employee Handbook. Each staff member will sign a form stating that she has read and understands the content in the handbook. This form will be filed in staff member's file.
- VI. Resources to Assist Staff Members and Families:**
- a. CCRI – Child Care Resources, Inc. www.childcareresourcesinc.org
 - b. National Center on Shaken Baby Syndrome - <https://dontshake.org>
 - c. CDC – Center for Disease Control and Prevention – www.cdc.gov
 - d. A parent or guardian will review this Shaken Baby Syndrome and Abusive Head Trauma Policy with a teacher or administrator prior to their child starting in his/her classroom. Parent will sign a form indicating that the policy was given and explained. This form will be filed in the individual child's folder. When this policy is revised, the policy must be explained and reviewed within 14 days of revision; new forms will be signed and filed as well.

Policy written on March 6, 2017

Policy REVISED on September 11, 2018

Drug and Alcohol Policy

If a parent appears to be intoxicated or under the influence at any time on the premises of Christ Lutheran Children's Center, the teachers and staff will immediately call the police. Christ Lutheran is required by law to release your child to you as the parent if you are picking up; however, if you are under the influence of drugs or alcohol, a report will be made and the Department of Social Services will become involved.

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GOOD DAY TIPS

Help your child have a good day by:

- Providing a nourishing, unrushed breakfast
- Allowing some personal time with you before coming to the Center
- Sharing with us any changes in routine or any unusual happenings so that we can better help your child cope with circumstances and feelings
- Making sure to say goodbye to your child – never sneak out
- Greet your child and give him/her your full attention at pick-up
- Talking to your child about his/her day and asking him/her about the question of the day

FAMILY REFERRAL SERVICES

The following are some of the Family Services available in the community:

Charlotte Speech & Hearing

704-523-8027

Provides screening for speech and hearing, speech therapy, hearing aids, and family support

Charlotte Child Care Resources

704-376-6697

Provides child care referrals and information to parents

Offers training and technical support to child care providers

Provides financial assistance with government funds for day care fees for low income working families

Child and Family Development

704-332-4834

Provides occupational therapy, physical therapy, speech therapy, psychological testing and psychotherapy, educational testing and treatment services

Family Support Network Charlotte

980-314-7066

Offers support for families of special needs by providing a one-on-one parent match with a trained support parent for emotional support, assistance in finding community resources, and sharing parenting experiences

Health Department

704-336-6500

Provides health services, case coordination, immunizations, WIC, and communicable disease control

Mecklenburg County Children's Developmental Services

704-336-7130

Provides child and family evaluation, service planning, and child service coordination for eligible children with a known or suspected developmental delay or disorder