



CHRIST LUTHERAN LEARNING CENTER

510 Luther Drive
Georgetown, Texas 78628

P.O. Box 895
Georgetown, Texas 78627

512-863-4947

Email: learningcenter@clcgtm.org

Website: www.clcpreschool.org

Director: April Peters
Assistant Director: Sylvia Makar

Christ Lutheran Church Office: 512-863-2844

PARENT HANDBOOK

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WELCOME

The staff and Board of Directors at Christ Lutheran Learning Center (CLLC or The Learning Center) proudly welcomes your family to our early learning center. We look forward to your involvement and are confident that your experience with our center will be enriching and rewarding for both you and your child(ren). This handbook is designed to provide you with important information about our policies, procedures, and daily operations. We encourage you to review it and reach out with any questions. We look forward to a wonderful journey together!



HISTORY

Christ Lutheran Learning Center began in the fall of 1977 with one class of twelve four year olds with Carol Holley as the first teacher and director. At that time Christ Lutheran Church was located on Austin Avenue here in Georgetown.

In September of 1980, Becky Bernhard was hired to teach the three year old class. A few months later Carol Holley moved out of state and Becky became Director in January 1981. Becky then hired April Peters to teach the four year olds and Becky taught the three year olds as well as being Director. Christ Lutheran Church moved to its current location and additional classes were added to the preschool program in May 1982.

In June 1996, April Peters became Director when Becky retired. Since April has become Director, new programs were created such as our toddler class, Summer Kidz Kamp, Early Morning Drop Off, Afternoon Extended Care, Parent Meet & Greet Social, Community Garage Sale, and the annual "Committed to Kids" teacher conference. However there are many things that have stayed the same: activities that the children love no matter what generation... such as our annual Mud Day, Texas Days, and Art Show.

Although a lot of changes have taken place since Christ Lutheran Learning Center started in 1977, our goal has remained the same. We continue to strive toward providing an excellent program and meeting the needs of the families that we serve.

PROGRAM

1. Mission

Our mission is to create a nurturing and stimulating environment that supports the early development of each child's unique potential. Rooted in Christian values, Christ Lutheran Learning Center strives to provide opportunities for exploration, growth, and success, ensuring that each child feels supported and empowered on their journey of discovery and learning.

2. Our Philosophy

To provide opportunities for Christian learning of Jesus Christ as Lord and Savior through formal classes, chapel, and informal living-learning environments.

To provide opportunities and activities that nurture a healthy self-concept, encouraging your child to embrace their unique talents, accept their limitations, and celebrate themselves as God created them.

To provide experiences and activities which will fulfill your child's basic individual needs (spiritual, emotional, psychological, intellectual, and physical).

To provide guidance as your child becomes less self-centered and begins actively participating in both small and large group activities.

To provide interests and experiences which broaden your child's readiness and enthusiasm for future learning.

3. Administrative Board

The Learning Center is part of the education program of Christ Lutheran Church. The policies and activities of the school are controlled and guided by the Administrative Board of Christ Lutheran Learning Center. This board is appointed by the Church Council at Christ Lutheran Church. It is operated as a non-profit ministry to the children in our community.

4. Staff

Our staff are the cornerstone of our program's quality and success. While providing excellent physical care is essential, it is just the starting point for building the trusting and secure relationships that help children thrive.

Each staff member is thoughtfully chosen for their warmth, nurturing spirit, and sensitivity to the unique individuality of every child, understanding that no two children are alike. Beyond being educators, our preschool staff are compassionate caregivers who create a safe and stimulating environment where children can build essential skills, develop social and emotional growth, and nurture a lifelong love for learning.

Their expertise in early childhood development ensures every child's needs are met, inspiring confidence and curiosity. Acting as role models, they help children build positive relationships and instill essential values such as respect, kindness,

and cooperation. Their dedication creates a supportive community that enriches the lives of both children and their families.

Staff Training

To ensure our staff stay up-to-date with the latest information, they participate in twenty-four hours of annual training sessions covering emergency preparedness, recognizing child abuse, child development, classroom management, leadership, and other various workshops, in addition to regular staff meetings.

Annual training is important for staff because it ensures they remain current with the latest educational practices, child development research, and safety protocols. It enhances their skills enabling them to effectively support students' needs. Ongoing training helps staff adapt to changes in curriculum, technology, and teaching strategies, ensuring a high standard of education. Additionally, it fosters professional growth, boosts staff confidence and job satisfaction, and ultimately benefits the children they educate by providing a safe, engaging, and informed learning environment.

CPR / First Aid

Each staff member at The Learning Center is certified in pediatric CPR and first aid.

5. Class Times

Classes are held at The Learning Center from 8:30 a.m. to 2:00 p.m. on Tuesday, Wednesday, Thursday nine months out of the year beginning in September.

Other optional classes offered:

- Monday and/or Friday enrichment classes (8:30 a.m. - 2:00 p.m.)
- Early morning drop-off at 8:00 a.m.
- Extended care from 2:00 p.m. - 4:00 p.m.
- Extended late pick-up to 4:30 p.m.

6. School Calendar

The Learning Center creates an annual calendar that includes holidays, days off, and events, aligning with the Georgetown ISD schedule.

Exception: If Georgetown ISD has a half day of school, we will maintain our regular school hours. Parents can access the school calendar on our website at www.cllcpreschool.org.

REGISTRATION AND ENROLLMENT

7. Registration

Beginning in February the registration process for the next school year begins. At this time, a registration fee of \$90.00 is required per child per year for enrollment in this program. There is an additional fee of \$30 for either the optional Monday program or Friday program (\$60 for both). Additional registration

fees may apply depending on the program you choose to enroll in. You can find these detailed rates on our Enrollment Application available on the preschool website, or you can request a copy from the preschool office. The registration fee is a **non-refundable** charge applicable to any program you choose to enroll in.

By June 1, all families must pay May's tuition in advance for the upcoming school year. Payments can be mailed or dropped off at the preschool office. This tuition is refundable only if withdrawal occurs before July 15. After July 15, no refunds will be issued unless the withdrawal is due to a job transfer or military reassignment. For these exceptions, please provide a formal letter on company or military letterhead detailing the transfer.

If mailing your tuition, please send it to:

Christ Lutheran Learning Center
P.O. Box 895
Georgetown, Texas 78627

8. Enrollment

Enrollment at the Learning Center is limited in order to maintain a low student-teacher ratio. The birthday cut-off for each preschool class is September 1st. All children in the three and four year old classes must be toilet trained. An occasional accident can be expected of any preschool child. However, children who regularly soil themselves cannot be enrolled.

Priority for enrollment is given to families who currently have children enrolled in the program and to members of Christ Lutheran Church. Thereafter, openings are filled on a first come, first serve basis.

Upon selecting CLLC to meet your child's educational needs, the following enrollment paperwork is required before your child can start our program:

- Enrollment Application
- Admission Information
- Child Assessment Form
- Media Consent Form
- Vision and Hearing for Children Ages 4+
- Rights of Parents or Guardians (signed)

All enrollment forms are available on the preschool website at www.clcpreschool.org. Alternatively, you can request a copy directly from the preschool office.

All enrollment forms must be turned in by July 15. If these forms are not submitted in the time stated, enrollment will be put on hold until all the required forms are turned in. If the forms are not turned in promptly, the child may be removed from the roster, and the spot could be given to another child.

9. Immunization

Each child enrolled in the program must meet the immunization requirements established by the Texas Department of Health. These requirements apply to all children in care, ranging from birth to 17 years of age, ensuring they are protected against preventable diseases. To comply, all immunizations appropriate

for the child's age must be completed prior to the date of admission and must be submitted annually.

The Texas Administrative Code (TAC) outlines the conditions under which individuals may request exemptions from the state's immunization requirements. Exemptions are granted on an individual basis for medical contraindications, reasons of conscience (including religious beliefs), or active duty service in the United States Armed Forces. To be valid, the school will only accept the official affidavit forms issued and developed by the Department of State Health Services, Immunization Branch. These forms must be originally signed and notarized; photocopies or other reproductions will not be accepted.

A copy of either your child's immunization record or a notarized affidavit form must be submitted with your child's enrollment paperwork by the first day of school. This form must be submitted annually.

10. Classroom Placement

The Learning Center follows the Georgetown ISD policy for enrollment, which places children in classes based on their age as of September 1st. However, children who are not potty trained may not be placed in the three-year-old class or higher class unless they meet our potty training policy. (See Potty Training Policy in this document.) The preschool reserves the right to place children in the classroom deemed most appropriate for the child's needs.

TUITION

11. Tuition Policy

This preschool is a non-profit organization and exists to provide a ministry to the community. Tuition rates are determined by the Learning Center Board and reflect a non-profit policy.

Tuition rates are based on a nine month period divided into equal monthly tuition payments, and therefore cannot be reduced for months with holidays, shorter durations, vacation days, or absences due to illness.

Payments are due on the first day of each month and considered late after the fifth day of each month, unless other arrangements are made with the preschool director. Payments received after the fifth of the month are subject to an automatic late fee of \$25.00.

There are no refunds for illness, absences, or withdrawals after the first of the month. Thirty days (30-Days) written notice is required for withdrawal so we may fill the vacated spot. You are responsible for the full amount within that 30 day period. Tuition payments should be returned in the tuition payment envelope provided. These payments may be given to a staff person or left in the basket outside the Learning Center office.

Families with more than one child enrolled will receive a \$25.00 per month discount for the second child during the same school year. Make all checks payable to:

12. Non-payment of Tuition

After the 5th of the month, the preschool will either send you a text or a reminder note regarding your late payment. If after 10 days of non-payment, a letter will be sent with the following options: (1) bring the account current; or (2) withdraw child(ren). If these options are not taken, your child(ren) will not be allowed to continue after the end of the month in which tuition has not been paid. It is our hope that at this point action to pay this bill would keep us from having to take any further steps to collect, such as sending your account to a collection agency. Enrollment in The Learning Center at a later date will not be permitted under any circumstances if account is not paid in full.

13. Withdrawal

A 30-day written notice is required to withdraw a child for any reason. This notice allows the school to make necessary adjustments and fill the vacancy. If the required notice is not provided, any advance payment for May tuition will be forfeited and will not be refunded.

If May tuition has not been paid in advance, you will be charged for the following month's tuition. Failure to pay may result in your account being sent to a collection agency.

To avoid misunderstandings, please submit the notice to the office in writing.

14. Closure Policy

Should the preschool need to close for any reason, tuition will not be refunded or reduced for closures of less than six school days.

15. Insufficient Funds (NSF)

All bank charges and a \$25 fee will be assessed for all returned payments due to non-sufficient funds (NSF). Registration and tuition fees with non-sufficient funds (NSF) must be resolved within 10 days of the check being returned, or the child's enrollment may be canceled.

Repayment of the check must be made by cash, cashier's check, or money order.

16. Tuition Assistance

If tuition assistance is needed, please contact the Director. Assistance is provided on a case-by-case basis.

POLICIES

17. Non-Discrimination Policy

Christ Lutheran Learning Center does not discriminate based on gender, race, color, religion, or national or ethnic origin in its admission, education, or administrative policies. This policy applies to all rights, privileges, programs, and activities generally made available to students at the school.

18. Privacy Policy

Confidential and sensitive information about a child will only be shared with written consent from the parent, unless otherwise required by law. The Learning Center is committed to safeguarding everyone's right to privacy.

19. Custody Policy

The Learning Center has no legal authority to refuse either parent the right to pick up their child unless a court has granted temporary or permanent custody to one parent or to a third party. The Learning Center will adhere strictly to any court order exactly as written. If your family has a court order on file, please provide us with the most recent copy.

PLEASE NOTE: PER STATE LAW, IN THE ABSENCE OF A COURT ORDER, BOTH PARENTS HAVE EQUAL RIGHTS.

With that in mind, it is imperative that all enrollment forms are completed with both parents information. A copy of a child's birth certificate or custody documentation may be requested at the Director's discretion. In the event that a custody dispute takes place on our property, the local police will be called and asked to handle the dispute. Our staff will not intervene in such disputes. If a custody issue creates a risk for our facility or staff, The Learning Center reserves the right to terminate care.

INSPECTIONS

20. Texas Dept. of Family and Protective Services

Licensing

Christ Lutheran Learning Center is licensed and regulated by the Texas Department of Family and Protective Services (DFPS) and follows the Minimum Standards set forth by the state of Texas. A copy of those standards can be found at www.dfps.state.tx.us for your review. Parents may view the latest Licensing Inspection Report which is located on the wall outside the preschool office.

Licensing Contact Information

Texas Department of Family and Protective Services
14000 Summit Drive, Suite 100, Austin, Texas 78728
512-834-3426

www.dfps.state.tx.us

Our State License Number is: 199512

Child Abuse Hotline 1-800-252-5400

The Texas Department of Family and Protective Services conducts an unannounced annual inspection of the preschool. The resulting report is posted outside the preschool office.

21. Other Inspection

Fire Department

The Fire Department performs an annual inspection of the preschool and the resulting report is kept in the preschool office.

Health Department

The Health Department conducts an unannounced annual inspection of the preschool. The resulting report is kept in the preschool office.

Gas Company

The Gas Company performs an annual inspection of the preschool and the resulting report is kept in the preschool office.

22. Reviewing Inspection Reports

Parents may view the most recent fire inspection report, sanitation inspection report, gas inspection report, and the licensing minimum standards report that are in the school office.

VISITOR POLICY

23. Visiting School

Parents are welcome to visit the school at any time during school hours without prior notice. Normally, these visits are best made after the first weeks of school. We ask your visit be unobtrusive, as children are very easily distracted. Please remember that your child may not display typical behavior during your visit.

Questions and comments for teachers should be reserved for after class rather than during class time. During class, the teacher's primary focus must remain on engaging with and attending to the needs of all the children to ensure a smooth and productive learning experience. By waiting until class has ended, you allow the teacher to address your concerns thoughtfully and without distractions.

24. Security System

Christ Lutheran Church has installed a security system for the safety of our preschool. Each parent and authorized adult will have the opportunity to be entered into the security system. The system will allow both a code and fingerprint access to the building. The fingerprint scanner is located by the main door next to the bell tower.

For the safety and security of all students, staff, and visitors, the church has installed security cameras in several common areas. One camera is located inside facing the double doors by the elevator, another is positioned at the intersection of the main education hallway, and a third is located in the link. These cameras monitor common areas only and are used solely for security purposes. Video footage may be reviewed by authorized personnel in the event of an incident, but classrooms, restrooms, and private areas are not monitored.

25. Parent Emergencies or Delays

Please contact the preschool as soon as you realize you will be delayed or if any issue arises that may affect your child during school. This allows us to inform the teachers and help reassure your child about any changes in their routine.

26. Personal Belongings Policy

The preschool is not responsible for any personal property that may be lost at school; however, we will make every effort to help locate missing items. We kindly ask parents to avoid sending items that are of significant value or irreplaceable to their child. All belongings brought to school should be clearly labeled with the child's name. We strongly discourage children from bringing jewelry, as it can easily be lost or damaged.

In addition, the preschool is not responsible for any damage to vehicles or property that may occur in the parking lot. Parents, guardians, and visitors are encouraged to exercise caution, follow traffic rules, and park only in designated areas to minimize risks. It is the responsibility of each individual to ensure their vehicle is properly secured and that children are supervised while entering or exiting the building and vehicle. Any incidents that occur in the parking lot should be resolved between the involved parties.

Lastly, for safety reasons, please do not leave any children unattended in the parking lot, as we are located near a busy highway and people often walk across our campus. If your child is sleeping or unwell, simply call the preschool, and we will bring your child to you so they do not need to be taken out of the car.

27. Smoking / Vaping:

To protect the health of our staff and students, smoking and vaping are not allowed on school property. Parents are prohibited from smoking in the building or parking lot.

PARENT RELATIONS

If your email address or phone number changes during the school year, please inform the school office so we can update our records.

28. Communications

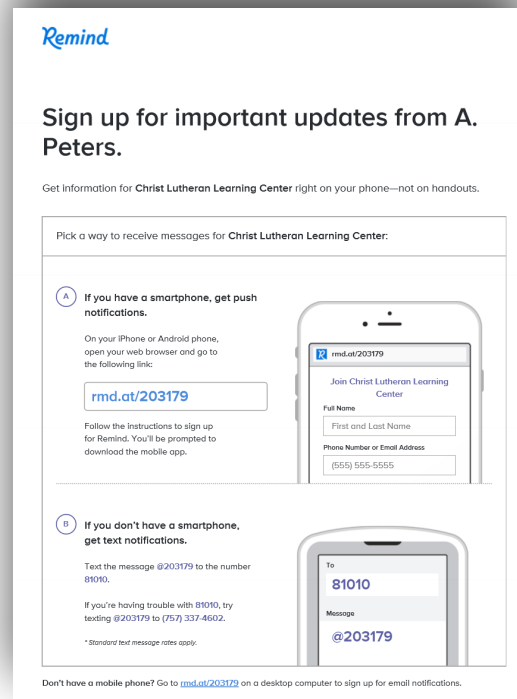
Newsletters

The preschool office will send monthly newsletters and other updates via email or text to each family. These communications will include details about upcoming events, special announcements, and any changes to the school schedule. Please read these communications carefully to stay informed and maintain open communication with the school and teachers. If you do not receive a newsletter,

please contact the preschool office to ensure we have your correct email address.

Text Communication

The Learning Center will also send text reminders about parties, school closures, picture day and other activities. We ask that you download the [Remind.com](https://www.remind.com) app to receive these messages. Here are the instructions to sign up for the app.



Email

Teachers will send a monthly classroom newsletter, highlighting activities the children participated in during the month, as well as upcoming events and important information. If you do not receive the newsletter, please contact the teacher to ensure your contact information is up to date.

Lesson Plan & Marker Board

Your child's teacher will post her weekly lesson plan outside of the classroom. Daily information will be available on the marker board outside each room.

Incidents

If your child is injured while at school, the supervising adult may contact you by phone or text with the details. An "Incident Report" will be completed, which you will be asked to sign upon arrival. This report will include information about the injury and will be kept in your child's file once signed by the parent or guardian.

29. Parent Concerns

Please discuss any concerns first with your child's teacher as she would like to work with you to resolve any problem(s). If you have unmet needs, then please contact The Learning Center director for further assistance. Should the situation still not be resolved, the Preschool Board is available to hear parental concerns and work toward a solution.

30. Conferences

Parent-teacher conferences, held during school hours, are scheduled in March and April. If you feel additional conferences are needed, teachers are happy to meet with you. Please schedule an appointment in advance. Visits with the teacher before or during class are not appropriate, as this time is dedicated to working with the children.

31. Parent Participation

Parents are encouraged to be actively involved in our program by sharing their talents, hobbies, and joining field trips. If you're interested in substituting occasionally or volunteering in the library, please let the Director know. We also welcome parent participation in planning holiday class parties. Your child's teacher will be seeking volunteers during Open House.

32. Provider's Guide to Parent's Rights

Senate Bill 1098 from the 88th Legislative Regular Session added Section 42.04271 to the Human Resources Code and states that a parent or guardian of a child at a child care facility has the right to:

- Enter and examine the child-care facility during its hours of operation and without advance notice;
- File a complaint against the child care facility;
- Review the child-care facility's public accessible records;
- Review the child-care facility's written records concerning the parent's or guardian's child;
- Receive inspection reports and information about how to access the child care facility's online compliance history;
- Have the facility comply with a court order that prevents another parent or guardian from visiting or removing the child;
- Be given the contact information for the child care facility's local Child Care Regulation office;
- Inspect any video recordings of an alleged incident of abuse or neglect involving their child provided that:
 - Video recordings of the alleged incident are available;
 - The parents or guardian does not retain any part of the video depicting a child that is not their own; and
 - The parent or guardian of any other child in the video receives prior notice from the facility;
- Obtain a copy of the facility's policies and procedures handbook;
- Review the facility's staff training records and any in-house training curriculum; and
- Exercise these rights without receiving retaliatory action by the facility.

33. Parent Code of Conduct

Please understand, young children are present in our building. Some adult language is not appropriate for young children. The Learning Center prohibits swearing, cursing or the use of inappropriate language on our property.

Threatening staff, children, or other parents will not be tolerated per Texas Department of Family and Protective Services and The Learning Center. The Learning Center has the right to terminate care in the event of disruptive behavior from a parent or guardian.

The Learning Center must follow rules on discipline and guidance as outlined in the Texas Minimum Standards for Child Care Centers. All adults, including parents, must follow these rules while on our property.

34. Changes in Operational Policies

Parents will be notified in writing (newsletters, special notes, etc.) of all changes in operational policies. A written acknowledgement must be signed and dated by the parent and will be kept in the child's permanent file.

35. Photo Policy

On occasion, pictures may be taken by The Learning Center staff, professional photographers, and/or local newspaper personnel. These photos may be used on our website, social media (Facebook and Instagram) and for advertising. Each family will be required to sign a Media Consent Form each year as part the registration paperwork. Participation is optional.

Social Media Guidelines for Parents

To respect the privacy of all families, parents are asked not to post photos of other children on social media unless they have received explicit permission from the other family or families involved. Christ Lutheran Learning Center is not responsible for any photos posted by individuals other than the Learning Center itself.

SPECIAL SERVICES

36. Children with Special Needs

Christ Lutheran Learning Center is committed to providing the highest quality education to all students, in full compliance with the special education laws of the State of Texas and federal government. We will work to ensure that no individual is subjected to discrimination based on special needs.

Our desire is to partner with every child and family so that their child succeeds in our program. We will make reasonable accommodations in our program toward that goal, but it is important to acknowledge that there may be certain situations where we are unable to effectively address a child's needs.

Our partnership commences at the time of registration, during which families are encouraged to initiate communication with the preschool regarding their child's special needs and history. This can be accomplished through a meeting with the Director and the submission of relevant documentation, including written recommendations from doctors or health professionals, assessment/progress reports, and, if applicable, the child's Individualized Education Program (IEP) or Individualized Family Service Plan (IFSP).

During this process, the Director will assess the child's needs and consider whether one-to-one care is required, as well as what accommodations can be implemented. However, it is important to note that due to our current funding constraints, The Learning Center may not have the capacity to offer one-to-one staffing. In cases where one-to-one care is necessary for a child's reasonable

participation in the program, parents would be responsible for arranging and funding a professional aide to provide one-to-one care.

The Learning Center is committed to making reasonable modifications in its policies, practices, or procedures as needed to provide childcare services and facilities to children with disabilities. These modifications will be implemented unless they fundamentally compromise the supervision, safety, health, welfare of the children, or the overall effectiveness of our program.

37. External Developmental Services

If a child requires health resources such as speech therapy, physical therapy, or other developmental services, we will coordinate to establish a consistent time and location on our campus for these sessions. Parents must provide written permission for these service providers to access their child at school or to take the child off campus. All service providers must provide proper credentials when visiting our campus.

Additionally, if a child needs to be taken off or brought back onto campus for any reason, the parent is responsible for arranging transportation, which must be approved by the Director. Parents are also responsible for covering any associated fees for these services.

CURRICULUM

As educators, we are aware that each child develops according to his or her own internal time clock. Therefore we gear ourselves to your child's individuality and encourage him or her in all areas of growth.

Our program may appear informal and flexible, but the curriculum and environment are the result of careful, detailed planning based on the best available knowledge of child growth and development. Young children learn best through activity and personal experimentation with toys, equipment, and materials. We emphasize **process** and not the end product.

38. Curriculum Goals

Physical development

- * To provide opportunities to develop large and small muscles.
- * To develop an awareness of the five senses.
- * To learn to take care of one's own physical needs.
- * To introduce children to the principles of good nutrition, physical fitness, and personal hygiene.

Social development

- * To help each child develop and enhance his or her interpersonal skills and respect for others.
- * To help children understand how people function in groups.
- * To provide children with a positive experience exploring similarities and differences among people.
- * To encourage children to respect other cultures.
- * To build a tie between the home and the school.

- * To encourage children to develop a positive attitude toward teachers, school and learning.

Emotional development

- * To foster each child's sense of personal worth and value.
- * To help children develop a good self-image, a wholesome attitude toward their bodies, and a good start toward reaching their potentials.
- * To provide opportunities for acceptable outlets for emotions.
- * To encourage independence.
- * To encourage freedom of expression, understanding and acceptance of limits.

Intellectual development

- * To nurture within each child the qualities of curiosity, imagination and independent thought.
- * To provide stimulating experiences which encourage children to think, analyze problems, and arrive at different possible solutions.
- * To stimulate language development through hearing and using language.
- * To use imagination, participate in and appreciate different forms of personal and group expression.

Moral development

- * To stress courtesy, respect and genuine concern for each person's well-being.
- * To aid in the establishment of a moral foundation, that each child will learn to value honesty, kindness, responsibility, and the importance of respecting and sharing with others.
- * To learn tolerance of other cultures and religions.
- * To empower young children to counter bias.
- * To help children notice and do something about unfair behavior and events.

39. Lesson Plans

The preschool is a play-based program with theme-based topics. Teachers carefully create lesson plans that include a variety of engaging learning activities designed to help children develop essential skills and prepare for the next age group. These plans are thoughtfully tailored to support growth in areas such as social, emotional, cognitive, and physical development and are posted outside each classroom for parents to review. Other activities included in the teachers' lesson plans may include:

- **Outdoor Activities-** The Learning Center follows the Child Care Regulations established by the Texas Health and Human Services Commission, ensuring that the children engage in daily outdoor play. Each day is designed to include a balance of active and quiet play, offering a mix of group and individual activities both. Activities may include riding tricycles, dancing, running, using scooter boards, and playing ball games, among others.
- **Gymnasium Activities** - When the weather prevents outdoor play, the children will move to the gym. Gym activities are designed to provide a balance of active and quiet play, with a mix of group and individual activities. These may include riding tricycles, dancing, running, using scooter boards, painting, reading books, and playing ball games, among others.

- **Water Activities** - As part of their lesson plans, teachers may occasionally incorporate water tables into classroom activities throughout the year. These tables are always drained and sanitized to ensure a safe and engaging learning experience.

DAILY ROUTINES

40. School Attendance

Regular attendance is important in any school program. It is difficult for the child to feel part of a group if attendance is irregular, and bad habits and poor attitudes toward school may be formed.

Also, arriving late can be disruptive not only to your child but also to the other children, as it interrupts the flow of activities and can make it challenging for your child to join a group already engaged in an activity. Please make it a habit to have your child here no later than 8:40 a.m. so that they can participate in all activities.

41. Arrivals and Departures

Children are not allowed in the classroom until 8:25 a.m. as teachers may still be preparing for the day and may not be in the classroom. The only exception are those children that are participating in early morning drop-off.

Children should enter the building through the double glass doors by the Bell Tower. If your child is potty-trained, we ask that you have your child stop by the restroom before entering the classroom.

Early Morning Drop-off: The children that are registered for early morning drop-off may enter the building at 8:00 a.m. and be dropped off at the early morning classroom.

Arrival and Departure in RAIN: If it is raining significantly at 8:25 a.m., the children will be able to enter the building through the sanctuary doors beneath the overhang. The staff door monitor will be waiting at those doors to receive your child. We ask that you remain in your cars until you reach the sanctuary doors. If it is raining hard at pick-up time, we ask that you remain in your cars as well. We will bring the children to the sanctuary doors, and will load them into your cars as you pull forward under the overhang.

Daily Sign-In and Sign-Out: Upon arriving, children must be signed in and out each day by the custodial parent or adult person approved by the parent(s). Each classroom teacher will have a weekly attendance log posted outside the classroom for the parent/guardian to complete upon arrival and departure of their child and must be maintained.

Plan to pick up your child on time. All children are released from the classroom. Written permission is necessary before anyone other than parents or other designated persons may take the child. Anyone picking up a child who is unknown to the school staff will be asked to show a picture identification card before the child will be released. A child will **NOT** be released to anyone under

18 years of age.

If your child is not picked up within 10 minutes after dismissal time, you will be charged \$1.00 per minute per child as a late pick-up fee. Late pick-up fees will automatically be charged to your account at the time you pick up your child. Failure to pay late fee may result in the dismissal of your child from school.

Saying Good-bye:

Helping children to comfortably separate (say good-bye) from their parents is a key component in our program. This may be your family's first experience with separation. Please know that we are sensitive to individual needs and feelings. In order to ease the process, parents and teachers should work together to create a bridge between home and our program. We have found that when a parent feels comfortable at The Learning Center, their child will as well. The building of a relationship between parents and teachers is the foundation for the child's positive experiences in school.

We recommend that you talk to your child during the ride to school, letting them know that you'll drop them off and come back later to pick them up. Reassure them that they'll have a great time at school and remind them that you love them. Let them know the teachers care about them too and will keep them safe. We recommend that parents say a quick "good-bye" to their child and tell him/her when they will return. We ask that if your child is upset at arrival time, that you allow the teacher to take your child from you so you can leave quickly. The teacher will then be able to interact with your child and engage them in the classroom activities.

Staying too long will also make the separation more difficult. If you are concerned, you may wait out of sight of your child, and we will gladly report back to you. Children generally become eagerly engaged in a classroom activity shortly after a parent leaves.

Authorized Pick-Up

Parental permission is required to release a child to anyone other than their parent. All authorized individuals must be on the Student Enrollment Form, and teachers will have access to this list. If someone not listed needs to pick up the child, prior arrangements must be made, and the individual must present a valid ID (e.g., driver's license) for the child to be released.

Impaired Pick-Up

If a parent appears to be under the influence of alcohol or other drugs, as determined by the Director or staff member upon arrival, the director or member of the staff will offer to call a person of their choice for help. We want to insure that the child and the parent arrive home safely. If the parent refuses and leaves with the child, the police will be called immediately.

When possible, our staff will contact the other custodial parent or guardian listed on the admission form if a parent or guardian appears to be under the influence of drugs or alcohol. Staff will make every effort to delay the impaired parent. While the preschool cannot deny a custodial parent's right to immediate access to their child, if the parent insists on leaving with the child, local police and Child Protective Services will be notified immediately.

Any other authorized person who attempts to pick-up a child and appears to be under the influence of drugs or alcohol will be denied access to the child. The staff will contact the child's parents and if necessary, local police, and Child Protective Services to notify them of the situation.

Christ Lutheran Learning Center reserves the right to deny or revoke pick-up privileges for any individual listed on the admission form, for any reason, including violations of the policies and procedures outlined in this document. It is the parent(s)' responsibility to ensure that all individuals listed on the admission form are informed of these policies and procedures.

42. Items to Bring

Here are the items you should bring to school:

- Lunch box filled with a nutritious meal
- Spill-proof Water bottle
- Backpack with extra clothes (pants, shorts, shirts, socks, and underwear).
- Nap mat or bed roll
- A blanket and a pillow case to cover the nap mat
- Optional items: "comfort" toy or object (i.e., teddy bear, doll, cloth diaper or any other toy or object which will help your child feel at home).

Everything must be labeled. Please use a laundry pen or "Sharpie" indelible pen.

43. Clothing

Comfortable, washable, and weather appropriate clothing that a child can manage by himself/herself should be worn to school. Shoes should be sturdy and should protect the feet. For your child's safety, we ask that your child wear tennis shoes instead of boots, flip flops, jellies, or sandals as these are not appropriate for playing on the playground.

Label all removable clothing such as raincoats, sweaters, jackets, hats, backpacks, gloves, mittens, etc. Fasteners on clothing and shoes should allow children independence in dressing themselves.

All children **MUST** have a complete change of clothing (this should include socks, underwear and outer clothing) in their bags every day. This includes the three and four year old children as preschoolers of all ages have accidents from time to time! Staff will use the articles as needed if there is a mishap and will return the soiled clothing in a plastic bag. If your child soils their clothes, replacement clothes must be placed in their backpack by the next school day.

44. Diapers / Pull-Ups

Parents are to provide disposable diapers or Pull-Ups for children who are not yet using the toilet. When choosing Pull-Ups, we ask that you bring the kind with the Velcro sides.

45. Chapel / Bible Stories

The Learning Center is a ministry of Christ Lutheran Church. Weekly Bible stories that highlight God's love and care are a part of our Chapel curriculum. Chapel includes singing songs, followed by the pastor reading a story, and then more songs sung together. Teachers may also incorporate Bible story activities throughout the week. Chapel is held once a week in the sanctuary and is led by the Pastor, Center Director, or other staff members. We welcome your participation. Please refer to the monthly newsletter for dates and times.

46. Breakfast and Lunches

Your child should eat breakfast **before** he/she arrives at school. If your child must finish their breakfast, it would be most helpful to the teachers if you could have your child finish eating before entering the classroom....whether it be outside the church entrance or in your car. Once your child is finished, we ask that you have them go by the restroom and wash their hands before entering the classroom. This will help us as we strive to keep the toys and classroom manipulative clean.

Each child is required to bring their own lunch. Lunchtime is an important and eagerly anticipated part of the day for the children. While the preschool promotes good nutrition, we are not responsible for meeting your child's nutritional needs or ensuring they fulfill their daily food requirements. Lunches should be well-balanced, nutritious, and prepared in a way that allows the child to handle them easily. Students are encouraged to take age-appropriate responsibility for their own lunch. We request that apples, pears, be sliced and oranges should be peeled before they are sent in a child's lunch. Since teachers are responsible for multiple students in their classroom, they do not have time to peel oranges or slice fruit.

Lunch items sent in containers must be labeled with the child's name and easily opened. Food items that are to be eaten cold or warm should be prepared in such a manner that they can be served that way. Children may bring a drink with their lunch or use their personal water bottle. Drinking water is the healthiest option for children, but if you choose to send a juice box, we recommend one that contains 100% fruit juice. **We recommend that candy is not sent in your child's lunch on a regular basis.**

To meet minimum standards, your child's lunch should provide one-third (1/3) of their daily nutritional needs. Please support us by sending nutritious lunches.

Please send a water bottle to school each day to use in the classroom and on the playground.

***** We ask that no food that requires heating be sent for lunch.*****

In addition, according to state guidelines, all food served must not present a risk of choking for infants and toddlers. As a result, we ask that all grapes, hotdogs, corny dogs, cherry tomatoes, etc. be cut up horizontally per state request.

47. Indoor / Outdoor Play

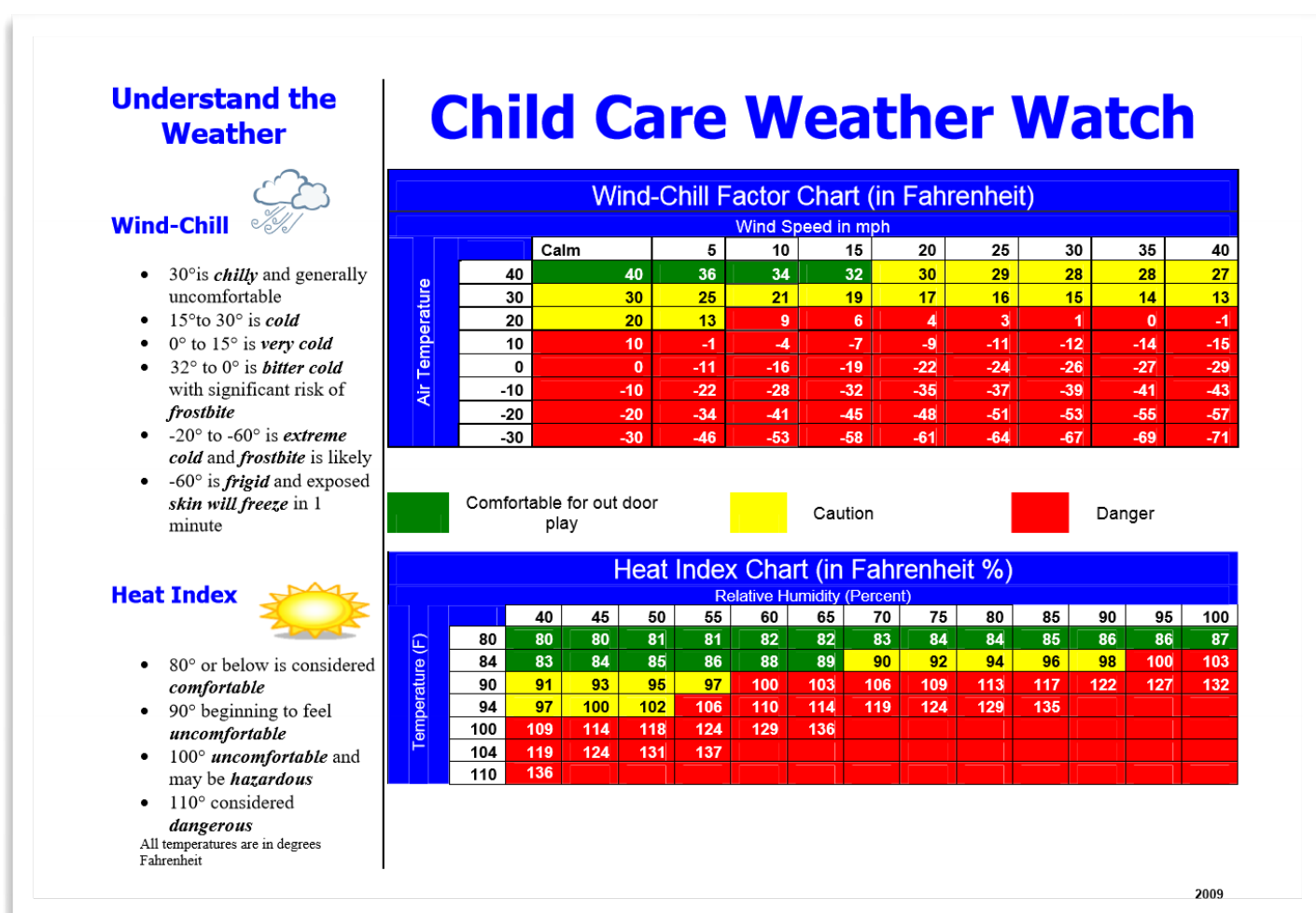
The Learning Center adheres to the Child Care Regulations set by the Texas Health and Human Services Commission, which require that toddlers (18-35 months) and pre-kindergarten children engage in outdoor play. Children from toddlers to four-year-olds will have at least 60 minutes of active play, while kinder-prep children will enjoy a minimum of 90 minutes. Requests to excuse a child from this activity should be rare, as they can make the child feel isolated.

Weather permitting, we will spend part of each day outdoors, as outdoor play is essential for both physical and mental development. Each day will feature a balance of active and quiet play, with a mix of group and individual activities. Activities may include riding tricycles, dancing, running, music activities, creating art projects, reading, balancing, climbing on the playscape, swinging, playing in the sand, and participating in ball games, among others.

Unless it is raining or extremely cold, classes **will go** outdoors. Parents should provide appropriate clothing, such as hats and gloves, during colder weather. In warmer weather, please apply sunscreen and/or insect repellent to your child before school if needed.

When inclement weather conditions prevent children from playing outdoors, the children will instead gather in the gymnasium. Here, they will have the chance to engage in activities that promote the development of their large and small muscle skills. These activities may encompass riding tricycles, dancing, running, utilizing scooter boards, building with blocks, playing with dolls, playing with trucks, and participating in ball games, among others.

The preschool will refer to the Child Care Weather Watch chart below to decide the appropriate times for children to enjoy indoor or outdoor play.



Child Care Weather Watch	Understand the Weather
<p>Watching the weather is part of a child care provider's job. Planning for playtime, field trips, or weather safety is part of the daily routine. The changes in weather require the child care provider to monitor the health and safety of children. What clothing, beverages, and protections are appropriate? Clothe children to maintain a comfortable body temperature (warmer months - lightweight cotton, colder months - wear layers of clothing). Beverages help the body maintain a comfortable temperature. Water or fruit juices are best. Avoid high-sugar content beverages and soda pop. Sunscreen may be used year around. Use a sunscreen labeled as SPF-15 or higher. Read and follow all label instructions for the sunscreen product. Look for sunscreen with UVB and UVA ray protection. Shaded play areas protect children from the sun.</p> <p>Condition GREEN - Children may play outdoors and be comfortable. Watch for signs of children becoming uncomfortable while playing. Use precautions regarding clothing, sunscreen, and beverages for all child age groups. INFANTS AND TODDLERS are unable to tell the child care provider if they are too hot or cold. Children become fussy when uncomfortable. Infants/toddlers will tolerate shorter periods of outdoor play. Dress infants/toddlers in lightweight cotton or cotton-like fabrics during the warmer months. In cooler or cold months dress infants in layers to keep them warm. Protect infants from the sun by limiting the amount of time outdoors and playing in shaded areas. Give beverages when playing outdoors. YOUNG CHILDREN remind children to stop playing, drink a beverage, and apply more sunscreen. OLDER CHILDREN need a firm approach to wearing proper clothing for the weather (they may want to play without coats, hats or mittens). They may resist applying sunscreen and drinking beverages while outdoors.</p> <p>Condition YELLOW - use caution and closely observe the children for signs of being too hot or cold while outdoors. Clothing, sunscreen, and beverages are important. Shorten the length of outdoor time. INFANTS AND TODDLERS use precautions outlined in Condition Green. Clothing, sunscreen, and beverages are important. Shorten the length of time for outdoor play. YOUNG CHILDREN may insist they are not too hot or cold because they are enjoying playtime. Child care providers need to structure the length of time for outdoor play for the young child. OLDER CHILDREN need a firm approach to wearing proper clothing for the weather (they may want to play without coats, hats or mittens), applying sunscreen and drinking liquids while playing outdoors.</p> <p>Condition RED - most children should not play outdoors due to the health risk. INFANTS/TODDLERS should play indoors and have ample space for large motor play. YOUNG CHILDREN may ask to play outside and do not understand the potential danger of weather conditions. OLDER CHILDREN may play outdoors for very short periods of time if they are properly dressed, have plenty of fluids. Child care providers must be vigilant about maximum protection of children.</p>	<p>The weather forecast may be confusing unless you know the meaning of the words.</p> <p>Blizzard Warning: There will be snow and strong winds that produce a blinding snow, deep drifts, and life threatening wind chills. Seek shelter immediately.</p> <p>Heat Index Warning: How hot it feels to the body when the air temperature (in Fahrenheit) and relative humidity are combined.</p> <p>Relative Humidity: The percent of moisture in the air.</p> <p>Temperature: The temperature of the air in degrees Fahrenheit.</p> <p>Wind: The speed of the wind in miles per hour.</p> <p>Wind Chill Warning: There will be sub-zero temperatures with moderate to strong winds expected which may cause hypothermia and great danger to people, pets and livestock.</p> <p>Winter Weather Advisory: Weather conditions may cause significant inconveniences and may be hazardous. If caution is exercised, these situations should not become life threatening.</p> <p>Winter Storm Warning: Severe winter conditions have begun in your area.</p> <p>Winter Storm Watch: Severe winter conditions, like heavy snow and ice are possible within the next day or two.</p>

48. Rest-time

We are required to provide a supervised sleep or rest period each day after lunch for all preschool children (18 months - Pre-K class), and children are encouraged to rest. Each classroom follows a routine that includes toileting, hand washing, and quiet activities such as listening to or looking at books and soft music. During this time, lights are dimmed. Children may bring special rest items, such as their favorite blankets or stuffed animals.

All children must have a plastic, foldable Kindermat or bed roll for use during rest time. Please label your child's mat with his/her name. We highly recommend that your child's Kindermat is slipped into a king size pillowcase as it helps eliminate noise when children move on their mats.

Children in the Kinder-Prep class do not need to bring a nap mat or blanket. These children will have a quiet reading time.

NOTE: State guidelines require that all bedding be washed weekly. Please take your child's blanket and/or sheet home at the end of each week and return it on their next school day. If your child uses a pillowcase or mat cover, we ask that it be replaced by a parent when it is returned to school each week. According to minimum standards, a child may not use a mat with exposed foam from a crack or tear.

49. Potty Training Policy for Toddlers and Two's

Our approach towards potty training is one of positive reinforcement and encouragement. Potty training is a learning experience just like learning to ride a bike. Children are not punished or shamed into using the toilet. If you desire to bring Pull-Ups, we ask that you bring the kind with the Velcro sides. Cooperation

between parents and teachers is essential for potty training to be a successful, positive learning experience for the child.

Please realize that it is not the responsibility of The Learning Center to potty train your child. We will make every possible attempt to support the potty training process, but it is our belief that an “accident” is something that happens occasionally. If a child requires a change of clothes multiple times in one day, he or she is not ready to be wearing underwear on a regular basis. Please try to be patient and understand that potty training may be a long and frustrating process.

50. Potty Training Policy for 3-Year-Olds Class and Above

As stated on the enrollment application, all children in our 3 year old class or older must be completely potty trained prior to the school year beginning. This entails several things that your child must be able to do:

1. **Express the Need to Go:** The child must be able to communicate the need to use the toilet, either verbally or through body language.
2. **Follow Directions:** The child can follow simple instructions, such as “Go to the bathroom” or “Pull down your pants.”
3. **Self-Initiates Bathroom Use:** The child goes to the bathroom independently without needing reminders from adults.
4. **Understands Bathroom Routine:** The child understands the steps involved in using the toilet, including wiping, flushing, and washing hands.
5. **Manages Clothing:** The child can pull down and pull up their pants and underwear independently.
6. **Aware of Bodily Functions:** The child recognizes and responds to the physical cues that indicate the need to urinate or defecate.
7. **No Fear or Anxiety:** The child shows no fear or anxiety about using the toilet and does not resist using it.
8. **Uses Different Toilets:** The child is comfortable using toilets outside the home, such as at a friend's house or public restrooms.
9. **Minimal Accidents:** The child has few or no daytime accidents and is able to wake up at night to use the toilet if necessary.

Please keep the above criteria in mind as you work with your child in getting ready for the three year old class and above.

Note: Soiled undergarments and clothing cannot be rinsed at school. Undergarments and clothing that are soiled will either be sent home in a sealed bag or disposed of in the trash.

51. Three Year Olds and Older Accident Policy

Due to restroom locations in our facility, the preschool requires all children attending the Three-Year-Old, Four-Year-Old, and Kindergarten-Prep classes be potty trained. Accidents do happen, but if a pattern occurs (three or more accidents within a two-week time), the parent will be notified and asked to remove the child from the program until the child is fully toilet trained. A meeting will be scheduled with the parent, teacher, and Director prior to a child rejoining the class. The Director or the child’s teacher should be informed if there are any changes in a child’s toilet training habits.

52. Discipline and Guidance Policy

The Learning Center staff will always try to prioritize positive, appropriate behavior and provide guidance based on an understanding of each child's unique needs and development.

Children are encouraged to use words to express their feelings and resolve conflicts. Even the very youngest children are exposed to verbal problem-solving. Teachers try to help the child put his or her feelings into words: "You are angry because ___ took your toy." "Mommy leaving makes you sad". It is important to show how physical acts can be expressed verbally and to allow children to express their feelings verbally no matter how negative they sound.

Guidance will be direct, firm, and consistent when necessary. A "time out" will be used solely as an opportunity for the child to reflect and regain emotional control.

If usual measures are unsuccessful, parents will be asked to attend a conference to discuss strategies for helping the child learn acceptable behaviors. Every effort will be made to support the child and address disruptive behavior. If needed, parents may be encouraged to seek professional intervention or family counseling. If these efforts do not resolve the issue and the child's behavior continues to disrupt the care and education of other students, alternative arrangements may be needed for the child.

In addition, the preschool follows the discipline and guidance policy set by Texas Health and Human Services, outlined below.

The following guidelines are provided by the Texas Health and Human Services and is required information per 26 Texas Administrative Code (TAC) minimum standards §744.501(7), §746.501(a)(7), and §747.501(5).

Discipline must be:

- 1) Individualized and consistent for each child;
- 2) Appropriate to the child's level of understanding; and
- 3) Directed toward teaching the child acceptable behavior and self-control.

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

- 1) Using praise and encouragement of good behavior instead of focusing only upon unacceptable behavior;
- 2) Reminding a child of behavior expectations daily by using clear, positive statements;
- 3) Redirecting behavior using positive statements; and
- 4) Using brief supervised separation or time out from the group, when appropriate for the child's age and development, which is limited to no more than one minute per year of the child's age.

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

- 1) Corporal punishment or threats of corporal punishment;
- 2) Punishment associated with food, naps, or toilet training;
- 3) Pinching, shaking, or biting a child;
- 4) Hitting a child with a hand or instrument;
- 5) Putting anything in or on a child's mouth;
- 6) Humiliating, ridiculing, rejecting, or yelling at a child;
- 7) Subjecting a child to harsh, abusive, or profane language;
- 8) Placing a child in a locked or dark room, bathroom, or closet with the door closed or open; and
- 9) Requiring a child to remain silent or inactive for inappropriately long periods of time for the child's age.

53. Biting

It is our policy that a child will not be withdrawn from The Learning Center due to biting. Biting is a common stage of development for many young children. As caregivers, our role is to assess the classroom environment, closely monitor the child's behavior, and maintain open communication with parents about this issue. Each situation will be evaluated individually, and if the behavior persists due to extenuating circumstances, the Director and Teacher will meet with the parents to determine the best course of action. Reading materials about biting are available upon request.

54. Animals in the Classroom

All parents will be notified in writing when animals are or will be present in the classroom.

55 Share Time / Bringing Pets to School

Children enjoy bringing their belongings to school, but it can often lead to disappointment if a toy is lost or broken. To prevent this, please avoid sending unnecessary items with your child. The teacher may designate a "Show and Tell" time, during which she will provide specific instructions on the types of items to bring. Please follow her guidelines.

Children often enjoy sharing their pets, but we ask that you consult with the teacher before bringing any animal to school. Parents must provide proof of rabies vaccination for all cats and dogs, with no exceptions. Parents should remain with the animal for supervision, and small animals should be kept in cages.

56. Birthdays

We like to celebrate! You may provide a small treat for the day of or near your child's birthday. It will be offered to the children at snack time. Please follow these suggestions:

- Ask your child's teacher for suggestions.
- Plan a simple special treat.
- Please no cake or cupcakes.
- Party invitations must be passed out to every child in the class, if passed out at school.

- No gifts at school, please.
- For summer birthdays, a day in late spring will be selected as their special day.

SCHOOL EVENTS & OTHER ACTIVITIES

Please note that the following list of annual events is subject to change at the discretion of the preschool director. Events may be canceled or rescheduled based on unforeseen circumstances or other considerations. Additionally, there may be other events throughout the year that are not included in this list.

57. Holiday Parties / Events

The preschool relies on parent involvement to make holiday parties and special events successful throughout the school year. At the beginning of the year, teachers will provide a sign-up sheet with a list of events and their dates. Parents are encouraged to participate by helping plan parties and providing snacks.

In addition to snacks, party parents may also organize fun activities such as games, crafts, puppet shows, or storytelling to enhance the celebration. Most holiday parties take place from 8:45 to 9:30 a.m. Even if you are not a designated party parent, you are always welcome to join in the festivities—children love having their parents attend!

Beyond holiday celebrations, the preschool may also host other events that require parent volunteers. Teachers may share sign-up opportunities at the start of the year or request assistance as events approach. Extra volunteers are always appreciated!

The following is a list of scheduled preschool events; however, the preschool reserves the right to modify, cancel, or add new events as needed.

Open House:

Open House typically takes place the week before the first day of school. The purpose of these events is to provide an opportunity for students, parents, and other interested parties to visit the school, meet teachers and employees, learn about the curriculum and themes for the academic year, understand volunteer opportunities, and get a general sense of the preschool environment.

Mud Day:

Mud Day usually takes place during the third week of September. This is a normal school day except that all the children go to the playground for games (shaving cream, face painting, bubbles, sprinkler, swimming pool of water, etc.) at a designated time. The children are asked to wear bathing suit or old clothes and water shoes or old shoes that can get wet and dirty. Each child should bring a towel and a change of clothing.

Parent Meet and Greet:

Our “Parent Meet and Greet” usually takes place in the beginning of October. As part of the event planning, teachers will involve their students in the preparation of snacks (i.e. trail mix, cookies) that will be prepared the day before the event.

The snack will be shared with parents the day of the event. It will be determined at a prior staff meeting what each classroom will prepare. The children will not attend the event; they will follow their normal schedule on this day.

A Day with Noah:

Instead of a traditional Halloween party, we celebrate with a "A Day with Noah." The children are asked to dress in an animal costume -- it can be as simple as ears and a tail. The day starts with an animal parade at 8:45 in the parking lot. We ask the parents to spread themselves around the island out front and be spectators. After the parade, the children will return to their classroom for a special snack and activities. Party parents are asked to return to the classroom afterward for a story, game, and special snack.

Thanksgiving Parties:

Each classroom will have a special Thanksgiving snack separately on the Thursday before Thanksgiving break week. Thanksgiving party parents will be contacted by the child's teacher to provide a special Thanksgiving snack for that morning. Parents may also provide a Thanksgiving book or craft as an activity for the children.

Christmas Parties:

Our Christmas parties begins at 8:45 a.m. and is organized by the party moms. Teachers will ask parents to play a game and/or read story, provide a small snack, and then do the class gift exchange. Each classroom teacher will decide on the type of gift exchange for their class and will communicate the details to parents through the school newsletter and/or email. In the past, we have organized book exchanges and gift exchanges where each child brings a small gift for every student in the classroom, including themselves. Dollar Stores are excellent places to find small, affordable gifts for these exchanges, as we aim to keep the cost low.

Little Olympics:

The event will start at 8:45 in the gym for the Lambs and Frogs, and at 9:15 for the Turtles, Bears, and Lions. The event is scheduled for January after we return from Winter Break. Various stations will be set up in the gym, which classes will rotate through. These stations will test students' agility and other gross motor skills. Activities may include running, jumping, skipping, crawling, and other obstacle course challenges. Party parents will assist with crowd control and clean-up.

CLLC Post Office:

Beginning February, a large cardboard mailbox will be set up in the hallway by the main entrance. We will encourage the parents to write notes to their children. Teachers will also encourage their students to send mail to their friends in the school and parents to their child(ren).

Valentines Parties:

The party will begin at 8:45 and is organized by the designated party parents. Parents will be invited to lead a game and/or read a story, as well as provide a small snack. Afterward, the children will exchange valentines.

Texas Days:

The event will start at 8:45 in the gym for the Lambs and Frogs, and at 9:15 for the Turtles, Bears, and Lions. Party parents will assist with crowd control and clean-up. Students are encouraged to dress up in their cowboy attire, including hats and boots. They will ride wooden pull-horses, stick horses, and rocking horses, and play with various games and wagons. Parents will be asked to sign up to bring food through "Sign-up Genius."

Easter Parties:

For the Easter parties, each child is asked to bring 12 plastic eggs filled with a small treat (preferably not candy) that are taped shut, along with a basket or bucket. Please do not to include "grass" in the baskets, as it can cause the eggs to fall out during the hunt. The party will begin at 8:45, with the party parents reading a story, playing a game, and providing a special snack, followed by a class egg hunt. Each class will hunt in a predetermined.

End-of-the-Year Awards:

On the last Thursday of school, the preschool will host a special graduation awards ceremony to present certificates to all the children. This event will either take place as a school event or an individual classroom event. All parents are invited to attend.

End-of-the-Year Picnic:

Parents will sign up through SignUp Genius to contribute a food item for the children's lunch that day. Classes will enjoy their special lunch in their respective classrooms before nap time and dismissal. The older children typically watch a movie during this time.

58. Other Events

Other school activities may include events like Crazy Hat Day, Wacky Wednesday, Crazy Socks Day, and Pajama / Movie Day.

In addition, each April, the preschool celebrates "Week of the Young Child" with an art show, where every classroom displays one art project from each child. This annual celebration highlights the importance of early childhood education and the significant role young children play in shaping our future.

59. Book Orders

Periodically the Learning Center will send home book order forms. If you wish to purchase these children's books, you may do so online or by completing the form and returning it with the required money to school by the date on the form.

Book orders provide families the opportunity to purchase quality children's books at a reasonable cost. Book orders are not a fundraiser for the school, however the school does earn bonus points from each purchase which are used toward free books for the preschool.

60. School Photos

Each fall, we hire a professional photography company to take individual photos of all students. Parents can choose whether or not to purchase the photos.

HEALTHY AND SAFETY POLICIES

Christ Lutheran Learning Center is committed to maintaining a safe and healthy environment for all students and staff. Because illness can spread quickly among children, we cannot admit any child whose health is in question on a given day. We follow guidance from the Centers for Disease Control and Prevention (CDC) and the Texas Department of Health and Human Services to ensure the health and safety of our community. Any necessary adjustments will be communicated to families in writing.

61. Illness

Children may **not** be brought to school if they are ill. We are depending on you to help us maintain this policy. A child who has fever, sore throat, or any other symptoms of contracting a contagious disease should not be sent to school. Here are the top twelve illnesses commonly seen at school. Please keep your child at home if they exhibit any of the following:

1. **Fever:** Children frequently experience fevers due to various infections.
2. **Diarrhea:** Often due to viral infections like rotavirus, norovirus, or other gastrointestinal bugs.
3. **Vomiting:** Similar to diarrhea, vomiting is common due to viruses or stomach bugs.
4. **Pink Eye (Conjunctivitis):** Highly contagious and common in children.
5. **Hand, Foot, and Mouth Disease:** Common in younger children, especially during outbreaks.
6. **Head Lice:** While not an illness it is easily spread through close contact, especially in shared spaces like preschools.
7. **Strep Throat:** Bacterial infection that can be easily spread, though less common than viral infections.
8. **Scabies:** A skin condition that spreads in environments where children are in close contact.
9. **Chickenpox:** Though less common due to vaccinations, it can still be seen in some unvaccinated children.
10. **Impetigo:** A bacterial skin infection that spreads easily in group settings.
11. **Cold or Respiratory Infections:** Common, as preschool-aged children often have developing immune systems.
12. **COVID-19:** Still a concern in schools, though many children have mild symptoms or are asymptomatic.

If your child is too ill to play outside, it is a good indication that they should stay home.

NOTE: A child should be free of symptoms for **24 hours** before returning to school without the use of fever-reducing medication.

(Please refer to the chart at the end of this handbook for detailed descriptions of specific illnesses and guidelines on when your child may return to school.)

Please notify the school when your child is ill or will be absent for any other reason.

62. Illness at School

If your child becomes ill at school, a parent or guardian will be notified and asked to pick up your child from the school office. **Your child may not return to the preschool for 24 hours from the time they are picked up at preschool.**

Example: if the preschool notifies you on Tuesday that your child is ill, then your child may return on Thursday, provided they have been symptom-free for at least 24 hours without the use of fever-reducing medication.

63. Contagious Illness

If your child is diagnosed with a contagious illness by a doctor, please notify the school immediately so that other parents can be informed of potential exposure and we can take necessary precautions.

Please refer to the chart at the end of this handbook for detailed descriptions of specific illnesses and guidelines on when your child may return to school.

A doctor's note will be required for your child to return to school.

64. Medication Policy

The Preschool will not administer medication to any child. We feel that our hours of operation are such that parents will be able to administer medications to their child at home. Please plan in accordance of this. **DO NOT** leave any medication in your child's bag as this creates a health hazard for your child and other children. If your child has a severe allergy that requires medication (i.e. bee stings, nuts), please notify the teacher and Director.

65. Serious Injury or Illness

In the event of an extreme medical emergency, 911 will be called, and the child will be transported to the hospital listed on your admission information form unless EMS determines otherwise. It is essential to keep all contact information, including phone numbers and addresses, up-to-date in our records to ensure prompt communication. If a parent or guardian cannot be reached during a medical emergency, the signed emergency release form on file with the preschool authorizes a doctor to provide necessary treatment. Any expenses incurred will be the responsibility of the child's family. Please ensure that the emergency release form is signed and updated as needed.

66. Allergies and Chronic Conditions

Parents must inform the preschool of any environmental or food allergies, as well as any other allergies (e.g. insect, medication, latex, skin, sun) or chronic conditions (e.g.

asthma, diabetes), and provide this information on the admission form. Additionally, an Allergy Action Plan must also be submitted on or before the first day of school.

67. EPI-PEN

You must inform the Preschool of any allergies your child has on the admission information form. If your child has severe allergic reactions that require the use of an EPI-PEN, please consult with the Director. It is the parents' responsibility to ensure that any emergency medication is up-to-date. A copy of your child's Allergy Action Plan **must** be submitted to the preschool office on or before the first day of school.

The EPI-PEN must be labeled with your child's name and include all relevant information. Additionally, if there are other medications listed in the Allergy Action Plan, parents must provide them along with clear instructions from the doctor.

68. Peanut Or Tree-Nut Environment

Christ Lutheran Learning Center is **NOT** a “**Peanut or Tree Nut Free**” environment. You must notify the Director and indicate on the admission information form if your child has a nut allergy. You must also submit a copy of your child's Allergy Action Plan that has been signed by your child's physician to the preschool office.

However, if your child has a documented allergy to peanuts or tree nuts and the appropriate paperwork is submitted, we will designate their classroom as either peanut-free or tree nut-free, depending on their specific allergy, to ensure their safety. We will also take additional precautions to help prevent cross-contamination. By working together, we can create a safe and inclusive environment for all students.

Here are some peanut butter alternatives that are safe for schools with peanut allergies:

- Sunflower seed butter
- Soy butter
- Almond butter (if tree nuts are permitted)
- Coconut butter
- Pea-based spreads

Always check the labels to confirm the product is made in a peanut-free facility, and consult your pediatrician for guidance.

Tip: Most children will not notice a difference if you switch brands, especially if you do not tell them it is something other than peanut butter.

69. Other Health Policies

Health Check - A visual or physical assessment of a child may be made by the teacher to identify potential concerns about a child's health, including signs or symptoms of illness and injury, in response to changes in the child's behavior since the last date of attendance.

Emotional Well Being – Please let us know if your child has or is experiencing a traumatic situation at home. Our preschool staff is committed to providing a supportive, nurturing environment to help your child feel safe and cared for during this challenging time. The Preschool staff will be supportive at all times. The church staff is also available to help in difficult situations.

Tuberculin Testing – Requirements for tuberculosis screening and testing vary across the state. The Preschool is not required to have its students tested for tuberculosis.

Sunscreen and Insect Repellent - The Learning Center will not provide either sunscreen or insect repellent for the children. A staff member may apply sunscreen or insect repellent only if the product is in its original container, and is supplied by the parent or guardian along with a signed and dated note stating that The Learning Center employees may apply the product to the child. We highly recommend that parents apply these products to their children before dropping them off in the morning.

SCHOOL CLOSURES AND DELAYS

70. Bad Weather or Snow Days

If Georgetown ISD closes schools or has a delayed start due to snow or other inclement weather, the preschool will also close or start late.

CLLC also reserves the right to close the preschool at any time to ensure the safety of our staff and students, even if GISD remains open during inclement weather.

71. Bad Weather Notifications

Georgetown ISD will post closures or delays on their website and notify local TV and radio stations. Please check these sources for updates.

Once the preschool is informed of any closures or delays, we will notify parents and provide updates to confirm the closure. The teachers may also send parents a notification.

EMERGENCY PREPAREDNESS

72. Fire / Severe Weather / Lockdown Drills

We conduct fire drills monthly to ensure all students and staff are prepared in case of an emergency. Additionally, we practice severe weather and lockdown drills each quarter to reinforce safety protocols and preparedness.

73. Emergency Preparedness Plan

In the event of a gas leak, chemical spill, or other emergency that requires us to evacuate the children, the preschool will implement our Emergency Preparedness Plan and the children shall be lined up immediately by the staff in each room and shall be counted to be sure that no one is left behind. If time

permits, the staff person shall be responsible for organizing the putting on of coats, etc. for the class. The children shall be placed in private automobiles belonging to the staff and other church employees and taken away from the area as directed by emergency personnel.

- If evacuation to the **WEST** is necessary, the children shall be taken to Tippitt Middle School, 1601 Leander Road, Georgetown, Texas (512-943-5040).
- If evacuation to the **EAST** is necessary, the children shall be taken to First United Methodist Church (The Learning Tree), 410 East University Avenue, Georgetown, Texas (512-863-2370).

The Incident Commander during the emergency may decide to evacuate the children to a different designated area. Once the children have arrived at the new location and are safely sheltered, the preschool staff will promptly contact parents with the updated information.

In the event of any emergency, parents or guardians identified in the child's admission file will be notified by phone, email, or text of the type of emergency, sheltering location, and any additional details specific to the emergency as soon as all children are safely sheltered. Additional notification will be sent when the emergency situation is remedied and sheltering precautions are lifted. For lock-downs, children will not be released until the area is deemed safe by local law enforcement.

Please ensure changes to contact information are immediately communicated with our office to ensure receipt of important communication.

The Director will notify the state licensing representative at 1-800-252-5400 as soon as possible after any occurrence that renders all or part of the program unsafe or unsanitary for a child.

74. Facility Access Policy

Due to the multi-faceted nature of CLC's church mission, including the preschool program, various ministry activities, and community services, we sometimes have movement within and outside the church facilities during operational hours. All access to the building follows strict procedures to prioritize the safety and security of CLLC students and staff.

1. Main Entrance Control:

- All doors remain locked throughout the day.
Exceptions:
 - 1) When the children are on the playground, the door to the playground stays open until the last class comes back into the building.
 - 2) When there is a designated person keeping watch while the door is open (e.g., during morning drop-off, loading or unloading).
- Once enrolled at CLLC, parents are entered into the security system and will be able to use their fingerprint or code to access the building.
- Visitors are required to ring the doorbell at the main entrance.

- A staff member (CLLC or CLC) will verify the visitor's identity and purpose before buzzing them in or will meet them at the door to provide directions or escort.

2. Visitor Escort and Monitoring:

- Visitors are escorted to their destination and may be closely monitored until they leave the building.
- Examples:
 - **Church Members:** Members attending a scheduled meeting may be allowed entry once their destination is announced and verified.
 - **Contractors:** Service providers, such as plumbers, will be escorted to and sometimes from their work areas.
 - **Community Members Seeking Assistance:** Individuals seeking support, prayer, or pastoral assistance will be met at the door and escorted by the Pastor or designated staff.
 - **Events:** Events like funerals or midday services, staff or ushers will monitor entry and exit points.

3. Restroom Access During CLLC Hours:

- Adults are asked to avoid using the restrooms designated for CLLC students, especially when children are present.
- CLLC staff monitor the students, restrooms and hallways to ensure safety when students are using the facilities.

Identifying and Responding to Potential Threats

These procedures apply to all individuals moving through or around the church grounds, including, but not limited to, visitors, staff, congregational members, and passersby. They also outline how staff will respond to situations where an individual may pose a threat to children on the church property. CLLC, CLC staff, and volunteers will be vigilant and observe any unfamiliar individuals moving around the church grounds or near the playground.

1. Recognizing Suspicious Behavior:

- CLLC staff are trained to recognize behavior that may indicate a potential threat to the children, including but not limited to:
 - Individuals loitering near the playground without a clear purpose.
 - Unaccompanied individuals acting unusual near areas where children are active.
- Staff have been instructed to trust their instincts and report any concerns immediately to director.

2. Approaching Unfamiliar Individuals:

- Staff will approach individuals near the playground or suspiciously moving around the church grounds calmly and professionally but keep a safe distance.
 - Inquire if they need assistance or if they have a legitimate reason for being on the property, particularly near areas where children are present.

- If the individual seems uncomfortable with the interaction or avoids providing a clear reason for being on the property, staff will alert the director immediately.
- If a staff member is uncomfortable approaching the individual, then they will contact the director immediately. The director will then,
 - Inquire if they need assistance or if they have a legitimate reason for being on the property, particularly near areas where children are present.
 - Contact law enforcement immediately if the individual seems uncomfortable with the interaction or avoids providing a clear reason for being on the property.

3. Responding to a Potential Threat:

- If staff deems an individual as a potential threat, the staff member will ask them to leave the area immediately from a safe distance.
- If the threat level appears to be higher, or if the individual refuses to leave, staff will,
 - Escort the children into the building, ensuring the safety of both children and staff, and lock the doors behind you. No permission is required when it concerns safety.
 - Once the children and staff are safely inside behind locked doors, notify the director so she can investigate the situation.
 - If the director deems it necessary, she will contact the police. If the director is unavailable, the staff member will contact the police.
- If any suspicious individual attempts to enter the building without permission, staff will immediately initiate lockdown procedures.

75. Gang-Free Zones

As a result of House Bill 2086 that passed during the 81st Legislature, information about gang-free zones must be distributed to parents and guardians of children in care at licensed child care centers.

What is a gang-free zone? A gang-free zone is a designated area around a specific location where certain gang related activity is prohibited and is subject to increased penalty under Texas law. Specific locations where certain gang related criminal activity is now prohibited include, but are not limited to, public schools, playground, video arcade facilities, and day care centers. Certain gang-related criminal activity that occurs within 1000 feet of a school or daycare center is a violation of the law.

CHILD PROTECTION POLICIES

76. Child Abuse and Neglect

All children have a right to live free from abuse. Children depend on their parents, family members, teachers and child care providers to love, nurture and protect them. As a child care provider, we will provide for the emotional and physical well-being of your child(ren) while in our care.

Defining Child Abuse and Neglect

Physical Abuse

Child abuse refers to actions or situations that harm a child's well-being, safety, or development. It is defined as intentional, non-accidental physical injuries inflicted on a child, particularly when the explanation for those injuries does not align with the evidence.

Neglect

Child neglect is defined as the failure to provide adequate care and attention to a child's physical, educational, emotional, or moral needs, or abandoning the child entirely.

Both abuse and neglect threaten a child's security and survival, with many forms considered criminal under the law.

Recognizing Signs of Abuse

Children show many different signs of abuse or neglect. While all children have scrapes, bruises and birthmarks, it's good to know some common signs of abuse and neglect. Signs of abuse may include unexplained bruises, burns, or fractures, withdrawal or extreme behavioral changes, fear of going home, or difficulty trusting others. Neglect can manifest as poor hygiene, frequent absences from school, insufficient clothing, or an apparent lack of supervision.

The State of Texas requires all licensed child care providers to obtain at least one hour of annual training in prevention techniques and the recognition of symptoms of abuse and neglect as well as the responsibility and procedure for reporting the suspected abuse and neglect.

Texas Abuse / Neglect Hotline

1-800-252-5400
or
<https://www.txabusehotline.org>

For reporting abuse, neglect, or exploitation of children,
the elderly, or people with disabilities.

Reporting Abuse and Neglect

The law requires any person who believes that a child, or person 65 years or older, or an adult with disabilities is being abused, neglected, or exploited to report the circumstances to the Department of Family and Protective Services (DFPS). A person making a report is immune from civil or criminal liability provided they make the report in good faith, and the name of the person making the report is kept confidential. Any person who suspects abuse and fails to report it may face legal consequences, including a misdemeanor or state jail felony. If you have concerns about a child's safety, please bring them to the attention of our Director, who will assist in taking the appropriate steps.

Parental Responsibility and Awareness

We encourage parents to remain vigilant in recognizing the signs of abuse or neglect and to discuss personal safety with your children. We are here to provide guidance or support as needed.

Confidentiality and Support for Families

All reports of suspected abuse or neglect are kept confidential and are shared only with the appropriate authorities. We are committed to supporting families during this process.

Clarification of Roles and Responsibilities

Creating a safe and nurturing environment is a shared responsibility between staff, parents, and the community. Our staff follows strict guidelines to prevent abuse, while we encourage parents to communicate openly and partner with us to ensure each child's well-being.

Resources

Additional resources are available for parents seeking more information or support. Please visit <https://www.childwelfare.gov/> or contact the National Child Abuse Hotline at 1-800-4-A-CHILD (1-800-422-4453).

TERMINATION POLICY

77. Termination Policy

While our primary goal at Christ Lutheran Learning Center is to collaborate with families, certain circumstances may lead to a child's dismissal from the program. These include:

- Delinquency in Tuition, Registration Fees, or Late Fee Payments
- Failure to provide the required enrollment forms, or health records necessary to be in compliance with Texas Department of Family and Protective Services
- Consistently late in picking up their child(ren)
- Aggressive or inappropriate behavior by a parent or child towards other children or staff
- Non-compliance with school policies
- Health and safety concerns

Should the preschool become unable to provide care, advance notice will be given in as much time as possible; however, not guaranteed based on the severity of the situation.

PARTNERSHIP

78. Gratitude & Partnership

Thank you for taking the time to read through our Parent Handbook and for supporting the guidelines that help create a safe, nurturing, and enriching environment for all children. Your partnership and involvement are invaluable to

our preschool community, and we truly appreciate your commitment to making this a positive experience for your child. By following these policies, you help ensure a smooth and enjoyable school year for everyone. We are grateful for your support, participation, and trust, and we look forward to a wonderful year of learning, growth, and fun together!

CLLC HEALTH POLICY STATEMENT

CLLC follows the Texas Department of Health Guidelines for illness-related exclusions from school. Our first priority at The Learning Center is providing a healthy, safe learning environment for all children.

Children/staff will be sent home as soon as possible if any of the following is experienced: an illness prevents the child from participating comfortably in activities (as determined by the staff); an illness results in a greater need for care than the staff can reasonably provide without compromising the health or safety of other children in the classroom; or a child is experiencing any of the following conditions:

- **Fever** of 100°F (armpit reading) or higher. The child may return to school 24 hours after being fever-free without the use of fever-reducing medication.
- **Diarrhea** (not associated with diet changes or medications). The child may return **24 hours after diarrhea has stopped**, or if a licensed health care professional determines the diarrhea is not infectious.
- **Vomiting** - The child may return **24 hours after vomiting has stopped**, or if a health care provider determines the cause is not contagious and the child is not at risk of dehydration.
- **Pink eye** (conjunctivitis) after treatment has been initiated for 24 hours
- **Head lice**, from the end of the day until after first treatment While not an illness, children should stay home until treated and free of active lice.
- **Hand Foot and Mouth** sores have dried and crusted and no fever
- **Strep throat**, until 24 hours after initial antibiotic treatment and cessation of fever
- **Persistent Abdominal Pain**: Lasting more than 2 hours or accompanied by fever or other symptoms. The child may return when cleared by a health care provider

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- **Signs/symptoms of severe illness**, including: lethargy, uncontrolled coughing, inexplicable irritability or persistent crying, difficulty breathing, and/or wheezing. The child may return when symptoms improve and are no longer severe.
- **Mouth sores with drooling**, unless a health care provider determines the sores are not contagious
- **Rash** until a physician determines that these symptoms do not indicate a communicable disease

- **Blood in stools** not explainable by dietary change, medication, or hard stools. The child may return when cleared by a health care provider.
- **Scabies**, until after treatment has been completed
- **Tuberculosis**, until a health care provider states that the child is on appropriate therapy and can attend child care
- **Impetigo**, until 24 hours after treatment has been initiated
- **Chicken pox**, until all sores have dried and crusted (usually 6 days)
- **Pertussis**, until 5 days of appropriate antibiotic treatment has been completed
- **Mumps**, until 9 days after onset of symptoms
- **Hepatitis A virus**, until 1 week after onset of illness
- **Measles**, until 4 days after onset of rash
- **Rubella**, until 6 days after onset of rash
- **Unspecified respiratory tract illness** accompanied by another illness which requires exclusion. The child may return once cleared by a health care provider.
- **Herpes simplex**, with uncontrollable drooling. The child may return when the drooling is controlled, and a health care provider determines it is safe to return.
- **Fifth Disease**: Once the rash appears, the illness is no longer contagious. Consult a doctor before returning to school. The child may return once the fever has subsided, and they feel well enough to participate in activities, even if the rash is still present.
- **Ringworm**: The child may return once treatment has been started. Affected areas should be covered if possible.
- **Mononucleosis (Mono)**: The child may return when cleared by a healthcare provider, depending on symptoms and energy levels. Physical activity may need to be limited.
- **RSV (Respiratory Syncytial Virus)**: The child may return once symptoms (like fever and difficulty breathing) improve and they feel well enough to participate.
- **Croup**: The child may return once symptoms improve, no fever is present for 24 hours, and they can comfortably participate in activities.
- **Flu (Influenza)**: The child may return 24 hours after being fever-free without fever-reducing medication and once symptoms are improving.
- **Norovirus**: The child may return 48 hours after the last episode of vomiting or diarrhea due to the highly contagious nature of the virus.
- **Shingles**: The child may return if lesions can be completely covered or once lesions have crusted over.

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- **Bacterial Meningitis**: The child may return when cleared by a healthcare provider after completing appropriate treatment. This is often coordinated with public health officials.
- **Viral Meningitis**: The child may return once symptoms resolve and they feel well enough to participate.
- **Scarlet Fever**: The child may return 24 hours after starting antibiotics and being fever-free.

- **E. coli Infection:** The child may return when cleared by a healthcare provider, usually after two negative stool tests (depending on public health guidelines).
- **Pinworms:** The child may return after starting treatment and ensuring good hygiene practices are followed at home and school.
- **Hand Foot and Mouth Disease:** In some cases, peeling skin may occur after sores heal. The child may return once cleared by a healthcare provider and fever-free.
- **Covid 19:** If a student tests positive for COVID-19
 - Student may not attend school
 - Student must remain home for 5 full days from onset of symptoms. Student may return on day 6 if there is improvement of symptoms and 24 hours fever free without the use of fever-reducing medications

A child who becomes ill while at The Learning Center must be removed from the classroom in order to limit exposure of other children to a communicable disease. If it is determined that the child should go home, he or she will be sent to the office where staff will contact the parent or guardian and wait for their arrival. If the parent/guardian cannot be reached, a listed emergency contact will be contacted.

When it is determined that the student must go home due to a illness/injury, it is the expectation that the student be picked up within the hour of parent/guardian/emergency contact being contacted.

If the doctor prescribes your child antibiotics, he/she must be on the antibiotic for 24 hours before returning to school.

These guidelines are followed to prevent the spread of illness to other students.

The Learning Center reserves the right to make the final determination of exclusion due to illness. Any exceptions to our illness policy will require a written note from a licensed health care professional stating that the child is not contagious.

Please keep your child at home until these symptoms disappear or until your physician determines that your child can return to school without spreading an infection to others.