

Creative Learning Center



**2018-2019
Parent Handbook
Second Baptist Church**

CLC admits qualified students without regard to race, color, ethnic background, national origin, or religion. CLC is a Christian preschool and after school program.

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About CLC After School

CLC started in 1985 as a ministry to families at Second Baptist Church, serving children 18 months to 5 years old. In 2017, CLC was established as a limited liability corporation under Second Baptist Church. In 2018, we opened “**CLC After School**” as an addition to our preschool program. The after school program serves children in Kindergarten through 5th grade.

CLC operates as a religiously-exempt program under the Virginia Department of Social Services. The after school program is seeking accreditation by the National Accreditation Commission (NAC).

CLC is designed to help children as they grow intellectually, physically, spiritually, socially, and emotionally. Our desire is to meet each child at their developmental level in all brain domains (cognitive, language, physical and social-emotional) through our daily activities. We assess the general skills and abilities of school age children including their social skills, work habits, and physical abilities.

Mission Statement & Goals

CLC seeks to glorify God through teaching, loving, and supporting young children and their families.

CLC strives to provide a safe, nurturing environment in which children feel confident about themselves and competent in their abilities. Our desire is to help children find comfortable, contributing places to learn, grow, and explore while they build relationships with children around them. Our goal is to encourage children to take initiative in planning and completing tasks while managing themselves, their materials, and their daily routine. We seek to give them the tools to understand and live intelligently in God’s world.

Insurance

CLC is covered by insurance through Second Baptist Church. The church maintains a package policy with Brotherhood Mutual Insurance and is adjusted annually. CLC has an additional liability policy with the same company.

Religion

CLC After School is a Christian program. A prayer is said or sung before snacks, and there are several mission opportunities throughout the year. There is no pressure brought upon any child or family to become a Baptist. However, our church seeks to minister to all of our school families, and we welcome you to call upon us for help of any kind. Children of all faiths are welcome.

Enrollment

CLC maintains a rolling admission when openings are available. Enrollment for the next school year begins **December 1** for families currently attending CLC. A \$50 non-refundable registration fee (\$25 for Second Baptist Church members) is charged when we enroll your child in our after school program. Enrollment for families new to CLC begins **February 1**.

Bus transportation is provided from the following schools: **Pemberton, Maybeury, and Tuckahoe Elementary**. Enrolled children who attend other schools will need to provide their own transportation.

The following information must be submitted to confirm enrollment:

- completed and signed registration form (online)
- registration fee

To complete enrollment, the following must be submitted by the first day of the program:

- parent handbook policies acknowledgement form
- current Commonwealth of Virginia child health record
- original birth certificate presented for a copy

Please Note our Schedule:

CLC After School follows the Henrico County Public Schools Calendar. We are closed during winter break, spring break, summer break, and other holidays. We will be open all half days and full days on Monday, October 8th, Tuesday, November 6th, and Monday, January 28th.

Camp CLC is offered for completed Kindergarten through 5th Grade students during summer break.

Fees & Payments

Tuition for the 2018-2019 school year is \$100/week.

**This price does not include half days and scheduled full days.*

Annual Rate for Half Days and Scheduled Full Days: \$195/year

Administrative Fees:

Late Pick-Up Fee: After 5:35pm = \$5 per child
After 5:40pm = \$1 per child per minute

Incident Weather Fee: \$30/day
**please see Incident Weather section on pg. 6 for more details*

Returned Check Fee: \$25

****No refunds will be made for days missed by any student or schedule changes to the HCPS calendar.****

When & How to Pay:

All charges, including tuition, will be charged to your CLC account. We will send out bills for the full annual tuition amount on July 15. Payments should start on August 1 and the balance should be paid by May 1.

Tuition may be paid by mail or deposited in the tuition box in the CLC entry hall. Payments need to be made by cash or check. Please make sure you put your child's name on the check each time a payment is made. We do not have a way to accept credit card payments. If you would like to pay online, most banks offer that option and will mail us a check.

Withdrawal:

If it becomes necessary to withdraw a child from school, parents must give a two week written notice to the office. A refund will be given only in the event that a child can be found to take the place of the child withdrawing.

Hours of Service

CLC After School operates from 2:00pm-5:30pm, Monday-Friday, in conjunction with the HCPS calendar. CLC After School is also open on HCPS **half days** from 11:00am-5:30pm. We provide **full day** care for HCPS teacher work days (Monday, October 8th and Monday, January 28th) and Election Day (Tuesday, November 6th) from 7:45am-5:30pm.

**We are not open during Winter Break, Spring Break, and other holidays.*

Pick-Up Procedures

Parents are asked to enter through the main entrance of the Children's Ministry Building. Your child must be signed out each day. Children will only be released to persons authorized by the parent(s) who have custody. CLC will not release a child to persons without written authorization from parents and caregivers. Emergency situations will be handled by Leadership on a case-by-case basis. If we have not met or do not recognize the person picking up your child, he/she will be asked to show a picture ID (driver's license) for identification purposes.

If a child is not picked up 5 minutes after closing, CLC After School will call the parents/guardians. If there is no response, we will call the emergency/pick-up contact. Additionally, a \$5 fee will be collected from the parent who arrives after 5:35pm. The fee increases to \$1 per minute after 5:40pm.

Attendance, Records & Information

CLC maintains attendance records each day for children and staff. Please call or email the After School Director if your child will be absent. It is important that our records match the school attendance records for bus pick-up.

CLC maintains confidential records on each child admitted, including identifying information, health forms, emergency contacts, and other information that helps us get to know your child. We must see a certified birth certificate for each new child enrolled.

Inclement Weather & Closings

If HCPS is closed due to inclement weather or impending weather reports, CLC will decide if we will be open or closed and notify parents by email and Facebook as early as possible. Decisions are based on careful consideration of weather conditions as they pertain to the locations of the after school and the condition of the parking lot. ***If we open and you drop off your child, an inclement weather fee of \$30 will be charged to your account.***

If HCPS is open, and then later decides to close early due to inclement weather, CLC After School will be closed. Please make sure the school office and your student know the alternate transportation plan if we are closed.

If HCPS is open, and decides NOT to close early regardless of inclement weather, CLC will decide if we will be open or closed and notify parents by email and Facebook as early as possible.

If inclement weather occurs on a full day of CLC After School, we will notify parents if we are open or closed by email and Facebook by 7:00am.

Illness

If your child shows the following symptoms, please keep him/her at home:

- Diarrhea (for any reason) within 24 hours
- Deep cough or cloudy discharge from the nose
- Fever or vomiting within the past 24 hours
- Any sign of a contagious disease

If your child has not attended a full day of school because of illness, s/he may not attend CLC After School that day.

If your child is not well enough to engage in after school activities (including outdoor play), please keep him/her home. Please plan accordingly if your child has seasonal allergies, as he/she will still be expected to go outside with the group.

If your child becomes ill, you will be notified by phone, email, and/or text message to come and take him/her home.

Allergies and Asthma

CLC needs to be informed if your child has asthma or allergies. An Allergy or Asthma Plan must be completed by a physician if your child has an allergy that requires emergency medical attention. Forms are available in the office.

Medication

CLC administers the following medications: Epi-pen and Benadryl, inhalers, and sunscreen. Children with epi-pens must provide CLC with the following: the epi-pen in the original container with the full name of the child, detailed instructions from the prescribing doctor, and the date of expiration.

CLC staff who are trained in epi-pen use will administer it and document the time given. Epi-pens will only be administered in addition to calling 911 and a parent.

Epi-pens, Benadryl, and inhalers will be stored on-site in a safety sack in a locked cabinet.

CLC staff may apply sunscreen for students when there is a signed permission from parents/caregivers (available on our website). Children 9 years and older may self-administer sunscreen, if supervised. Sunscreen must be provided in the original container and labeled with the child's name.

Accident or Injury

A record of a completed physical examination and up-to-date immunizations is required prior to attendance to comply with State and Local Health Department requirements.

Every effort will be made to prevent accidents, but in the case of any accident or injury, an accident report will be filled out by the staff and a copy given to the parent at pick up. All minor injuries will be treated with basic First Aid. A staff member with current certification in pediatric first aid will be on site each day and available to each group of children at all times. CLC staff have been trained to perform daily health screenings on all children as they enter the classroom.

In the event of a medical emergency, first aid will be administered by a trained staff member and parents will be notified by phone immediately. Registration forms include the name and number of the child's physician, who may be contacted in the case of a medical emergency if a parent cannot be reached. CLC will call 911 when necessary to transport your child to a local hospital. Insurance covers only children currently enrolled in CLC.

Reporting Suspected Child Abuse

Staff is required by the state Code of Virginia, Section 63.2-1509, to report suspected cases of child abuse and neglect to Henrico County.

Bring to School or Leave at Home?

Electronics

CLC After School does not allow the use of personal electronic devices. If a child brings an electronic device, it will be held by the director until pick-up, at which time it will be returned to the parent.

Any use of cell phones (voice, video, or texting) is prohibited unless given permission by the director. If a child uses a cell phone, it will be held by the director until pick-up, at which time it will be returned to the parent.

Toys and Personal Possessions

No toys should be brought to school. Any items needed for school should be left in the child's backpack during CLC After School program hours. CLC After School cannot be held responsible for anything lost or stolen.

Clothing

All clothing should follow the HCPS dress code guidelines. All sweaters, coats, and jackets should be labeled with the child's name. We recommend that your child wears shoes and clothing appropriate for active play outside each day.

Food

An afternoon snack is provided on regular school days, half day, and teacher workdays. On half days and full days, child should bring their own morning snack and lunch. Please do not send any food that requires refrigeration or heating. Water is available at all times for the children to drink.

Personal afternoon snacks may not be brought to CLC After School except with the permission of the director due to food allergies or a health condition.

Alcohol, Tobacco, & Drug Policy

Possession of alcohol, tobacco, or illegal drugs will result in immediate removal from the program and notification to the proper law enforcement authorities. Over-the-counter or prescription drugs are prohibited at all times.

Facilities

CLC After School uses 4 large, colorful classrooms with plenty of windows to provide a fresh, bright atmosphere. Each classroom is equipped with bathrooms, sinks, coat hooks, tables, chairs, and shelves for toys. All classrooms have carpet, central air conditioning, and heat.

A playground with slides, climbing equipment, and a playhouse provides an exciting area for outdoor play. The playground is examined by a certified inspector each year, to ensure the safety of equipment and surfacing. When weather prohibits outdoor play, alternate provisions are made for daily large motor activities.

Emergency Procedures

Emergency evacuation procedures are posted in each classroom. An emergency kit is located in each classroom behind the hallway door, containing a Crisis Guide, flashlight, and bottle of water. The Crisis Guide includes instructions on procedures to follow in the event of an intruder, fire, or inclement weather emergency. Specific detailed emergency plans are updated frequently and are posted throughout the church at every large exit door.

Your child will participate in monthly fire drills, quarterly storm drills, and periodic “quiet drills” to prepare for emergencies. If there is a need for lockdown, staff instructs children to take a “quiet drill,” get small, and follow the teacher. In the event of a tornado, strong storm, or any unusual emergency, children will be taken to the Family Life Center Gym where they will be gathered to shelter in place.

Parents will be notified by phone, text, and/or email immediately if an emergency arises where the children need to be sent home.

Staff

The staff is both degreed and/or well experienced. Copies of degrees and/or transcripts are kept on file in the CLC office. All staff members are required to provide a certificate of good health, a TB test, a criminal record check, and personal references with their application for employment.

Each staff member is required to have at least twenty hours of additional training each school year. Staff is required by the state Code of Virginia, Section 63.2-1509, to report suspected cases of child abuse and neglect to Henrico County.

The following staff-to-child ratios apply to children enrolled in the after school program:

Kindergarten – 2nd Grade: one staff person for every 12-15 children

3rd Grade – 5th Grade: one staff person for every 15-18 children

Complaints & Problem Solving

Questions, problems, or complaints from staff and parents shall be handled by speaking with the Director, Assistant Director, or Financial Administrator. The Director shall draw on the resources of the church for assistance with problems, when necessary, including the Senior Pastor of the church and other expert help when needed.

Discipline

Discipline will be consistent and based on an understanding of the individual needs and development of the whole child. The desire is to teach children how to get along with others and respect positive authority. Our goal is for teachers to work together with parents to work out individual discipline issues. Respecting the child, teaching respect for others, and working on self-control for the child are primary concerns for the staff.

The following methods are used to encourage cooperative behavior:

- **Giving positively worded directions:** “You may sit on the floor or on a chair. Use your walking feet inside.”
- **Redirection:** substituting a positive activity for a negative activity
- **Distraction:** changing the focus of the activity
- **Positive Reinforcement:** trying to catch a child being good by affirming a child’s appropriate behavior
- **Active Listening:** helping the child determine why there is a problem and helping the child acknowledge his/her feelings and reaction
- **Separation from the group:** when all methods described above fail, the child may be separated from the group for time out; the child will always be within sight of the teacher
- **Visit to the Director:** the child may be brought to the Director’s office for a conversation about positive behavior, including how all friends at the school need to respect each other
- **Informing Parents:** parents will be called by phone, texted, or notified via email by the teacher or Director when necessary to discuss behavior issues.

Physical punishment and shaming methods are never used.

Unacceptable behaviors include, but are not limited to:

- Aggressive behavior toward other children or adults
- Destruction of property belonging to CLC or other people
- Disobedience of instructions, policies, or procedures
- Disrespectful behavior, verbal or physical, toward other children, staff, or volunteers

The following warnings will be given for unacceptable behaviors:

- 1) Conversation with child
- 2) Conversation with parent
- 3) Conference with parent – A Behavior Plan will be discussed with steps moving forward including the potential for suspension or expulsion

Communication Methods

Each classroom is equipped with a walkie-talkie for immediate communication among CLC staff. Teachers are instructed to take this with them wherever they go in the building. There is a telephone landline in each classroom. Teachers carry personal cell phones for use in emergencies.

There are many methods for on-going school-parent communication.

- 1) A monthly newsletter is sent to all parents.
- 2) Staff members may be reached by email at all times. Ask your child's teacher for the best email addresses in which they can be reached.
- 3) The CLC website is updated regularly at <https://secondbaptistrva.org/clc-preschool/#after-school>
- 4) CLC After School also maintains a Facebook page. Follow and like us at "CLC After School at Second Baptist"
- 5) Handbooks are updated yearly and given to each family in September or any time by request.
- 6) Check your email and child's backpack daily for special notices from the teacher or the office.

Written notice must be provided to CLC After School for the following:

- Special dietary/allergy restrictions. (Forms are available in the office)
- Use of children's photos, digital imagery, etc. for public viewing or publications
- Medical conditions that require special treatment of any kind
- Persons who are authorized to pick up a child from CLC

Additionally, parents must sign and date a statement of receipt of the policies and procedures of CLC as set forth in the Parent Handbook, fee schedule, and emergency plan.

Parents as Partners

We believe that each child is a unique creation of God, and want to partner with you as parents and caregivers to get a more complete picture of each child than either of us could have alone. We understand and study how children typically develop, and parents know their child's personality and habits best. When we share information, we build a bridge between home and school. Both staff and parents have important, although different roles in each child's life. The parent relationship is forever. We cannot replace the care parents give their children every day, but we can work together to set them up for success.

Regular and ongoing communication between home and school is very important. Contact us anytime through email, notes, texts, or calls regarding changes in your child's schedule, transportation, or changes at home which may affect your child.

We value your thoughts and suggestions for our program. A parent evaluation is sent home for CLC families to complete each spring.

Parent Involvement & Volunteering

You are welcome to visit After School at all times and quietly observe our teachers and your child. Access by parents is permitted at all times. Please let the teacher know when you would like to visit. Siblings and children not enrolled in our school are not allowed in the classrooms. Our desire is that the classes maintain a routine and learning atmosphere which will allow each child to attain his/her full potential.

Volunteering in the classroom is a wonderful way to be a part of your child's preschool experience. Reading, helping with special activities, and sharing special talents with the class are other ways of volunteering. Volunteers are under the direct supervision of the teacher while in the classroom.

Homework Policy

Homework is scheduled each Monday-Thursday for 45 minutes. It is the responsibility of the child to complete his/her homework during the allotted time.

Teachers and staff will check your child's planner each day to ensure that assignments have been attempted and appear complete. Teachers are available to answer questions and provide study tips. Due to staff to children ratios, we cannot offer 1-on-1 assistance for the entire homework time.

Enrichment Activities & Skills Clubs

Each Monday through Thursday, children will have the opportunity to choose what enrichment activity they would like to participate in. Activities will include STEM, Arts & Crafts, Recreation & Games, and Drama. Enrichment activities will coincide with weekly themes and provide a fun way for children to engage using different learning styles.

On Fridays, children will sign up for a Skills Club. Skills Clubs run for 8-week sessions and will focus on building a specific skill. Clubs include drama, cooking, leadership, sports, book club, yoga, etc. At the end of the 8 weeks, children will have the opportunity to show their new skill at a CLC After School Family Night.

Family Nights

CLC After School will host four family nights throughout the year. CLC After School families are welcome to attend to enjoy fellowship, a snack dinner, and have the opportunity to see what your children have learned and made in their Skills Clubs.

These events will be publicized on the calendar and website.

Enrollment Termination

Children admitted to CLC are enrolled for the entire school year (September-June). If it becomes necessary to withdraw a child from school, the parents must give a two week written notice to the office. A refund will be given only in the event that a child can be found to take the place of the child withdrawing.

If CLC must ask a child to leave because we cannot meet his/her needs, a two week notice will be given to the parents. This written notice will come from the office. A tuition refund will be pro-rated, if applicable.

Typical Afternoon Schedule

Monday-Thursday

2:30-3:00pm – Arrival; Quiet Activities

3:00-3:15pm – Snack

3:15-4:00pm – Homework and Literacy

4:00-4:30pm – Outdoor Play

4:30-5:15pm – Enrichment Activity

5:15-5:30pm – Table Games and Dismissal

Friday

2:30-3:00pm – Arrival; Quiet Activities

3:00-3:15pm – Snack

3:15-3:45pm – Outdoor Play

3:45-5:00pm – Skills Clubs

5:00-5:30pm – Tables Games and Dismissal

CLC After School 2018-2019 Calendar

September 2018	4	Tuesday	First Day of After School
	19	Wednesday	Half-Day — After School opens at 11:00am
October 2018	8	Monday	Teacher Work Day — After School is open 7:45am-5:30pm
November 2018	2	Friday	Family Night #1
	5-9	Mon-Fri	Fall Parent Phone Conferences
	6	Tuesday	Election Day — After School is open 7:45am-5:30pm
	21-23	Wed-Fri	After School is CLOSED — Thanksgiving Break
December 2018	20-31	Thurs-Mon	After School is CLOSED — Winter Break
January 2019	1-2	Tues-Wed	After School is CLOSED — Winter Break
	21	Monday	After School is CLOSED — Martin Luther King Holiday
	24	Thursday	Family Night #2
	28	Monday	Teacher Work Day — After School is open 7:45am-5:30pm
February 2019	18	Monday	Half Day — After School opens at 11:00am
March 2019	18-22	Mon-Fri	Spring Parent Phone Conferences
	28	Thursday	Family Night #3
	29	Friday	Half Day — After School opens at 11:00am
April 2019	1-5	Mon-Fri	After School is CLOSED — Spring Break
	19	Friday	Half Day — After School opens at 11:00am
	22	Monday	After School is CLOSED — Easter Holiday
May 2019	27	Monday	After School is CLOSED — Memorial Day
June 2019	6	Thursday	Family Night #4
	14	Friday	Half Day — After School opens at 11:00am