



Second Baptist Church

A loving community transformed by Christ for unbounded service



CREATIVE LEARNING CENTER
SECOND BAPTIST CHURCH

**PARENT
HANDBOOK
2020-2021**

**Creative Learning Center
Second Baptist Church
9614 River Road
Richmond, Virginia 23229
804-740-9342**

secondbaptistrva.org/clc-preschool

CLC does not discriminate in employment and personnel practices on the basis of race, sex, age, handicap, national origin, or any other basis prohibited by applicable law.

SBC Creative Learning Center, LLC
9614 River Road
Richmond, Virginia 23229
804-740-9342
www.secondbaptistrva.org/clc-preschool

Dear Parents,

We welcome your family to our preschool, and we hope your child's learning experiences here will be happy and rewarding ones. Preschool is a time of rapid growth and wonder about the world. We feel privileged to work with the youngest members of God's Kingdom! We count on close cooperation between parents and staff to assure a successful experience for your child. As parents, feel free to call or email us, ask questions, and make suggestions.

This handbook has been prepared in order that you may know our policies and better understand our program. In addition to our policies, we have included a copy of our philosophy statement and our goals.

Due to COVID-19, we have updated our handbook to reflect changes in our policies and procedures. These changes are based on the most recent data and may need to be updated as new information becomes available. We will make every attempt to communicate any changes in a timely manner.

Our **Mission Statement**: "CLC seeks to glorify God through teaching, loving and supporting young children and their families through an excellent preschool program."

We believe this will be a wonderful year! The staff and I will work hard to achieve this goal. We look forward to sharing the year with your family.

In Christ,
Ainsleigh Gaskins, Director, agaskins@clcrichmond.org
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PHILOSOPHY and HISTORY

CLC started in 1985 as a ministry to families at Second Baptist Church and the surrounding community, serving children 18 months to 5 years old. In 2014, CLC became a Full Day School. In 2017 CLC relocated to the new Children's Ministry Building that was recently built and owned by Second Baptist Church. At that time, our school started accepting children at 12 months. In 2018, Second Baptist Church, (which had previously been an unincorporated association) was incorporated as Second Baptist Church Richmond, which is a Virginia non-stock corporation. That entity then formed SBC Creative Learning Center, LLC, a Virginia limited liability company, to lease the facilities from the Church and operate CLC. The CLC After School Program for school age was added in fall of 2018.

CLC operates as a religious exempt program under the Code of VA. We are accredited by the National Accreditation Commission (NAC). The preschool is designed to help children as they grow intellectually, physically, spiritually, socially, and emotionally. We believe that each child is a unique creation of God and want to partner with 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. Our desire is to meet each child at their developmental level in all brain domains (cognitive, language, physical and social-emotional) and challenge them to learn and grow. CLC designs activities to stimulate and engage each child and feed all brain domains, providing extra challenge in strong areas and additional support in others. We assess where each child falls on a developmental continuum and plan steps to help them move to the next level.

GOALS

1. To enable children to feel competent and confident in their environment.
2. To aid children in learning to understand and live intelligently in God's world.
3. To teach children to manage themselves, their materials, and their daily routine.
4. To facilitate growth by providing adequate space, freedom of movement, and the equipment necessary to meet this goal.
5. To protect children from health and safety hazards.
6. To help children find comfortable, contributing places in a group and learn to resolve conflict with others.
7. To encourage children to take initiative in planning and completing tasks.
8. To allow children to hear about God's love and concern.
9. To encourage children to explore their creative abilities.
10. To help children get ready to have a successful school experience.

RELIGION

CLC is a Christian preschool. We start each day with a prayer and say blessings at snacks and lunch. A fifteen-minute Chapel Service is held once a week. There is no pressure brought upon any child or family to become a Baptist. However, our church seeks to minister to all our school families, and we welcome you to call upon us for help of any kind. Children of all faiths are welcome.

HOURS OF SERVICE AND PROGRAMS

CLC operates between the hours of 7:30am – 5:30pm and offers several options for attending. Morning preschool operates from 9:00am – 12:00pm. Afternoon classes eat lunch, have rest/nap time, and enjoy instructional activities in all brain domains and curriculum content areas.

ENRICHMENT PROGRAMS

Due to COVID19, there will be no enrichment programs at CLC for the 2020-2021 school year.

FEES and PAYMENTS

Our budget is based on annual tuition rates during the school year, and weekly rates for Camp CLC in the summer. No refunds will be made for days missed by any student. For families who desire electronic payments, it is easy to set up bill pay at your bank. If you prefer to pay by check, please make sure you put your child's name on it each month. Check charges incurred for payments that do not go through are the responsibility of the parent.

Fees are also assessed for late pick-up of children as follows:

After 12:10, or 5:35pm, \$5 per child

After 12:20, or 5:40pm, \$1.00 per child per minute

ADMISSION & ATTENDANCE

CLC maintains a rolling admission when openings are available. Current CLC families enroll first and then it is opened to new families. A \$100.00 non-refundable registration fee is charged when we place your child in our program (\$50.00 for members of Second Baptist Church).

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.

CLC maintains attendance records each day for children and staff. Please call 740-9342 or email the Leadership Team when your child is sick and when you are planning an extended family vacation. There are no refunds for days missed from CLC.

DROP-OFF AND PICK-UP PROCEDURES & CARPOOL

To limit the number of people in the building, only staff and students will be permitted to enter CLC. Parents will drop off/pick up children at the carpool entrance only. The front entrance to the church will be locked. If you arrive at a time that is outside of the 7:30-8:00, 8:50-9:10 drop off and 11:50-12:10, 4:30-5:30 pick up windows, you will ring the doorbell at the carpool door. A member of the Leadership Team will meet you there.

We will be conducting Health Screenings for both staff and students before they enter the building each morning. This screening will be a series of health questions and a temperature check for your child/children.

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. If there is a change in who will be picking up your child, email the Leadership Team. Emergency situations will be handled by the Leadership Team on a case-by-case basis.

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 fingerprint/background 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.

STAFF-TO-CHILDREN RATIOS AND ENROLLMENT CAPACITY

The following ratios apply to children enrolled at the preschool:

- Children 12 – 18 months: one staff person for every 4 children;
- Children from 18 months to two years old: one staff person for every 4-5 children;
- Children 2 years old to 3 years old: one staff person for every 5-6 children;
- Children 3 years old to 4 years old: one staff person for every 8-9 children;
- Children from 4 years old to the age of eligibility to attend public school: one staff person for every 10-12 children

CLC has an enrollment capacity of 200 children in the age range from 1 year through 12 years 11 months.

DISCIPLINE

Discipline will be based on an understanding of the individual needs and development of the whole child. We want to teach children how to get along with others and respect positive authority. Respecting the child, teaching respect for others, and working on self-control for the child are primary concerns for the staff.

For the young child, discipline is used to encourage cooperative behavior. The following methods are used by our faculty:

1. Giving positively worded directions: “You may sit on the floor or on a chair. Use your walking feet inside. Run outside or in the gym. Remember to use your words.”
2. Redirection: Substituting a positive activity for a negative one. (“You may throw a beanbag – we use blocks for building.”)
3. Distraction: Change the focus of the activity.
4. Positive reinforcement: Try to catch a child being good by affirming a child’s appropriate behavior.
5. Active listening: Helping the child determine why there is a problem and helping the child acknowledge his/her feelings and reaction.
6. Separation from the group: When all the 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.
7. 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.
8. 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.

COMPLAINTS AND PROBLEM SOLVING

Questions, problems or complaints from staff and parents shall be handled by speaking with the Director or Assistant Director. 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.

HEALTH AND SAFETY

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 needing more than simple first aid, the parents will be notified immediately by phone and/or text.

CLC staff has been trained to perform daily health screenings of all children as they enter the classroom.

A staff member with current certification in pediatric CPR/FA aid will always be on site each day and available to each group of children.

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 a child to a local hospital.

Your child will participate in monthly fire/storm drills, and periodic "quiet drills" to prepare for emergencies.

Our staff is obligated by law to report all suspected cases of child abuse and neglect in accordance with 563.1-248.3 of the Code of Virginia.

ALLERGIES/ASTHMA

CLC needs to be informed if your child has asthma or allergies. An Allergy or Asthma Action 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, AuviQ and Benadryl (or generic equivalent)
- Inhalers
- Topical diaper cream
- Sunscreen

Children with epi-pens, AuviQs or inhalers must provide CLC with the epi-pen, AuviQ or inhaler, in the original container, including the full name of the child, detailed instructions from the prescribing doctor, and the date of expiration. It is the parent's responsibility to provide CLC with in-date epi-pens, AuviQs or inhalers. Information on the doctor's instructions must match exactly the information on the medicine.

CLC staff who are trained in epi-pen, AuviQ and inhaler use will administer it, and document the time given. Epi-pens and AuviQs will only be administered in addition to calling 911 and a parent. Epi-pens, AuviQs, Benadryl and inhalers will be stored in a locked bag (safety sack). The safety sack will remain in the child's bag to be sure it travels with him/her, or as indicated on the Allergy/Asthma policy form. Please be sure to keep the safety sack in your child's bag to come to school each day.

CLC staff may apply sunscreen and/or diaper cream when there is signed permission from parents/caregivers (available on our website), and creams are provided in the original container, labeled with the child's name. The product name on the form must match the actual product provided.

Illness-Sick Children

Our policies follow the American Academy of Pediatrics' sick child guidelines. A child should not come to school if any of the following conditions are present.

- Fever of 100° or higher due to illness without medicine within 72 hours
- Uncontrolled diarrhea (3 or more episodes at school in a 3-hour period)
- Uncontrolled coughing
- Vomiting due to illness within 24 hours
- Difficulty breathing
- Open sores on hands, feet, mouth, and other places on the body that are exposed
- Rash with fever
- Pinkeye

COVID-19

- A temperature of **100 degrees or higher for any reason**, shortness of breath, trouble breathing, pain, chills, extreme cough, etc., will prevent entry to the school.
- If any household member of the child is exhibiting any of the aforementioned symptoms, the child will not be allowed to come to school.
- Children and staff members will not be allowed to return to school until after they have been symptom free, including fever free without fever reducing medication (e.g., Tylenol or Motrin), for a **minimum of 72 hours** and have a doctor's note approving the child or staff member's return to school.
- If a child, staff member, or household member of a child or staff member tests positive for COVID-19, they will not be allowed to return to school for a minimum of 14 days and must have a doctor's note approving their return to school.
- See the COVID Decision Tree for further guidance on when to keep children home and when they can return to school following illness.

A child showing signs or symptoms of a communicable disease shall remain in a location separate from other children. The preschool office or room not occupied by students are the locations where a sick child shall be held until a parent arrives. A form describing reasons for sending a sick child home shall be completed, a copy sent home with the child, and a copy placed in the child's file. Unusual cases of contagious diseases will be communicated to parents in the child's class.

DIAPERING AND SUPPLIES

School bags for children should include diapers (2 to 3 for morning, 6 for full day), a small pack of wipes in a plastic bag, and a complete set of seasonal clothes (even socks!), labeled with the child's name.

Procedure for diapering:

- Staff will wear sanitary gloves when changing diapers
- Hospital-type sanitary paper will be placed under each child for diapering
- Diapering surface will be cleaned with disinfectant after each use
- Staff and children's hands will be washed with soap and water after diapering or toileting
- Diapers containing organic matter will be disposed in a plastic bag and placed in a covered container outside of the building.

TOILET TRAINING

CLC supports families in potty training the children and want to work with parents to achieve this goal. Experience has shown us that two components must be in place for successful toilet training: 1. Child ready and 2. Parents willing. Children who wear pull-ups must have Velcro sides for easy removal. Children must wear either pull-ups or underwear during potty training.

If your child needs extra help in the bathroom with wiping, parents should send flushable wipes and work with your child's teacher until independence is achieved.

LICE

Lice outbreaks are common among preschool children, and even the best-groomed child can become infested. Therefore, there is no reason for alarm or embarrassment.

Lice have become resistant to over the counter and prescription treatments. The only way to get rid

of lice is to physically remove lice and nits.

Your child must remain out of school until there is no evidence of nits. Upon return to school, he/she needs to be examined by a staff member before he/she can be readmitted.

Lice may be treated successfully by companies such as The Nit Fairies.

PARENTS AS PARTNERS

As a young child separates from his/her family for the first time, much understanding and cooperation is needed between the teacher and family. As parents, you know your child and his/her unique characteristics and special needs. We want to know the goals you have for your child each year.

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

If you wish to discuss your child's development with his/her teacher or the Leadership Team, email the teacher/director for an appointment. Check with your teacher for their preferred email address or call the office at 740-9342. Regularly scheduled conference days are offered twice during the year. Your input is important!

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

TEXTING

Teachers are not permitted to carry on conversations over text with parents while they are engaged with their class group. Teachers may respond to text requests from parents during scheduled planning time. Teachers may text parents during the day to convey the following information:

- Injury or sickness
- Missing items such as snack/lunch, diapers, or Epi-pen/inhaler
- Picture of child
- Emergencies

All other concerns should be directed to the teacher's preferred email, Director at agaskins@clcrichmond.org, Assistant Director at jsellers@clcrichmond.org, Financial Administrator at dsadler@clcrichmond.org, or by contacting the office at 804-740-9342.

CONFERENCES

We seek to keep parents informed about their child's progress through parent conferences, email, pictures, notes, and work samples. A phone conference is held in the fall, and a personal discussion is offered each spring. Email can be sent at any time. Parent goals are considered when preparing for conferences, as well as input from therapists and other experts working with the child and family. CLC will administer the Pre-K PALS Assessments to 4 and 5-year-old children, at no charge, and inform parents of the results from any assessment tools used by CLC staff. CLC uses the Teaching Strategies™ Objectives for Development and Learning and the CDC Milestones for Development to check the progress of our students.

PARENT INVOLVEMENT & VOLUNTEERING

While we would normally love parent volunteers at CLC, during these unprecedented times, we ask that parents find alternate ways of volunteering include furnishing the teacher with supplies or general classroom resources. Parents should not feel pressured to participate in every special event or activity. Parents are encouraged to work with classroom teachers individually for ways to participate that meet the needs of both parents and teachers.

PARTIES

Due to COVID19, parents will not be able to participate in any class parties for the 2020-2021 school year. An alternative would be for parents to send in a game, story, snack, and/or a simple art or craft project for the teacher to facilitate. Food brought for parties must be prepared in a kitchen inspected by local health officials. We love parties, yet want to emphasize good, healthy eating habits, showing the children that we can have fun without sweets!

BIRTHDAYS

Due to COVID19, parents will not be able to participate in any birthday parties for the 2020-2021 school year. An alternative would be for parents to send in a favorite book for the teacher to read to the class. Food brought for parties must be prepared in a kitchen inspected by local health officials. CLC does not serve sweet treats for birthdays in the classroom due to allergies and a desire to model healthy eating habits.

INSURANCE

CLC preschool is covered by group insurance policies procured by Second Baptist Church. The church maintains a package policy with CFG Insurance, which is reviewed annually. CLC has an additional liability policy with CNG Insurance. Insurance covers only students currently enrolled at CLC.

FIELD TRIPS

Due to COVID19, there will be no field trips for the 2020-2021 school year.

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 Management Plan with procedures to follow for various situations, a flashlight and bottle of water.

The Crisis Management Plan is reviewed with staff annually. Fire/emergency drills are held monthly, with the assistance of the church custodial staff.

In the event of a tornado, other strong storm, or any unusual emergency, the children will be taken to the safest interior location in the building. We have a reciprocal arrangement with Derbyshire Baptist Church to relocate children there in the event of a critical widespread emergency.

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

A full copy of the Crisis Management Plan is available to parents in the preschool office.

CHAPEL

A brief Chapel service, planned by Second Baptist Church staff and CLC Leadership, will be held once a week for our three, four, and five-year-olds. This service includes music, Bible stories, a character story, a Bible point and verse.

FACILITIES

We have large, colorful rooms with plenty of windows to provide a fresh, bright atmosphere. Each classroom is equipped with bathrooms (downstairs only), sinks, coat hooks, tables, chairs, and shelves for toys. All classrooms have carpet, central air conditioning, and heat.

We have multiple outdoor playgrounds and green spaces with slides, climbing equipment, and playhouses providing exciting areas for outdoor play. Our playgrounds are 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.

CLC uses all classrooms located in the Children's Ministry Building.

LIBRARY

Reading is an important component of our curriculum. A Children's Library is located at the entrance of the Children's Ministry Building. Toddler/Two's classes visit the library periodically for story time. Preschool children may check out books at the teacher's discretion, in an effort to expose children to a variety of books and teach responsibility in caring for and returning them.

CURRICULUM

Our curriculum is developmentally appropriate and targeted toward feeding all brain domains. Children's brain growth takes place most rapidly between birth and 5-6 years of age. Teachers plan lessons incorporating children's interests, striving for a balance between child-initiated and teacher directed activities. Teachers will communicate lesson plans to parents. We seek to meet the needs of each child by differentiating learning experiences.

Our curriculum goals are as follows:

Christian Education

1. To recognize positive behavior patterns desirable for all children.
2. To develop a habit of being thankful for the things enjoyed in life.
3. To become aware of the ways the Bible teaches us to be happy.
4. To increase the child's ability to make choices between right and wrong.
5. To develop some ability to become a part of daily worship activities.
6. To develop a feeling of security associated with God.

Language Arts

1. To develop listening abilities.
2. To enlarge vocabulary.
3. To grow in the ability to use language for expressing ideas, for thinking through problems, for developing concepts, and for the pleasure of communicating with others.
4. To develop an appreciation of printed materials for sheer enjoyment, to communicate with others, and to gain needed information.

Mathematics

1. To create an interest in numbers.
2. To cultivate desirable attitudes toward numbers through daily activities.
3. To develop an awareness of distance, patterns, size, and space through informal discussion, materials, rhythms, books, puzzles, games, and other manipulative materials.
4. To develop recognition of the need for certain measuring tools: clock, calendar, ruler, yardstick, money, and quart and pint measures.
5. To build a meaningful number vocabulary and the concept of one-to-one correspondence.

Social Studies

1. To take turns sharing toys and materials.
2. To respect the rights and feelings of others.
3. To respect rules and/or limits set up for the good of the group.
4. To understand that people do different kinds of work.
5. To learn about the different types of homes in which children live.
6. To learn about the ways people travel.

7. To lay foundations for pride in country, flag, and heritage.
8. To have an understanding and appreciation of people from other countries and cultures.

Science

1. To be aware that there is always much to learn.
2. To be willing to listen to the ideas of other people.
3. To understand that we need not accept ideas unless they prove to be good ones.
4. To be willing to have our ideas challenged by others.
5. To experience materials in the natural world.
6. To create something new (or cause something to happen).

Music

1. To experience joy through musical participation.
2. To motivate a creative and imaginative response to music expressed through singing, rhythms, and listening experiences.
3. To improve the child's creativity and social development.

Art

1. To participate in art experiences as a means of personal expression and interpretation of their world.
2. To communicate through motor activities and graphic expression.
3. To have experiences with art materials the child can control and enjoy.
4. To enjoy the fun of art activities and art expression.

Physical Education

1. To use the child's energy to develop large and small muscles.
2. To provide activities directed toward physical coordination.
3. To exercise in fresh air.
4. To provide another area for the development of social growth.
5. To develop self-discipline and impulse control in a group.
6. To enjoy the fun of physical activity.

Health

1. To provide a physical classroom in which the children live healthfully.
2. To provide a program through which the child can develop his/her potential in a happy, unpressured atmosphere.
3. To help the child understand basic rules of health and take some responsibility for her/his own health.

Safety

1. To help children establish safe habits of living.
2. To encourage safety in the children's classroom and neighborhood experience.
3. To develop a knowledge of safety in the children's home experiences.

TECHNOLOGY

Technology is used carefully in the classroom to enhance the learning environment, document progress and support brain domains. Tablets, phones, computers, and Smart TV's may be used to play music, work on hand-eye coordination, assess children's knowledge and to play scenes recorded in the classroom. TV is rarely used except to support classroom learning.

SNACKS AND LUNCHES

Children bring their own snacks and lunches each day. Please send food with good nutritional value. Children need to bring snacks/lunches that follow USDA's CACFP guidelines.

<https://foodplanner.healthiergeneration.org/>

Snacks and lunches are stored safely in the original container in the classroom. All containers and lunch boxes should be labeled with your child's name.

SCHOOL BAGS, CLOTHING AND TOYS

Each child should have a roomy tote bag that is easy for the child to use. School bags with an open top are best for sending home large artwork.

Children should wear durable, WASHABLE clothes that will not be ruined in active outdoor play or with art materials. A complete change of clothes for the children, including socks, should be provided in case of an accident.

ALL SWEATERS, COATS, AND JACKETS SHOULD BE LABELED WITH THE CHILD'S NAME. Be sure to label every item that your child brings to school. No toys should be brought to school except on show-and-tell days.

We recommend that your child wear shoes appropriate for active playing. Flip flops, crocs, jellies, rain boots, or backless sandals are hazardous on a playground.

CLC keeps a small supply of clothes on hand for emergencies.

ENROLLMENT TERMINATION

In the event of a closure longer than two weeks, parents will be responsible for paying 50% of tuition due to hold their child's spot. Any tuition paid above the amount due will be placed in the Teacher Appreciation Fund. No refunds will be given for prepaid amounts.

If you choose to withdraw your child at any point during the year, we will not be able to hold your child's spot at CLC. The spot will be filled with a child from our Waiting List. You may or may not be able to return to CLC next school year, depending on availability.

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.

FAMILY EVENTS

Due to COVID19, we have tentatively decided to cancel family events for the 2020-2021 school year. If conditions improve, we may reevaluate this decision in the Spring.

WEATHER/SCHOOL CLOSINGS

CLC will notify parents by email and on our Facebook page as early as possible when the school schedule has been changed due to extreme weather. Decisions are made by the Director and Facilities Manager based on careful consideration of weather conditions as they pertain to the locations of the preschool and the condition of the parking lot.

COMMUNICATION METHODS

Each classroom is equipped with a walkie-talkie for immediate communication among CLC staff. Teachers are required to take it with them wherever they go on campus. There is a telephone landline in each preschool classroom. Teachers carry personal cell phones for use in emergencies but are not permitted to have text conversations while working in the classroom.

There are many methods for on-going school-parent communication. A weekly newsletter (Friday Funmail) is sent to all parents. Staff members may be reached by email at all times. Ask your child's teacher for the best email addresses to reach her. The CLC website is updated regularly at <https://secondbaptistrva.org/clc-preschool/>

CLC also maintains a Facebook page. Handbooks are updated yearly and given to each family in September, and any time by request. Telephone, Facebook, and website are other ways to communicate with the preschool. Check your child's bag daily for special notices from the teacher or office. We welcome your notes, phone calls and emails.

Special Notices/Policy and Procedures

Written notice must be provided to CLC 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.

TYPICAL MORNING SCHEDULE

Morning Preschool

Toddler and two's classrooms include center play with developmentally appropriate materials, changed frequently. Centers include materials for curriculum content areas – science, literacy, social studies (home living), art and writing, and math. Each day has story time, music, large motor play, snack a time for diapering/potty and handwashing. Your child's teacher will provide a daily schedule for activities. Lesson plans, including activities for each brain domain, are posted in the classroom.

Preschool classrooms include arrival organizing activities (such as hanging up bag and coat, sign-in, bathroom/handwashing, etc.) quiet arrival “think box” activities, group time, and center play. Classroom centers include all curriculum content areas – science, literacy, social studies (home living), art and writing, and math. Preschool classes visit the children's library and have a time for large motor play and snack. Your child's teacher will provide a schedule for daily activities. Lesson plans, including activities for each brain domain, are posted in the classroom.

All teachers are instructed to engage with children at all times when they are in the classroom. Anecdotal notes are recorded on children, over time for each brain domain, to be used at conference time.

TYPICAL AFTERNOON SCHEDULE

Toddlers

- 12:10-12:30 Lunch
- 12:30-2:30 Nap
- 2:30-3:15 Wake-up, clean-up cots, diaper changing, handwashing, snack, play
- 3:15-3:45 Large motor play on Courtyard PG or Assembly Room
- 3:45-5:30 Center play in classroom and group interest activities

Two's

- 12:10-1:00 Transition, lunch, prepare for nap
- 1:00-3:00 Nap
- 3:00-3:45 Wake-up, clean-up cots, diaper changing/potty, handwashing, snack, play
- 3:45-4:15 Large motor play on Courtyard PG or Assembly Room
- 4:15-5:30 Center play in classroom and group interest activities

Preschoolers

- 12:10-1:00 Transition, lunch, activity
- 1:15-2:15 Nap
- 2:15-2:45 Wake-up, clean-up cots, potty, snack
- 2:45-3:15 4's and 5's Back playground OR gym
- 3:15-4:30 4's and 5's classroom activities
- 3:15-3:45 3's Back playground OR gym
- 3:45-4:30 3's classroom activities
- 4:30-5:30 ALL groups in center play in classrooms

Nap/Rest Time

CLC is required to provide rest time for full-day students. Toddlers and twos must have a 2-hour rest time and preschoolers must rest for one hour. Parents who need to pick up children early should plan around naps as much as possible, and let teachers know so that the entire class nap will not be disturbed.