

A decorative border of various arrows surrounds the central text. The arrows are drawn in black outlines and some are filled with solid black. They vary in style, including simple arrows, arrows with multiple fletchings, arrows with heart-shaped fletchings, and arrows with intricate patterns. Some arrows point up, some down, and some horizontally.

Hunters Glen Baptist Church Childhood
Learning Center

PARENT HANDBOOK

POINTING LITTLES TO JESUS

Dear HG CLC Family,

Welcome to the Childhood Learning Center of Hunters Glen Baptist Church! Together we strive to develop the whole child and to make sure each and every child who attends our school knows they are precious in “His Sight”. Our school has well-qualified teachers who love preschoolers and love the Lord. Every child who leaves our school should have positive feelings about themselves and the world. All children are encouraged to explore his/her environment, develop skills and inspire creativity. All this is accomplished by providing developmentally appropriate activities and guidance.

Hunters Glen Baptist Church is a church family who seeks what is real! As **real people** in a **real world** we are passionate about sharing how others can experience a life-changing relationship with a **real God** through the **real gospel** of Jesus Christ. We strive to think Biblically, embrace diversity and pursue spiritual maturity. At the Childhood Learning Center, we practice this daily as we teach Christ’s word through Bible stories, songs and scripture and by the examples of spiritually mature teachers. All the children are learning through play and activities in the classroom. This program is a ministry of Hunters Glen Baptist Church to provide a learning environment that will help preschoolers grow as Jesus grew. *“And Jesus increased in wisdom and stature, and in favor with God and man.” Luke 2:52.*

We want our school to be a happy place for children to come each day. Please do not hesitate to call me at 972/519-0365 or email at amanda.christiano@huntersglen.org with any questions or concerns.

In His Service,

Amanda Christiano
Center Director

HUNTERS GLEN BAPTIST CHURCH
CHILDHOOD LEARNING CENTER
PARENT HANDBOOK
Contact Information

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Church Office (972) 867-1610

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Church Web Site www.huntersglen.org

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PROGRAM OVERVIEW

PURPOSE

The purpose of the Childhood Learning Center is to extend the ministry of Hunters Glen Baptist Church with a Christ centered program that points little learners to Jesus by sharing His love through actions and words. Providing well-trained teachers who care about the education and development of each child, we strive to assist each child in developing positive feelings and attitudes about themselves and the world. We offer opportunities for children to explore their environment and develop skills while inspiring creativity. All of this is accomplished by providing developmentally appropriate activities, guidance for each child and experiences that assist the child in his awareness of God's love.

CURRICULUM

All classes, infants through pre-kindergarten use Creative Curriculum. We utilize every opportunity to foster a love of learning that ultimately results in future academic success.

The Childhood Learning Center has been faithfully providing a Christian preschool environment since 1981. Our teachers have long been our greatest resource as they ensure each child is loved and individually challenged. Our classes and ratios are small and intimate allowing us the opportunity to know your family and partner together to develop well-rounded, self-confident and kind little people ready for kindergarten and beyond.

CLASS RATIOS

Infants	1 teacher to 3 children (group size not to exceed 9 children)
Toddlers	1 teacher to 5 children (group size not to exceed 10 children)
Twos	1 teacher to 6 children (group size not to exceed 12 children)
Threes	1 teacher to 8 children (group size not to exceed 14 children)
Fours	1 teacher to 12 children (group size not to exceed 20 children)

Before care and after care ratios may vary due to the lower number of children attending, combined age groups, and parent drop off and pick up times.

FEES & PROGRAM INFORMATION

REGISTRATION FEE

A yearly NON-REFUNDABLE REGISTRATION FEE is required for each child enrolling in the Childhood Learning Center. To start the application process, we must receive the completed enrollment application and registration fee. You will be contacted when your child is assigned to a classroom, assignment is based on program availability. We begin the process of registration for the next fall in the month of April and continue until the classes are full. Classes fill quickly. We open registration to currently enrolled children and siblings first, then HGBC members, then the community.

SUPPLY FEE

An annual supply fee is charged based on the number of days per week a child attend. The supply fee helps off set several supplies used in our program including but not limited to diaper and potty changing supplies, classroom cleaning materials, snacks, art supplies, outdoor/playground materials, and toys.

TUITION

Tuition is due on the first day of the month and late after the 10TH. Checks should be made payable to HG CLC. A late fee of \$25.00 will be assessed to any outstanding balance after the 10th of the month. Annual tuition has been divided into 10 equal payments. August tuition is due on or before the first day of school. You also have the option to pay all your tuition for the year at once. Check in the office and let us know how you wish to pay. A child being absent is not an excuse for late payment, nor do we prorate tuition for illness or holidays.

Options for payment are cash, check, money order, credit or debit card or online through Tuition Express.

If payment will be late, arrangements must be made BEFORE the 10th of the month with the HG CLC Business Manager or Center Director. If tuition is two weeks late and prior arrangements have not been made with the HG CLC Business Manager or Center Director, your child may be dropped from the class roll.

Payments may be dropped at the front desk with an HG CLC administrator. Please make sure your child's name is on the check. Do not give your tuition checks to your child's teacher. Do not leave checks in the child's folder.

For NSF checks, a \$25.00 fee will be assessed. After two occurrences, payment will only be accepted by cash, money order or cashier's check, or online.

EXTENDED HOURS – BEFORE AND AFTER CARE

We offer before and after care for children enrolled in the Childhood Learning Center program from 9:00 to 2:00. This is an additional fee above and beyond the 9:00 to 2:00 monthly tuition. **Hours must be contracted in advance. This is NOT a drop off service.** We will not receive children any earlier than 7:00 am. Early care children will stay in their assigned rooms until the teachers pick them up at 9:00 am. At 6:01 pm a late pick up fee will be charged at \$2.00 per minute.

POLICIES & PROCEDURES

DISCIPLINE AND GUIDANCE PRACTICES

HG CLC follows the discipline and guidance policies of the state of Texas. The policies are as follows:

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 the 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 age 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; and
9. Requiring a child to remain silent or inactive for inappropriately long periods of time for the child's age.

ARRIVAL AND DISMISSAL – 9:00 to 2:00 PARENTS

HG CLC classes begin at 9:00 am. Please do not bring your child into the classroom until 9:00 am. The staff uses this time for final room preparation and devotion. The doors will be opened when the teachers are ready to receive the children. Please encourage your child to enter the classroom without you. The teacher will greet your child and get him engaged in an activity. If you have questions or information for the teacher, hand her a note with that information or ask her to call you. The children need her attention, and this is not the time for a conference. The day ends at 2:00 pm. Please pick up your child promptly. Children become anxious when their parents are late.

ARRIVAL AND DISMISSAL – AM CARE AND PM CARE PARENTS

Parents utilizing the AM or PM care will be asked to use the NORTH (Pleasant Valley) door for access to the classrooms. There will be someone to buzz you into the building. Your children will then be dropped at the classroom designated for before care and after care.

RELEASE OF CHILDREN

If parents wish for their children to be released to someone other than themselves, they must provide the following information prior to that person picking up: **person's name, phone number and driver's license number.** This information should be provided on the Enrollment Agreement. HG CLC will not release a child to a person other than the parent without prior consent. Authorized persons should bring their driver's license with them when they pick-up. Additions may be made to the list during the year in writing or by email to the HG CLC office staff. This information may not be added by telephone.

WITHDRAWALS

Two weeks written notice must be given to the Childhood Learning Center Director prior to a child's withdrawal. If it is not possible to give two weeks' notice, a fee equal to one-half of the month's tuition is charged.

BAD WEATHER CLOSINGS

In case of inclement weather, we follow the decision of the PISD. If PISD closes, we will be closed. If PISD delays opening, our classes will begin 30 minutes after the public schools. The HG CLC will not make up bad weather days, nor do we discount tuition for these occurrences.

HEALTH & SAFETY

MEDICAL REQUIREMENTS

All children must have a notarized **Emergency Authorization Form** (part of Enrollment Packet), a current immunization record and a health statement signed and dated by the physician on file in the HG CLC office. **This must be updated yearly.** If immunizations are delayed, a signed statement from your child's physician is required. For more information on required immunizations and delayed schedules please visit www.immunizetexas.com.

HEALTH GUIDELINES

The Childhood Learning Center requests that parents not send a child to school if he/she shows any signs of illness. This is not only for the protection of your child, but also for the protection and consideration of the other children and teachers in our program.

HEALTH CHECK

Teachers will perform daily visual assessments of each child as they enter the classroom.

A child who does not feel well enough to participate in normal preschool activities needs to be home. Children cannot be kept inside while their class is outside for recess. If the child is too sick to go outside, he/she is too sick to be at school. Please be aware that all preschool health policies are strictly enforced.

Children will be excluded from school when any of the following exist:

- Fever (MUST be free of fever for 24 hours without the aid of fever reducing medicine),
- Vomiting and/or diarrhea (must be free of vomiting and/or diarrhea for 24 hours),
- Any symptoms of contagious, communicable or reportable childhood diseases or infection,
- Chicken pox (all sores must be completely scabbed over and dry),
- Persistent cough or croup,
- Skin rash or skin infection – boils, ringworm, impetigo, hand-foot-and-mouth disease,
- Difficult or rapid breathing,
- Draining wound,
- Conjunctivitis or other eye discharge (all eye infections are considered contagious in a childcare setting.)
The child must be on medication for 24 hours before returning to school,
- Head lice (must be nit free),

HG CLC may find it necessary to modify the illness policies during the year due to flu or other similar related outbreaks.

If there are any questionable symptoms of a contagious illness observed, the parent will be asked to take the child home. Please be aware that it is the discretion of the HG CLC director and or HG CLC office staff to make the determination to send the child home due to illness. It is also at the discretion of the director to request that the parent provide a medical release form to be completed by the physician before the child can return to school.

ILLNESS AT SCHOOL

If your child exhibits any symptoms of fever, vomiting, diarrhea or a contagious illness while in our care, you will be contacted and asked to come and pick up your child. Your child will be kept as comfortable as possible away from the other children until you arrive. You will be asked to sign an illness report. Your child will be unable to return to preschool, until he/she has been symptom free, without Ibuprofen or acetaminophen, for at least 24 hours. Please understand that we have your child's and the other children in our program's best interest in mind. Parents will be notified within 48 hours of HG CLC becoming aware that a child in our care or an employee has contracted a communicable disease that the law requires us to report to the Texas Department of Health as specified in 25TAC97, Subchapter A (relating to Control of Communicable Disease). Families will also be notified within 48 hours of an outbreak of lice or other infestation in the group. (TDFPS Minimum Standard 746.307)

HANDWASHING

Handwashing is required by all staff, volunteers, parents, and children to reduce the risk of transmission of infectious diseases to themselves and/or others. Staff must assist children in handwashing as needed to successfully complete the task. Children wash either independently or with staff assistance.

MEDICATION ADMINISTRATION

School policy is that **no over the counter medication** is administered at HG CLC. Designated staff member will not administer medication to children unless proper documentation has been completed and the medication log is signed. Breathing treatments and prescription medication that cannot be given at home will be administered by designated staff member. Do not leave medication in the child's backpack. Medication must be checked in at the front desk and the medication log and authorization form must be signed for medication to be given.

EPI Pens/Epinephrine auto-injector, Benadryl/oral antihistamine are the exception to this medication policy. EPI Pens will travel with the child and should be left at the center or brought to school every day. Children who have severe food allergies must have on file a written **Food Allergy Plan** completed and signed by a physician. Children will not be allowed to enroll/attend without this documentation on file in the office.

FIRST AID

Classroom first aid involves cleansing wounds and applying Band-Aids. An incident/illness report will be completed, and you will be asked to sign the incident report when you pick up at the end of the day. The white copy is to be filed in the office and the yellow copy is sent home with the child/parent. In case of a more serious accident/injury, an immediate attempt is made to reach the parent. If a parent cannot be reached, the person listed on the child's registration form will be contacted. If necessary, 911 will be called and emergency treatment will be rendered and the HG CLC staff will defer to emergency medical professionals for advice and treatment. HG CLC Director or staff member will accompany the child to the hospital if a parent is not onsite.

HEARING AND VISION SCREENINGS

Hearing and vision screenings are a state requirement for all children turning four years old. HG CLC must have record of this screening on file to be in compliance with state regulations. **It is the parent's responsibility to obtain a copy of this screening and submit it to the HG CLC office.** Children are screened at their 4-year well-check. **Children can be excluded from care if this documentation is not received.**

INFANT SAFE SLEEP

All staff, substitute staff, and volunteers at Hunters Glen Baptist Church Childhood Learning Center will follow these safe sleep recommendations of the American Academy of Pediatrics (AAP) and the Consumer Product Safety Commission (CPSC) for infants to reduce the risk of sudden infant death syndrome/Sudden Unexpected Infant Death Syndrome (SIDS/SUIDS):

- *Always put infants to sleep on their backs unless you provide an Infant Sleep Exception form 2710 signed by the infant's health care professional.*
- *Place infants on a firm mattress, with a tight-fitting sheet, in a crib that meets the CPSC federal requirements for full size cribs and for non-full-size cribs.*
- *For infants who are younger than 12 months of age, cribs should be bare except for a tight-fitting sheet and a mattress cover or protector. Items that should not be placed in a crib include: soft or loose bedding, such as blankets, quilts, or comforters; pillows; stuffed toys/animals; soft objects; bumper pads; liners; or sleep positioning devices. Also, infants must not have their heads, faces, or cribs covered at any time by items such as blankets, linens, or clothing.*
- *Do not use sleep positioning devices, such as wedges or infant positioners. The AAP has found no evidence that these devices are safe. Their use may increase the risk of suffocation.*
- *Ensure that sleeping areas are ventilated and at a temperature that is comfortable for a lightly clothed adult.*
- *If an infant needs extra warmth, the use of sleep clothing can be used as an alternative to blankets.*
- *Place only one infant in a crib to sleep.*
- *Infants may use a pacifier during sleep. The pacifier must not be attached to a stuffed animal or the infant's clothing by a string, cord, or other attaching mechanism that might be a suffocation or strangulation risk.*
- *If the infant falls asleep in a restrictive device other than a crib (such as a bouncy chair or swing, or arrives to care asleep in a car seat), move the infant to a crib immediately, unless you provide an Infant Sleep Exception form 2710 signed by the infant's health care professional.*
- *Our childcare program is smoke-free. Smoking is not allowed in Texas childcare operations (this includes e-cigarettes and any type of vaporizers).*
- *Actively observe sleeping infants by sight and sound.*
- *If an infant is able to roll back and forth from front to back, place the infant on the infant's back for sleep and allow the infant to assume a preferred sleep position.*
- *Awake infants will have supervised "tummy time" several times daily. This will help them strengthen their muscles and develop normally.*
- *Do not swaddle an infant for sleep or rest unless you provide an Infant Sleep Exception form 2710 signed by the infant's health care professional.*

GENERAL SCHOOL INFORMATION

WHAT TO WEAR AND BRING TO SCHOOL

Children should always dress in comfortable clothing and tennis shoes. Please avoid belts, suspenders, hard to snap pants, etc. Seldom do children allow enough time when rushing to the potty, and dressing and undressing successfully fosters positive self-esteem. **All children** need a change of clothes in their backpack, as children sometimes have accidents. For the younger children, include plenty of diapers or pull-ups for the day. Potty training children will need extra clothing, socks and shoes. Make sure you label everything. Toddlers through pre-k need to bring a nap mat. If your child does not sleep, they will still need to rest quietly on their mat while the other children sleep.

RESTROOM POLICY

We have adjoining bathrooms in the classrooms for easy access anytime they are in the classroom. When coming in from the playgrounds, the older children use the hallway bathrooms. Your child needs to be independent and be able to take care of their personal hygiene needs in the 3- and 4-year-old classes. This includes wiping themselves and pulling up their pants. Please work on these self-help skills at home so that they do not encounter problems while at school.

OUTSIDE PLAY

Classes have regularly scheduled playground times and spend some time outdoors each day, weather permitting. Children will not spend more than 10 minutes at a time outside if the weather is below 45 degrees or over 100 degrees. Be sure that your child has warm clothing for cold days and that each item is LABELED with the child's name. Do not send them in shoes or clothing that cannot be worn on the playground. Please do not dress your children in clothes that you don't want soiled. Children play and get dirty. That means they are having fun!

Food

Children are served a snack during the morning HG CLC day and in aftercare if your child stays after 2 pm. You are welcome to bring a store-bought birthday snack when your child celebrates their birthday. Please be conscious of food allergies when planning birthday treats. **We are not a peanut free facility;** however, we may ask that certain classes not send peanut items to school for snack or lunch. Our goal is to keep all children safe while at HG CLC. Due to the severity of food allergies present by those children attending HG CLC we only provide the following snacks at snack-time: Veggie Straws, Goldfish, Cheez Its, Chex Mix, Graham Crackers and Cheerios. Your child's teacher will communicate if a special occasion snack will be served at a special event, birthday celebration or classroom cooking activity.

HG CLC will not serve snacks, or any food not provided by a parent to infants (6 weeks to 12 months) without written consent from the parent. Infants will not be served foods that are considered a choking hazard.

Lunch at HG CLC is provided by parents. Please include items that your child will eat that are nutritious and are not required to be refrigerated or heated. HG CLC is required to serve water at snack and lunch time for all children 12 months and older, please provide a water bottle or sippy cup that children can drink from throughout the day.

BITING POLICY

Periodically, biting happens in a group setting. When it happens, it is frustrating, and can be stressful for children, parents, and teachers. Biting is a developmentally appropriate behavior but not a desirable behavior nor

one we want to encourage. Biting, like any other undesirable behavior, will be addressed on an individual basis. When biting occurs: the child who bites will be told no, that biting hurts and that our teeth are used for eating. When a child is bitten, the teachers will love the child, hug them, hold them, and comfort them. First aid will be administered to the injured area. Ice will be applied.

Incident reports will be sent home documenting the occurrence. Teachers will look at the environment and will investigate possible reasons for this behavior. In the event of continued biting behavior, the teachers, parents, and director will conference together and develop a behavior plan.

Biting usually occurs because children have not yet developed the language skills to effectively communicate their needs and desires. Biting most often happens between children that are good friends and play together regularly. Teachers will shadow both children in hopes to intervene and mediate, giving both children the words to successfully communicate and solve problems that arise. Hopefully this can prevent an incident from escalating. Teachers are not always successful, but please know they are trying their best to keep all children from being injured. A child can be dismissed from the program for undesirable behavior.

SECURITY AND REPORTING ABUSE

SECURITY

Parents and children must enter and exit HG CLC through the North entrance of the building. HG CLC doors are locked and monitored at all times by our security system and HG CLC staff. All those other than HG CLC staff must be buzzed into the building. A HG CLC staff member will be present at the front desk for early care drop off, HG CLC school day drop off & pick up and after care pick up. All other times the doors are monitored by video surveillance. The front desk and doors will be unlocked but monitored from 8:45 to 9:15 and 1:45 to 2:15. If you need to drop-off or pick up your child during the hours of 9:15-1:45 you will need to buzz in and identify yourself and someone will let you in the building. Do not leave children or purses unattended in cars while you bring a child into the building for drop off.

EMERGENCY PREPAREDNESS PLAN

In the event of a disaster or emergency evacuation from the school, our first responsibility is to move your children to a designated safe area, or an alternate shelter. In all cases of emergencies, the teacher for each class will have with them the class backpack with a class rolls with all contact numbers of authorized persons allowed to pick up the child and medical emergency authorization for each child in the class. Infants, ages 3 – 12 months will be evacuated in a crib. All our cribs have evacuation wheels on them and are easy to roll.

When children evacuate the building in the event of fire drill or true emergency, each class will follow the evacuation routes that are posted in the classroom. The designated evacuation routes detail fire routes, severe weather room assignments and lockdown procedures.

The designated HG CLC evacuation location is the Student Center Building located on the far southwest corner of the property or the HGBC community outreach center located at 2121 Bay Hill Drive, Plano TX, 75023.

In the event of an emergency, parents will be contacted just as soon as the children are in the designated safe place. The director, Amanda Christiano, will contact emergency authorities in these situations and her cell phone will be the contact number 469/644-8129. In the event that Amanda Christiano is not present, Terri Kropp 972/740-2797, will be the designated contact person.

EMERGENCY PRACTICE DRILLS WILL BE AS FOLLOWS:

Fire Drills are practiced each month. Evacuation routes are posted in each room by the door. There are primary and secondary routes posted.

Severe Weather drill will be practiced 4 times a year. Instructions and map are posted on the evacuation map in each room.

Lockdown drills will be practiced 4 time a year. In the event of a lockdown, such as an intruder in the building, teachers will lock classroom doors and move all children to a location away from the door. Children and teachers will remain there until told by emergency personnel it is safe to come out. Teachers will always have contact numbers with them and their cell phones.

REACHING THE LOCAL LICENSING OFFICE, DFPS HOTLINE AND DFPS WEBSITE

If parents have questions or concerns about the weekday program or childcare policies in the state of Texas, they may contact the Intake line at 214-583-4253 or the local office at 469-229-6900. If you need to report abuse or neglect of a child, call the child abuse hotline at 1.800.252.5400, or go to the DFPS website at www.txabusehotline.org. A copy of Minimum Standards is available in the office for parents to review. We always have a copy of our latest inspection report in the office.

GANG FREE ZONE

The Texas Penal Code indicates that any area within 1000 feet of a childcare center is a gang free zone, where criminal offenses related to organized criminal activity are subject to higher penalty.

CHILD ABUSE

HG CLC teachers and staff are required, by law, to report suspected child abuse, neglect or sexual abuse to the Texas Department of Family and Protective Services (DFPS) and the local police.

PROCEDURES FOR PARENTAL CONCERNS

In the event of a problem or difficult situation occurs, parents are requested to talk to the classroom teacher. If the problem still exists after conferring with the classroom teacher, please bring your concern to the center director. We will determine the problem, generate possible solutions and decide on a means of action.

If parents are concerned about the policies and/or procedures of the Childhood Learning Center, they are encouraged to speak to the HG CLC director or the children's minister at HGBC.

PARENT NOTIFICATION & POLICY CHANGES

When there are changes to policies, parents will be notified in writing.

OPEN DOOR POLICY

Parents are welcome to visit the center anytime to observe their child or observe an activity going on that day. Some young children have separation issues, and we ask that parents be conscious of that when dropping in. Our building is secure, so you will need to be buzzed into the building. We encourage parent volunteers at school events, which is a great time to observe your children.

ACCIDENT PREVENTION

The best policy for accident prevention is supervision. Adults watching children carefully can prevent many potential accidents/injuries. We will do our best to prevent accidents/injuries but sometimes accidents happen, and children get hurt. It is our policy to provide opportunities for children to experience the world and challenge themselves both physically and socially. This means allowing them to take reasonable risks.

CURRICULUM

EDUCATIONAL PHILOSOPHY

It is important to teach young children to think - think responsibly, think globally, think Biblically and think critically about their world and how to live and be successful in it. Children need to know Jesus loves them and He knew them and chose them even before they were born. Our Bible curriculum includes daily chapel with songs, stories and weekly devotionals that always point children back to Jesus and His grace. Our academic curriculum, Creative Curriculum, helps prepare children for success in school-- and in life. 'New research on the brain and on learning shows how important the early years are in a child's learning and development. What happens in preschool matters a lot. The early childhood years are our best opportunity to build a solid foundation for children's success...Creative Curriculum outlines objectives in all areas of development and learning: Social-emotional, Physical, Language and Cognitive'.¹ Having strong partnerships with parents and our community enriches our educational and spiritual experiences that in turn produce well-adjusted children ready for the next phase of learning.

For more information about Creative Curriculum, you can request a booklet titled "Our Program for Infants, Toddlers & Twos" and "A Family's Guide to Preschool"

¹ A Family's Guide to Preschool

HG CLC ACTIVITIES TO LOOK FORWARD TO THROUGHOUT THE YEAR

Meet the Teacher

Your child's teachers will invite you to a family event prior to the start of school. At this Meet the Teacher meeting, teachers will talk with parents about expectations, daily routine, special events and get to know the families. We look forward to sharing with you all about HG CLC.

Grandparents Day

We are very excited to invite our grandparents to our school and share a special time and special treat.

Open House

This school wide event is as fun for parents as it is for children and teachers. Open House is a sneak peek into your child's day at HG CLC. You can expect your children to show you around the room, maybe work in centers or do a favorite activity. This is a rare opportunity for children to share their world with their parents, they will delight in this opportunity to tell you what to do and where go. This is an event you won't want to miss.

HG CLC Christmas Program

A special evening event to celebrate Christmas with friends and family.

City Heroes

Two weeks of learning about the community and all those that make our community a wonderful place to live. Special visitors will "show and tell" us all about their jobs and careers. HG CLC children will have the opportunity to celebrate our city heroes and explore the kinds of City Hero they want to grow up to be.

Literacy Days

This week we will celebrate literature. We will dress up as favorite book characters, read stories, tell stories, make our own books and have a visit from the book fairy.

Bible Days

Bible Days is a weeklong VBS type event, with something special planned for each day.

Muffins with Mom & Donuts with Dad

Moms are invited to a special Mother's Day party.

Dads are invited to a special Superhero party.

End of School Party & Pre-K Clap Out

On the last day of HG CLC we will have our last all school chapel and send off our pre-kindergartners. We will sing the alligator song one last time and then line the hall to say good-bye and see you later!

ADDENDUMS

HG CLC COVID-19 ADDENDUM

We are excited to begin a new school year caring for children and families. As we do, we have some additional policies, procedures and strategies we have adopted to be able to do this with the best efforts to ensure the health and safety of children, families, staff and our community. It is our desire and commitment to do all we can to ensure a safe and healthy 2020-2021 school year! HG CLC administration and staff in conjunction with the Texas Health Department, Texas State Licensing and the CDC recommendations have designed the following strategic plan for all children and staff in attendance. This plan may be adjusted at any time as the knowledge of COVID-19 grows, as state and federal requirements change, or as our experience deems change is necessary. Families will receive updates to this plan by email and printed letter sent home in backpacks. Because of the easy manner of transmission within a community, the sustainability of our program relies on staff and families making wise decisions about limiting risks, including those that rely on decisions made outside the center. Please stay informed about all recommendations and requirements for the areas in which you live, work and play. Families and staff must be aware of the facts regarding COVID-19 transmission and be willing to comply with infection control measures in our setting.

These measures are based on the following strategies:

- Limit person-to-person contact in the community and in the center
- Practice intentional social distancing and wear a face covering
- Limit possible contamination brought into the center
- Effectively handle contamination throughout the day

Our HG CLC team of administrators and teachers will be monitoring, guiding, and supporting this plan. We know that teamwork and commitment -- which includes parents -- is key to protecting our children, families, staff and community during this time.

GUIDELINES FOR ILLNESS

Any employee or child who has any of the following new or worsening signs or symptoms of possible COVID19 will be sent home or not admitted for the day:

- cough
- feverish or temperature greater than or equal to 100 degrees F
- sore throat
- repeated shaking with chills
- shortness of breath or difficulty breathing
- muscle pain
- loss of taste or smell
- chills
- diarrhea - known close contact with a person who is lab confirmed to have COVID-19
- headache

Employees and children may not return to the center until ALL of the following criteria are met:

- 72 hours have passed since recovery (without the use of fever-reducing medications)
- The individual has improvement in respiratory symptoms
- And at least 10 days have passed since symptoms have appeared.

Employees and children may return to the center without completing the isolation period if they obtain a medical professional's note clearing the individual for return based on alternative diagnosis. Staff and children who become sick during the day will be sent home as soon as possible. Children will be isolated until they are picked up. Families with multiple children, all children will be excluded from care if one of the children does not meet admittance criteria for health. If staff members or families know they have had exposure to someone with a lab-confirmed case of COVID19, someone experiencing symptoms of COVID-19, or someone under investigation for COVID-19, they should self-isolate and monitor their health for the above symptoms during the 14 days after the last day they were in close contact with the individual with COVID-19. The school should be contacted immediately. All confirmed COVID-19 cases will be reported to the

Health Department and to our state licensing representative, they will advise further the steps and protocol to follow regarding temporary closure or exclusion. We will not refund tuition for closure due to COVID-19 or other illness. At this time, the County Health Department recommends waiting 7 days from date of exposure with a confirmed case of COVID-19 before getting tested so there is less chance for a false negative result.

GUIDELINES FOR DROP-OFF & PICK-UP POLICY

Children will be dropped off and picked up at the front north entrance to the church and parents will not enter the childcare center. If it is deemed necessary for a parent to enter the center, they will have to wear a face covering and will be screened for temperature and must complete the tracking form. Children will be screened and admitted on a daily basis. Families will be asked to wait outside on the front porch for admittance into the building. Extended AM & PM care families will need to buzz into the building. Please be patient with us and allow enough time for proper screening.

PROCEDURE

Drop-off: As you arrive at HG CLC you will be admitted by the drop-off staff into the building. Upon entering you will be asked to complete the following procedure....

1) sanitize your hands and your child's hands 2) complete the tracking form 3) pause for temperature check and documentation... after all screening procedures are complete your child will say good-bye and join their class in the hall.

Pick-up: As parents arrive, they will be admitted by HG CLC pick-up staff into the building. You will need to state whom you are here to pick-up, at that point pick-up staff will walkie talkie teachers and have your children brought to the front door. Children will be waiting ready to go in the hallway for parents to arrive. Parents will need to bring their driver's license every day to ensure authorized persons are picking up children. Extended care AM & PM: Children that attend our extended care program will be escorted by our front desk administrator to/from extended care to meet their parent at the front desk.

* *The only exception to this procedure is infant drop off and pick up, (children 12 months and under.) Parents of infants will be allowed to enter the childcare center only after they are screened and are wearing a face covering.

GUIDELINES FOR CLASSROOM OPERATIONS

POLICY

HG CLC classrooms will be self-contained groups that will not mix or combine with other classrooms for any activities (example: playground play, chapel, music and movement). All activities, except for outdoor play will happen in the classroom. All children and staff will be required to wash hands upon entering the classroom, after diapering and toileting, before and after eating or feeding a bottle, or whenever necessary to prevent the spread of contagious disease/illness. All adults and teachers will wear mask throughout the day and children ages 2 years and up will practice wearing mask when social distancing is not possible, when someone outside of their classroom groups visits the classroom or when traveling through the building. All staff will have extra clothing to change into whenever necessary due to contamination. Extended care AM & PM groups will combine due to the low number of children in each group.

PROCEDURE

After drop-off children will walk to their classrooms with their teachers and leave their backpack in the hallway along the wall. Children will pick up their cubby box that will include their mask, water-bottle and individual, age-appropriate classroom supplies. Children will put their cubby box in their cubby and wash their hands. Children 2 years and up will get their mask and meet on the carpet for morning meeting. Children will gather and practice wearing mask at morning and afternoon meetings, chapel and as they travel to the playground and back through the building. Children will eat lunch in the classroom as usual, no sharing food and nut free if applicable, just more spread out. All children will rest after lunch on their individual nap mat that they will leave at the center and will be sanitized daily and laundered on a weekly schedule. At the end of our HG CLC day children will travel back to the church hallway with their teachers and wait for parents to arrive.

GUIDELINES FOR ENHANCED SANITATION & CLEANING

POLICY

All classrooms have daily sanitization schedules. High contact items are cleaned and sanitized or disinfected frequently throughout the day. Toys or materials that are mouthed are removed to the sink and sanitized. All other areas and equipment are cleaned a minimum of twice a day. All soft, cloth items have been removed from our classrooms per the recommendations of the CDC and DHS.

PROCEDURE

We use different cleaning products for different equipment and surfaces all these products are EPA registered and are used carefully according to directions on the label. Bathrooms are cleaned and disinfected after each use. Some classroom materials are rotated in and out of classrooms to assist with effective reasonable sanitization that does not interfere with classroom learning. Books and supplies are not used by any other group for at least 36 hours.

GUIDELINES FOR WHAT TO BRING TO SCHOOL EACH DAY & WHAT WILL STAY

On the first day please bring... Nap mat-stored at school in an XX large zip lock bag in each child's cubby-laundered at school-stays at school all year. Water bottle (labeled with full name)-stored in individual cubby box-washed and sanitized daily-stay at school all year. Each day bring...backpack, lunch box, completed Daily Sheets, communication for teachers, extra cloths in a gallon zip lock bag. We will communicate information several ways...email, text, Homeroom App, teacher call-in time please make sure we have the most updates information so that you are informed about all that is happening at HG CLC.

While safety is our highest priority during this public health crisis, we are also committed to a joyous learning environment for children. Children will continue to play, laugh, explore, and create as a testament to our human resiliency. Social distancing and living during a pandemic, for children, is difficult and these concepts are unnatural and abnormal, God made us to be social and live in community, so we feel compelled to teach children to navigate and participate in the world we now live in-OUR NEW NORMAL. It is our job and calling to teach children to be successful and mentally, socially, and spiritually knowledgeable. Feeling prepared and knowledgeable helps children feel confident and secure about who they are and the world around them. Our entire team is grateful for your trust and support. We are committed to providing the best learning environment for your children. Thank you for sharing them with us, we are honored and blessed to serve you and your family.

Update Policy effective as of 1/10/2022

HG CLC COVID-19 ADDENDUM

After careful consideration of the CDC recommendation, guidance from the local Health Department, advice from Texas State Licensing, and consultation of several medical professionals; HG CLC administration has designed this strategic plan in response to COVID-19 and how it effects our center operations. This plan may be adjusted at any time as the knowledge of COVID-19 grows, as state and federal requirements change, or as our experience deems change is necessary. Families will receive updates to this plan by email.

GUIDELINES FOR ILLNESS

Any employee or child who has any of the following new or worsening signs or symptoms of possible COVID-19 will be sent home or not admitted for the day:

- cough
- sore throat
- shortness of breath or difficulty breathing
- loss of taste or smell
- diarrhea
- chills
- feeling feverish or measured temperature greater than or equal to 100 degrees F
- repeated shaking with chills
- muscle pain
- known close contact with a person who has a lab confirmed case of COVID-19
- headache

Staff and children who become sick during the day will be sent home as soon as possible. Children will be isolated until they are picked up. Staff and children may return to the center without completing the isolation period and without a negative test if they obtain a medical professional's note clearing the individual for return based on an alternative diagnosis.

GUIDELINES FOR POSITIVE COVID-19 CASE

If a teacher or staff test positive for COVID-19 they cannot attend HG CLC for a minimum 5 days from the date of their positive test. You can return to HG CLC on day 6-10 with a negative test (rapid or PCR) collected on day 5 or later by a health care professional (home tests are not acceptable) and without symptoms. If you choose not to test you can return to HG CLC on day 11 without a negative test and without symptoms.

GUIDELINES FOR CLOSE-CONTACT EXPOSURE

If a child, teacher, or staff is exposed to an individual with a confirmed case of COVID-19 they cannot attend HG CLC for a minimum 5 days from their last exposure date. They can return to HG CLC on day 6-10 with a negative test (rapid or PCR) collected on day 5 or later by a health care professional (home tests are not acceptable) and without symptoms. If you choose not to test you can return to HG CLC on day 11 without a negative test and without symptoms. We will strongly encourage wearing a well-fitting mask around others.

GUIDELINES FOR QUARANTINE

Who does not need to quarantine? If you came into close contact with someone with COVID-19 and you are in one of the following groups, you do not need to quarantine.

- You are ages 18 or older and have received all recommended vaccine doses, including boosters and additional primary shots for some immunocompromised people.
- You had confirmed COVID-19 within the last 90 days (you tested positive using a viral test).

You should wear a well-fitting mask around others for 10 days from the date of your last close contact with someone with COVID-19

Who should quarantine? If you come into close contact with someone with COVID-19, you should quarantine if you are in one of the following groups:

- You are ages 18 or older and completed the primary series of recommended vaccine but have not received a recommended booster shot when eligible.
- You received the single-dose Johnson & Johnson vaccine (completing the primary series) over 2 months ago and have not received a recommended booster shot.
- You are not vaccinated or have not completed a primary vaccine series.

GUIDELINES FOR DROP-OFF & PICK-UP

POLICY

Children will be dropped off and picked up at the front north entrance to the church and parents will not enter the childcare center. The only regular exception to this procedure is infant drop off and pick up.

PROCEDURE

Drop-off: As you arrive at HG CLC you will be admitted by the front desk administrator into the building. Children will be escorted to their room by HG CLC staff.

Pick-up: As parents arrive, they will be admitted by the front desk administrator into the building. Children will be dismissed by teachers to parents in the church corridor.

Extended care AM & PM: Parent may drop off and pick up children from the AM & PM extended care rooms.

GUIDELINES FOR CLASSROOM OPERATIONS

POLICY

HG CLC classrooms will be self-contained groups. All activities, except for outdoor play will happen in the classroom. All children and staff will be required to wash hands upon entering the classroom, after diapering and toileting, before and after eating or feeding a bottle, or whenever necessary to prevent the spread of contagious disease/illness. All adults and teachers will be strongly encouraged to wear mask throughout the day and children ages 2 years and up will practice wearing mask. Extended care AM & PM groups will combine due to the low number of children in each group. Children will eat lunch in their classroom as usual, no sharing food and nut free if applicable. All children will rest after lunch on their individual nap mat. At the end of our HG CLC day children will travel back to the church hallway with their teachers and wait for parents to arrive.

Update Policy effective as of 1/31/2022

HG CLC COVID-19 ADDENDUM

After careful consideration of the CDC recommendation, guidance from the local Health Department, advice from Texas State Licensing, and consultation of several medical professionals; HG CLC administration has designed and this strategic plan in response to COVID-19 and how it effects our center operations. This plan may be adjusted at any time as the knowledge of COVID-19 grows, as state and federal requirements change, or as our experience deems change is necessary. Families will receive updates to this plan by email, printed copy and public posting.

GUIDELINES FOR ILLNESS

Any employee or child who has any of the following new or worsening signs or symptoms of possible COVID-19 will be sent home or not admitted for the day:

- cough
- sore throat
- shortness of breath or difficulty breathing
- loss of taste or smell
- diarrhea
- known close contact with a person who is lab confirmed to have COVID-19
- runny nose
- headache
- muscle pain
- fever
- repeated shaking with chills

Staff and children who become sick during the day will be sent home as soon as possible. Children will be isolated until they are picked up. Staff and children may return to the center without completing the isolation period and without a negative test if they obtain a medical professional's note clearing the individual for return based on an alternative diagnosis.

GUIDELINES FOR POSITIVE COVID-19 CASE-Children

Children testing positive will be required to quarantine for 10 days from the on-set of symptoms. You may submit a positive test for exemption from future quarantine for up to 90 days.

GUIDELINES FOR POSITIVE COVID-19 CASE-Staff & Teachers

If a teacher or staff test positive for COVID-19 they cannot attend HG CLC for a minimum 5 days. They can return to HG CLC on day 6-10 without symptoms, and mask will be required 100% of the time for days 6-10.

GUIDELINES FOR CLOSE-CONTACT EXPOSURE

If a child, teacher, or staff is exposed to an individual with a confirmed case of COVID-19 they cannot attend HG CLC for a minimum 5 days from their last exposure date. They can return to HG CLC on day 6-10 with a negative test (rapid or PCR) collected on day 5 or later by a health care professional (home tests are not acceptable) and without symptoms. If you choose not to test you can return to HG CLC on day 11 without a negative test and without symptoms.

You should wear a well-fitting mask around others for 10 days from the date of your last close contact with someone with COVID-19.

GUIDELINES FOR QUARANTINE

Who **does not** need to quarantine? If you came into close contact with someone with COVID-19 and you are in one of the following groups, you do not need to quarantine.

- You are ages 18 or older and have received all recommended vaccine doses, including boosters and additional primary shots for some immunocompromised people.
- You had confirmed COVID-19 within the last 90 days (you tested positive using a viral test).

You should wear a well-fitting mask around others for 10 days from the date of your last close contact with someone with COVID-19.

Who **should** quarantine? If you come into close contact with someone with COVID-19, you should quarantine if you are in one of the following groups:

- You are ages 18 or older and completed the primary series of recommended vaccine but have not received a recommended booster shot when eligible.
- You received the single-dose Johnson & Johnson vaccine (completing the primary series) over 2 months ago and have not received a recommended booster shot.
- You are not vaccinated or have not completed a primary vaccine series.

You should wear a well-fitting mask around others for 10 days from the date of your last close contact with someone with COVID-19

GUIDELINES FOR DROP-OFF & PICK-UP

POLICY

Children will be dropped off and picked up at the front north entrance to the church and parents will not enter the childcare center. The only regular exception to this procedure is infant drop off and pick up.

PROCEDURE

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Pick-up: As parents arrive, they will be admitted by the front desk administrator into the building. Children will be dismissed by teachers to parents in the church corridor.

Extended care AM & PM: Parent may drop off and pick up children from the AM & PM extended care rooms.

GUIDELINES FOR CLASSROOM OPERATIONS

POLICY

HG CLC classrooms will be self-contained groups. All activities, except for outdoor play will happen in the classroom. All children and staff will be required to wash hands upon entering the classroom, after diapering and toileting, before and after eating or feeding a bottle, or whenever necessary to prevent the spread of contagious disease/illness. All adults and teachers will be strongly encouraged to wear mask throughout the day and children ages 2 years and up will practice wearing mask. Extended care AM & PM groups will combine due to the low number of children in each group. Children will eat lunch in their classroom as usual, no sharing food and nut free if applicable. All children will rest after lunch on their individual nap mat. At the end of our HG CLC day children will travel back to the church hallway with their teachers and wait for parents to arrive.

We will communicate information by...Email and/or Text.... please make sure we have the most updates information so that you are informed about all that is happening at HG CLC.