

# 2018-2019 Parent Handbook



## **SUMMIT CHRISTIAN LEARNING CENTER**

**2575 Marshall Road San**

**Antonio, TX. 78259**

**210-545-5219**

[thelearningcenter@summitsa.com](mailto:thelearningcenter@summitsa.com)

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## **Welcome**

We welcome your ideas and creativity in helping us to maintain a high quality program for your child and encourage your active participation in our program. This handbook has been developed to answer most of the questions you may have regarding our program and policies. Please keep it in a convenient place for easy reference. Again, welcome! We look forward to serving the needs of your family at Summit!

## **Purpose**

Summit Christian Center's purpose is to connect people with God and others, leading them to become fully devoted followers of Christ, who are expressing His life in their world. This purpose statement is the bedrock of our Children's Ministry and Learning Center.

## **Philosophy**

The individual needs and interests of the children form the basis for determining the design of the play space and for the development of curriculum. Children are able to choose freely from a wide range of play and learning experiences. The fostering of curiosity and creative exploration of quality materials provides a foundation for cognitive development. The program emphasizes the development of strong self-esteem, feelings of independence and competence, and sensitivity to others.

## **Curriculum and Documentation of Activities**

Our academic and bible based curriculum is designed to nurture young children, and to stimulate their spiritual, language, physical, cognitive, and creative development, and to encourage positive self-esteem and social interaction. The curriculum is designed to meet the individual needs of each child in a warm and nurturing environment, emphasizing the building of autonomy and problem-solving abilities in the following areas:

- Music and Movement
- Physical and Natural Science
- Math and Numbers
- Language Arts
- Cooking
- Gross and Fine Motor Coordination
- Creative Art
- Dramatic Play

We seek to foster children's concepts of self-identity and confidence, while learning to build comfortable, empathetic relations with others. We strive to create a cooperative school community where diverse ideas, Christian beliefs, and different cultures are valued and appreciated. With the support of their teachers, children learn to express their needs and feelings and to listen to the needs and feelings of others. Our specific learning goals for our students vary by ages and stages.

We are proud to implement the following curriculums at Summit:

Infants: Bright Baby, Toddlers and Young 2's: High Reach, Preschool and PK: ABEKA. Afterschool: Core Value

## **Enrollment**

Summit Christian Learning Center is open for children ages 6 weeks to Pre-Kindergarten and Elementary Afterschool and Summer Camp.

Summit Christian Learning Center program does not discriminate on the basis of race, color, sex, religion, or national origin. All applicants will be reviewed on the basis of their application.

Enrollment is limited and schedules will remain in place for one school year. Enrollment process is as follows:

1. Enrollment Appointment is made with administration. Enrollment appointment must be complete a minimum of 48 hours prior to desired start date.
2. Bring all completed enrollment forms and medical documents to enrollment appointment.
  - a. All Registration & Child Information Forms completed in full including current immunization, physician's statement, and allergy action plan. If an item is not applicable to your child, please notate with N/A.
  - b. Tuition agreement
  - c. Dates of operation
3. Registration fee and tuition deposit are due at the time of enrollment appointment.
  - a. Registration Fee & tuition deposit. Registration fee is \$50 annual fee for returning families, \$100 for first year families.
  - b. Tuition deposit is the equivalent of one week of tuition.

## **Fees & Tuition**

Summit Christian Learning Center has different tuition rates based on a variety of programming options. Please see the enclosed Program and Pricing Sheet for 2018-2019 availability. All Fees and tuition deposits are Non-Refundable. Tuition deposit is allocated to a child's two week notification of disenrollment.

Summit Christian Learning Center is entirely self-supporting and depends upon tuition for its operation. Please see the enclosed Tuition Agreement for program tuition pricing.

**Tuition is due on the first day of your selected program. Ie: Full Time and MWF programming tuition is due each Monday, T/TH programming is due on each Tuesday. Tuition is considered late if received after 6pm on the first day of your selected programming. Please note that tuition is due whether or not your child is in attendance. A \$25 late fee will be assessed on the account and the child cannot return to care on the second day of programming if the account is not paid in full.**

A \$25 NSF fee will be added to the account of all checks that are returned and a \$25 late fee will be added.

**Each enrolled student is able to use 2 weeks of credit per school year without charge. This can be used for vacation or illness and must be reserved in advance via email request to [thelearningcenter@summitsa.com](mailto:thelearningcenter@summitsa.com). Credits cannot be used in lieu of a 2 week notice. Children cannot be in attendance during credit weeks. 2 weeks is defined as 5 consecutive days, Monday-Friday, business hour week. 2 weeks of credit are available in September of each year, and no more than 2 weeks of credit can be taken in a 12 month period.**

## **Questions and Concerns**

We welcome your questions and comments to better meet the needs of your family. If you need answers or want to provide feedback of your experiences with the Learning Center please direct them to any of these available channels.

Front Desk – [thelearningcenter@summitsa.com](mailto:thelearningcenter@summitsa.com)

Cara Fernandez – Learning Center Director [cfernandez@summitsa.com](mailto:cfernandez@summitsa.com)

Kimberly Daxon – Learning Center Assistant Director [kdaxon@summitsa.com](mailto:kdaxon@summitsa.com)

Kourtney Baber – Learning Center Assistant Director [kbaber@summitsa.com](mailto:kbaber@summitsa.com)

Mary Conway – Learning Center Curriculum Coordinator [mconway@summitsa.com](mailto:mconway@summitsa.com)

## **Program Hours of Operation**

Summit Christian Learning Center has Programming offered Monday-Friday from 6:30am-6:30pm, year round. We will be closed on the following days in observance of Federal Holidays, Christian Holidays, Local Holidays, Holiday Breaks and Teacher In-Service Days.

## **Closure Dates**

- August 20, 2018 “First week” of school
- CLOSED September 3, 2018 (Holiday)
- CLOSED September 28, 2018 (Teacher In Service)
- CLOSED October 8, 2018 (Holiday)
- CLOSED November 22-23, 2018 (Holiday)
- CLOSE AT 2PM December 14, 2018 (Early release for Christmas Program at 6pm)
- December 14, 2018 Christmas Program 6pm
- CLOSED December 24-28 2018 (Christmas Break Closure NO TUITION DUE)
- **CLOSED December 31, 2018 -January 4, 2019 (Continued Christmas Break, NO AFTERSCHOOL TUITION DUE. Fee based Drop in Care available with reservation)**
- CLOSED January 1, 2019 (New Year’s Day Holiday Observed)
- CLOSED January 21, 2019 (Holiday)
- CLOSED February 18, 2019 (Holiday)
- **CLOSED March 11-15 2019 (Spring Break NO AFTERSCHOOL TUITION DUE. Fee based Drop in Care available with reservation)**
- April 18, 2019 SPRING FLING – Family Event 11AM – Return to Care at 1PM
- CLOSED April 19, 2019 (Holiday)
- April 25, 2019 Summit Fiesta Boat Parade 10am
- CLOSED April 26, 2019 (Teacher In Service)
- CLOSED May 27, 2019 (Holiday)
- July 4, 2019 (Holiday)

### **Drop off and Release of Children**

Parents are requested park in the parking lots. Please use your exterior door entrance code to access the building. **PLEASE DO NOT ALLOW ANY PERSONS TO FOLLOW YOU INTO THE BUILDING OR USE YOUR CODE.**

Parent must heed to safety cones and traffic directional and painted boundaries such as arrows and crosswalks which are in place for the safety of the children.

**ANY VIOLATION OF SAFETY CONES / TRAFFIC DIRECTIONALS WILL RESULT IN A \$50 FINE FOR THE FIRST OCCURANCE AND \$100 FOR THE SECOND OCCURANCE. Continual infraction may result in disenrollment from the program.**

Parents will check in using the keypad located in front of check in areas and referencing the PIN that is listed. This system uses a time stamp. Parent will then accompany child to classroom where the attendance taking teacher will greet and receive the child. Parents are asked to be mindful of the posted classroom schedule when dropping off and picking up. Children must be dropped off by 9am each day, unless accompanied by a Doctor's note. After 9am, the child may not be accepted into care, unless in an honored grace period. In the event that a child is arriving late or leaving early some activities may be passed over or missed. IE: Circle Time, Snack, Lunch, Art, Nap, etc. Please be aware of the classroom schedule, routine and transition times to maximize your child's learning experience and minimize classroom disruptions. We respectfully request that children are dropped off in a clean and fresh diaper, and that parents accompany their children to the bathroom or classroom sink to wash their hands with soap and water before engaging in play.

When a parent is picking up a child they will sign the child out through the same keypad referencing the same PIN. Once the child is received the parent will initial on the attendance sheet that the teacher has in his or her possession.

In the event that a parent is not able to pick up a child, a person who has been authorized and designated to pick up the child on the enrollment paperwork may do so with parental consent. All information including phone numbers and current address must be notated on the parent paperwork. This person must have a current and valid photo id, such as a driver's license or passport that will be checked by a member of the Learning Center Administrative team and escorted to the classroom.

### **Late, Illness or Special request pick up**

Late pick up fees will be assessed at the rate of \$1.00 per minute beginning at 6:30pm until 6:35pm.

\$30 for 6:35pm-7:00pm.

In the event that a parent is more than 30 minutes late, or refuses to pick up their child in a timely fashion, local law enforcement will be notified.

After school enrollments are required to notify the Learning Center by 12pm on the day of pick up if their child will not be needing pick up that day. Failure to notify the Learning Center by 12pm will result in a \$25 fine that is due on the next tuition due date.

### **Parent Visitation**

Summit Christian Learning Center has an "Open Door Policy", however we do ask that you respect the fact that once a child has adjusted in the classroom, seeing their parent can distress them and cause a distraction to their learning time, as well as the teachers' ability to continue, and to the rest of the children's ability to keep attentive.

If a parent is interested in volunteering in their child's classroom or at the Learning Center in another capacity, a DFPS background must be on file. Please see the Learning Center Administrative team for details.

## **Food Service and Nutrition**

Nutrition is part of our curriculum. Children will have the opportunity to prepare and eat a variety of foods. Children must bring a lunch from home if they will not be eating our hot lunch that is served each day. Please remember these health and safety guidelines.

- Limit food and drinks that are high in refined sugar, sodium and additives.
- No sodas.
- Please limit “fast food” at lunch to special occasions or special needed items.
- Please pack “blue ice” or an ice pack in your child’s lunch to keep it from spoiling
- Children over 18 months of age must not pack microwaveable meals. Food will not be reheated.
- Children over 18 months are not permitted to have a bottle while in care.
- Children over 2 years of age are not permitted to have a sippy cup in care.

Summit Christian Learning Center provides up to two nutritional snacks per day depending on the duration of programming, breakfast and lunch. (Breakfast service begins August 2018) Our snacks typically include items such as cheese sticks, graham crackers, goldfish crackers, animal crackers, pretzel sticks, yogurt, fruit, vegetables, applesauce, cereal bars and the occasional thematic snack that corresponds to our daily lesson.

All children under the age of 2 that are still using a sippy cup must bring a clean, empty and labeled cup specifically for water consumption and a cup for milk consumption. These cups will go home with them each day.

All infants must have an infant care sheet filled in advance of the first of every month. Infants will not be accepted into care without a CURRENT infant care sheet.

## **Food Allergies**

If a child has a listed food allergy, a “food allergy emergency plan” must accompany enrollment paperwork and be on file and copied in their classroom and on field trips.

**A food allergy emergency plan is an individualized plan prepared by the child's health care professional that includes:** (1) a list of each food the child is allergic to; (2) possible symptoms if exposed to a food on the list; and (3) the steps to take if the child has an allergic reaction.

We must have a food allergy emergency plan for each child with a known food allergy that has been diagnosed by a health-care professional.

**The child's health care professional and parent must sign and date the plan.**

## **Dietary Accommodations**

**SUMMIT CHRISTIAN LEARNING CENTER IS A NUT FREE FACILITY.** Please refrain from packing any peanut butter or tree nut products. Any nut products present in the center will be discarded immediately.

Summit Christian Learning Center respects personal dietary and health related choices as they relate to food. We will offer a meatless option when available for our lunch service. However, when an option is not available, or if a parent or administration does not feel our option meets a specific child’s dietary needs the child will be required to bring a lunch from home.

All information in this handbook is subject to change at any time. You will be notified in writing of any changes that occur. Last Updated 8/2018 7

### **What to Bring / Dress Code**

Each child has an assigned cubby for their personal belongings. Children bring their things to and from school each day in a backpack or school bag. Please label all items that your child brings to school. Please send your child in comfortable clothes each day to school, and pack an additional change of clothes each day in case of accidents. In the event that a child has a bowel movement accident we will throw away the undergarment.

Remember that your child will be involved in painting, water play, and other messy play experiences. Jeans, short and t shirts are very appropriate for our program. To ensure each child's safety, we ask that they wear well sized, rubber soled, closed toe shoes, such as tennis shoes to school each day. Flip flops, crocs, boots and sandals are not permitted. Children will not be accepted into care without dress code footwear. Each child must bring enough diapers and wipes for changing of every 2 hours at a minimum.

In order not to confuse school toys with a child's personal property, we ask that children not bring playthings from home. Summit Christian Learning Center cannot be responsible for lost or broken personal toys. Two exceptions are a stuffed animal to be used at rest time, or an item for show and tell purposes. You will be notified by your child's teacher when the class will have show-and-tell.

### **Rest Time**

All children will have rest time during the day. We do not require that they sleep, but all children will routinely take a period of "quiet time" each day. We provide nap mats for the children. Children are welcome to bring a blanket (not infants) or small stuffed animal to class for rest time.

Infants must be placed on their backs to sleep. Infants may not have any additional bedding or items in the crib with them, only the infant and the sheet may be present in the crib. Swaddling infants at any time is prohibited. There is no tethering or attachments of any kind permitted on pacifying devices.

Any modifications needed for safe sleep practices must be prescribed by a licensed physician and accompanied with a State approved safe sleep form.

### **Procedure for Emergencies**

Summit Christian Learning Center has developed a comprehensive emergency response plan in conjunction with Summit Christian Center. The plan includes on site emergency and first aid supplies, and the practicing of fire and hazardous weather drills. Drills are practiced monthly. Our Emergency Evacuation plans are available on our cork boards located in the Ark hallway and in the classrooms.

### **Communicable Diseases**

Please notify the school immediately if your child has a communicable disease so that the incubation dates can be verified and other parents informed of the exposure.

### **Parent Notification**

Parent communication from the administration will be available via email on a regular basis. If you are unable to receive regular email access, please inform the office and we will give you a print out of notices. All communication to the parent from the teachers will be provided in electronic form in using the TADPOLES app, this is a daily report from the teacher. At the parent's or teacher's request, a parent / teacher conference can be scheduled to discuss any concerns regarding the child or program.

### **Questions or Concerns**

If parents have questions or concerns about our program, we encourage you to have opening communication with your child's teacher and the Directors. Through open communication, we can ensure that all parties are well informed and working as partners in the child's education.

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### **Positive Guidance & Discipline and Behavior Standards**

The word “discipline” comes from the root word “disciple.” Our aim here at Summit Christian Learning Center is to disciple children. In Proverbs 22:6, it says, “Train a child in the way he should go and when he is old he will not turn from it.” Training indicates instruction. Instruction must accompany any interaction between adult and child when the child has behaved in such a way that it is “deemed” inappropriate at Summit. The central purpose of our discipline here at Summit is to help children develop an ability to control their own behavior for the benefit of themselves and others and to glorify God. We believe that only when a person is “self-controlled” can the Lord effectively use them in our world as a witness for Jesus. Our behavior standards are as follows:

- I follow directions.
- I keep my hands, feet, and other objects to myself.
- I use kind words.

Learning Center teachers will recognize and encourage appropriate behavior. We encourage the children to discuss what they are feeling by using their words and to deal with their feelings in appropriate ways. At no time will destructive or harmful behavior be allowed. This includes but is not limited to: hitting, biting, pushing, shoving, throwing things at, or threatening another child or teacher. In the event of disruptive or harmful behavior by your child, the following discipline procedure will be followed:

**First offense:** Teacher will talk with the child and help re-direct the adverse behavior.

**Second offense:** Child will be asked to have an age appropriate “break time” or a loss of a privilege. **Third**

**offense:** Child will be removed from the classroom to have a talk with an administrator and may result in a call to parents to pick up the child if the pattern is continual that day.

We will work diligently with the parents to resolve the situation and to improve behaviors. If the situation cannot be resolved, the parent will be asked to have a conference with the teacher and coordinator to come to a resolution. **Continual disruptive or harmful behavior: Parent / Staff conference for resolution plans. Summit Christian Learning Center reserves the right to remove any student from the program based on these behaviors.**

We respectfully request that our parents treat our staff and other center families with courtesy and respect at all times. Please refrain from unprofessional conduct, tones and inappropriate vocabulary. Please do not attempt to discipline or intervene in discipline of other children outside of your household. **Continual disruptive or harmful behavior for students and families: Parent / Staff conference for resolution plans. Summit Christian Learning Center reserves the right to remove any family from the program based on these behaviors.**

### **Illness & Exclusion**

In the event of your child’s illness, please do not bring them school. We want to ensure a healthy environment for all of our children and teachers. We ask that you abide by our program’s “WELL CHILD POLICY.” Children with any of these symptoms will not be accepted into the classroom or if they display any of these symptoms while in care they will be sent home immediately. Sick children must be picked up within 90 minutes of parental notification to be picked up. In the event that the child is not picked up, \$1 per minute late fees will be assessed. In the event that a parent cannot be reached, all emergency contacts will be asked to pick up the child.

1. Any fever above 100 degrees in the past 24 hours (this includes a fever controlled by medication).
2. Any vomiting or diarrhea in the past 24 hours.
3. Goopy eyes, green or yellow runny nose.
4. Chronic wheezing cough.
5. Any unexplained rash or skin infection.
6. Pink eye and other eye infection.
7. Head lice. Child must be free of all nits.

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**Also, if any illness or condition prevents the child from playing comfortably in activities including outdoor play; and/or the illness results in a greater need for care than the caregivers can provide without compromising the health, safety and supervision of other children in care; the child will not be permitted to stay in care.**

In the case of a minor injury or accident, the staff will administer basic first aid. All injuries or illnesses not requiring immediate parental notification will be documented and reported to the parents when the child is picked up at the end of the day.

**In the event that a serious injury that warrants immediate emergency medical service, 911 will be called and EMS activated to respond. The child may be transported to the nearest Emergency Room.**

### **Medication**

If medication must be administered at school, the following conditions must be met:

1. Prescription medication is administered by administrative personnel only at the hours of 9:30am and 2:30pm. Excluding emergency response medications. (ie: epinephrine)
2. Prescription medication will be accepted only if it is in the original container and has not reached its expiration date.
3. Nonprescription medication may only be administered by following the manufacturer's recommendation on the label. Medication must be in the original container.
4. Before any prescription or non-prescription medication can be administered, including sunscreen, we must have permission in writing by the child's parent or guardian. Please fill out the medication forms and enter instructions into the daily medication log book. Please print a copy of the information given to you by the pharmacy.
5. Medication may not be given to Caregivers; medication must be given to a member of the Learning Center Administrative Team by the parent, to ensure proper receipt, storage, distribution and documentation of the medication.
6. Medication needs to go home after the last day that the medication is administered.

Health forms and food allergy emergency plans are required to be completed at the time of enrollment showing any allergies, physical limitation, a state of general health and a current immunization history. These must be updated and kept current.

### **Tuberculin Testing Requirements**

Based on local health department guidelines; proof of TB testing is not required in order to be enrolled in our program.

### **Hearing and Vision Screening**

Hearing and Vision Screening for possible vision and hearing problems is required by the Special Senses and Communication Disorders Act, Texas Health and Safety code, chapter 36, for children who are 4 years old. Parents may also bring in screening proof from their local pediatrician.

### **Minimum Standards for Childcare Centers and State Licensing**

Summit Christian Learning Center is licensed and regulated by the Texas Department of Family and Protective Services. Our operation # is 1520220. Our programs follow the Texas Minimum Standards for Child Care Centers. Parent may review a copy of these standards from our front lobbies or view the standards online at [www.dfps.state.tx.us](http://www.dfps.state.tx.us).

The most recent inspection of our facility can be viewed during operation hours on the parent board located at the entrance of the center, or it may be viewed online at [www.dfps.state.tx.us](http://www.dfps.state.tx.us).

If a parent has any comments, questions, or concerns about licensing or minimum standards, please contact the local DFPS Childcare Licensing office at 210-337-3399. Located at 3635 SE Military Drive, San Antonio, TX 78223.

### **Gang Free Zone**

Under the Texas Penal code, any area within 1000 feet of a child care center is a GANG FREE ZONE, where criminal offences related to organized criminal activity are subject to harsher penalty. Summit Christian Learning Center is a GANG FREE ZONE.

### **Breastfeeding**

Summit Christian Learning Center provides a comfortable place for mothers to breast-feed in our Nursing Mother's Room if they choose to do so. Parents may also provide breast milk for their child while in our care.

### **Child Abuse Reporting Law Requirements**

Summit Christian Learning Center Staff are required by the State of Texas law and licensing requirements to report immediately to the police or Child Protective Services (CPS) any instance when there is reason to suspect the occurrence of physical, sexual, or emotional child abuse, child neglect, or exploitation. Our staff receives annual training on recognizing and preventing abuse and neglect, including sexual abuse. Summit Christian Learning Center has made a commitment to help increase awareness and prevention techniques to employee and parent through trainings, memos and monthly newsletters. Summit Christian Learning Center will also coordinate with community organizations on strategies to prevent abuse and neglect. Some examples of abuse and neglect are: leaving a child in a vehicle unattended, not securing a child in a seat belt or booster seat, unexplained marks or bruises on opposite sides of the body, and child hygiene issues.

If parents feel they need assistance with possible child abuse, neglect, or sexual abuse, we encourage you to get help. Please call the National Parent Hotline at 1-855-427-2736 or visit [www.helpandhope.org/find-help.html](http://www.helpandhope.org/find-help.html). Please connect with your child's teacher or other Learning Center Staff to get support and resource information. The statewide Abuse and Neglect phone number is 1- 800-252-5400, if you would like to report any suspect abuse or neglect.

### **Well Checks**

Summit Christian Learning Center Staff will do a visual check of the children upon arrival each morning. If a staff member notices anything unusual, they are required to point this out to the parent at that time. If your child had an accident overnight, please notify the staff members when dropping off so that we can assist in watching the child for side effects.

### **Confidentiality**

While your child is enrolled in our program, parents may come across confidential information about our program, our staff and sometimes other children. All information received from Summit Christian Learning Center must remain confidential at all times. Breaching confidentiality may lead to disenrollment and legal action.

### **Withdrawal**

In the event that you choose to end your relationship with Summit Christian Learning Center and withdraw your child, a two week written notice is required. Tuition and Fees are non-refundable. Tuition deposits are allocated to the remaining account balance at the end of the two week notice.

### **Daily Schedule**

Each classroom has an individualized age appropriate schedule that is posted outside the classroom door. Please adhere to the schedule to maximize your child's experience and limit disruptions.

### **Child to Staff Ratios**

Our planned child to staff ratios are as follows: Infants 0-11 months 6:2, Toddler 12-17 months 8:2, Preschool 12:2, PK3,PK4, PK5 12:1

In the event of unexpected care or the event of an emergency, we may exceed state required ratios.

**Please note that Children must be fully toilet trained with the exception of a “pull-up” at rest time, to be admitted into any of our Prekindergarten programs ages 3-5 years of age.**

### **Birthdays & Celebrations**

Our children enjoy celebrating special events with their preschool friends.

Please be advised that due to allergies and parental preference we are notable to celebrate students with food items. If your child would like to celebrate at school please prepare a simple craft, game, or activity in lieu of a food item to celebrate their special day. Please make arrangements with the teacher one week in advance to ensure a successful celebration.

### **School Safety Policies**

Parents need to personally escort their children inside the building and into and out of their classroom each day. Parents will use the east and west entrance keypads as well as front lobby keypads to electronically check in their child's attendance each day. Parents are welcome to visit the center any time during the day to observe their child without prior approval. However, if you would like to stay and spend time with your child during activities, please see administration so we can do a proper background check as required by the Texas Department of Family and Protective Services.

Our facility is equipped with a fire sprinkler system and fire drills are practiced monthly. Outdoor play is restricted to “real feel” temperatures of 45-95 degrees Fahrenheit.

Our facility is equipped with an Audio/Visual surveillance system. These videos are the proprietary property of Summit Christian Learning Center and will not be shared online or with anyone outside of Summit Christian Center staff.

### **Transportation and Field Trips**

Children in K-5<sup>th</sup> grade are transported in vans from their designated Elementary school to Summit Christian Center for our afterschool program when school is in session. Children entering 1<sup>st</sup>-5<sup>th</sup> grade are also transported in vans during the summer months from Summit Christian Center to designated field trip sites 1-2 times per week. Please see attached Field Trip Rules and Agreement form in this handbook.

### **Biting Policy**

Biting is a common issue in early child development. The best way to deal with biting is consistency between providers and parents. Biting could occur for multiple reasons. Proper communication will help determine why a child is biting. We will work with parents when biting becomes a problem. We will make every effort to find solutions and strategies as soon as possible.

### **Cell Phone Policy**

Proper parent communication is imperative when working with young children. It is difficult to communicate when personal cell phones are in use. Effective December 1, 2010, the Texas Department of Family and Protective Services passed new regulation prohibiting the personal use of cell phones in classrooms. Please help us stay in compliance with this standard and abstain from using your cell phone while in your child's classroom, when dropping off and picking up your child.

# PROGRAMMING AND PRICING SHEET 2018-2019

**ALL PROGRAMS HAVE AN ANNUAL REGISTRATION FEE OF \$100 DUE AT TIME OF REGISTRATION.**

**CURRENT FAMILIES HAVE AN ANNUAL REGISTRATION FEE OF \$50 SPACE PERMITTING.**

**ELEMENTARY SUMMER CAMP FEE OF \$150.**

**ALL STUDENTS HAVE AN ANNUAL \$125 SUPPLY FEE DUE FEBRUARY 2019.**

**ALL PROGRAMING AND PRICES ARE EFFECTIVE MONDAY, JULY 30, 2018.**

## **PROGRAMS**

Infant 0-17 Month – Monday-Friday	\$250 per week + \$250 tuition deposit
5 DAY PRESCHOOL Pre-school and PK - Monday-Friday	\$225 per week + \$225 tuition deposit
3 DAY PRESCHOOL Pre-school and PK – Monday, Wednesday & Friday	\$145 per week + \$145 tuition deposit
2 DAY PRESCHOOL Pre-school and PK – Tuesday & Thursday	\$90 per week + \$90 tuition deposit
ELEMENTARY AFTERSCHOOL – K-5 <sup>TH</sup> GRADE	\$75 per week + \$75 tuition deposit
ELEMENTARY CAMP 1 <sup>ST</sup> -5 <sup>TH</sup> GRADE – Monday-Friday	\$215 per week + \$215 tuition deposit

### **We are proud to offer the following discounts**

10% off of tuition for Active Military, Active First Responder, Active Educator or Active Summit Church Member.

**All discounts require current identification from the above agencies and will be only be applied in honor of parents or legal guardians of the enrolled child(ren).**

10% off of tuition for siblings. (Youngest child at standard rate)

10% off of tuition for Legacy Families (Families who have been in care for 3 years at Summit, applied on 3<sup>rd</sup> anniversary date of enrollment)

10% off Family Discounts (Families with 3 or more children co-currently enrolled)

### **Discounts cannot be combined**

### **DAILY DROP-IN RATE WHEN AVAILABLE:**

\$60 (18 Months to 5 Years Old)

### **HOURLY RATE:**

\$10.00 per hour

**DROP IN MUST BE APPROVED WITH CENTER ADMINISTRATION 48 HOURS PRIOR TO REQUEST**

**ALL FEES AND TUITION ARE NON-REFUNDABLE**

All information in this handbook is subject to change at any time. You will be notified in writing of any changes that occur. Last Updated 8/2018

# SAMPLE OLDER INFANT SCHEDULE



## Schedule/Sneak Peek



Week 19		Monday 1/22	Tuesday 1/23	Wednesday 1/24	Thursday 1/25	Friday 1/26
Time	Lesson	High Reach Subtopic: How can I Create with Textures				
6:30	Greet Parents and Students/Put children belonging away/Set up class/Curriculum ready for the day/etc					
7:15	Child can play in the centers/play music/read books/etc					
7:35	Bible	Memory Verse: "Do not forget to do good to others. And share with them what you have. These are the sacrifices that please God." Hebrews 13:16				
		John 12:1-8-- To help children understand that sometimes sharing means giving all of something away and keeping nothing-- just like the woman who gave all her money at the temple.				
		Read Story	Smelly Things	Point a Smell with Yarn	Blot Painting	
7:50	Science & Math	Paint Mix-ins	Sand and Water		Mix a snack	
8:20	Snack					
8:45	Physical Health & Development	Beautiful bean bags	Swishy streamers		Free Play	
9:40	Wash hands/Water					
9:50	Creative Expression	Sandy Art	Coloring Ridges	Painting together	Changing Textures	Texture book
10:35	Lunch					
11:00	Rest Time					
1:30	Snack/Centers toys					
2:10	Social & Emotional	Puppet and me		Rolling balls		Clap to the Music
2:25	Physical Health & Development	Free Play	Swishy streamers		Beautiful bean bags	
3:25	Diapers/Wash Hands and Face/Water					
3:50	Language & Emerging Literacy	Wet textures		Texture blocks		Puppet + Picture
4:10	Go for a walk around the building					
4:25	Story and Music Time	some Brain Break songs and have the children read books or play with puzzles. During Story and Music Time --Get belongings together--Have children help				
4:45	Diapers/Wash Hands and face/Water					
5:00	Bible Activity Time	Match and Sniff	Mary Shared Picture	Mary with Scented Hair	Timer/Hot Potato	Favored Yogurt Painting
5:25	Fine Motor & Manipulative Skills	Hide and Seek Playdough		Cheerio Tower	Creating Fossils	
		Each table will have a different Manipulative bin rotate every 10 mins				
5:45	Centers/Clean up					
6:30	Farewell my friends! Have a great night!					
Curriculum			Events & Special Day		Closures	
High Reach: Textures and Fabrics			1/18 Winnie the Pooh Birthday		1/15 Martin Luther King Day	
Contamar Bible: I can Share Tool						

Hand washing must occur before and after restroom, meals, art, sensory activities and outdoor play. If your child wears pull ups/diapers they will be changed every 2 hours, unless needed earlier or potty training.



# SAMPLE TODDLER SCHEDULE



## Pony Schedule/Sneak Peek



Week 19		Monday 1/22	Tuesday 1/23	Wednesday 1/24	Thursday 1/25	Friday 1/26
Time	Lesson	High Reach Subtopic: How can I Create with Textures				
6:30	Arrival	Set up class/Curriculum ready for the day				
		Greet Parents and Students help put children belonging away				
7:15	Centers/stories	Children can play in the centers/play music/read books/etc				
7:30		Check Diapers/Wash Hands				
8:00	Language & Emerging Literacy	Wet textures		Texture blocks		Puppet + Picture
8:15	Science & Math	Paint Mix-ins		Sand and Water		Mix a snack
8:30		Diapers/Wash Hands/Snack				
8:45	Creative Expression	Sandy Art	Coloring Ridges	Painting together	Changing Textures	Texture book
9:00	Bible	Memory Verse: "Do not forget to do good to others. And share with them what you have. These are the sacrifices that please God." Hebrews 13:16				
		John 12:1-8-- To help children understand that sometimes sharing means giving all of something away and keeping nothing--just like the woman who gave all her money at the temple.				
		Read Story		Smelly Things	Point a Smell with Yarn	Blot Painting
9:25	Physical Health & Development	Beautiful bean bags		Swooshy streamers		Free Play
10:20		Diapers/Wash Hands/Water				
10:35		Lunch				
11:00		Check Diapers/Wash Hands and Face/ Rest Time				
1:45		Diapers/Snack/Centers toys				
2:30	Social & Emotional	Puppet and me		Rolling balls		Clap to the Music
2:45		Check Diapers/Wash Hands and Face/Water				
3:15	Physical Health & Development	Free Play	Swooshy streamers		Beautiful bean bags	
4:15		Diapers/Wash Hands and Face/Water				
4:45	Story and Music Time	Get belongings together--Have children help. Put on some Brain Break songs and have the children read books or play with puzzles.				
5:00		Go for a walk around the building				
5:15	Bible Activity Time	Match and Sniff	Mary Shared Picture	Mary with Scented Hair	Timer/Hot Potato	Favored Yogurt Painting
5:35	Fine Motor & Manipulative Skills	Hide and Seek Playdough		Cheerios Tower	Creating Fossils	
		Each table will have a different Manipulative bin rotate every 10 mins				
5:45		Diapers/Wash Hands and Face/Water				
6:15	Centers/Clean up	Free Play Centers (1 center per 3-4 expected children)				
6:30		Farewell my friends! Have a great night!				
	Curriculum	Events & Special Day			Closures	
	Reach: Textures and Fabrics	1/18 Winnie the Pooh Birthday			1/15 Martin Luther King Day	
	Centers- Bible: I can Share Tool					

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# SAMPLE PRESCHOOL SCHEDULE



## Sneak Peek/Lesson

Week 19	Monday 1/22	Tuesday 1/23	Wednesday 1/24	Thursday 1/25	Friday 1/26	
Time	Activity	Lesson/Schedule				
6:30	Arrival	Great Parents and Students				
6:45	Fine Motor & Manipulative Skills	Tape Peel	Pasta Threading	Pom pom in bottles		
		Each table will have a different Manipulative bin rotate every 10 mins				
8:05	Circle time #1	Good morning song, greetings, etc.				
8:10	Bible	Memory Verse: "Do not forget to do good to others. And share with them what you have. These are the sacrifices that please God." Hebrews 13:16				
		John 12:1-8—To help children understand that sometimes sharing means giving all of something away and keeping nothing—just like the woman who gave all her money at the temple. Jesus said the woman have more than all the rich people who gave part of what they had. Jesus was pleased with how the woman shared.				
		Read Story	Smelly Things	Paint a Smell with Yarn	Blot Painting	
8:30	Snack					
8:55	Recess					
9:45	Wash Hands and face, Water					
10:00	Language Development	Larry Lion	Ladybugs	What's that noise?	Mail carrier	Sheep
10:20	Skills Development	Arts and Crafts with Amber Lamb	Music/Rhythm Band	Arts and Crafts with Amber Lamb	Mary Shares with Jesus	Growing up with Amber Lamb
10:40	Art Time/Brain Break	Valentines Gifts	Teacher's Choice	Music	Valentines Gifts	Teacher's Choice
11:05	Phonics/ Numbers	Larry Lion	Ladybugs	Listening	Letter Carrier	Lamb
11:35	Lunch					
12:00	Nap					
1:45	PT Snack/Water@ 2:00 FT Water					
2:25	Recess					
3:25	Snack					
4:00	Bible Learning Activity	Scented Shaving Cream	Match and Sniff	Mary Shared Picture	Mary with Scented Hair	Timer/Hot Potato
4:25	Brain Break	Brain Break songs and have the children read books or play with puzzles. Get children's belongings together. Have the children help!				
5:00	Go for a walk down the hallway in Kings court.					
5:10	Center # 2	Table Activities, Carpet Activity, Music and Books				
5:45	Restroom, Wash Hands, Water					
6:00	Circle # 2	Talk about their day and story time				
6:30	Dismissal	Farewell my friends! Have a great night!				
Curriculum		Events & Special Day		Closures		
ABeka for 2's and 3's		100th Day of School 1/23 & 1/24		1/15 Martin Luther King Day		
Cantamar Bible: I can Share Tool						

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