

Table of Contents

Narrative Statement

Purpose, Goals, and Philosophy

Care Provided & School Closings

Fees

Other Fees

Fee Payment

Admission Policies

Termination - Classroom Adjustment

Termination - Non-payment of Tuition

Eligibility Requirements

Illness

Medication

Serious Injury/Illness Policy

Supervision Plan

Child Protection

Preschool Program

Two Year Old Program

Toddler Program

Infant Program

Parental Responsibilities

Parental Involvement

Staff Positions and Responsibilities

Additional Policies

Welcome to Children's Learning Center: Our Mission and History

Children's Learning Center (CLC) was founded in 1969 by a group passionate about nurturing children's care and development. Their vision quickly evolved to include the vital need for robust financial support and strong organization to deliver a high-quality, full-day childcare program. This led to a significant reorganization in 1972 and the formation of a dedicated new Board.

Over the decades, CLC has adapted and grown. We moved from our location at 1000 Kentucky (within the First Christian Church from 1974-1980) to the former Lawrence Memorial Hospital wings in May 1980. Our most significant step forward came in June 1993 with the purchase and renovation of our current modern facility at 205 N. Michigan, which opened its doors in September 1993 and can now welcome up to 141 children.

CLC operates under the vigilant licensing of the Kansas Department of Health and Environment. While maintaining state-mandated teacher-to-child ratios (1:4 for infants, 1:6 for toddlers, 1:7 for children ages 2 - 3, and 1:12 for preschool students ages 3 - 5) **we are deeply committed to surpassing these standards.** Our aim is to provide **lower class sizes and more favorable teacher-to-child ratios** whenever financially feasible, ensuring a more enriched and attentive learning experience for every child. Most of our classes operate under ratios lower than the state mandate, allowing teachers to supervise a smaller group of children and provide additional support overall. We also partner with ECKAN Early Head Start. The classrooms that partner with EHS are mandated to have a 1:4 ratio of teachers to students.

Children's Learning Center, Inc. is an equal opportunity and affirmative action employer. We uphold a strict non-discrimination policy, ensuring fair treatment for all employees and employment applicants regardless of race, religion, color, sex, disability, age, national origin, or ancestry.

Purpose, Goals, and Philosophy

Children's Learning Center provides quality child care for children from 2 weeks to 6 years of age. While our preferred enrollment age is 6-8 weeks, we can accommodate younger infants (down to 2 weeks) in extenuating circumstances.

Our core philosophy is to build a strong foundation for life and learning by supporting children's development of social skills, self-help abilities, and key developmental milestones. We prioritize each child's emotional well-being, giving ample personal attention to ensure they feel genuinely loved and valued as individuals. This sense of security is paramount, especially given the significant time children spend in our care daily.

We trust in children's natural curiosity to guide them in exploring and expanding their cognitive abilities, language, motor skills, creative expression, and social understanding. To facilitate this, our school offers a diverse array of stimulating opportunities designed to capture their interest and promote active learning.

In collaboration with families, our goals through this philosophy are to empower children to:

- **Realize their full potential.**
- **Learn to manage their own needs** and care for their surroundings.
- **Express their emotions and experiences clearly.**
- **Enjoy positive interactions** with other children and adults.
- **Engage in and complete activities** according to their individual capabilities.
- **Strengthen their listening comprehension.**
- **Navigate daily routines** with increasing self-control and independence.
- **Foster autonomy** by taking initiative in their self-care.
- **Prepare for future developmental stages** with confidence.

Care Provided

Children's Learning Center operates Monday through Friday, from 6:45 a.m. to 6:00 p.m.

All children are required to arrive by 9:00 a.m. If your child will be arriving late, the office must be notified in advance. Failure to notify the office of a late arrival may result in:

- Inability to guarantee classroom staffing for your child's attendance.
- Exclusion from food counts for the day.

This policy is in place for several reasons:

- **Teacher-to-Child Ratios:** All classrooms adhere to specific teacher-to-child ratios. Unplanned late arrivals can disrupt staffing, as teachers may be reallocated for breaks, cleaning, or adjusted schedules during periods of low attendance.
- **Academic Programming (3-5 Year Old Classrooms):** In our 3-5 year old classrooms, the academic portion of the day begins shortly after 9:00 a.m. and concludes around noon. Consistent participation in this academic block is crucial for kindergarten readiness.

Final classroom attendance is taken at 9:00 a.m. each day. Late arrivals are permitted only with prior notification to the school office.

Holiday & School Closings

CLC is closed for the following holidays:

- Labor Day
- Teacher In-Service Day (Oct/Nov - Date TBD)
- Thanksgiving Day & the Friday after Thanksgiving
- December 24th, 25th, & 31st
- New Year's Day
- Teacher In-Service Day (March - Date TBD)
- Spring Reset Day (March - Date TBD)
- Teacher Appreciation Friday (Half-day closure)
- Memorial Day
- Independence Day

Access the official CLC School Calendar annually for precise dates of all closings and special events. The calendar can be found on the school website at www.clc-ks.org.

Winter Break Operations: During the winter break (between Christmas Eve and New Year's Day), we will determine if the Center remains open. This decision depends on anticipated enrollment, staffing levels, and how the holidays fall on the calendar. You will receive at least one month's advance notice regarding these closing dates.

Important Holiday Rules:

- If July 4th is on a Saturday, we close the Friday before.
- If July 4th is on a Sunday, we close the Monday after.
- For holidays falling on a Thursday, we'll decide about the following Friday's operations based on attendance needs and staff availability.

Tuition remains consistent: Full-time monthly tuition rates apply regardless of holidays or scheduled center closings.

Meal Services & Rest Time

Children's Learning Center participates in the **Child & Adult Care Food Program**, administered by the State Department of Education, ensuring your child receives nutritious meals. We serve:

- **Breakfast:** 8 a.m. - 8:30 a.m.
- **Lunch:** 11:00 a.m. - 12:45 p.m. (3 lunch shifts beginning with younger classrooms)
- **Afternoon Snack:** Around 3:00 p.m.

Our meal program's goal is to enhance children's health and nutrition while fostering positive eating habits. We practice **Family Style Service**, encouraging children to serve themselves, explore new foods, and learn portion control. While children are encouraged to taste all foods, they're never required to eat everything on their plate. We offer a variety of healthy foods, including produce from our **annual garden-to-table curriculum**. We welcome your suggestions!

Following lunch, all children have a **nap or rest period**. We understand that younger children typically need more rest, so nap times are scheduled accordingly. Children who are tired can go directly to sleep. As children wake up, they'll gradually put away their cots, use the bathroom, wash their hands, and prepare for snack time. This flexible approach allows those who need more sleep to rest longer, while early risers can transition smoothly to their afternoon activities.

Fees and Tuition

Current Fees: For detailed current tuition rates, please contact the school office.

Annual Fee: A **\$125.00 annual fee** is required for each child. For children not yet enrolled, payment of this fee and the tuition deposit of \$150 will secure a space on the waiting list until the scheduled start date.

This annual fee is **non-refundable**. The fee covers the administrative cost of enrollment as well as the annual school supply needs for each student.

Tuition Deposit: A \$150.00 tuition deposit is due for the first child upon enrollment, and a \$75.00 deposit for each additional child. For families receiving funding from the Department of Children and Families (DCF), the deposit is \$75.00 for the first child and \$45.00 for each additional child. This deposit is refundable if the center receives 30 days' written notice of your child's withdrawal and may also be applied to the last tuition payment. Tuition will be prorated for children enrolling mid-month.

No Refunds or Credits for Absences/Closings: Please understand that **no refunds or credits** will be given for emergency closings, holiday closings, or absences due to illness. This policy is in place because full-time staff are paid for these days. For part-time parents who were previously grandfathered into part-time enrollment, tuition for illness, holidays, or emergency closings is still required if the day falls on your child's scheduled attendance day.

Discounts:

- **Lawrence Memorial Hospital (LMH) Employee Discount (Main Location):** Our Main location offers a discount to LMH employees, reflecting our historical ties with the hospital. The discount amount is determined by annual budget calculations each school year. Families employed at LMH with a child enrolled at CLC prior to August 2024 will retain their previous LMH discount.
- **Sibling Discount:** We offer a **5% sibling discount** on the tuition of the oldest sibling for families with more than one child enrolled and who do not receive other agency subsidies.
- **CLC Employee Discount:** Full-time CLC employees receive a significant tuition discount, dependent on the annual budget allotment.

Tuition Rate Changes: Tuition is subject to a 2% raise annually at the beginning of the school year (August). The 2% raise in tuition rates allows us to provide a minimum cost of living raise to our teachers annually. Tuition rates are subject to additional change due to annual employee raises, budgetary necessities, and to align with the rate of inflation in our community. In such an event, parents will receive a minimum of one month's notice of any change.

Other Fees

Late Tuition Payment: A **\$25.00 late fee penalty** will be charged on tuition payments received after the fifth of the month.

Returned Checks: A **\$20.00 fee** will be charged for any returned checks.

Supplies Provided by Center:

- **Diapers:** A **\$1.00 fee** will be charged for each diaper the Center provides.
- **Wipes:** A **\$3.00 fee** will be charged for each package of wipes the Center provides. You can easily avoid these fees by ensuring your child's cubby is fully stocked with disposable diapers and wipes.

- **Clothing/Linens:** A **\$5.00 fee** will be charged for any shirts, pants, shoes, sheets, blankets, etc., provided by the Center that are not returned within one week.
-

Late Pick-Up Policy

We understand that late pick-up can sometimes be unavoidable. In emergency situations, the Center will consider waiving the fee on a case-by-case basis. Our late pick-up fees are as follows::

- **Before 5:59 p.m.:** No charge
- **6:00 - 6:04 p.m.:** \$5.00 per child
- **6:05 - 6:14 p.m.:** Additional \$25.00 per child
- **After 6:15 p.m.:** Additional \$2.00 per minute per child

Repeated Late Pick-Ups: If a child is picked up late three times, the child may be dismissed from the program, or the late penalty will be doubled. All late fees must be paid in cash to the center *prior* to the child returning to school.

Why We Take Late Pick-Up Seriously: Late pick-up is a serious matter for several reasons:

- **Licensing and Liability:** Our school is licensed to operate only during specific hours (6:45 a.m. - 6:00 p.m.) Any time outside these hours creates a liability concern.
 - **Staff Schedules:** We respect our staff's personal and family schedules; they often have commitments after their shifts.
 - **Budgetary Impact:** As a non-profit, we operate on a strict budget. Teachers staying late often results in overtime costs, which directly impacts our financial planning.
-

Fee Payment

All fees are to be paid on a **prepay basis**, as the Center relies on tuition to cover salaries and operating costs. Payment schedules can vary based on family needs and are set during enrollment discussions with school administration. While various payment options are available, all require prepay.

Statements for the upcoming month's tuition will be distributed to parents by the last week of each month. If you anticipate difficulty making a payment by the first of the month, please contact the director immediately to arrange an alternate payment plan.

Withdrawal Policy: If you need to withdraw your child from CLC, we require **30 days' written notice**. This notice allows us sufficient time to secure replacement enrollment, helping to maintain our budget's smooth operation. If one month's notice is provided prior to withdrawal, your account deposit will be refunded.

Acceptable Payment Methods:

- Personal Check
- Money Order
- Cashier's Check
- ACH draft from checking or savings account (monthly or bi-monthly)

Due to the daily operating costs of the school and the nature of our non-profit budgeting, **no refunds will be issued for pre-paid tuition in the event of a child's absence**, including vacation, illness, or emergency closings due to inclement weather. Regular fee payment is required to hold a child's space during these times.

Admission Policies

Children's Learning Center admits all children without discrimination.

Waiting List & Tours

If there are no immediate openings, we maintain a waiting list. To be added to the waiting list, parents must first tour the center. During the tour, we'll gather pertinent information such as your name, contact details, your child's name and birthdate, age, and funding source.

Enrollment Process

When an opening becomes available, parents will be contacted to schedule an enrollment interview with the Director. During this meeting, you'll receive the necessary enrollment forms, and the deposit and annual fee will be due. All required forms for KDHE licensed child care centers are available for download on our school website at www.clc-ks.org.

Probationary Enrollment

All new enrollments begin with a one-month probationary period. This allows time to ensure the program is a good fit for your child. If, during this period, it's determined that our program isn't suitable to promote your child's development or they are not adjusting well, we will work with you to refer your child to a more appropriate program.

Termination Policy

Our goal at Children's Learning Center is to ensure a positive and supportive environment for all children. We believe in open communication with families to address any concerns.

2. Non-Payment of Tuition

Tuition is due on a prepaid basis. A child's tuition payment must not be more than five days past its due date.

Our process for overdue tuition is as follows:

- **After the fifth day of the month:** A late notice will be sent to the responsible party. This notice will state that payment is due by the tenth day of the month.
- **After the tenth day of the month:** If the delinquent bill remains unpaid by the close of business on the tenth day of the month, your child's enrollment will be **automatically terminated**.

Any unpaid balances after termination will be referred to an attorney, Small Claims Court, or a collection agency.

Eligibility and Required Documentation

Children's Learning Center is licensed by the **Kansas Department of Health and Environment (KDHE)** and operates in accordance with all state regulations. Additionally, as a recipient of federal funding, we are regulated by the **Department for Children and Families (DCF)** and **ECKAN Early Head Start**.

Eligibility

To be admitted to the Center, children must meet age requirements as stipulated by KDHE licensing standards.

Required Documentation for Enrollment

For your child's enrollment to be complete, the following forms and documentation are required:

- **Health Certificate:** A completed health certificate signed by your child's physician, confirming a recent physical examination and an up-to-date immunization record. Immunizations must adhere to the recommended schedule from the Centers for Disease Control and Prevention (CDC).
- **Emergency Care & General Permission:** A notarized statement providing consent for emergency medical care and general permission for activities such as field trips.
- **Child History Form:** This form helps us understand your child's individual needs and background.

- **CACFP Income Statement:** Required for participation in the Child and Adult Care Food Program (CACFP).
 - **Parent Contract:** Outlining the terms and conditions of enrollment.
 - **Center-Specific Information Forms:** Any additional forms specific to Children's Learning Center policies and procedures.
-

Illness and Injury Policy

At Children's Learning Center, the health and safety of all children and staff are our top priorities. We appreciate your cooperation in adhering to these guidelines to prevent the spread of illness.

Illness and Exclusion Policy (Updated July 2026)

At Children's Learning Center, the health and safety of all children and staff are our top priorities. We appreciate your cooperation in adhering to these guidelines to prevent the spread of illness.

Illness and Exclusion Procedures: Please keep your child home and notify CLC if they show any signs or symptoms of illness or a communicable disease.

If your child becomes ill or requires exclusion for medical or behavioral reasons while at CLC:

- **Prompt Notification:** The school office will contact you immediately to pick up your child.
- **Pick-Up Timeframe:** Parents/guardians must pick up an excluded child as promptly as possible, and no later than **1 hour** after notification (accommodating commute times beyond KDHE's recommended 30-minute window). The 1-hour window begins upon direct contact via phone or Procure message. If no contacts on the pick-up list can be reached, the 1-hour countdown begins 15 minutes after our initial message is sent.
- **Exclusion Pick-Up Fees:** To ensure the health, safety, and proper staffing ratios for all children, pick-ups exceeding the 1-hour grace period will incur late fees following our standard Late Pick-Up fee structure:
 - **0 – 59 minutes after notification:** No charge
 - **60 – 64 minutes after notification:** \$5.00 per child
 - **65 – 74 minutes after notification:** Additional \$25.00 per child
 - **75+ minutes after notification:** Additional \$2.00 per minute per child
- **Payment:** All exclusion late fees must be paid in cash to the center prior to the child returning to school.
- **Return Guidelines:** Upon pick-up, you will be informed of the appropriate exclusion requirements for your child's return (e.g., remaining symptom/fever-free without medication for 24 hours).

Outdoor Play Policy: If your child is too ill to participate in outdoor play, please do not bring them to school. State licensing regulations require us to take all children outside daily, weather permitting.

Medication Administration

If your child requires medication during center hours, an **authorization form must be completed** by you (the parent/guardian) or your child's physician before any medication can be administered.

- **Prescription Medications:** Must be in the original pharmacy bottle, clearly labeled with the child's first and last name, medication name, dosage, dosage intervals, and physician's name.
- **Non-Prescription Medications:** Such as aspirin, cough syrup, or decongestants, will only be administered if an authorized form has been completed by the parent/guardian. The child's first and last name must also be clearly marked on the non-prescription bottle.

For safety, all medication is stored securely and locked within your child's classroom.

Serious Injury/Illness Procedures

In the event that a child becomes seriously injured or ill while attending Children's Learning Center, the following procedures will be followed:

1. **Immediate Care:** Efforts will be made to stabilize the child's condition using appropriate First Aid techniques.
2. **Parent/Medical Notification:** Office staff will concurrently contact the child's doctor and/or the hospital emergency room, as well as the parent/guardian.
3. **Transportation:** Upon the advice of a medical professional, the child will be transported by ambulance to the nearest emergency facility (typically Lawrence Memorial Hospital) or the child's doctor, whichever is deemed most appropriate.
4. **Staff Escort:** Every effort will be made for your child's teacher to accompany them to the medical facility until a parent/guardian arrives. If the teacher is unable to leave the classroom, the Executive Director, or another designated staff representative, will accompany the child until the parent/guardian takes over.

Emergency Medical Release: Parents/guardians are required to sign **emergency release forms** authorizing Children's Learning Center staff representatives to give consent for any and all necessary medical care for children while in our custody. This emergency medical release form **must be notarized in Douglas County**. Please speak with CLC staff regarding an authorized notary available at the school for your convenience.

Our Supervision Plan

At Children's Learning Center (CLC), your child's health, safety, and well-being are our highest priority. Our comprehensive supervision plan ensures that all children, from infants to six-year-olds, receive constant and attentive care. A detailed copy of our full supervision plan, including floorplans of our indoor and outdoor play areas, is available for your review at the school office.

General Supervision Principles

Every CLC employee is responsible for safeguarding the children in their care. Our staff consistently:

- **Maintains Awareness:** They are always aware of each child's location and current activities.
- **Engages and Responds:** They actively interact with children, attend to their needs, and immediately respond to any distress or changes in activity or noise levels.
- **Prioritizes Emergencies:** They respond immediately to any emergency that could impact a child's health or safety.
- **Stays Focused:** No employee engages in personal activities that would interfere with the direct care and supervision of children.

Indoor Supervision

When children are indoors, our employees ensure continuous supervision:

- **Awake Children:** Staff members are always within sight of all awake children, actively watching and overseeing their activities. They remain in the classroom unit to maintain required teacher-to-child ratios and are always alert and ready to respond immediately to any child in distress.
- **Napping/Sleeping Children:** Each napping or sleeping child remains within sight of an employee.
 - In separate napping rooms, an employee is always present when infants are napping, adhering to all K.A.R. 28-4-440 Infant and Toddler Programs requirements.
 - As children awaken and are ready to get up, staff attend to their needs and help them transition to another activity.

Outdoor Supervision

When children are playing outdoors, our staff follow specific procedures to ensure their safety:

- **Safety Checks:** Employees verify that the designated play area is fully enclosed with a secure fence or other entry/exit, and is free of potential hazards.
- **Constant Monitoring:** Staff members are always outdoors with the children, remaining within sight and proximity to each child. They actively watch, direct, and respond to the children's needs.
- **Strategic Positioning:** Employees refer to a posted diagram of the playground and position themselves to ensure all children are visible and easily accessible at all times.
- **Safe Transitions:** When moving children between indoor and outdoor spaces, or from one unit to another, each staff member confirms they have the correct children by stating names and visually matching them to faces.
-

Children's Behavior Guidance & Program Disenrollment Policy (updated July 2026)

At Children's Learning Center (CLC), we strive to provide a safe, supportive, and nurturing environment for all children and staff. To ensure the safety, well-being, and positive learning environment of every child in our care, CLC maintains firm expectations regarding acceptable classroom behavior and active family partnership.

Behavior Expectations & Discipline Philosophy

CLC utilizes positive reinforcement, redirection, emotion regulation techniques, and clear boundary setting. Physical punishment, verbal threats, humiliation, or withholding food/rest are strictly prohibited.

When a child's behavior consistently disrupts the learning environment, damages property, or poses a safety risk to themselves or others, a structured behavioral plan and explicit consequences will be enforced. While we understand that some negative behaviors are developmentally appropriate in certain stages of early childhood, other atypical behaviors are addressed in the discipline policy.

Unacceptable & Severe Behaviors

The following atypical behaviors are considered severe and will result in formal documentation (Incident Reports), parent contact, and possible exclusion or disenrollment:

- **Physical Aggression:** Hitting, kicking, biting, throwing items at others, spitting, scratching, or any attempt to cause physical injury to children or staff.
- **Property Destruction:** Intentionally breaking, destroying, or damaging school property, classroom materials, or personal property of others.
- **Elopement / Leaving Designated Areas:** Leaving the classroom, playground, or building without authorization, or running away from supervising staff.
- **Persistent Disruptive / Defiant Behavior:** Severe refusal to follow safety directions, persistent verbal abuse/profanity, or actions that continually prevent teachers from maintaining safe supervisory ratios.

Progressive Behavior Plan & Exclusion Process

Unless an emergency immediate disenrollment is warranted, CLC follows a progressive process to address severe behavioral challenges:

Step 1: Incident Documentation & Parent Notification

- Staff will document severe behavior incidents via an Incident Report.
- Parents/guardians will be notified in writing and/or by phone on the day of the occurrence.

Step 2: Parent-Teacher Conference & Behavioral Action Plan

- Upon receiving **three (3) Incident Reports** for severe behaviors within a 30-day period, a mandatory parent conference will be scheduled.
- A written **Behavioral Action Plan** will be developed outlining specific goals, intervention strategies, and a timeline for measurable improvement (typically 2 to 4 weeks).
- **Mandatory Pick-Up:** If a child exhibits severe physical aggression or unmanageable behaviors during the day, parents must pick up the child within **1 hour** of notification (subject to standard late pick-up fees after 60 minutes).

Step 3: Temporary Suspension / Exclusion

- If the child's behavior does not improve within the specified timeline of the Action Plan, or if a severe incident occurs that severely threatens safety, CLC reserves the right to issue a temporary suspension (1 to 3 days).
- Tuition will not be refunded or prorated during periods of behavioral suspension.

Step 4: Permanent Disenrollment

- If the Action Plan milestones are not met, or if unsafe behaviors continue following a temporary suspension, CLC will issue a formal **Notice of Permanent Disenrollment**.
- In standard cases, a 1-week to 2-week notice may be granted; however, CLC reserves the right to terminate enrollment immediately if safety cannot be maintained.

Grounds for Immediate Disenrollment (Zero Tolerance)

CLC reserves the right to terminate a child's enrollment immediately, **without prior notice or progressive steps**, under the following circumstances:

1. **Severe Physical Harm or Danger:** Any behavior that results in severe injury to another child or staff member, or poses an imminent threat to the safety and security of the center.
2. **Extreme Property Damage:** Intentional act resulting in costly or dangerous damage to the facility.
3. **Parent / Guardian Misconduct:** CLC expects parents, guardians, and authorized representatives to conduct themselves professionally at all times. Enrollment will be terminated immediately if a parent/guardian engages in:
 - Verbal abuse, threats, profanity, or intimidating behavior toward staff, children, or other families.
 - Physical aggression or harassment on school grounds.
 - Refusal to adhere to CLC policies, payment schedules, or administrative directives.
 - Persistent failure or refusal to pick up an excluded child within the mandatory 1-hour timeframe.

Finality of Decisions

All decisions regarding suspensions, behavioral exclusions, and program disenrollments are made at the sole discretion of the Executive Director. Enrollment at Children's Learning Center is at-will, and CLC reserves the right to terminate services at any time if it is determined that the center cannot safely or effectively meet the child's needs.

Our Commitment to Child Protection

Your child's safety is our highest priority at Children's Learning Center.

In accordance with Kansas State law, we are dedicated to the protection of children from physical or mental abuse and neglect. This law ensures that all reports are thoroughly investigated and that support services are provided to children and their families, with a focus on family preservation when safe.

Children's Learning Center staff are legally mandated reporters. This means we are required to report any and all suspected cases of child abuse or neglect to the proper authorities. We take this responsibility very seriously to ensure the well-being of every child in our care.

Our Classrooms: Nurturing Growth at Every Age

At Children's Learning Center, we understand that children thrive in environments tailored to their developmental stage. Our programs are thoughtfully designed to meet the unique needs of each age group, fostering a love of learning and providing a strong foundation for future success.

Infant Program (2 Weeks - 12 Months)

Our Infant Room is a warm and secure environment for up to six infants, licensed for ages two weeks to twelve months. While we prefer enrollment to begin at 6-8 weeks, we do accommodate younger infants under extenuating circumstances. Infants transition to our Toddler Program when they are developmentally ready.

With a 1:3 teacher-to-child ratio, supported by one full-time teacher and part-time aides, your baby will receive continuous, nurturing care. We use a variety of toys and educational materials to enhance their physical, cognitive, emotional, and social development.

- **Individualized Care:** Close supervision and attention are paid to each infant's hygiene and safety. Diapers are checked and changed frequently.
 - **Home-to-Center Connection:** A daily record of your child's naps, feedings, diaper changes, and outside time is meticulously kept. This helps us maintain continuity between home and the center.
 - **Parent Partnership:** Parents are responsible for providing diapers, wipes, and, in some instances, formula. We welcome and support breastfeeding mothers at the Center.
 - **Nurturing Practices:** Babies are held during bottle feeding unless they are old enough and show a desire to hold the bottle themselves. Each child has their own crib or pack-and-play, with laundry provided by the Center.
 - **Stimulating Curriculum:** We recognize the importance of building trust between caregivers and children, and we provide a stimulating curriculum. Babies acquire new skills rapidly, and our day is filled with activities promoting small motor, large motor, social, language, and individual developmental milestones.
-

Toddler Program (Approx. 12 Months - 24 Months)

Our Toddler Rooms are dynamic spaces designed for eight to ten children, depending on ages. Toddlers are surrounded by age-appropriate toys and educational equipment that support their early academic journey. A consistent daily routine provides a sense of security, which is vital at this age.

Our play-centered activities span various developmental areas: Language, Small and Large Motor, Dramatic Play, Sensory, Music, Art, Pre-Literacy, Pre-Math, and Pre-Science. We cultivate a loving and friendly atmosphere where toddlers can joyfully discover new aspects of themselves and the world. Due to the active nature of toddlers, close supervision and attention are consistently paid to their hygiene, and a daily record of their progress is maintained.

Two-Year-Old Program

The Two-Year-Old Classroom builds upon the skills toddlers have gained, providing continued nurturing, exciting, and educational opportunities. Each classroom is staffed with a full-time lead teacher and teacher aides dedicated to preparing children for a smooth transition to our Preschool Program.

Building on the toddler curriculum, this program places a heavier focus on **self-help skills**, including **toilet**

training and dressing. The curriculum offers more activity choices and introduces larger group activities, becoming more structured as children approach preschool. We emphasize fostering inquisitiveness and the ongoing development of independence.

Preschool Program (2 ½ - 6 Years)

Our multiple Preschool Classrooms cater to children ranging from 2 ½ to 6 years old. All classes are designed to offer a stimulating learning environment in preparation for school. Teachers expertly plan activities that address the diverse needs of each group, aiding children in the development of self-help skills, social skills, gross and fine motor skills, language skills, and cognitive skills. We also nurture creativity and a desire to learn, ensuring children feel comfortable, accepted, and successful.

In our older preschool classrooms (ages 3-5), we begin to incorporate the **Learning Without Tears curriculum** into our lesson plans, which are based on **Creative Curriculum** practices. These classrooms place a greater emphasis on **Handwriting, Pre-Reading, and Pre-Math skills** as children approach Kindergarten. However, we continue to place a high emphasis on **social-emotional learning** and the essential **self-help skills** needed for success as they progress in their educational journey.

Parent Responsibilities

At Children's Learning Center (CLC), we believe a strong partnership between home and school is vital for your child's success and well-being. We count on your cooperation with the following responsibilities:

Communication and Partnership

- **Open Communication:** Keep us informed of any changes in your child's health, routine, or family situation that might affect them at school.
- **Concerns:** If you have concerns, please speak with your child's Lead Teacher first. If further discussion is needed, the Program Director is available.
- **Emergency Contacts:** Ensure all emergency contact information is current and easily accessible.
- **Handbook Familiarity:** Read and understand the policies outlined in this parent handbook.

Health and Safety

- **Illness:** Keep your child home when they show any signs of illness or a communicable disease. Notify the school promptly of your child's absence due to illness.
- **Sick Child Pick-Up:** Arrange for your child to be picked up within 30 minutes if notified they are ill at school.
- **Medication:** Provide properly labeled medication and a completed authorization form for any medication to be administered at CLC.
- **Immunizations/Health Forms:** Ensure your child's health certificate and immunization records are up-to-date and submitted as required.
- **Supply Cubby:** Regularly check and replenish your child's cubby with necessary supplies like diapers, wipes, and a change of clothes.

Financial and Administrative

- **Tuition Payments:** Pay tuition fees on a prepaid basis by the due date. Contact the director immediately if you anticipate difficulty with a payment.
- **Late Pick-Up:** Pick up your child promptly at the end of the school day. Understand and adhere to the late pick-up fee schedule.
- **Withdrawal Notice:** Provide 30 days' written notice if you plan to withdraw your child from the program.
- **Required Forms:** Complete and return all required enrollment and administrative forms in a timely manner.

Participation and Support

- **School Events:** Participate in parent-teacher conferences and other school events to support your child's learning journey.
- **Respectful Environment:** Foster a respectful and supportive environment for all children, families, and staff members.

Parental Involvement: Partnering for Your Child's Success

We warmly encourage parents to become active partners in their child's educational journey at Children's Learning Center. Your involvement enriches our community and directly benefits your child's experience.

Here are some ways you can participate:

- **Volunteer Opportunities:** Lend a hand by volunteering for occasional field trips, assisting with school functions, or helping with classroom activities (where appropriate).
- **Leadership Roles:** Consider serving on our Board of Directors or the Douglas County Child Development Association Board.
- **Stay Informed:** Keep up-to-date with Center activities by regularly reading our newsletters and special notices. We also encourage you to confer with teachers about your child's progress.
- **Donations:** Contribute requested craft materials or other supplies that enhance our programs.

Our Dedicated Team: Staff Positions and Responsibilities

At Children's Learning Center (CLC), our dedicated team works together to ensure a nurturing and high-quality environment for your child. All staff members are committed to upholding the purpose and goals of our center and report directly to the Board of Directors.

We prioritize the safety and professionalism of our staff. All employees undergo KBI screening upon hiring, with a fingerprint background check completed within their first 30 days of employment. New hires also receive comprehensive orientation and required training classes to ensure their competence and compliance in early childhood education.

Key Staff Roles:

- **Executive Director:** This role oversees the entire operation of Children's Learning Center, ensuring it consistently supports the growth and development of every child. The Executive Director is responsible for implementing CLC's purpose, goals, and philosophy, managing financial records (including monthly bills and payroll, which are sent to an external accountant), and administering all programs in line with Board of Directors' policies.
- **Program Director:** Assisting the Executive Director, the Program Director helps manage the center's overall operations, with a focus on contributing to children's growth and development. This role supervises office administration, including health and child files, staff records, attendance, monthly billing, and the Child and Adult Care Food Program. The Program Director assumes the Executive Director's duties when they are unavailable.
- **Lead Teacher:** Our Lead Teachers are responsible for planning and leading the daily educational program within their classroom.
- **Teacher Aide:** Teacher Aides support Lead Teachers by assisting with classroom activities and daily routines as directed. Each aide reports to the Lead Teacher in their assigned classroom.
- **Cook:** The Cook ensures the safe preparation and storage of all food items. Their responsibilities include preparing daily breakfast, lunch, and afternoon snacks, and maintaining the food program menu book in accordance with the Child and Adult Care Food Program, sponsored by the Kansas State Board of Education.
- **Cook's Helper:** The Cook's Helper assists the Cook with meal preparation and dish cleaning after meals.

Additional School Policies to Support Health and Wellness

At Children's Learning Center (CLC), we are dedicated to creating a healthy, safe, and nurturing environment for every child and family. These additional policies support our commitment to well-being.

Breastfeeding Policy

Our center enthusiastically welcomes and supports breastfeeding mothers and families. You are encouraged to breastfeed your child on-site at any time. We have a designated breastfeeding area available for your privacy and comfort. We kindly ask all parents and visitors to respect the space and privacy of nursing mothers.

Please feel free to speak with the Executive Director, Program Director, or Assistant Director at your CLC site if you have any questions or suggestions regarding the breastfeeding space.

Physical Activity Policy

We prioritize active play as an essential part of your child's day, adhering to all state licensing regulations for physical activity.

- **Outdoor Play:** When the temperature is above 32°F, children participate in outdoor play twice daily—once in the morning and once in the afternoon—for 15 to 30 minutes, depending on weather conditions. During favorable weather, we may incorporate additional outdoor playtime.
- **Summer Water Play:** In the summer, each class enjoys water play activities once per week. These activities may include sprinklers, splash pads, and other supervised water-based play experiences.
- **Indoor Active Play:** On days when outdoor play isn't possible due to inclement weather:
 - Children aged 2.5 to 5 years have access to an indoor gym for active play.
 - Younger classrooms engage in structured movement activities within their classrooms, such as dance, yoga, bubble play, and balance exercises.
- **Infant Physical Development:** Infants participate in developmentally appropriate physical activities tailored to their individual needs, actively supporting their gross motor development.

Parent Responsibilities for Outdoor Play

To ensure your child is comfortable and safe during outdoor play, please provide:

- **Cold Weather:** A warm coat, hat, gloves/mittens, and closed-toe shoes or boots. On particularly cold days, snow pants and extra layers are recommended.
- **Warm Weather:** Lightweight clothing, a sun hat, and closed-toe shoes. Please apply sunscreen before arrival, and you may provide a labeled bottle of sunscreen for reapplication if needed.
- **Water Play Days (Summer):** A swimsuit, towel, and water shoes (if preferred). A labeled bottle of sunscreen should also be provided for reapplication.

Screen Time Policy

Children do not have access to screens for personal use during the school day. Screen time at CLC is always used intentionally and only as a supplement to learning and communication.

- **Infant & Toddler Classrooms (0-2 years):** Tablets are used solely for playing music and capturing photos for the parent communication app. Children do not watch movies or TV shows.
- **Preschool Classrooms (2.5 - 5 years):** Each classroom has one tablet used for music, taking pictures, engaging in gross motor activities, singing songs, and research. Occasionally, children may watch a brief educational video related to the curriculum (e.g., a short clip about volcanoes during a science lesson). Any screen time exceeding five minutes requires management approval.
- **Special Screen Time Activities:**
 - With parental permission, children ages 3-5 may watch a movie as a special activity, limited to twice per year.
 - In the 4-5-year-old classroom, "Tablet Tuesday" allows children to use a tablet for 15 minutes as part of the curriculum, preparing them for technology use in kindergarten.

Rest assured, all screen time at CLC is limited and used with the clear intention to support learning and development.

Tobacco-Free Policy

Our center is a tobacco-free environment. The use of tobacco products, including cigarettes, e-cigarettes, vaping devices, and smokeless tobacco, is strictly prohibited on all school grounds, including the parking lot and outdoor play areas.

Staff Expectations:

- Employees who use tobacco products must do so off-campus during designated break times.
- While smoking, employees are required to wear a designated smoking jacket or shirt, which must be removed before re-entering the building.
- To reduce exposure to third-hand smoke, staff must also wash their hands thoroughly before returning to work.

Parent and Visitor Guidelines:

- Parents and visitors are expected to refrain from using tobacco products on school property.
- If a visitor is observed using tobacco, they will be respectfully reminded of our tobacco-free campus policy.
- We actively discourage smoking around children and provide educational materials about the risks of third-hand smoke through newsletters and bulletin boards.

Protecting Children from Third-Hand Smoke: If a child arrives smelling of smoke, staff will change their clothing (if available) and have them wash their hands to reduce exposure to residual toxins.

This policy is in place to ensure a safe, healthy environment for all children, families, and staff members.