

Central Learning Center School Age Program Terms & Conditions

Children in our School Age program must be in or graduated from Senior Kindergarten and no older than or just graduated from (summer months) 5th grade.

School Age Options

- Before and/or After Care (during school year, includes Holiday Care)
- Holiday Care Only (does not include Before or After Care)
- Summer Day Camp

Enrollment

- Enrollment for the School Age program is online at MyProCare.com. Parents/Guardians are required to set up a free account. After the account is setup by the parent/guardian, parents will register for available programs, and then the Center will enroll the child in the selected program and apply appropriate fees to the account.
- See Tuition & Fees on our website for all associated fees.
- You will be required to re-enroll every year through your MyProCare account. If you need to leave during the school year, we require a 2 week written notice prior to your child's last day.
- Enrollment in new programs is contingent upon the existing account being current, without a balance. Enrollment can be denied until the account is brought current.

Child Release Authorization and Pick-up Procedures

- The following policy is upheld at Central Learning Center for your child's safety. Please read carefully.
- To pick a child up from the center, you must be on the child's authorized pick-up list. You go to the front desk where your child will be called on the radio. Your child will meet you at the front desk. Please be prepared to show your ID to the front desk person every single time when picking up.
- When a child has been entrusted to us, we cannot release him/her to anyone who, in our judgment, is under the influence of drugs and/or alcohol. If you, your spouse, or anyone you have given permission to pick up your child comes to the Center in this condition, we will insist that arrangements be made for someone else to transport your child home. We will take the following steps in such a case:
 - If there is a person in the car that, in our judgment, is not under the influence, and this person is driving or will do so, we will release the child to them. We will call the parent or emergency contact person and notify them of what we have done.
 - If there is not a person in the car who, in our judgment, is not under the influence, we will call the parent or emergency contact person and ask them to come and pick up the child. If they are unable to come, we will transport the child to their home or the emergency contact person's home if another adult will be there.
 - If you have any questions, please email our office at clc@centralchurch.com.

Emergency Medical Authorization

- You authorize Central Learning Center to take whatever emergency medical measures are deemed necessary for the protection of your child while he/she is in our care. You understand that this authorization includes transporting your child to the hospital, doctor, or clinic without first obtaining your consent.

Suspension/Termination

- The Center reserves the right to suspend and/or terminate childcare services. Circumstances that warrant suspension and/or termination of services include, but are not limited to:
 - A child demonstrating behavior that is hazardous to the health or safety of other children.
 - A child requiring one-on-one attention from classroom staff.
 - A child using inappropriate language.
 - A child who is disobedient or disrespectful to authority.
 - Failure by parent/guardian to abide by the fee policy of paying fees in advance of attendance.
 - Three late pick-ups; i.e. a child picked up after 6:00 pm. There is a fee per child per minute late pickup charge. (see Tuition and Fees)
 - Delinquent Accounts: Accounts delinquent for three weeks will be given one week's written notice to be paid. Failure to bring accounts current will result in termination of attendance at CLC.

School-Age Guidelines and Dress Code

- During Day Camp, campers must wear the official day camp shirt on field trip days.
- Shirts must not have inappropriate graphics or logos.
- Money should not be brought.
- During Day Camp and full-day Holiday Care, students should bring a sack lunch every day, unless otherwise notified by the center.
- During the school year, parents are required to inform the center if their child will not be picked up from school by the center. The center vehicles cannot leave the school until receiving confirmation from the parent about their child's absence.
- No tube tops, midriff shirts, short shorts, or spaghetti strap tops.
- For swimming or water activities, one piece swimsuits, only, and cover-ups must be worn in the building.
- Students should wear tennis shoes every day due to our activities. No Heely or similar roller-type shoes can be worn.
- No toys or electronics (iPad, tablets, game systems, game discs, controllers) should be brought from home. Toys and electronics will be confiscated and held and will need to be picked up from the front desk by the parent at pick-up.

- Cell phones are discouraged. They will be confiscated and held if they are used at inappropriate times or in inappropriate ways or if they cause behavior problems. They will need to be picked up from the front desk by the parent at pick-up.
- Video calling of any kind to anyone is prohibited unless it is part of a school or center assignment and with prior authorization.
- Central Learning Center assumes no responsibility for possessions from home being lost, damaged or stolen.

Schedules

Before Care (during the school year)

- When arriving, parents will enter the West building and drop off children at the front desk. Your child will be directed to their proper room.
 - For safety, parents must enter with their child. Do not drop them off.
- Children arrive before 8:00 am on school days and are transported in Center vehicles (bus or van) to their enrolled school.
- Before Care consists of unstructured free play until children leave for school. Snacks are not provided; so your child should eat breakfast before they arrive.

After Care (during the school year)

- Children are picked up from school in Center vehicles (bus or van) and brought to the Center. Parents/Guardians pick them up from the center by 6:00 pm.
- After Care consists of a combination of unstructured free play in classrooms, indoor playground and Gym and outdoor playground. Movie Days and video games are also included in the schedule.
- Snacks with water are provided in the afternoon.
- Children needing or desiring to do homework can each day with or without the assistance of the school-age staff. Children will need to take the initiative to do their homework.
- If a child will not be picked up from school by the Center on a particular day, a parent/guardian should contact the Center by email to clc@centralchurch.com no later than 12:00 pm (noon) on the day of to notify of their absence so the vehicle and the other students do not have to wait. If the pick-up change is not emailed by noon, a fee will be added to the account per incident. If a child who normally rides does not come to the vehicle in a reasonable amount of time, the parent/guardian will be contacted to verify the child's absence.

Holiday Care (during the school year)

- Daily schedules vary based on care for single days or week-long care. Schedules include unstructured free play, indoor and outdoor playground/Gym play, assembly/chapel times, and group activities.
- Morning and afternoon snacks with water are provided during all day care.
- Children should bring a sack lunch for days that care is provided during lunchtime.

Summer Day Camp

- Day Camp is all-inclusive and does not require any money to be brought from home. It runs through the summer break months. It is a separate program and requires separate enrollment and registration fees.
- When arriving, parents will enter the West building and drop off children at the front desk. Your child will be directed to their proper room.
 - For safety, parents must enter with their child. **Do not drop them off.**
 - Room assignment may change from week to week based on attendance numbers.
- Children may arrive each day as early as 7:00 am and must be picked up by 6:00 pm each day.
- Classroom times include unstructured play each day until 9:00 am and after 4:00 pm.
- Day Camp activities begin at 9:00 am and end at 4:00 pm. Parents/guardians are strongly encouraged to drop off children by 9:00 am and not pick up until after 4:00 pm. Children will be involved in activities and/or on Field Trips offsite during these hours.
- Daily activities include onsite programs through which classes rotate such as Crafts, Science, Sports, etc., in-class structured activities, unstructured play, indoor and outdoor playground/gym play, weekly chapel, movies and video games are included.
- Field Trips may be full-day or half-day and may be on-site or off-site. Off-site field trips involve children being transported on Center vehicles (bus or van) with one or more staff riders to supervise children in addition to the driver. Children remain in their class groups or may be subdivided into smaller groups each with a staff person. Child counts and roll checking are regularly practiced. On-site field trips involve children attending an in-person special activity, performance, or demonstration.
- Morning (before 9:00 am) and afternoon (before 4:00 pm) snacks with water will be provided during Day Camp.
- A sack lunch should be brought from home every day unless instructed otherwise.
- On swimming or water activity days, younger children should wear a swimsuit with proper cover-ups. Older children can either wear a swimsuit with proper cover-ups or bring a swimsuit as well as a towel and sunscreen. All items should be labeled with child's name. Girls' swimsuits must be one-piece. When in the building, girls must wear cover-ups over their swimsuits, and boys must wear a shirt.

Summer Day Camp Choosing Your Weeks

- You must select all of the weeks you wish your child to attend when you register.
- If you need to drop one or more of weeks, you must do it before the published deadline for each half of the summer. Once the deadlines have passed, enrolled weeks are locked and cannot be changed. After the deadlines, all enrolled weeks will be charged full price.
- If you need to add one or more weeks, requests must be made by noon on Wednesday of the week before the requested week. Weeks are subject to

availability. After the deadline, classroom placement will be determined by where space is available within the proper camp.

- For no-show weeks, you will be charged the full fee for the week that your child was signed up to attend but did not.

Classroom Size

- Normal classroom size is no more than 20 students. Larger classrooms may include more than 20 students. We follow the Department of Education's ratio of 20 children to one adult, though we try to have 1 adult per 10 students. All classroom teachers are at least high school graduates. Certain field trips will require a smaller student-to-teacher ratio.

Health and Safety

- The illness policy states a child must be free of fever (100 or more), vomiting, or diarrhea for 24 hours before returning to CLC. We do not administer medication or have any available. If your child has a severe medical condition, please let Center Administration know and fill out the appropriate medical form.

Drop off and Pick up

- Parents should enter and exit the building at the covered/circular drive at the west entrance. All other doors will be off-limits, unless instructed otherwise.
- A parent/adult must bring the children into their building, the staff at the classroom will sign them in. At pickup, parents/adults must come to the front desk to check out their children. Always have a state-issued ID with you. Only people listed on your child's record, or those for whom you have given written permission, will be allowed to pick up your child. Many times, school age children will not be in their classroom at pickup. Once parents check in, students will be called on our walkie-talkie system and their location will be communicated, if they are not in the classroom.
- The circular drive should only be used for quick drop-offs/pick-ups, for extended times please use the parking lot. Please be respectful of the handicap ramp and do not block it when using the circular drive.

Picture Policy

- If you wish for your child's photo to not be used in any media produced by Central Learning Center, you must inform us by emailing us at clc@centralchurch.com.

Surveillance Cameras

- Central Church has surveillance cameras installed throughout the campus. The surveillance cameras can improve safety for students/employees and security for other ministry activities occurring on campus. The intent of the use of video surveillance cameras is to deter outsiders from entering our facility for inappropriate purposes and to deter individuals from inappropriate behavior.

- Cameras have been installed in two types of locations:
 - Cameras are situated in specific public places with no expectation of privacy – entrances, hallways, exterior of buildings, and other open areas on campus.
 - Cameras are situated in classrooms, where there is an expectation of privacy from the public but not from individuals responsible for working in or overseeing the ministry. Cameras installed in classrooms utilize “privacy zones” to “blackout” areas with a reasonable expectation of privacy – changing tables and bathroom doors in classrooms with in-room bathrooms.
- The cameras are not/will not be installed in any place or take images of any place where students, staff, or visitors may have a reasonable expectation of privacy, such as restrooms or designated dressing rooms.
- Central Learning Center cannot provide parents access to live camera feeds of their child’s classroom. This is to protect the privacy of your child and the other children in your child’s classroom. These cameras are part of a secure IT system that prevents unauthorized access, and the data is stored on a server that is located on campus.
- If you have any questions or concerns regarding these surveillance cameras, please call the Central Learning Center office at 901-255-8133 or email us at clc@centralchurch.com.

Tennessee Department of Education Summary of Child Care Approval Requirements

- We are required by the Department of Education to provide you with a copy of the Tennessee Department of Education Summary of Child Care Approval Requirements. Hard copies are available at the CLC Front Desk by request and this link is also available on our website www.centrallearningcenter.com.