



Christ
LITTLE ROCK
early
childhood

**Family Handbook
Infants - Preschool Seniors**

**Christ Little Rock
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The purpose of this handbook is to acquaint parents and guardians with the purpose, policies, and procedures of Christ Little Rock Early Childhood (CLREC). In partnership with CLREC for the benefit of children, families are expected to read this handbook and follow the policies and procedures within.

MISSION STATEMENT

The mission of Christ Little Rock School is to partner with families to raise followers of Christ, teaching His grace and academic excellence. This mission is carried out in age appropriate ways for infants to 8th graders, and Christ Little Rock Early Childhood (CLREC) strives to provide a quality, safe, caring, Christian environment where each child can develop spiritually, socially, emotionally, physically, and cognitively.

AGES, DAYS AND HOURS OF OPERATION

CLREC enrolls children 6 weeks old through age 5. School Age care is available after school and during the summer. Children will be placed in rooms according to similar age groups.

CLREC is open Monday through Friday, 7:30 am to 5:30 pm. (See calendar for exceptions.)

Classrooms

- The **infant** room is for babies ages 6 weeks to approximately 6 months (crawling).
- The **crawler** room is for children 6 months to approximately 12 months (walking).
- The **waddler** room is for children approximately 12 months to 18 months.
- The **toddler** rooms are for children who are approximately 18 to 36 months. Children do not have to be potty trained to be in this room.
- To be in the **junior** room, a child must be at least 36 months old. This room does not have diaper changing facilities therefore children must be potty trained.
- The **senior** room is for children at least 4 years old and who will turn 5 after September 15.

When the time comes for a child to transition into a new room the parent, teacher, and director will discuss the child's development and emotional maturity. All decisions will be made in the child's best interest.

Ratios

We strive to provide the highest quality of care and therefore our preferred child/staff ratios are:

- 3:1 Infants
- 4:1 Crawlers and Waddlers
- 6:1 Toddlers
- 10:1 Preschool
- 15:1 School Age

CLREC will never exceed the state's ratio limits as outlined in the *Minimum Licensing Requirements for Child Care Centers*.

CLREC is a 12 month program. Updated policies will be implemented in August of each year. The FIRST day of school is Monday August 7, 2023. Families who do not desire care over the summer months will have the choice to opt out of care for June and July without losing their child's placement for the fall. Please see the Early Childhood Calendar for dates Early Childhood (EC) is not in session, dates requiring advanced sign-up and dates EC closes before 5:30 pm. The calendar is available on the school website, www.christlittlerock.com

CURRICULUM

CLREC strives to provide a Christ-centered learning environment that is rich in age appropriate, hands -on learning experiences. We strongly believe that children learn through play and will provide both child and teacher directed activities daily with opportunities to explore and get messy. Our Toddlers thru Seniors use Explorers Curriculum supplemented with age appropriate activities that align with the Arkansas Early Learning Standards. Our Infant thru Waddlers use FunShine Curriculum. The following areas are focal points in our program: gross and fine motor skills, self-regulation skills, spiritual, language and cognitive development. Each teacher will post weekly lesson plans in the classroom and on Tadpoles. Parents will receive newsletters that include upcoming activities and announcements.

Children will participate in daily worship during group meeting times, worshiping through stories, songs, dances and games. PK3 and PK4 children attend Chapel on Wednesday with our K-8 program. Parents are invited to attend. We also supplement PK4 with the current K-8 religion curriculum.

ADMISSIONS AND ENROLLMENT

1. A pre-enrollment conference and classroom visit is required before admittance. The Director and parent shall be in agreement that CLREC is the best environment for the child.
2. If a spot is available, a non-refundable registration fee is due with the enrollment application. If the child's name is on a waiting list, the registration will be paid when a spot becomes available.
3. Waiting list enrollment gives priority to children of staff, siblings of current students, and church members.
4. At enrollment time, the parent will receive a parent handbook and enrollment packet. All necessary forms must be filled out, signed, and returned to the office prior to admittance. All information must be kept current.
5. The child's file must have a copy of his birth certificate and a record of CURRENT immunization.
6. In circumstances where a court order is in place dealing with custody of the child, it must be on file with the office. If there is not a permanent or temporary order in place with respect to child custody, then both parents have equal rights.
7. *Non-discriminatory policy:* Christ Little Rock Early Childhood admits students of any race, color, or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students of the school. It does not discriminate in the administration of its educational policies, admission policies, financial assistance, athletic programs, or other school administered programs.
8. A child will be dismissed from CLREC only after all means have been exhausted to try to correct the situation without results. *Note: The Director reserves the right to immediately dismiss a child for the health and safety of other students, staff and the child himself.*

TUITION AND FEES

1. Every family is required to be enrolled in Smart Tuition before admittance. Smart Tuition is utilized to bill monthly for tuition and incidentals. Please visit www.enrollwithsmart.com
2. Tuition covers all operating hours from 7:30am-5:30pm
3. If a child is here after 5:30 pm, a fee of \$1 per minute per child will be assessed.
4. A \$30 fee will be charged for every check returned by the bank for non-sufficient funds and must be replaced by cash.
5. If your child participates in a field trip, a fee may be charged to cover costs.
6. If your account becomes past due, you may forfeit your child's position. Please contact the Director as soon as possible if you have a problem with payment.
7. **Delinquent Account Policy**: Please contact the director to make payment arrangements as soon as possible. At 30 days delinquent after the payment due date, the past due balance will be turned over to a collection agency. Students will be automatically withdrawn from the program until payment is made in full.
8. When a child is withdrawn from the preschool, the office must be given a **two week's written notice** prior to withdrawal. **If the family owes a balance of tuition and other fees, it must be paid in full on or before the child's last day, otherwise the account will be turned over to a collection agency.**

What to Bring

Clothing and Dress

A change of clothing for each child is needed at all times. Children that are potty-training need multiple changes of clothing. These items should be marked with your child's name and should be appropriate for the season, including: shirt, pants/shorts/skirts, socks, and underwear.

Children should wear comfortable clothing for inside/outside play year-round along with sturdy, closed-toed play shoes that fasten securely on their feet. Children will play outdoors throughout the school year, and caution will be taken when the weather is very cold or very hot. Our school gym will be used when the weather is unsuitable to be outside. Please send hats, gloves, etc. when the temperature is below 40 degrees.

Nap Time

Waddlers through Preschool Seniors, please send a blanket and fitted crib sheet for naptime. A soft animal or doll may also be brought to help the child feel secure. Please mark all items with your child's name. Bedding will be laundered at school unless the parent requests bedding be sent home at the end of each week to be laundered. Please do not send keepsake bedding items as we are required to use liquid bleach and an occasional bleach spot may happen. CLREC is responsible for weekly (more frequently as needed) sanitizing of nap mats and laundering of sheets used on cribs.

Toys

Please **do not send toys or electronic items** from home. We have plenty of toys and activities for playtime!

*****We cannot be responsible for any unmarked items.***

Room Specific items

Teachers will provide a list of room specific items needed at the time of enrollment.

ARRIVAL AND DEPARTURE

Each parent and pick up person should also have their own key fob. These fobs are specific to the person, not the student. Sharing your fob threatens the safety and security of our campus.

All children must be picked up by an authorized adult. The child's enrollment and emergency forms indicate those persons the parent has authorized. Persons will be asked to provide a photo ID, so that the staff knows that this is an authorized person. No unauthorized person will be allowed to take the child. The parents must contact the office in writing to add or delete authorized persons. The welfare of the children is always our primary concern.

Toddlers and Juniors are asked to arrive by 8:30 am daily in order to participate in all learning activities. Late arrival times make it difficult for your child to adjust and may disrupt the routine of the classroom. Seniors will use the K-8 drop off and pick up lines.

Prior to leaving the CLR campus, each child must be properly restrained in a child safety seat.

For the safety of children, all outside gates are kept locked at all times. Please use the office door to enter and leave the school.

Some age groups may combine at the end of the day. Teachers will post door signs to notify parents where children can be picked up.

PERSONNEL

Proper child-to-adult ratios, as stated by the Arkansas Department of Human Services' licensing standards, are maintained at all times. Staff members are employed on the basis of child enrollment. All staff members have required background checks and the child care credentials required for their position. All the teachers continue to strengthen their teaching skills by participating in at least 25 hours of professional development each school year. Hiring caring and qualified Christian professionals, dedicated to the teaching and nurturing of young children is of the highest priority for CLREC.

CONFERENCES

CLREC is committed to supporting parents in their role of nurturing their children. We feel communication is essential between teachers and parents. Parents are welcome to ask for a conference with the director or teacher if there is a situation that needs to be addressed. Teachers may also schedule a conference throughout the year to discuss your child's progress or individual situation. Periodically, progress reports may be sent home as another means of communication. Progress reports are not an evaluation of your child, but an observation of their skills based on developmental milestones. Your concerns or questions are always important to us.

PARENT INVOLVEMENT

We welcome and encourage parent participation! Some opportunities include:

1. **Special Events:** Parents and family members will be invited to special programs at various times throughout the year.
2. **Lunch:** Parents are welcome to eat lunch with their child. Check the classroom schedule to find out lunch times.
3. **Field Trips:** Preschoolers will go on field trips, and we will need your help. Watch for information during the school year.
4. **Classroom Visits:** We support parents dropping in during the school day. Please be sensitive to your child's separation anxiety when considering the time of day you visit. Visits in connection with drop off and pick up times may be less stressful on your child.
5. **Food Donations for Parties:** Parents may be asked to donate treats for classroom parties throughout the year. Sign up sheets will be posted for needed items prior to the parties.
6. **Survey:** Your input into the program is highly appreciated and valued. Parents will be asked to complete a survey at least once annually. This instrument will help us to better serve your child's needs and make adjustments to improve our program.

PARENT COMMUNICATION

In addition to daily reports completed by the teacher, email is our number one way to send out information. We also send emergency Text Messages via the Tadpole app.

In the event of school closure due to inclement weather, we will communicate in the following ways:

- News stations (KARK, KATV, KTHV, FOX)
- Email
- Text message via Tadpoles
- Facebook
- Phone call (only if during the school day)

Teachers are available to discuss your child's progress, or any issues you may want to discuss. Please schedule a time to talk with them outside of the classroom. The conference room or office are usually available and will allow your child's teacher to focus on your concerns. The director is also available and welcomes talking with you. Our doors are always open!

**Parents should not call or text teachers on their personal cell phone during the school day as teachers are prohibited from using their phones while supervising children.

FIELD TRIPS

Preschool takes field trips occasionally during the school year. A permission slip is required for each individual field trip. Field trips may have an additional fee, depending on the activity. Parent help will be needed with field trips and transportation. A blanket field trip permission form will be kept on file for routine visits to areas around our campus including the sidewalks, field, garden and other areas outside of the playground perimeters.

DISCIPLINE

CLREC teachers set clear classroom rules which will be posted at child level in each classroom. Our teachers are responsible for maintaining an atmosphere that will promote learning and socialization. In order to do this, we will be promoting the School Family concept and learning strategies of Conscious Discipline. Conscious Discipline is about transformational change. It asks adults to:

- See misbehavior as a call for help instead of disrespect
- See conflict as a teaching opportunity rather than a disruption to learning
- See children as capable of self-regulation instead of needing to be controlled
- See connection as the most powerful motivating force for achievement
- Understand that the only person we can truly make change is ourselves
- Understand that interdependence is the basis for problem-solving
- Understand that internal state dictates external behavior
- Understand that what you focus on, you get more of

Parents can learn more about Conscious Discipline and access free parent resources at www.consciousdiscipline.com

No physical punishment shall be administered to children by CLREC staff. No physical punishment may be administered to any child, even their own, by parents or family members on the Christ Little Rock campus.

Behavior Help

When a pattern of inappropriate behavior emerges, teachers will speak with or meet with parents and/or request coaching support from the Division of Child Care and Early Childhood Education. The goal will be to work together to find a solution to the problem behavior and resolve the difficulty. If outside professional consultation or evaluation is necessary, the Director will invite an appropriate consultant to join the parent-staff partnership.

A child will be dismissed from CLREC only after all means have been exhausted to try to correct the situation without results.

FOOD PROGRAM

All children will bring a lunch from home. DHS requires that parents send a balanced meal which consists of the following: a protein, 2 servings of a fruit and/or vegetable, an enriched or whole grain bread. Ideas for these food groups include, but are not limited to:

Protein: meat, fish, yogurt, cheese, egg, cooked dry beans or peas

Fruit and/or vegetable: Total of 2 or more servings; please cut into bite-size pieces

Whole grain or enriched bread or bread alternative: pasta, cereal, biscuits, muffins, rolls, crackers

Lunches should be nutritious, appealing to the child to eat and be sent in containers the children can learn to open by themselves. No sodas or other high sugar content foods and drinks are permitted. Milk will be served to all children at lunch time. Please provide a doctor's note and a milk alternative if your child has a milk allergy.

Classrooms do not have microwaves to warm meals. Please consider using a thermos. While most classrooms have a small refrigerator for milk and snacks there is not enough room to hold lunch boxes. Please add an ice pack to your child's cold lunch.

Snacks will be served in the morning and afternoon according to the schedule posted in your child's classroom.

Birthdays: We love celebrating birthdays, and a special treat may be brought in. As you choose a treat, please be mindful of sugar content and portion size for young children. Please notify your child's teacher if you would like to bring in a treat. In compliance with DHS regulations, any food brought to share from off campus must be store bought, not homemade.

HAND WASHING

Children's hands will be washed routinely and frequently with soap and water at the following times:

1. Upon arrival
2. Before snack and lunch
3. After lunch
4. During bathroom breaks
5. After wiping or blowing nose
6. After outdoor play time
7. Before/After sensory play

Staff's hands will be washed routinely and frequently with soap and water, which include the following times:

1. Upon arrival
2. After using the bathroom or helping a child use the bathroom
3. After changing a diaper (gloves are worn during diaper changes)
4. After wiping or blowing their noses, or helping a child to wipe or blow their nose
5. After handling items soiled with body fluids or wastes (gloves will also be worn)
6. After handling or caring for a sick child (gloves will also be worn)
7. Before and after eating or drinking
8. Before preparing, handling or serving food (gloves will also be worn)
9. Before dispensing any medication
10. Before and after administering first aid (gloves will also be worn)

ILLNESSES

Exclusion from CLREC is required when:

1. Illness which prevents the child from participating comfortably in program activities.
2. Illness which calls for greater care than the staff can provide without compromising the health and safety of other children.
3. Fever over 101.0 degrees (oral) in the past 24 hours.
4. Unusual lethargy, irritability, persistent crying, difficulty breathing or other signs of possible severe illness;
5. Diarrhea, defined as watery and runny stools if frequency exceeds two or more stools above normal for that child, and is not related to a change in diet or medication (Exclusion from childcare is required if diarrhea cannot be contained in the diaper or if diarrhea is causing soiled clothing in toilet-trained children)
6. Quickly spreading rash
7. Abdominal pain which lasts more than 2 hours
8. Vomiting illness, two or more times in the previous 24 hours, unless the vomiting is determined to be due to a non-communicable condition and the child is not in danger of dehydration
9. Mouth sores associated with the child's inability to control his or her saliva, until the child's physician or the local health department states that the child is noninfectious
10. Rash with fever of 101.0 degrees or behavior change, unless a physician has determined the illness to be non-communicable
11. Purulent conjunctivitis (Pink Eye), until 24 hours after treatment has been initiated
12. Active tuberculosis, until a health care provider or health official states that the child is on appropriate therapy and can attend child care.
13. Impetigo, until 24 hours after treatment has been initiated
14. Strep throat (streptococcal pharyngitis), until 24 hours after treatment has been initiated and until the child has been without fever for 48 hours
15. Head lice, must provide proof of initial treatment (receipt)
16. Scabies, until the morning after the first treatment
17. Chicken pox (varicella), until all lesions have crusted
18. Whooping Cough (pertussis), until five days of antibiotic treatment have been completed

19. Mumps, until 5 days after onset of gland swelling
20. Measles, until four days after onset of the rash
21. Rubella, until 6 days after onset of rash
22. Hepatitis A, until 1 week after onset of illness or as directed by the Health Department
23. Hand, Foot and Mouth, until blisters are dried
24. COVID-19, isolate for 5 days for positive cases. No isolation for exposure unless 30% of the class tests positive, then a 5 day isolation period.

If your child is absent for any reason, please notify the school office as early as possible. If the child becomes ill or injured during the day, the parents will be notified and expected to pick up the child immediately. If parents cannot be reached, the emergency contact numbers will be called in order of preference.

Scratches and scrapes, which are inevitable when children play, will be treated with tender loving care by cleaning the area and applying antibiotic ointment and a band aid. An accident/incident report will be completed by the teacher and an email will be sent to parents via the Tadpoles app for your records.

MEDICATIONS

A doctor's note is required for any prescription medication to be given by our staff. "Specific medical information" forms must be filled out for any prescription medication given at school. These forms are available in the school office. A one-time over-the-counter medication form is completed prior to admittance to school. All medicine needs to be in the original container, labeled with the type of medication, your child's name, and dosage. For safety reasons, all medications* will be kept locked in the school office. A record will be kept on file of all medications given. Medications will be given by the administrative staff in the office area in the presence of another staff member.

***Exceptions include inhalers and epi-pens which are kept in the classroom in the emergency response bag.**

Medical Care Plans

When possible, parents will obtain an action plan from the child's primary care physician that outlines the steps to be taken in the course of treatment or in the event that emergency treatment is needed. A signed medical form will be kept on file in the office with a copy in the child's classroom.

MEDICAL EMERGENCY

In the event of a medical emergency, 911 will be called and an ambulance will be dispatched to the center. The parents will be notified and asked to meet the staff member who will stay with the child until the parent arrives at the hospital. A form authorizing emergency medical care is signed by the parents before admittance to CLREC.

SPECIAL NEEDS

Children who have been diagnosed with special needs will be given accommodations to the best of our ability in order that they may fully participate in classroom activities.. For children who have nutritional issues, we will work within the doctor's written recommendations insofar as they do not conflict with DHS regulations.

DEVELOPMENTAL SCREENING

All children enrolled will have an opportunity to receive a developmental screening. Screenings will determine if a child is meeting the developmental milestones that are typical for each age group. All findings will be shared with parents . If your child qualifies for special education services, you will receive a detailed IEP or information from the specialist in charge of the treatment. The plan should outline:

- Adaptations needed in the classroom
- Therapy or treatment plans
- Relevant testing information

All education plans will be filed in the child's record and the teaching staff will collaborate with therapists and families to plan appropriate daily classroom activities.

SAFETY

Children are not to be left unattended in the hallways, parking lots, or in vehicles outside. CLREC cannot be responsible for children unless they are left in the staff's direct care. Christ Little Rock is a smoke-free facility. Smoking is not allowed on the premises.

Emergency Evacuation

In case of an emergency that would require evacuation, the children will be moved next door to LISA Academy, located at 6711 W. Markham, Little Rock, AR 72205. In the event evacuation further from our campus is needed, the children will be relocated to Faith Lutheran Church, located at 7525 W. Markham, Little Rock, AR 72205. Faith Lutheran Church is 0.7 miles away from Christ Little Rock School. Teaching staff will remain with children and ensure family reunification.

Monthly fire and tornado drills will be conducted in conjunction with the K-8 program. Earthquake and intruder drills will also be performed from time to time during the year. Children who have practiced for these potential emergency situations are more at ease during real emergencies. For a copy of the Christ Little Rock Crisis Management Plan, please inquire with the school office.

A compilation of product recalls issued by the U.S. Consumer Product Safety Commission is kept on file in the school office. In the event a toy or piece of equipment we use is on this list, we will immediately discontinue use. If you would like to view the recall binder, feel free to inquire in the school office.

Child Abuse/Neglect

In accordance with state law, every staff member is required to immediately report any reasonable suspicion of child abuse or neglect by calling the Abuse Hotline at 1-800-482-5964.

If a child tells a teacher of an incident or the teacher observes during daily health check an indication of signs of abuse or neglect then the hotline will be notified.

Interviews

According to *Minimum Licensing Requirements for Child Care Centers* "Children may be subject to interviews by licensing staff, child maltreatment investigators and/or law enforcement officials for the purpose of determining licensing compliance or for investigative purposes. Child interviews do not require parental notice or consent."

MEDIA RELEASE

Children's names, pictures, art, written work, voice, verbal statements, portraits may be used for educational purposes within Christ Little Rock School, as a learning tool for others in the field of early childhood education, and for publicity purposes on the Christ Little Rock website and social media with a parent's signed release.

**Thank you for partnering with us in your child's early years!
We look forward to watching your child grow in every way with the love of Jesus!**

Jennifer Noe
EC Director