Parent Handbook
2019-2020

SUMMIT CHRISTIAN LEARNING CENTER
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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 creative 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 $100 annually for all families.
    b. Tuition deposit is the equivalent of two weeks of tuition. If at any time your program selection is modified the parent will be charged or credited the tuition deposit difference.
4. Annual supply fees are billed in February of each year and are due with the first tuition payment in February. Annual supply fees are $125 per child. There are no discounts on supply fees.

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 2019-2020 availability. All Fees and tuition deposits are Non-Refundable. Tuition deposit is allocated to the last two weeks of 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.

All accounts have tuition due on Monday of each week. Payments are made via the Smart Care APP. Auto Payment feature is a requirement of enrollment beginning June 10, 2019. Please note that tuition is due whether or not your child is in attendance. An automatic late fee of $25 will be assessed on the account at 12:00am Tuesday of each week, and the child cannot return to care until the account is paid in full.

Drop in care is available when space permits and must be pre-approved by administration and pre-paid at the time of reservation, all drop in tuition payments are non-refundable.

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

Each enrolled student is able to use 2 weeks of credit per 12 month period. Credit weeks must be requested via email to thelearningcenter@summitsa.com a minimum of 2 weeks in advance of the requested date. Credits cannot be used in lieu of a 2 week notice. Children cannot be in attendance during credit weeks. 1 week is defined as 5 consecutive days, Monday-Friday, business hour week.

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
Cara Fernandez – Learning Center Director cfernandez@summitsa.com
Kimberly Daxon – Learning Center Assistant Director kdaxon@summitsa.com
Kourtney Baber – Learning Center Assistant Director kbaber@summitsa.com Mary Conway – Learning Center Curriculum Coordinator 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 and Event Dates

- August 19, 2019 "First week" of school
- CLOSED September 2, 2019 (Holiday)
- CLOSED September 27, 2019 (Teacher In Service)
- CLOSED October 14, 2019 (Holiday)
- CLOSED November 11, 2019 (Holiday)
- CLOSED November 28-29, 2019 (Holiday)
- CLOSE AT 2PM December 20, 2019 (Early release for Christmas Program at 6pm, Afterschool program regular operation)
- Christmas Program December 20, 2019, 6pm
- LAST DAY OF AFTERCHOOL CARE, December 20, 2019, Afterschool resumes on January 6, 2020.
- CLOSED December 23-27 2019 (Christmas Break Closure NO TUITION DUE)
- CLOSED January 1, 2020 (New Year's Day Holiday Observed)
- CLOSED January 20, 2020 (Holiday)
- CLOSED February 17, 2020 (Holiday)
- **March 9-13 2020 (Spring Break NO AFTERSCHOOL CARE)**
- April 9, 2020 SPRING FLING – Family Event 10:30-12:30PM
- CLOSED April 10, 2020 (Holiday)
- April 23, 2020 Summit Fiesta Boat Parade 10am
- CLOSED April 24, 2020 (Teacher In Service)
- GRADUATION PROGRAM May 21, 2020, 1pm
- CLOSED May 25, 2020 (Holiday)
- SUMMER PROGRAMMING BEGINS June 1, 2020
- July 3, 2020 (Holiday Observed)

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. **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 are respectfully required to refrain from Cell Phone use during Drop off and pick up times. These times are critical for communication between the parent and child, as well as parent / teacher, and student / teacher interactions.

Parents will check in / out 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 parent will sign their child in electronically using the ipad. A 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: Breakfast, 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.

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. 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 Team.

Learning Center Staff are not permitted to drop off or pick up enrolled students at any time. Please refrain from asking for personal contact information from our staff in order to maintain a professional and equitable environment.

Late pick up

Late pick up fees will be assessed at the rate of $1.00 per minute beginning at 6:30 pm until 6:35 pm.
$30 for 6:35 pm-7:00 pm.
In the event that a parent is more than 30 minutes past closing, 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 12:00 pm 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.

- Do not pack 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 in the Kings Court Wing are not permitted to have a sippy cup in care.

Summit Christian Learning Center provides breakfast, lunch and up to two nutritional snacks per day.

All children on the ARK wing 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 under 1 year of age must have an infant care sheet filled in advance of the first of every month. Infants under 1 year of age will not be accepted into care without a CURRENT infant care sheet.

Handling and Storing of Breastmilk

We require that infants on breastmilk arrive each day with enough individual bottles of breastmilk that are defrosted and ready to be warmed. If baby does not finish the bottle during a feed, the milk may be reused within 2 hours and after this time frame, will be discarded to avoid transfer of bacteria from baby's mouth to bottle; many moms find storing milk in smaller quantities can help reduce waste if baby does not finish the bottle.

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 heath 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 accommodation 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.

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. Only 5 day program children are permitted to leave the nap mat in the classroom each day. 2 and 3 day children must bring their mat each day. All mats will need to be taken home each Friday to be laundered and sanitized. Any belongings left on Friday will be place in the lost and found each Friday.

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. Children are required to bring in a nap mat or bed roll each day, they 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, hazardous weather, and intruder drills. Drills are practiced monthly, and quarterly. 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 via electronic app. Only Children under the age of 3 will receive detailed daily reports from the classroom teachers. However, general communication and photos of the children will be sent home each week. 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.

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.

Ongoing disruptive or harmful behavior: Parent / Staff conference for resolution plans.
Summit Christian Learning Center reserves the right to suspend or remove any student from the program based on these behaviors. If a child receives a suspension for any period of time they will remain on probation for 2-3 weeks. While on probation a child's behavior will be monitored closely. Disciplinary infractions incurred while on probation will result in escalated consequences.

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.**

Biting Guidelines:

The Learning Center Administration evaluates biting incidents on a case by case basis. We understand that biting is developmentally appropriate in non-verbal children under the age of 3. Below are a few guidelines that assist us in developing and executing preventative and disciplinary measures.

1. If a child inflicts 3 or more bites in a one week period (5 weekdays) in which the skin of another child or staff member is broken or bruised or the bite leaves a significant mark, a conference will be held with the parents to discuss the child's behavior and how the behavior may be modified.
2. If the child again inflicts 3 bites in a one week period (5 weekdays) in which the skin of another child or staff member is broken or bruised or the bite leaves a significant mark, the child may be suspended from care for a period 48 hours.
3. If a child once again inflicts an injurious bite, in which the skin of another child or staff member is broken or bruised or the bite leaves a significant mark, the parents will be asked to make other childcare arrangements for period of 1 week or may be disenrolled.

If a child, who has been through steps 1 and/or 2, goes 3 weeks (15 business days) without biting, we will go back to step one if the child bites again.

If a child bites twice in a 4 hour period, the child may be required to be picked up from care for the remainder of the day.

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 of the illness and cannot return for a minimum of 24 hours. In the event that the child is not picked up within 90 minutes of notification $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. Lethargy
3. Any vomiting or diarrhea in the past 24 hours.
4. Goopy eyes, green or yellow runny nose.
5. Chronic wheezing/barking cough
6. Abnormal breathing
7. Any unexplained rash or skin infection
8. Mouth sores
9. Pink eye and other eye infection
10. Head lice. Child must be free of all nits.

Also, if any illnesses 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 via electronic app.

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 will be accepted only if it is in the original container and has not reached its expiration date.
2. Nonprescription medication may only be administered by following the manufacturer's recommendation on the label. Medication must be in the original container.
3. 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 form with proper instructions.
4. 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.
5. Medication needs to go home after the last day that the medication is administered.
6. Expired medications will be discarded by Administration.

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 in 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.

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.

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. 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.

Wellness 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-5th 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 1st-5th 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.

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 2019-2020

ALL PROGRAMS HAVE AN ANNUAL REGISTRATION FEE OF $100 DUE AT TIME OF REGISTRATION AND / OR RENEWAL.

ELEMENTARY SUMMER CAMP FEE OF $200.00

ELEMENTARY SUMMER CAMP PROGRAMMING WILL BE CHARGED A TUITION DEPOSIT OF TWO WEEKS OF TUITION THAT WILL BE ALLOCATED TO THE FIRST AND LAST WEEK OF ADVENTURE CAMP DUE AT THE TIME OF REGISTRATION.

ALL STUDENTS HAVE AN ANNUAL $150 SUPPLY FEE DUE BY FEBRUARY 3, 2020.

PROGRAMS

Infant 0-23 Months – Monday-Friday	$250 per week + $500 tuition deposit
5 DAY PRESCHOOL Pre-school and PK - Monday-Friday	$225 per week + $450 tuition deposit
3 DAY PRESCHOOL Pre-school and PK – Monday, Wednesday & Friday	$145 per week + $290 tuition deposit
2 DAY PRESCHOOL Pre-school and PK – Tuesday & Thursday	$90 per week + $180 tuition deposit
ELEMENTARY AFTERSCHOOL – K-5TH GRADE	$75 per week + $150 tuition deposit
ELEMENTARY CAMP 1ST-5TH GRADE – Monday-Friday	$225 per week + $450 tuition deposit

We are proud to offer the following discounts

10% off of tuition for children of parents who are 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 3rd 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 (2 to 5 Years Old)

DROP IN MUST BE APPROVED AND PRE-PAID WITH CENTER ADMINISTRATION 48 HOURS PRIOR TO REQUEST

ALL FEES AND TUITION ARE NON-REFUNDABLE

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. Theses 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	Paint 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	n 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
Centamar Bible: I can Share Too!		

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. Theses 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	Paint a Smell with Yarn	Blot Painting
9:25	Physical Health & Development	Beautiful bean bags		Swishy 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	Swishy 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		Cheerio 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
Centamar Bible: I can Share Too!		

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sy will be changed every 2 hours, unless needed earlier or potty training.

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	Greet 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. Theses 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 Loin	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	
	Centamar Bible: I can Share Tool					

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