Family Handbook
2020-2021

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www.opendoorwalhallasc.org / thelearningcenterodbc@gmail.com
Dear Families,

Thank you for choosing to enroll your child in The Learning Center. TLC is a preschool ministry of Open Door Baptist Church and together as a team, we love and train the children we are blessed to have this season with.

We are confident that your family’s experience here at The Learning Center will be exciting, fun, and memorable. Our desire is to help your child develop spiritually by learning about Christ and the wonderful things He has done for us as well as prepare him/her for kindergarten developmentally, emotionally, physically and academically. We will do this by ensuring that the children have a safe, secure, loving, and caring Christian environment. If you ever have any questions, please don’t hesitate to contact us.

TLC Director & Board

Our 2020-2021 TLC Team
We will have a few teacher openings after this year because we will be losing two AMAZING teachers. They will be finishing their bachelor degrees in education and will be student teaching in the fall of 2020. We will be hiring new teachers late summer as enrollment allows.

Jenny Lyle
Christi Crenshaw
Kristen Turpin
Ashley Smith

*Substitute Teachers & Volunteers are also a very vital part of our team

Our TLC Board Members
Jeremy Garrett, Pastor ODBC
Joyce Vissage (638-5191)

Rodney Massey (247-0679)
Kay Gibson (557-0240)

If you ever need someone to talk with about the preschool, whether it be a comment, concern, issue or situation, please talk with the director. If you still feel you need to talk with someone, please feel free to talk with a board member.
ENROLLMENT / REGISTRATION / TUITION INFO: At The Learning Center, we have two year old, three year old and four year old classes. Children will be divided into classes by their age on September 1st 2020.

Registration requires a $60.00 non-refundable per student fee and a 2020-2021 enrollment form.

Monthly tuition is $160.00 if your child is in a 2yo or 3yo class. If your child is in a 4yo class, their tuition per month is $165.00. For families with more than one child enrolled, the 1st child is full price and each additional sibling is $120. Fees are the same each month even when we are out for holidays or children are absent due to illness or stay at home days. Tuition is due on or before the 1st of each month. A $10.00 late fee will be added to the monthly tuition on the 7th if tuition isn’t received the weekday before by noon.

By enrolling in TLC, you understand that your tuition is due if you child is at preschool or not. You are responsible for paying for the spot you have registered for each month. To be released from the monthly tuition due, we MUST receive a written notice of withdrawal 30 days prior to leaving our program. If a balance is unpaid on the last day of school, we will take formal collection actions. If formal collections are taken, parents/guardians are liable for collection costs, including but not limited to court and attorney/legal fees incurred by TLC. To re-enroll in our program, all tuition MUST be current at the time of enrollment. Having a balance on the last day of school, will also open your 2021-2022 so another student can enroll and registration fee refund will not be given.

There is a $35.00 fee for returned checks.

We are dependent on tuition payments to operate our preschool. We strive to have an enriching program as well as make our program affordable to our families and tuition paid regularly and on time or early is what makes that happen. If a crisis/situation arises and tuition is a concern or an issue, please speak to the director immediately. You can put tuition in the drop box located beside the office door or you can send it in your child’s folder. Make sure it is labeled with your child’s name on it. If it is CASH, please put it in an envelope or baggie with your child’s name on it. DO NOT put loose cash in your child’s folder. There are envelopes available above the tuition drop box.

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

OPERATIONS: Hours are Monday-Friday from 8:30am-12:00pm.

Morning drop-off begins at 8:20 and continues until 8:40am. Everyone is required to use our car drop off line during these times. Two of our teachers will be outside to get your child/children out of your vehicle. Make sure your child exits the vehicle on the driver’s side. Also, do NOT allow your child to exit until a teacher is at your vehicle. This is to keep everyone safe and out of the way of oncoming cars. If you arrive after 8:40, you will need to get your child out, walk them to the door, ring the bell and wait for a staff member to open the door for your child. We do not allow parent walk-ins during morning drop off. This allows the teachers to get their day started promptly at 8:45 each morning. If you need to pass along important info to your child’s teacher, either the staff member opening the door can relay the message or you can send a note in your child’s folder.

Please make sure your child is picked up before noon each day. We understand there may be a time or two when problems arise and parents may be a little late. On the third and ALL following
occurrences, there will be a $1 per minute, per child fee charged beginning at 12:05pm and you will be required to pick your child up from the office at that time.

Each teacher has a sign-out sheet for their class. The pick up person will need to sign your child out when he/she is picked up each day. **Only** those individuals listed on the pick-up list will be allowed to pick up your child. We will check driver’s license if we are not familiar with the person picking up your child. If you need to add someone to the pick-up list during the year, please send in a signed note with the name and driver’s license # of the individual or email their information along with a picture of them to thelearningcenterodbc@gmail.com or stop by the office and add them to your list. Keeping the children safe is our #1 priority!

If your family has ANY court or legal documents that will affect TLC in ANYWAY, we NEED a copy of the paperwork concerning your child on file in the office. This includes, but isn’t limited to family court paperwork, custody papers, foster care, kinship, pre-adoptive contracts, etc.

The Learning Center’s operating days will, for the most part, be in accordance with the Oconee County School Schedule with the exception of start/end dates, Christmas Holiday break and snow make-up days. If there are any other changes to our in school dates, you will be notified at least one month in advance. This info will be provided to each parent in our monthly newsletter, written on the big event calendar in the TLC foyer and added to any other form of preschool communication we use.

There are times when learning abilities and needs require us to move students to different classrooms. These needs could include but are not limited to enrollment, class size, and student growth.

**ATTENDENCE:** To maximize their preschool experience, bring your children as many days as possible. Also, please have your child to preschool by 8:45 each morning. Teachers start their instructional day at 8:45 with a circle time, which in our classrooms, is a VERY IMPORTANT part of our teaching.

**BIRTHDAY PARTIES:** Parents are welcome and encouraged to celebrate their child’s birthday with his/her preschool class. Make sure to discuss the details and check about any allergies with your child’s teacher prior to celebrating. Also, if you choose to send invitations to your child’s personal/at home party through the classroom communication folder or TLC staff, YOU MUST send an invitation to each child in the class or classes that you choose to invite from. We will NOT pass out invitations if everyone isn’t included. If you do not wish to invite everyone in the class/classes, you will need to personally mail out the invites. We cannot give out other families phone numbers or addresses. If your child has a summer birthday, you are more than welcome to celebrate in September or May. We want to be able to celebrate with all the children.

**CHAPEL:** Each week on Wednesday at 10:00am, we will have Chapel. This is a great time for the students to praise, worship, pray and learn Bible lessons while in a sanctuary setting.

**CHILD ABUSE REPORTING LAW REQUIREMENTS:** The Learning Center staff and board members are mandated reporters and are REQUIRED by South Carolina state law to report to the Police and/or Department of Social Services ANY instance where there is reason to SUSPECT the occurrence of physical, sexual or emotional child abuse, child neglect or exploitation.
Our staff are not required nor will we notify parents when police if DSS are called about possible child abuse, neglect or exploitation.

**CLOTHING:** Each student needs a COMPLETE change of clothing (socks included) marked with his/her name to have on hand in case of an accident, spill, or messy day. Also, Tennis shoes are best for running and playing outside.

**COMMUNICATION:** Each child will have a folder that includes communication from their teacher EVERYDAY. Please check their folder daily, celebrate their artwork, accomplishments, and things brought home. Your children are proud of their hard work, use checking their folder daily as a time to talk about their day, the fun they had and the things they sang or learned. This will also be where communication from the office will come from. You may always communicate with us through the folder as well.

**CURRICULUM/STANDARDS:** We use South Carolina Early Learning Standards which are backed by SC Board of Education, Head Start and SC DSS. We want to use the same standards the schools are using to ensure a smooth transition from preschool to Kindergarten. Our curriculum schedule includes over 30 bible stories, monthly bible verses, new language, math, art, and science skills often, self-help skills, and SO MUCH MORE!!! We are VERY excited when we hear local elementary teachers praising our previous TLC kiddos for their hard work, knowledge and abilities. We feel confident that ALL children attending will leave TLC prepared for their next educational adventure. If you would like a copy of our long-range plans, please let Mrs. Jenny know and she will be happy to get you a copy.

**DEVELOPMENTAL ASSESSMENTS:** Assessments will be done at least twice each year by our TLC staff or outside educational professional which could include BabyNet, SDOC personnel or any other outside professionals that specialize in the development of children. These assessments help us determine strengths and set goals for instruction, help us celebrate milestones in your child’s development and give us opportunities to work together and support your children as they grow. If we, after assessments, feel your child may need an extra little push to get on the right track, we will request a conference with you as well as send your information for a referral to either BabyNet or ChildFind. We want the absolute best for each and every child here at TLC and sometimes a little extra push (speech, OT, PT or an EI) is just what they need. If your child receives these services, the therapist may bring their session here to the preschool during school hours if you would like for them to. If you EVER have any questions about your child and their development or any concerns, please don't hesitate to speak with us. We want to partner with your family to help your child in any way we can.

If after assessing your child, we see that they are ready for a new level of learning or need more of a challenge, we will request a meeting with you to discuss moving your child to a new classroom to benefit their learning needs.

**DISCIPLINE:** While at The Learning Center, the children are expected to be respectful, kind, honest and LOVE one another. Each classroom will have their own set of rules that agree with our TLC expectations.
Our teachers WILL use positive reinforcement and redirection in the classrooms to encourage their best behavior. If a child is unable to comply with expectations after being reminded, a brief time-out may be given so the child can think about their choices. Time-outs are used as an opportunity for the child to focus on a different choice, NOT as punishment. After two time-outs in the classroom, your child will be sent to the office for a conversation with Mrs. Jenny. If a third time-out is required, your child will go back to the office, you will be called and could be asked to pick up your child early.

**FIELD TRIPS:** Field trips are a fun part of our preschool program and your child’s hands-on experiences. We will take several field trips throughout the school year and LOVE to include family members on any and all of our trips. We also need the extra hands and eyes when we leave our TLC/ODBC campus, so let us say thank you in advance for going with us. There are two field trips each year where ALL TLC students attend and we require EACH child/sibling set to have a chaperone, one will be in October and the other in April. We welcome and greatly appreciate, but do not require family members on other TLC field trips. TLC field trip/chaperone rule is...If a child has a chaperone going on the trip with them, the child MUST ride to and from the trip with his/her chaperone. Meeting your child there is NOT allowed.

**ILLNESS POLICY:** If your child is not feeling well or not their typical self, please take caution, keep a close eye on them for symptoms of sickness and if needed, keep them home. We know that germs are everywhere and where there are children, there are lots of germs. We will do as much as we can to keep the environment clean from germs, but we need everyone’s help to minimize the spread of germs. Please do not be offended or get angry if/when we call you. We have these policies for several reasons. First, we want your child to be able to rest and recuperate where they are most comfortable and secondly, we want to prevent the spread of viruses as much as possible. We don’t want to bring any sick bugs to preschool and send them home with your child just as we don’t want anyone else to share their sick bugs with the rest of us.

Children will NOT be permitted at TLC with any of the following conditions:

1. **Fever of 100.0 or higher** - If your child has or has had a fever of 100.0 or higher within the past 24 hours, they MUST stay home and may not return to preschool until they have been fever free without medication (Tylenol/Motrin) for at least 24 hours. If your child is sent home from preschool with a fever, they may not return to school the next day. The 24 hour period begins when your child’s fever has broken and remains in a normal range without medication.

2. **Vomiting / Diarrhea** - If your child vomits at TLC, you will be called immediately to come pick them up. If your child has 2 diarrhea episodes or any uncontained diarrhea, you will be called immediately for pickup. If your child has or has had vomitting and/or diarrhea within the past 24 hours, they MUST stay home and may not return to preschool until they have been vomit/diarrhea free for at least 24 hours. If your child is sent home from preschool due to vomitting/diarrhea, they may NOT return to school the next day. The 24 hour period begins after the most recent vomitting/diarrhea episode.

3. **Draining rash / undiagnosed rash lasting longer that 24 hour period** - A rash may be a sign of many illnesses, such as measles, chicken pox, strep, etc. Please do not send your child to TLC with an undiagnosed rash until the Dr. says your child is safe to come back. If your child has Hand, Foot & Mouth, your child needs to remain at home until they are completely blister free.

4. **Contagious Conditions** - If your child appears to have an infectious condition (pink eye, flu, RSV, head lice, severe cold, hacking or persistent cough etc.) you will be asked to take him/her home or to a pediatrician for an evaluation. If an antibiotic or prescription medication is given, your child may not return to preschool unless it has been at least 24 hours since their first dose. If your
child has Lice, they MUST be bug & nit FREE before returning. Upon returning, they MUST be checked by TLC director or staff. Lice is a very difficult thing to get rid of, so make sure you are treating your clothes, house, beds, toys, carseats, car, and anything else cloth.

If you are called to come get your child/children, your child will be waiting in the office to try and reduce the amount of germ exposure. You will have 30 minutes to pick-up. If you have not arrived within 30 minutes, you will be charged a $1 per minute, per child fee beginning 30 minutes after contact was made.

If your child has had a rough night or previous day, assess them thoroughly before bringing them to preschool. If you have any question or doubts, please don’t hesitate to call or message us. We are more than happy to help you figure out the right plan for your child, their will being and what’s best for their friends/class also.

**We DO NOT give medication at TLC unless your child has an Action Plan on file in the office for a known allergy or other health condition. Allowed medications include prescription rescue inhalers and EPI pens. If your child has a medication that needs to be left at TLC for emergency use, the medication label MUST include your child’s name, prescribing Dr name and instructions on the box.

*** Our policies regarding sickness is to keep everyone as healthy as we can. Our policy supersedes any doctor note that doesn’t follow the same standard.

****EACH student MUST have a current immunization record on file at ALL TIMES to be enrolled as a student at The Learning Center. If your child gets shots at an appointment during the year, please ask for an updated form. The Dr office can email the record to thelearningcenterodbc@gmail.com or you can bring in a hard copy for a copy to be made so you can keep the original.

INCLEMENT WEATHER: If Oconee County public schools are closed or have a delay due to inclement weather, The Learning Center will be closed on that day. If public schools dismiss early because of weather, we will dismiss immediately. If early dismissal happens, please come pick up your TLC children before any older children. All of our staff have public school children that we will need to pick up as well and your promptness picking up your preschool student helps us to get our children up in a timely manner. TLC does NOT make up snow days missed.

OUTDOOR PLAY: Outdoor play is a very important part of our daily routine. Children should be prepared to play outside some part of every day if the weather permits. If the outside weather is dry, not too windy and temperature is and feels like 40 degrees or above at the beginning of their playground time, the children WILL go outside. If the weather is questionable, teachers/director will discuss the conditions and director will ultimately make the call/decide if it is ok to play outside. Please send appropriate outerwear (big coats, gloves or hats) for the cooler seasons. Also, tennis shoes are the best for playground play. If classes cannot go outside, they can watch a movie for 1/2 of their playground time. Also, please send an empty water bottle and we will put fresh cool water before going outside.

PHOTOGRAPHS: You may take photographs of your child ONLY! Class photographs may ONLY be taken if you have asked and been given permission by each and every parent. You may NOT post, share or send any photos to anyone or on social media unless it is your child ONLY, no exceptions!!
**Potty Trained/Training:** Children entering the 3yo and 4yo classes MUST be potty trained prior to the beginning of the school year. This means that your child is able to go to and use the potty independently which includes pants going up and down, getting onto and off the toilet, wiping themselves, and washing their hands. Children in the 2yo class may be in diapers or pull ups and will be changed at least twice each day. Children in the 2yo class are encouraged to use the potty if they are ready and showing signs of interest, however, we will ONLY assist in potty training if it is being done at home also.

**Snacks:** Each child will need to bring his/her own snack every day in a snack container identified with their name. Make sure that you include a healthy snack each and every day. Some ideas of healthy snacks are yogurt, cheese, crackers, veggies, peanut butter, sliced fruit, applesauce, baked chips, pretzels and Nutrigrain or granola bars. Water will be provided each and everyday with snack, therefore drinks/cups brought from home will be saved for home. We are going to practice using kid-size (3oz) cups without lids while eating our snacks this coming year. We absolutely understand that children are picky and healthy snacks aren’t their favorite, BUT your child needs something healthy in their snack box each and every day! Candy is NOT ALLOWED at preschool.

**Toys:** Parents please do not allow your child to bring any toys from home unless requested by the teacher or advance permission has been given.

**Withdrawal:** If at any time you feel the need to withdraw your child from The Learning Center, we MUST receive a written 30-day withdrawal notice.

Updates 3/9/20