



"To fulfill the Great Commandment and the Great Commission."

(Matthew 22:37, Matthew 28:19-20)

To Parents of Prospective Students,

Thank you for your interest in Creative Learning Center of Highland Baptist Church. The Creative Learning Center program of Highland Baptist Church exists to reach out to preschool children and their parents within the church and the community. We have developed a Christian preschool learning program which teaches children a love for Jesus and an understanding of themselves, their families, and others. Our Staff accomplishes this through Bible stories, creative art, music, and free play as they grow in awareness of God and His love for them. We strive to develop the whole child—spiritually, socially, and intellectually.

The first several pages of the handbook explain our purpose, mission and beliefs. CLC stands firmly in believing, teaching and practices biblical principles which integrated into our daily schedule and routines. Our staff is committed to instill and apply the truths of God's Word to every aspect of life. If you are in agreement with the teachings of God's Word, CLC will complement the beliefs and ideals your child is taught at home.

If you do not agree with the biblical worldview, enrolling your child in our school may cause him or her confusion. For example, if a question regarding biblical lifestyles arises, the teacher will answer from a biblical viewpoint consistent with our beliefs and mission statement. If your beliefs and lifestyle choices are not in agreement with God's word, that answer could present a conflict in your child's heart and mind.

We respect your desire to place your child in the best possible learning environment and feel that you would be doing so by pursuing enrollment at CLC.

We look forward to partnering with you to care and educate your child in God's truth.

In Christ,

Leah Touchet

CLC Director



CREATIVE LEARNING CENTER OF HIGHLAND BAPTIST CHURCH

PARENT/STUDENT HANDBOOK

**“BEHOLD, CHILDREN ARE A GIFT FROM THE LORD...”
PSALM 127:3**

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STATEMENT OF PURPOSE

"To fulfill the Great Commandment and the Great Commission."

(Matthew 22:37, Matthew 28:19-20)

The Creative Learning Center program of Highland Baptist Church exists to reach out to preschool children and their parents within the church and the community. We have developed a Christian preschool learning program which teaches children a love for Jesus and an understanding of themselves, their families, and others. Our Staff accomplishes this through Bible stories, creative art, music, and free play as they grow in awareness of God and His love for them. We strive to develop the whole child—spiritually, socially, and intellectually.

Please keep the booklet handy as questions about procedures may come up throughout the year. Thank you for choosing our Creative Learning Center Program. We truly look forward to serving you and ministering to your child and your family.



STATEMENT OF BELIEFS

1. WE BELIEVE IN THE LORDSHIP OF JESUS CHRIST.

We believe that Jesus Christ is the eternal Son of God and both the Savior and Lord of all who believe and trust in Him. (Acts 2:36)

The facts of Christ's life are simple. He was foretold by the prophets (Isaiah 7:14), born of a virgin (Matthew 1:18-23), and lived a life of complete obedience to God (Hebrews 4:15). He preached with authority (Matthew 8:28-29), performed miracles (Acts 2:22), died to pay for our sins (1 Peter 3:18), was raised from the dead (1 Corinthians 15:4), and appeared to people after His resurrection (1 Corinthians 15:5-9). He ascended to heaven to be the mediator (peacemaker) between God and us (1 Timothy 2:5-6). One day He will return to the Earth to judge it (Romans 14:10-12). Until then He dwells in the hearts of all believers as the living and ever-present Lord. His death on the Cross was the payment (atonement) for our sins and the means by which we are forgiven and brought into a right relationship with God (saved) (Romans 3:25-26)

2. WE BELIEVE IN THE FREE GIFT OF SALVATION.

We believe that salvation is the free gift of God which we receive through faith in Jesus Christ. This salvation cannot be earned. Biblical salvation means the redemption, or recovery, of the whole person from the power and consequences of sin, resulting in a right relationship with God. Biblical salvation is past, present, and future. We are saved from the penalty of sin when we trust Jesus Christ by faith. This is called conversion or justification. From the moment of that decision, we are being saved from the power of sin, a process which continues until we die. This is called sanctification. When we die, we enter the presence of God in heaven and are then saved from the presence of sin, because in heaven, there is no sin. This is called glorification.

We are saved by faith in Jesus who died as the substitute for our sins (Hebrews 9:12). We are not saved by being good (moral, honest, kind), nor by being religious (by being baptized, going to church, giving money). These things are but the evidence of salvation, not the means of salvation. We are saved by God's grace (unearned favor) through faith (total trust) and not by our own good works (Ephesians 2:8-9).

There is just one way to Jesus and that is through faith. Saving faith is being sure of what we hope for and certain of what we do not see (Hebrews 11:1). There are not many roads to Christ. It is through faith alone that we come to Christ. Without faith it is impossible to please God (Hebrews 11:6).

However, there are many ways to faith. We can come to faith in any Christian church or in no church. The important thing is not the church attended but the faith possessed. We recognize as fellow Christians all people who follow Christ, regardless of their denominational preference.

The simple conditions of salvation revealed in the New Testament are as follows: (1) conviction of sin (John 16:8); (2) repentance from sin - a change of attitude that leads to a change in action (Acts 3:19), (3) faith in Jesus Christ, and (4) confession of that faith (Romans 10:9-10).

Salvation is the free gift of God to all who devote themselves to Jesus Christ as Lord and Savior. This we believe!

3. WE BELIEVE IN THE AUTHORITY OF THE SCRIPTURES.

We believe that the Scriptures, both the Old and the New Testaments, are the inspired Word of God and are the only authority for our faith and lifestyle. The Bible is the "I Am" book. Everything we know about God and the Lord Jesus Christ is written in the Bible. It is also an inerrant book. Inerrant means without error. The Bible is an inerrant book because everything in the Bible, whether doctrine, history, science, geography, geology, or any other discipline or knowledge, is totally true. Inerrancy is a test of God's character, for God cannot lie (Hebrews 6:18).

The Bible is also an infallible book. It will never deceive us or give us false counsel. It is totally trustworthy (Matthew 4:3-4) and finally, the Bible is an inspired book. Every word of Scripture is from the mouth of God (2 Timothy 3:16). Inspiration is the mysterious process by which God worked through the authors of Scripture to produce inerrant and infallible writings (2 Peter 1:21).

God, who at various times and in several ways spoke in times past to the Fathers by the prophets, has in these last days spoken to us by His Son, whom he has appointed heir of all things, through whom also he made the worlds. (Hebrews 1:1-2) The New Testament is written by those who were personally taught by Jesus and were eyewitnesses of his life, ministry, miracles, death resurrection and ascension. They all suffered persecution and martyrdom.

The Bible is the inspired, authoritative, eternal, sufficient, and reliable word of God. This we believe!

4. WE BELIEVE IN THE FELLOWSHIP OF THE CHURCH.

We believe that the church is a local fellowship of Christians who in mutual love for one another gather together for the common purpose of worship, service, and encouragement. The church is divine in its origin. It is not just another fraternal order or a service club. It was organized by Christ Himself (Matthew 16:18) and belongs to God (1 Timothy 3:15). Christ is the head and leader of the church (Ephesians 5:23).

The church is spiritual in its mission. It is composed of individual Christians who are devoted followers of Jesus, committed to the Great Commandment (Matthew 22:37-40) and the Great Commission (Matthew 28:19-20). The church is the pillar and support of the truth (1 Timothy 3:15). The church is like a family in nature. It is not a building or an organization but a family of God's people. It is composed of those who have entered God's family through a salvation experience and have demonstrated that experience through the testimony of baptism. We believe that baptism is a symbolic expression of our faith in the crucified, buried, and risen Christ Romans 6:1-4). We believe that baptism is for believers only. We believe baptism is to be by immersion, following the pattern of Jesus (Matthew 3:13-17). And we believe that baptism is prerequisite to the privileges of church membership.

The church is the Body of Christ, comprised and composed of baptized believers who, in love for one another, meet for the common purpose of worship, service, and encouragement. This we believe!

5. WE BELIEVE IN THE SECURITY OF THE BELIEVER.

Becoming a Christian does not mean that a person becomes perfect. Being a devoted follower of Christ does not keep a person from temptation or sin. Christians do sin. However, real Christians will not knowingly or purposely continue to live in sin. They will confess and repent of their disobedience to God. All true believers endure to the end. Christians do not hold onto God - God holds onto them (John 10:17-29, Jude 24-25). Since we do not earn our salvation by being good, we do not lose it by being bad. Our salvation depends on God's love, power, and forgiveness from start to finish. He keeps us secure.

The Christian life is a life of faith, endurance, and assurance. This we believe!

This, of course, is not all we believe or stand for. We believe other great truths in common with various Christian denominations. Some of these are (1) the existence of God, (2) the deity of Christ, (3) the Trinity, (4) the fall of humanity, (5) the immortality of the soul, (6) the resurrection of the dead, (7) personal accountability to our Creator, and (8) the Judgment of all who reject Christ.

When Martin Luther, the father of the Reformation, was accused of heresy and the Pope demanded that he recant, Luther took the position that he could not recant what he believed on the basis of the Scriptures and "evident reason." Then he said, "Here I stand, I cannot do otherwise. God help me. Amen." Here we stand. We can do no other. Come stand with us and together we shall move the world for God.

PHILOSOPHY OF EDUCATION

Education at CLC is based on the Christian traditional approach in contrast to the humanistic, progressive systems of education. Christian traditional education is rooted in objective reality and absolutes, as opposed to relativism. We believe this approach provides students with the best possible programs and methods of study. We seek to impart to each student Christian character development, communicative skills of language, and subject matter in the various academic disciplines, all in harmony with God's truth. The objective of Christian education is to develop, within the framework of the student's God given personality, potential, and abilities, individuals who are articulate, knowledgeable, and of good Christian character.

The content of Christian education must comply with "...whatever is true, noble, right, pure, lovely, admirable, excellent, or praiseworthy" (Philippians 4:8). Christian education must deal with the social and the spiritual, as well as the academic dimensions of the student. Therefore, our academic programs are only a part of the educational process of school life. The student is taught Christian values of life, so that he is armed "...that no one takes (him) captive through hollow and deceptive philosophy" (Colossians 2:8).

Through Christian education, our desire is for each student to be brought to "...unity in the faith and in the knowledge of the Son of God and become mature, attaining to the whole measure of the fullness of Christ" (Ephesians 4:13). Therefore, the student is able to be an effective witness for Christ, is academically equipped in a free society, and is able to manifest the fruit of the Spirit in his daily life.

LIFESTYLE STATEMENT

Employees are expected to live a God-honoring lifestyle that reflects His holiness and goodness. The Bible reveals that sexuality is a gift from God to be enjoyed within the context of marriage between a man and a woman (Genesis 2:22-25), and when this gift is abused and God's standards ignored, the Bible calls this "sexual immorality". We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman. (1 Corinthians 6:18-20; Ephesians 5:1-3; Leviticus 20:13; Romans 1:27; Hebrews 13:4)

We believe that God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God. (Gen 1:26-27)

We believe that in order to preserve the function and integrity of CLC, and to provide a biblical role model to its families and the community, it is imperative that all persons employed by CLC in any capacity agree to and abide by this Lifestyle Statement. (Matt 5:16; Phil 2:14-16; 1 Thess 5:22)

We believe that every person must be afforded compassion, love, kindness, respect, and dignity. (Mark 12:28-31; Luke 6:31) Hateful or harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture nor the doctrines of CLC.

STATEMENT OF THE SANCTITY OF HUMAN LIFE

We believe that all human life is sacred and created by God in His image. Human life is of inestimable worth in all its dimensions, including pre-born babies, the aged, the physically or mentally challenged, and every other stage or condition from conception through natural death. We are therefore called to defend, protect, and value all human life. (Ps 139)

FINAL AUTHORITY FOR MATTERS OF BELIEF AND CONDUCT

The Creative Learning Center of Highland Baptist Church Statement of Faith does not exhaust the extent of our beliefs. The Bible itself, as the inspired and infallible Word of God that speaks with final authority concerning truth, morality, and the proper conduct of mankind, is the sole and final source of all that we believe. For purposes of the school's faith, doctrine, practice, policy, and discipline, the pastor of Highland Baptist Church is the school's final interpretive authority on the Bible's meaning and application.

AGES:

Infant: 6 weeks old

1-year old's (must be 1 before December 1st)

2-year old's (must be 2 before October 1st)

3–4-year old's (must be 3 or 4 before October 1st)

TIME:

Tuesday—Wednesday—Thursday 8:00 a.m.—3:30 p.m.

We would like for you to know that our staff participates in morning devotion/prayer from 7:45 a.m. to 8:00 a.m. We use this as our time to help order our day and keep our focus on God. We do not answer the phone during this time. If you need to reach us please leave us a message and we will return your call at the completion of prayer time.

ARRIVAL:

Parents and children are to enter CLC through the 2 doors at our entrance by the Worship Center only. For the safety of the children and staff ALL doors are locked during school hours. The entry doors lock at about 9:00 a.m. and unlock at 2:45 p.m. If you need to come into CLC during this time, please ring the doorbell or knock and someone will come to assist you.

PLEASE do not bring your child before 8:00 a.m. No one is allowed in classrooms prior to 8:00 a.m. Please remain in the lobby until 8:00 a.m. and then you may proceed to your child's classroom.

We are a Pre-school, **not a daycare, in which our day has a distinct schedule, and our day begins promptly at 8:00 a.m. Therefore, dropping children off at any time of the day is unacceptable and very disruptive to the schedule of the class. If you are running late or have an appointment, please consider this when bringing your child to school. Any time after 11:00 a.m. would be considered too late to be dropped off. **If you habitually bring your child late, the Director reserves the right to remove your child from the Creative Learning Center.***

The first few weeks of school are always the most difficult for both students and their parents. We ask that when you drop your child off in the morning that you exit quickly. We understand the desire to fellowship, watch, and participate in the day's activities; however, the transition for some is more difficult than others. Our newest students may not understand why you can stay but their parent has already left, thus causing them undo anguish, or disrupting their morning routine. We ask that you continue this practice throughout the year.

DEPARTURE:

Children may be picked up in their room at any time during the afternoon, but must be picked up **no later than 3:30 p.m.** We would greatly appreciate your being on time in picking up your child. Our late charge is \$5.00 for each 5 minutes the child remains after 3:30 p.m. **This is strictly enforced, and late fee must be paid no later than your child's next day of attendance following late pick up.**

No child will be allowed to leave with a person not listed on the release form. **No one under the age of 18 will be allowed to pick up a child from CLC.** You must sign out your child daily upon picking him/her up. If an emergency prevents you from picking up your child, please call the CLC office as soon as possible to authorize a person designated on your child's emergency card to pick up child. **You may not add pick up persons over the phone. Only valid State issued license or ID will be accepted – LA Wallet is not accepted.**

PARKING AREA:

The parking area for CLC parents will be the parking lot next to the Worship Center and Children's Building and Fellowship Hall. Please do not park in the handicapped parking areas **UNLESS YOU ARE A HANDICAPPED PERSON.** Please drive **SLOWLY** and **CAUTIOUSLY** in the parking lot. Remember, **small children are unpredictable.** Watch for children coming from behind and in between cars.

WHAT TO BRING:

LUNCHES:

Parents are encouraged to prepare meals which are well balanced and nutritious, but with the understanding that what the parent provides is acceptable. You must also provide a drink (no sodas) with your child's lunch. The drink **must** be an unopened juice pack, or drink/water. Do not send a drink in a sip cup or insulated bottle. We must write your child's name and date of item brought, therefore all containers and items sent for lunch will be written on. On plastic containers we will use a piece of tape to write this information. Please purchase an insulated lunch box and ice packs to keep your child's lunch cold. Please remember that lunches needing to be heated should take **no longer than 2 minutes** to reheat. **Do not send any type of Easy Mac/Velveeta Shells and Cheese meals or any frozen foods regardless of time allowed for heating.** Easy Mac can be sent already cooked; reheating is all that is needed. **If you send Hot Dogs and Grapes they must be cut lengthwise; only petite baby carrots, NO GUM, and NO popcorn or peanuts/nuts of any kind or peanut butter.**

No glass containers of ANY kind are allowed—they must be plastic and labeled with your child's name on each piece.

No carbonated beverages or candy of any kind, please.

******You also have the option to purchase hot lunches from Captain's Galley at captains-galley.com. These meals are delivered daily per order. A juice pouch/water will need to be sent to school for this meal.

Infants:

Please send an appropriate number of bottles for your baby for the day. Bottles should be pre-mixed formula/breast milk or powdered formula must be premeasured in Formula Dispenser for each bottle as well as the appropriate amount of water in each bottle. As your baby begins to eat baby food/table food you will need to provide what your child needs until your child is in the next class to be able to order Hot Lunch.

CLOTHES/OTHER:

All students must have a book sack with no scary characters or designs. The only items to go into bag are 2 changes of clothes, small beach towel for nap and child's daily folder. A small non-noise making sleep toy may go inside but must fit in bag and nothing hanging out.

If an Infant needs a Sleep Sack, parents must provide, and it will be sent home every day (please label with your child's name).

Pacifiers CANNOT be attached to any type of holder and must be labeled with your child's name.

Due to outside play and artwork, CLC **does not** assume responsibility for damaged clothing or lost clothing.

Acceptable foot wear are socks and tennis shoes or shoes that slip on or velcro. NO Crocs, sandals, flip flops, boots of any kind or Squeaker shoes with squeakers in.

Please provide your child with at least one **weather appropriate change of clothes and undergarments** (more if potty training). **(ALL AGES) For nap time a beach towel**, this will be sent home daily. **(No Pillows; "Pillow Pets" or full-size pillows of any kind)** CLC will furnish each child with a sleep mat. Minor damages/normal wear and tear would be covered by CLC, major damage by a student, mat must be replaced by parent at a cost of \$30.00. Your child's name will be on their mat for the year.

Please **do not** send any **medicine and/or diaper cream** in your child's bag.

Label all items with your child's name. If an item is not labeled, the teacher will put your child's name on the item with a **permanent marker**. Also, please check for belongings when picking up

your child, CLC does not assume responsibility for any lost or misplaced clothing/items.

Please send a large package of diapers (your choice of brand) and a large pack of baby wipes to Meet the Teacher for each child in diapers. If in **PULL-UPS, only send Velcro type. Pull-Ups are mandatory during potty training until completely trained.**

CLC will furnish a morning snack with 100% fruit juice (like cheese crackers, cookies, Cheerios, and 100% fruit juice). **If your child has a milk/food allergy and cannot have milk products or certain snacks, you must provide documentation from your physician. You are responsible for sending what your child can have in place of milk products and/or snacks.**

Our rooms are well equipped for your child's preschool play needs. **DO NOT SEND ANY PLAY TOYS OR ELECTRONICS WITH YOUR CHILD TO SCHOOL.** However, a **SMALL, SOFT** sleep "lovey" (that does not make noises) may be sent but must be labeled. Please make sure this "lovey" is put in your child's book bag **before** coming into class.

Each day we do play outside, weather permitting. Please dress your child in weather appropriate clothing. Make sure your child has a coat with name written inside for cold weather days. We will play outdoors unless the temperature or wind chill is below 32 degrees. Your child's teacher may opt to shorten recess on days where colder or warmer temperatures are present.

TEACHERS:

Infants – Teacher and Associate Teacher

1 yr. old class—Teacher and Associate Teacher

2 yr. old class—Teacher and Associate Teacher

3 yr. old class—Teacher and Associate Teacher

4 yr. old class—Teacher and Floater

This assures that your child will be well supervised and will receive the attention they need. CLC Staff is instructed in CPR.

Monthly Tuition:

Payment is due on the 1st of each month with payment plans paid Monthly or Annually by Automatic Draft through FACTS Payment Plan ONLY. If the tuition is not received by the date set in payment plan, a late charge of \$25.00 will be assessed to your account and FACTS will notify you of NSF. If tuition is not received by the 15th of the month, your child will not be able to attend CLC until the account is brought current.

Tuition is due regardless of absences, illness, non-attendance, disciplinary reasons,

scheduled class closings and holidays. No refunds or “make ups” are made if students are not able to attend. Please review holiday schedule in Handbook. Holidays and school closings have been considered when tuition is set, so there will be no refund for these days or any inclement weather days or unforeseen issues. Monthly tuition is calculated by dividing the total annual tuition by 10 months; August – May.

WEATHER OR OTHER CLOSURES:

Creative Learning Center may be closed for extreme weather-related reasons. An attempt will be made to contact you by your child’s teacher, also, please watch KATC and KLFY and list to the local radio stations for closure information. If we feel that travel is dangerous for our children or workers it may be best to close early or not open until conditions improve. If in doubt, please call the school or come by to pick up your child. From time-to-time CLC may need to close or have early dismissal due to a Church related event.

These unplanned or unusual situations days are not made up or refunded.

PARENT RESPONSIBILITIES:

A key to the success of preschoolers is a positive team effort between parents and the school.

Each parent is expected to:

- Pay monthly tuition on time each month; August – May
- Make sure that your child arrives and is picked up at the proper times
- **Examine your child’s health and keep him/her home when necessary**
- Call CLC if your child will be absent
- Keep your child’s teacher informed about major events in the child’s life
- Communicate with the director about your child’s experience at CLC

EMERGENCY EVACUATIONS:

Fire Evacuation—we go to Highland Baptist Christian School Gym

Criminal/Bomb Evacuation—we go to the HBCS Gym or the far corner of HBCS Football Field

Flood Evacuation—we go to the balcony of Highland Baptist Church Worship Center

Gas/Chemical Evacuation—we take children to Belle Place Middle School or nearest location directed by authorities.

In the event of any evacuation, we will begin calling you or any Emergency Contact on your Pickup Form to come pick up your child **immediately**. Please make sure the Emergency Contacts on your child’s form is accurate and make any necessary changes as soon as possible.

In an emergency event or our phone lines go down, our phones automatically forward to another

line, in which you will still be able to contact the school.

AUTHORIZATIONS:

Release forms, immunization cards and emergency cards must be completed **before** your child attends CLC. **No one under the age of 18 years old can be listed as an authorized contact or pickup person.** *Failure to provide required documentation will prohibit your child from attending CLC.* These items are needed for the protection of your child, CLC and the church.

WITHDRAWALS/INFORMATION CHANGES:

If you must withdraw your child, please notify the Director of CLC, **in writing (form in office)**, at least 30 days prior to your child's last day. If you must temporarily withdraw your child for any reason, his/her place can be assured by **continuing** the monthly tuition.

Any contact information changes must be done in the CLC Office, in writing (form in office). Please notify CLC of any changes immediately, we must be able to contact you in emergencies.

REFUND POLICY:

Tuition can be paid annually or monthly. If tuition is paid in full for the school year and the student withdraws, after a 30-day notice, all unused tuition will be refunded with the exception of the month of withdrawal (i.e., if paid annual tuition and withdraw effective January 15th, tuition for February through May will be refunded). If tuition is paid monthly and student withdraws from CLC the remainder of the month of the withdrawal will be due (i.e., if withdrawal is effective January 15th, January's tuition *will be due in full*).

ILLNESS & CHILD SAFETY:

Please notify us in advance of any ongoing medical conditions or treatments your preschooler is experiencing. This will help us to be more sensitive to your child's specific needs.

Parents **must** notify the school if their child develops a **contagious** disease/condition (examples such as: COVID-19, RSV, chicken pox, fifth's disease, scarlet fever, hepatitis, impetigo, pink eye, head lice, any intestinal diseases, E. coli, giardiasis, meningitis, salmonellosis, TB, hand and foot disease, measles, or mumps, etc.). Parents of children in a classroom where a child has developed any of the above will be notified. **A physician's release MUST be provided for the child to return to school in case of a communicable disease.**

For the protection of your child and other children, parents are requested not to bring a child to CLC that appears ill.

Upon recommendation of the Committee on Control of Infectious Diseases of the American Academy of Pediatrics, a child should not be brought to school when any of the following, but not limited to, exists:

- Fever **(free from fever 100.4 or higher for 24 hours without the use of fever reducer)**
- Vomiting or diarrhea **(24 hours symptom free without the use of anti-diarrhea/vomiting medicine)**
- Any symptom of childhood diseases such as Scarlet Fever, German Measles, Mumps, Chicken Pox, or Whooping Cough, etc...
- Common cold—from onset through one week
- Sore throat
- Croup
- Any unexplained rash
- Any skin infection—boils, ringworm, impetigo
- Pink eye or other eye infection
- Yellow or green drainage from nose
- Fever blisters

A doctor's note for ability to return to school WILL be required and must be provided before your child may return to school.

If your child cannot fully participate in the days' activities (i.e., going outside, running, jumping...), they should not be brought to school.

Any child displaying these symptoms will be sent home. Should a child become ill during the day, we will provide care until arrangements can be made for the child to be picked up. **Children should be picked up immediately from time of phone call.** In case of serious illness or accident, CLC will call 911.

All employees are instructed to follow the hygiene policy set forth in the employee handbook. Please feel free to discuss this with the teacher. **When children and staff arrive in their classroom each morning they are to wash their hands before starting with activities.**



OPERATION:

The Creative Learning Center is operated on a daily basis under the leadership of the Director and Associate Director according to policy set forth by the Creative Learning Center Committee and Highland Baptist Church.

GENERAL POLICIES:

1. Children with Special Needs—Approval from the Creative Learning Center Committee is necessary for admittance of children with physical handicaps or emotional problems.
2. CLC does not discriminate on the basis of race, color, creed, sex, national origin, ancestry, or handicap.
3. CLC policy restricts the dispensing of any medication. Unusual cases may be authorized through the Director and the CLC Committee.
4. Discipline
 - a. Children will be disciplined in a loving manner. Parents will be notified if the child continually misbehaves.
 - b. We work to instruct your child using positive reinforcement.
 - c. Corporal punishment is not used at CLC. A “time out” chair shall be used when necessary for a maximum of 1 minute per year of age.
 - d. Cruel, severe, unusual, verbal, or unnecessary punishment shall not be inflicted on any child.
 - e. When a child is removed from a group for disciplinary reasons, he/she is never out of sight of a staff member.
 - f. No child shall be deprived of meals or any part of meals for disciplinary reasons.
 - g. At no time will a child or group of children be allowed to discipline another child.
 - h. At no time will a child bully another child
5. Derogatory remarks shall not be made in the presence of children about family members of children in care or about the children themselves.
6. No one, at any time, except persons listed on the Emergency Card will be allowed in child’s classroom.
7. **Students *and* siblings should never be left unattended in the hallways, vehicles, or any other area of the buildings.**

8. If your child bites a child or staff member or gets bitten by another child you will receive a bite booklet letting you know that your child has bitten or has been bitten by another child.

Suspected child abuse and/or neglect by law must be reported to the authorities in accordance with LA REVISED Statutes 14:403.

EMERGENCY DRILLS:

Fire drills and Tornado drills are performed at random times. Each teacher has a designated exit route that is charted and posted by the door of their classroom.

MESSAGES:

Papers and notes will be sent home daily in your child's folder, please remember to check your child's folder daily.

If you need to communicate special instructions to the Director or teacher, please send a written note.

DISCIPLINE/DISMISSAL OF A CHILD:

CLC and its staff provide a positive Christian environment of instruction and guidance in helping children learn the proper behavior in the classroom. Positive behavior will be rewarded with praise and recognition. Defiant disruptive behavior will be managed by verbal correction, redirection, and time out, if needed, no more than one minute per year of age. Any child who exhibits any disruptive, aggressive, or violent behavior will be managed by removing the child from the classroom and brought to the director. Behavior reports are written when a child continues to display any of these unacceptable behaviors.

CLC reserves the right to place children in classes according to their developmental skills and maturity level. We also reserve the right to dismiss any child unable to participate in age-appropriate group activities, or that repeatedly misbehaves, displays actions that would potentially harm himself/herself or others, disrespects others or habitually bites.

During rest time, all children are required to remain quiet and lay on their mats. Parents will be required to pick up their child early on any day that he/she is unable to follow this guideline during rest time. Tuition will not be prorated.

BIRTHDAYS:

Your child's birthday may be recognized. You may bring cookies or cupcakes to share with classmates. Contact the teacher to set a specific day. Personal gifts or other favors should **not** be brought for the child's birthday. If you wish to distribute birthday party invitations at CLC, every child in the class must be included. Otherwise, we require that invitations be distributed off campus and, for safety reasons, CLC will **not** give out student addresses.

POTTY TRAINING:

We will make every effort to support parents in potty training. Please understand this is not the main focus or goal at CLC, but we do make sure **all** children are given the opportunity to potty several times a day. If your child is in the potty-training stage, please send him/her to school in pull-ups (with Velcro sides), NO rubber pants. Please make sure you send **extra** sets of clothes with your child. This includes underwear, socks, and shoes.

All children entering a **4-year-old class** must be potty trained and able to use the potty with little or no assistance. Any child that has numerous accidents, indicating that the child is not potty trained, you will be asked to withdraw from the program and fees will not be refunded.

EMERGENCY OPERATIONS PLAN:

CLC conducts emergency drills regularly and has an Emergency Operations Plan on file.

LINGERING:

Parents are always welcome at CLC, but please understand that we DO NOT encourage lingering in the room. Parents are welcome to visit or observe his/her child's class through 2-way window on classroom door at any time. However, please realize that your child's teacher has a set schedule planned for the day and interruptions disrupt the entire class.

Allergies:

If your child has any specific food allergies, including peanuts, documentation from a medical professional regarding the specific allergen must be provided to the school. Please understand that once a medical professional has documented any allergies and/or foods not to be eaten (i.e., Gluten Free; Soy; etc...) that will be what CLC will follow and no exceptions made at any time; including a parent stating that it would be ok for one day but not another – the medical professional documentation will supersede. It is your responsibility to provide snacks/drinks according to what your child can or cannot have.

Parents of children with specific food allergies must understand that there are risks involved in attending a preschool where close contact with other children at snack and lunch time does exist. It must also be understood that CLC does not assume a duty to

protect any student from all exposure to a particular food allergen. CLC **does not guarantee or warrant** that any student, when in the school environment, will not be exposed to a food allergen. Additionally, CLC cannot serve as an insurer against all exposure to peanuts or other food allergens. It is your responsibility to provide snacks/drinks according to what your child can or cannot have.

If at any time the allergy or food issues have changed, only documentation from a medical professional will be accepted as authorization for CLC to amend what your child can and/or cannot have.

If your child has any other allergies that require the need to have an EpiPen, Benadryl, etc..., there are documents you must obtain and fill out from the CLC office. If these medications need to be brought due to medical necessity, it must be brought to school and home daily, and you cannot bring your child to school without the required medication.

PLEASE DO NOT BRING ANY PETS INTO CLC! THIS IS FOR THE SAFETY OF ALL WHO COME THROUGH OUR DOORS AND THE PET AS WELL!



PLEDGES

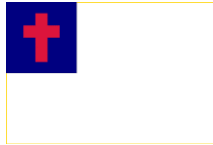


Pledge to the United States Flag

Everyone must submit himself to the governing authorities, for there is no authority except that which God has established.
Romans 13:1

We praise God that we live in a country where we are free to worship Him, to study the Bible, and to tell others about His love. Our United States flag represents these and many other freedoms that we enjoy in America.

"I pledge allegiance to the flag of the United States of America, and to the republic for which it stand, one nation under God, indivisible with liberty and justice for all."

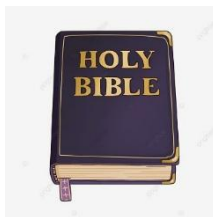


Pledge to the Christian Flag

Choose you this day whom ye will serve... but as for me and my house, we will serve the Lord. Joshua 24:15

Just as the American flag stands for the freedoms we enjoy in America, so the Christian flag is a symbol of all that God has done for us through Jesus. We are praising God and declaring our loyalty to Christ when we pledge allegiance to the Christian flag.

"I pledge allegiance to the Christian flag, and to the Savior for whose kingdom it stands, one brotherhood uniting all Christians in service and love."



Pledge to the Bible

Every word of God is pure; he is a shield unto them that put their trust in Him . Proverbs 30:5

In the Bible we learn about God's love for us and His goodness toward us. We learn how God sent Jesus and how we can

please Him. Our teachers will help students understand the Bible as the inspired Word of God, wholly and completely without error.

"I pledge allegiance to the Bible, God's Holy Word, and will make it a lamp unto my feet, a light unto my feet, a light unto my path, and hide its words in my heart that I may not sin against God."

RSVP Today, if possible

Jesus Christ requests the honor of your presence in Heaven. You can respond Right Now!

Simply share the following prayer with God in your own words:

1. Lord, I admit that I need you. (I have sinned.)
2. I want forgiveness for my sins and freedom from eternal death. (I repent.)
3. I believe Jesus died and rose from the grave to forgive my sins and to restore my relationship with you. (I believe in Jesus!)
4. By faith, I invite Jesus Christ into my life. From this time on, I want to live in a loving relationship with Him. (I receive Jesus Christ as my Savior and Lord.) *But as many as received him to them he gave the right to become children or God, even to those who believe in his name.* (John 1:12)

When you make your decision for Jesus Christ, contact Highland Baptist Church for guidance and connection. Talk with God about this, and with a committed Christian.

You should also continue reading the Bible—the New Testament book of John is a good place to start—and go to a Bible-believing church on Sunday, where you will find many of the answers to your questions, and good people to worship God with.



HIGHLAND BAPTIST CHURCH

607 Victory Drive
New Iberia, LA 70563
(337) 365-5471

CLC (337) 365-5459

Email.....leah@clcni.org

David Denton.....Pastor

Jeff Cook.....Assoc. Pastor

Brandon Edwards.....Music Minister

Tracy Delcambre.....Children's Ministry Director

Jeremy Babb.....Youth Minister

SUNDAY SCHEDULE

Morning Worship.....10:30 AM

Bible Study.....9:15 AM

WEDNESDAY SCHEDULE

Wednesday Meal.....5:00 PM

Highland Kids.....6:00 PM

Youth Bible Study.....6:00 PM

Discipleship Training.....6:00 PM

Adult Prayer Meeting.....6:00 PM



← HIGHLAND BAPTIST CHURCH →
CREATIVE LEARNING CENTER

Handbook Acknowledgement Form (Parent)

This signed form is to be signed by parents and returned to Office first week of school.

PRINT StudentName: _____ Class: _____

PARENTS:

Please read the following statements carefully and sign below to indicate your agreement.

- I hereby affirm that I have read the Student Handbook. I certify that I consent to and will submit to all governing policies of the school, including all applicable policies in the Student Handbook.
- Enrollment of children in Creative Learning Center is a privilege, not a right. I understand that Creative Learning Center reserves the right to dismiss any child/family that does not support the policies that are set forth in this Parent Handbook.
- Realizing that not everything can be covered in a handbook such as this, the director reserves the right to interpret any rule in the handbook or to make a judgment on any situation that might occur not covered in this handbook. This handbook is subject to change without notice by decision of the director/committee.

Signature of Parent

Date

Signature of Parent

Date