

Woodruff First Baptist Church  
**Christian Learning Center  
After School Program**

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“Train up a child in the way he should go and  
when he is old he will not turn from it”.

Proverbs

22:6

**Parent Handbook  
2023-24 School Year**

## **Welcome!**

Welcome to the WFBC Christian Learning Center (CLC)! Thank you for selecting our program to meet your family's after school needs. We look forward to an exciting year and are delighted to have your family be a part of our ministry! We are always open to your feedback and comments. WFBC CLC has an active Facebook page and we encourage you to log on to see what wonderful things are going on with our ministry program.

## **Our Program:**

WFBC CLC opened its doors to families in the fall of 2022. Our mission is to provide a secure, caring, and enriched Christian environment that promotes learning and development of the whole child (physical, social, emotional, intellectual, and spiritual) regardless of racial, religious, or economic backgrounds. Our unique approach to child development allows us to acknowledge and nurture children's God-given talents. Our vision is to teach children about God's unconditional love so that the Gospel of Jesus Christ will spread throughout our community.

At WFBC CLC, we will have a structured program for your child, with students grouped according to the following: K4-K5, 1st-2nd grades, and 3rd- 6th grades. When students arrive at the center, a healthy snack will be provided. Afterwards, students will move through a rotation that includes time for homework assistance/educational enrichment, Bible-based activities, and free play. Note: We greatly appreciate every effort made by the student/family to alert the staff of homework assignments and preferences for homework completion, knowing that the ultimate responsibility lies with the child/family.

## **Registration and Tuition Information:**

WFBC CLC rates include pick-up from Woodruff Primary and Woodruff Elementary Schools, a healthy snack, time for homework assistance/educational enrichment, Bible-based activities, and free play.

An annual registration fee is required at the time of enrollment to reserve a place for your child. **The registration fee covers the cost of yearly materials and is not refundable.** Please remember, even if you turn in your child's application, their spot in our program is not secured until the registration fee is paid.

**Annual Registration Fee:** \$75.00/1st child, \$25.00/each additional child

**Weekly Tuition:** \$75.00/1st child, \$65.00/2nd child, \$55.00/each additional child

**Three Day Week:** \$50.00 per child

Our fees are based on the weekly tuition rates noted above, but parents have the option of paying weekly, monthly, or yearly. A 10% discount will be provided for families wishing to pay a yearly fee. See the Tuition Agreement Form for monthly and yearly rates. **Tuition fees are**

non-refundable. **Tuition is to be paid regardless of attendance to ensure your child(ren)'s spot in our program.** Special rates for Christmas break and Spring Break will be given.

**Method of Payment:**

Parent(s) or guardian(s) are required to choose a payment plan (weekly or monthly) for the entirety of the school year at registration. Any requested changes to your payment plan, at any time during the school year, must be approved by the director.

If weekly payments are chosen, they are due on Friday for the upcoming week. If monthly payments are chosen, monthly payments are due on or before the first day of the months September through May. **(Note: First installment of tuition is due upon registration for all plans.)**

We gladly accept payments of cash, checks, bank drafts, and electronically (with an additional transaction fee of 2.3% charged to parents). Please give your payment directly to an employee when picking up your child. Checks should be made payable to **WFBC Christian Learning Center or WFBC CLC.**

A late payment fee of \$25 per week per child will be assessed if payment is not made on or before the due date. Late fees will continue to accrue at this rate until balance is paid in full and is current. If payment is returned, a processing fee of \$40 will be added to your account.

\*\*\*If you find that there are changes in your housing/ job situation, your health, or your child's health, etc., that would affect your ability to pay tuition, please communicate with our director immediately.

**Withdrawal:**

Parents may withdraw a child's enrollment in WFBC CLC by giving two weeks' notice in writing. Email the date of withdrawal to [wfbcccl@gmail.com](mailto:wfbcccl@gmail.com) or give the notice of withdrawal directly to a WFBC CLC employee. If your child is absent for five days **and** we do not receive notification that your child will not attend WFBC CLC, we will assume that you no longer require our services. At that time, your child's name will be removed from our roster and bus list. If you choose to pull your child from WFBC CLC, in order for your child to return into the program, a spot must be available and new paperwork and registration fees will apply. Any debt left owed, after your child is withdrawn, will be turned over to a collection company after 14 days of delinquency.

**Hours of Operation:**

Our center is open from school dismissal until 6:00 pm.

On teacher work days and school holidays (when WFBC CLC is open), students may arrive at the center any time after 7:00 am and must be picked up by 6 pm.

### **Dates of Operation and closures:**

Our dates of operation will be from August 7, 2023 to May 23, 2024. Various summer camps will be announced at a later date.

WFBC CLC will be **closed** on the following dates: 9/4, 11/7, 11/23, 11/24, 12/22, 12/25, 12/26, 1/1, 1/15, 4/5, and any e-learning day due to inclement weather.

WFBC CLC will be open for **full days** on the following dates:

11/6, 11/22, 12/21, 12/27, 12/28, 12/29, 1/2, 1/3, 2/16, 3/15, 4/1, 4/2, 4/3, 4/4, 5/21, 5/22, 5/23, 5/24

On full days, students may arrive at the center any time after 7:00 a.m. Please drop off between 7:00-8:00 at the late stay (middle school side). If drop off is later than 8:00, please drop off at the back and text when you're here.

Families pay weekly tuition plus an additional \$35 for a full day. Lunch is not provided and should be brought each day. Morning and Afternoon snacks will be provided. Special activities will be planned and children are expected to participate in the activities scheduled for their age group.

### **Late Pick-up Policy:**

We understand that unforeseen things do happen, and at times, you may be late. We ask that you contact us as soon as possible if something prohibits you from picking your child up on time.

WFBC CLC closes promptly at 6:00 pm. If pick-up has not occurred by 6:00 pm, a late fee of \$10 for the first ten minutes and an additional \$2 per minute afterwards will be charged. Late fees will be due by the next Friday following the late pick-up.

### **Pick-up of Children:**

If you pick-up **before 5:00 pm**, please pull under the back portico and a WFBC CLC employee will bring your child to you. Children will be dismissed after sign-out by parent(s) or guardian(s). If you pick-up **between 5:00 and 6:00 pm**, we will run a carline on the S. J. Workman Highway side of the church (middle school side). Please remain in your car. We will bring your child out to you, at which time you will complete the sign-out process.

Only persons authorized in writing by you, the parent(s) and/or guardian(s), may remove your child from the facility. Staff members will request photo identification (i.e., a driver's license), and check for prior authorization, if the person picking up the child is unfamiliar to staff. Also, if a situation arises in which your child is to be picked up by someone not on our authorization form, prior written notice by the parent(s) or guardian(s) is required. Please be aware that we do this for the safety and protection of all of the children in our care.

### **Notification of Changes:**

It is extremely important that you notify the WFBC CLC office immediately of any changes in home address, employment phone numbers, cell phone numbers, significant health changes, and pick up procedures. **If your child will be picked up from school by you and/or not attend WFBC CLC on a given day, please contact our office by 1:30 pm.** Please remember that if you pick your child up from school for early dismissal, then they are in your care and can not be dropped off at WFBC CLC.

### **Health/Safety/Medications:**

**We will follow Spartanburg District Four COVID policies and procedures.** Our facility is equipped with a first aid kit. At least 2 WFBC CLC staff members are CPR/First Aid Certified. The Director will notify parents if there is evidence of serious injury or illness. In case of emergency, illness, or injury to a child, the parent or guardian will be notified immediately. If the parent(s)/guardian(s) cannot be reached immediately, the emergency numbers on the registration form will be called. In the event of an emergency warranting medical attention or considered life threatening, the Director will call 911 or take other necessary emergency procedures. Parent(s)/guardian(s) and/or emergency contacts will be contacted as well.

If your child must take a prescription medication of any kind, you must notify the Director and complete a Medical Information and Authorization Form. All medication should be given to the Director to ensure proper usage. **Children are not permitted to have medication in their possession to take on their own.**

If your child becomes sick during the school day, the teacher will take them to the office. If they have a temperature at or over 100.0 degrees, the Center Director will call parents/guardians. Your child may not return until they have been fever free and/or not vomiting or have diarrhea for 24 hours. If your child vomits and/or has diarrhea for two or more episodes within a 12 hour period, the Center Director will ask parents/guardians to pick up the child.

### **Discipline Policy:**

Our discipline focuses on techniques that include positive reinforcement, redirection, and conflict resolution. A child with a consistent behavioral problem who is not responding appropriately to staff and/or who exhibits extreme or dangerous behavior will be sent immediately to the Director. The Director will then notify the child's parents and/or guardians to discuss the behavior.

If the problem persists, a parent/guardian conference will be scheduled, during which the areas of concern and steps to help improve the child's behavior will be discussed. If the situation does not improve, the child may be suspended or permanently removed from the center.

In extreme cases of behavior (such as running away, fighting, extreme disruption, stealing, threats of violence, destruction of property, etc.), the parent and/or guardian may be called to pick up their child immediately, and the child may be suspended or dismissed from the center at that time.

**Personal Belongings:**

All personal belongings, including jackets, lunch boxes, backpacks, etc., should be clearly labeled to help avoid loss. Our 'Lost and Found' box is located in the Fellowship Hall. Please note that children are not permitted to bring any personal items or toys to WFBC CLC (such as Game Boys, trading cards, etc.,) that they are not allowed to bring during the regular school day. The use of computers/chromebooks are limited to school assignments/work. Phones and all other electronics are to be kept in bookbags. WFBC CLC cannot be responsible for any lost, damaged, or stolen belongings.

**Bus Rules & Regulations:**

While children are on a bus, they are under the direct supervision of the driver/teacher and must obey the driver/teacher at all times. The bus driver/teacher has the authority to assign seats to students for safety or disciplinary reasons. Failure to follow the driver's/teacher's rules will be considered an act of disobedience and will result in disciplinary action.

For the child's own protection, hands, head, and arms must be kept inside the bus at all times. Students should stay seated on the bus at all times unless otherwise instructed by the driver/teacher. Feet and bags must be kept clear of the aisle. Conversations containing offensive language are not allowed and children should avoid any unnecessary, loud or boisterous talking.

Fighting or horse play is not permitted and will not be tolerated. General regulations pertaining to the restrictions on the use of tobacco, knives or other weapons, use of profanity, and obscene gestures apply to all children riding the bus. Children are expected to help keep the bus clean, sanitary, and orderly. Paper or other debris should not be left on the floor of the bus or thrown at other students. No materials should be thrown out of the bus windows or doors. Damages to seats or other bus equipment by a child will require compensation from the parent/guardian.

**Emergency information:**

In the event of an emergency that requires evacuation (chemical spill, gas leak, fire, etc.) all children will be transported to Woodruff High School or the District Four Activity Center. If an emergency occurs, messages will be sent to parents with pick up information.

\*\*In case of any emergency our director can be reached by cell phone. This number will be given on the first day of attendance.

**School Holidays:**

WFBC CLC is open 7:00 am – 6:00 pm on school holidays and teacher workdays. Families pay weekly tuition plus an additional \$35 for a full day. Lunch is not provided and should be brought each day. Snacks will be provided as usual. Special activities will be planned and children are expected to participate in the activities scheduled for their age group.

Information regarding schedules and activities is emailed, posted on Facebook, texted, and given to parents through handouts. Please RSVP to all full days so that we are appropriately staffed!

Students are asked to leave personal items, games/toys, electronic devices, etc., at home during school holidays unless otherwise directed by WFBC CLC staff.

**Summer Camp:**

WFBC CLC will offer summer enrichment camps in various weeks during the summer. Information about these summer camps (dates and registration) will be available at a later date.

**WFBC Christian Learning Center**  
**Parent Handbook Acknowledgement Form**

Dear Parent/Legal Guardian:

We ask that you thoroughly review this Parent Handbook. Please return this signed acknowledgement along with your registration forms.

I have reviewed and understand the policies stated within this handbook.

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Signature of parent or guardian

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Date