



**Preschool  
PARENT/CHILD HANDBOOK  
2021**

**How much better to get wisdom than gold,  
to get insight rather than silver!  
Proverbs 16:16**

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## WELCOME

The center reserves the right to make all final decisions necessary to enforce its communicable disease policy and to take all the necessary action to control the spread of communicable disease within the center.

### INFLUENZA

Influenza (“the flu”) is caused by a virus which infects the nose, throat, and lungs. Children, especially those younger than 5 years old, may require medical care. Symptoms of the flu include fever, body/muscle aches, 24 extreme tiredness, and dry cough. K4C Christian Learning Center will attempt to prevent the spread of any virus, including influenza, by encouraging Children to wash their hands frequently and by instructing Children to cover their nose and mouth when they sneeze or cough. Children with influenza or flu-like symptoms should be kept at home until their temperature is normal and they have been symptom-free for 24 hours.

### HEAD LICE

K4C Christian Learning Center staff may periodically check students for head lice. If a student is found to have lice, the student will be isolated and his or her parent/guardian will be called to pick up the child.

### K4C LEARNING CENTER CONTACT INFO

#### Address:

332 Mohawk Road  
Clermont, FL 34715

**Office Number:** 352-241-7910—Monday—Thursday

**Cell:** 352-272-3176—Monday—Friday

**Fax Number:** 352-241-8626

#### Email:

pastorawilda@betterlifeworship.com  
Emi529@aol.com

Welcome to Better Life Kids 4 Christ Christian Learning Center now that you’ve chosen us! We are privileged to be able to serve you and your child. We are aware that finding a quality childcare facility can be a challenge for parents today, therefore we understand that parents place safety and nurturing at the top of their list when searching for a center. At K4C Christian Learning Center, we offer a positive, uplifting, and learning experience for your child at an affordable cost during their early years. According to research the early childhood years are crucial when personalities are forming, the foundation of their character are developing and most importantly the skills for learning are emerging, so our mission is to help each child to be placed in a loving, caring, active learning, Christ centered environment. That will allow us to see them serve and contribute positively to the moral and social fabric of our society.

Our curriculum Fun Shine Express, for 0-5 years of age, is designed to inspire children to explore and progress at their own pace. Our teachers get to know the children on every level including , how they learn and play and communicate. We personalize learning with individualized attention to fit each child’s interest and ability . K4C will help them prepare for school and life. Therefore we seek daily to surround each child in a loving and caring environment as well as integrating biblical principals and values into the heart and mind of each child. Knowing that our ultimate goal is to see the children success.

The welfare and happiness of your child is our deepest concern. We extend a personal invitation to you to visit or call our office at any time.

Due to Covid visiting is limited. Please call ahead It is a pleasure to share with you our joy and anticipation of a successful year!

Administration & Staff

Better Life Kids4Christ Christian Learning Center (352) 241-7910

#### ***Proverbs 22:6***

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

## COVID 19

### HEALTH & SAFETY PROTOCOLS

All Staff, Families, Children, and their household members must conduct a daily health check before coming in to the center.

Should you or any household member have any of the following symptoms, we ask you keep your child home and notify the center...

- Should you or your child have a fever of 100.4 F or higher, now or in the preceding 72 hours
- Cough
- Sore Throat
- Muscle Aches
- Excessive Mucus
- Difficulty Breathing
- Consistent with our Covid –19 Policy, the household will be required to remain out of the center for 14 days unless medical clearance is provided by a physician indicating that the presenting symptoms are associated with a known non-COVID-29 illness. The physician’s note must not be from a family member.
- If you and your family have traveled out of the country you must be quarantined for 14 days. Your child will not be able to come to the center for 14 days. Please note, depending on the circumstances we may require you to obtain medical clearance before your child returns to the center.
- Exclusion from the center is sometimes necessary to reduce the transmission of illness. For your child’s comfort, and to reduce risk of contagion, we ask that children be picked up within 1.0 hour of notification. Until then, your child will be kept comfortable and will continue to be observed for symptoms.

K4C Learning Center is continually updating the process based on the Centers for Disease Control and Prevention guidance. Based on the CDC Covid –19 guide lines we are encouraged to maintain small groups sizes and practice social distancing to the best of our ability, given the ever-changing circumstances and variation in guidance across states and localities.

asthma attack, We will attempt to calm the Child and administer any medication that has been provided by the family. If the attack continues or is extremely severe, administration will attempt to contact the Child’s parent and/or may call 911 for additional aid, depending on the severity of the attack.

### **CHILDREN ACCIDENT INSURANCE**

Better Life Kids 4 Christ Christian Learning Center carries the required liability insurance but it is the responsibility of the parent/guardian to carry individual coverage for personal injury.

### **COMMUNICABLE DISEASE**

K4C Christian Learning Center desires to maintain a healthful environment by instituting controls designed to prevent the spread of communicable diseases. The term communicable disease shall mean an illness which arises as a result of a specific infectious agent which may be transmitted either directly or indirectly to other persons by a susceptible host, infected person, or animal. A teacher or administration official who reasonably suspects that a child or employee has a communicable disease shall immediately notify the administration. Any child or employee with a communicable disease for which immunization is required by law or is available, shall be temporarily excluded from center while ill and during recognized periods of communicability. Children and employees with a communicable disease for which immunizations are not available shall be excluded from center while ill. If the nature of the disease and circumstances warrant, the center may require an independent physician’s examination of the child or employee to verify the diagnosis of communicable disease.

## Illness and Injury

Please do not send your child to school if he/she has a fever, diarrhea, vomiting, skin rash, severe sore throat or a bad cough. Staying at home will help your child to recover and protect the other children. Should a student become ill or develop a fever or rash the parent/guardian will be notified to pick up the child immediately.

### MEDICAL GUIDELINES

***Florida law does not allow school/daycare personnel to administer medication. This includes prescription and non-prescription medication.***

The Center does not administer medication to the children. If the parent wants to come and give the medication to the child, they are allowed to do so making the center aware of the times they will be coming to give the medication to the child.

Parents must inform the Center in writing of any existing conditions that may cause their children to be unable to participate in center's activities. Existing conditions include, but are not limited to, food allergies, health problems making a limited physical education program necessary, and sight or hearing problems affecting the child's classroom work and seating.

### FIRST AID AND MEDICAL CARE

Regulations limit minor medical care provided at the Center to soap, water, ice, and bandages. For more serious medical conditions, the office will contact the child's parent/guardian and ask him or her to come and pick up the child. If in the opinion of the administration, the situation requires the immediate care of paramedics or emergency medical technicians, the center will call 911 and make every effort to immediately contact the child's parent/guardian.

### ASTHMA

Children with chronic or severe asthma are permitted to keep an inhaler with them in the learning center. Additional asthma treatments, such as rescue inhalers and nebulizers, must be kept in the office. Parents must fill out an Authorization to Dispense Medication form or send in a signed and dated note for rescue inhalers and nebulizers. Nebulizer medication must be in original packaging with the prescription label visible. In the event a child has an

### Cloth Face Covering

K4C Learning Center is recommending that all parents be familiar with the CDC's recommendations around cloth face coverings available <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html> . The CDC generally recommends individuals wearing cloth face coverings to protect people around the wearer of the cloth face mask, in the event the wearer is infected but not symptomatic, to reduce the spread of COVID—19.

- **NOTE**—This guidance does not apply to children 2 or under, or those who are advised not to wear face covering for other health reasons. Cloth face coverings are NOT a substitute of social distancing, hand washing or other everyday prevention actions.
- We are also requiring for all parents and any one that is picking up your child to wear a mask when dropping and picking up the child from the center.
- Also parents will no longer be allowed to enter the class to drop or pick their child. All pick up and drop off will be done at the foyer and the teacher will walk the child to the parent.
- Please be sure to use the hand sanitizer upon arrival to pick up your child that is provided at the sign in and out area.
- We also want to give you our updates that we have done in K4C Learning Center.
- A UV Light and Air Purifier has been installed in our air conditioning system this will be killing any bacteria in the air of the entire building.
- We also have a sanitizing machine that we will be using to sanitize all the class rooms at the end of each day and all the toys .
- All napping materials will be sanitized everyday after every use.
- Each class will have it's own hand sanitizer for teachers and the children
- Children will have their hands washed upon arrival.

## MISSION STATEMENT

To provide a safe environment for children 6 weeks to Pre-k with a balanced assortment of developmentally appropriate activities that stimulate and engage their minds to grow stronger physically, socially, emotionally, and intellectually.

## PROGRAM PHILOSOPHY

We believe children learn valuable social skills, team building skills and conflict resolution skills through play. We want to offer an interactive social & physically active experience for children. We love enriching children's lives with stimulating activities where they can be active, develop friendships, explore new ideas, and keep them safe while having fun!

## PROGRAM GOALS

Foster positive self-esteem, develop social skills, encourage thinking, reasoning, questioning, and experimentation. Enhance physical development, encourage and demonstrate sound health, safety, and nutritional practices. Encourage creative expression and appreciation of the arts, respect cultural diversity, develop understanding of self in relationship to family, community and the world. Foster life skills and habits.

## LICENSING INFORMATION

**Government Licensing Information:** DCF Licensing agency requires our staff to meet the state standards for Childcare Employment which is in accordance with the Florida Administrative Code 405-C. DCF will have three inspections of the program each year. Inspectors will arrive unannounced and conduct a thorough inspection of the entire program.

**Accreditation Information:** We achieved CGACS Accreditation and obtained. Accreditation process assisted us in providing quality enhancements for children, professional development opportunities for staff, and effective management skills for administrators and owners.

## TUITION POLICY

Before admittance to K4C Christian Learning Center, the parents must review and sign the following necessary forms before the child's first day.

- Staff will monitor the child for a possible pattern of unacceptable behavior and will attempt to provide redirection or immediate correction for biting behavior
- The child may be suspended for persistent biting
- The child may be withdrawn from Better Life K4C Christian Learning Center if he or she continues to bite after returning from a suspension

## HITTING POLICY

Hitting is a natural behavior for young children and is often difficult to control. There are many reasons why a child may hit, including verbal frustration and a lack of social skills. K4C Christian Learning Center strives to prevent or eliminate this behavior as much as possible. However, in some cases, it is unpreventable. If staff members observe an incident of hitting, an incident/accident form will be completed.

If a child persistently hits or attempts to bit another student or a staff member, the following steps may be taken:

- Preschool administration may request a parent conference
- Three (3) bites in one day or a severe bite will result in the child being sent home for the day
- The child maybe suspended for hit/ biting
- Staff will monitor the child for a possible pattern of unacceptable behavior and will attempt to provide redirection or immediate correction for biting behavior
- The child may be suspended for persistent biting
- The child may be withdrawn from K4C Christian Learning Center if he or she continues to bite after returning from a suspension

## EMERGENCY AND MEDICAL PROCEDURES

### EMERGENCY PROCEDURES

**Storm Days:** K4C Christian Learning Center will follow the Lake County Public School's decisions about suspending school on storm days.

**Fire Drills/Tornado Alerts:** Fire drills will be conducted on a regular basis. The learning center's supervisor will review fire drill procedures with children, and fire drill routes will be posted according to regulation and practical safety measures. Tornado precautions will be taken when tornado warnings are issued by the weather service. Tornado drills are conducted each quarter.

- Treat children with respect, compassion, and empathy
- Support an environment that promotes health and safety
- Model cooperation and communication
- Promote children's self-esteem through positive guidance
- Respect children's choice and self-expression
- Lead child activities only in coordination with teaching faculty
- Parents are expected to respect child's rights by not expressing physical affection or discipline children other than their own. Please remember that it is the teacher's role to manage the classroom.

### **PROCEDURES**

#### **GRIEVANCES**

In the case of problematic situations or grievances parents are encouraged to speak first with the classroom Teachers then to the Program Administrator. Individual conferences can be scheduled at any time during the school year.

#### **FUNDRAISERS**

We ask that all parents participate in each fundraiser that we have here at K4C Christian Learning Center. We have four fundraisers a year, one for every season. The fundraisers are to help with some of the special activities that we have for the families, staff and children. If you would like to help with any fundraiser please see someone on the fundraising team

#### **BITING POLICY**

Biting is a natural behavior for young children and is often difficult to control. There are many reasons why a child may bite, including verbal frustration, a lack of social skills, and even hunger. K4C Christian Learning Center strives to prevent or eliminate this behavior as much as possible. However, in some cases, it is unpreventable. If staff members observe an incident of biting, an incident/accident form will be completed.

If a child persistently bites, the following steps may be taken:

- Three (3) bites in one day or a severe bite will result in the child being sent home for the day
- Preschool administration may request a parent conference

1. **Initial Enrollment Fee of \$75.00** are due at time of initial registration and it is NOT refundable once a slot has been allocated. **Annual Re-Enrollment Fee:** Annual Re - Enrollment fee will be collected beginning June 1st to August 31st. This fee is to cover your child place at the center. It will not be collect again until the following year.

2. **Returning Students:** to maintain enrollment status, qualifying students will be given the opportunity to re-enroll each spring with notification and appropriate forms, good attendance and up to date payment status. Re-enrollment forms will be given out and designated period of time will be allowed for returning the necessary forms. At the conclusion of the designated period the privilege to reserve available spaces cannot be guaranteed.

3. Child's Health Assessment Form

4. TB Assessment /Immunizations forms

5. Emergency Contact Form

6. Supplies

7. Photo Release

8. Authorization to Pick up child Form

9. Permission and Medical Consent Form

10. Birth Certificate/Social Security Card.

11. **Demographics** - The parent is required to review and up date the emergency contact information and the care agreement at least once every six months or whenever the information changes.

12. **Subsidized Care:** we will accept vouchers from state and federal offices for subsidized childcare, providing we are eligible to be a provider for these agencies. We will consider each voucher on an individual basis.

K4C Christian Learning Center reserves the right to refuse care to any child whose paperwork is incomplete, (i.e. insufficient to complete our licensing requirements), and whose tuition is two 2 weeks behind.

**TUITION PAYMENTS**

Tuition payment is expected on Friday morning for the following week. You will be charged a \$25.00 fee for any payment that is paid later than close of business day Monday. If payment is not received by close of business on Tuesday you will be charged an additional \$10.00 fee per day. Payment is required whether or not you have brought your child to the center that week. If there is a hospital ER please address it with the Administrator with proper documentation. All payments are due before dropping off your child at the center.

**FULL-TIME RATES: 5 Days a Week**

Infants	6 weeks to 12 months	\$200.00/week
Young Toddler	12 to 24 months	\$200.00/week
Older Toddler (not potty trained)	24 to 36 months	\$200.00/week
Special Needs	6 weeks to 5 years old	\$200.00/week
Preschool	3 to 4 years old	\$187.00/week
Pre-Kindergarten	4 to 5 years old	\$187.00/week

**If for any reason you must disenroll your child from the Center written notice must be given to the Program supervisor two weeks in advance; if a two-week notice is not given you will still be charged for the two weeks.**

**COURT ORDER AFFECTING ENROLLED CHILDREN:**

sions about the K4C Christian Learning Center owners, center Director, or co-workers will not be tolerated, this is harmful to the center.

**MANDATED REPORTING OF SUSPECTED CHILD ABUSE AND NEGLECT**

Under Florida Law (Chapter 415) all child care employees and teachers are among those profession legally obligated to report child abuse and/or neglect to the Department of Children and Families. It is our policy in K4C Christian Learning Center to follow up on every incident, which is in any way suspected.

**PARENT CONCERNS**

Faculty and administrators are eager to assist children and parents regarding any needs or concerns they may have. It is the intent of the faculty and the administrators to make time in their schedules to quickly accommodate these needs as they arise. The following guidelines are provided to assist in directing your comments or questions to the proper individual:

1. Problems in the classroom (academic, discipline, communication): contact the teacher or an administrator
2. Prearranged absences: contact the teacher
3. Fees, payments, etc.: contact the center’s office.

**PARENT INVOLVEMENT FOR PROGRESS REPORT**

Progress reports are done 3 times a year for the months of May, August and November. We use the curriculum assessment to assess all children together with the assessment from the Early Learning Coalition for those that are a part of the ELC. Due to the changes with COVID K4C Learning Center is no longer doing parent/teacher conferences. All progress reports will be sent home for parents to review and sign with a copy for your records. If after reviewing the reports parents have any question or concerns we will set up a time individually to speak with you and address any questions or concerns you may have.

**PARENT CONDUCT**

When parents are at K4C Christian Learning Center or involved in a activity as a volunteer they are expected to:



Child: Child begins to visit new classroom and takes part in transition activity.

Better Life K4C Christian Learning Center, believes that the Bible is the inspired Word of God and that as such it informs us of the person and will of God and provides practical direction for our lives. Curriculum includes Bible verses and stories to help students build a Biblical foundation with which to interact with their world.

## **ASSESSMENTS**

Preschool children skills are assessed throughout the year. Assessment areas include Print Knowledge, Phonological Awareness, Oral Language, and Mathematics. These assessments help K4C Christian Learning Center the effectiveness of our program.

## **DAILY REPORT**

Daily Reports are communicated through a daily report form. The reports let you the parent know a little about your child's day. Daily report will be sent by your child's teacher. The reports will be issued at the end of each day.

## **CONFIDENTIALITY POLICY**

All families and employees must adhere to the confidentiality policy of the program. Under no circumstances will families and any employee be allowed to discuss matters pertaining to other families and their children as well as other employees. Open discussions of private matters will result in immediate dismissal from our school. Private matters concerning children include behavior incidents, home situations, health issues, development issues, and domestic disputes. Private matters concerning families and employees include grievances, complaints, reprimands, home situations, health issues, and other sensitive issues. Private matters concerning families include discussing another child in the classroom, discussions about other families, and discussions about employee that are hurtful and could potentially damage the reputation of the program. Student records are confidential and will not be read by anyone but the family of the student and school staff. Families have the right to request anything in the file to be removed or corrected. These records will not be sent to another agency or school without family permission. Any negative discus-

If you have a court order which will affect us caring for your child in any way, its advisable to share these court decisions with us. We would require copy of the order to be kept in the child's file so that referral can be made at the appropriate time. If a change is made to the order, please remember to update our files. We will discuss the court order with all the parties involved so that we are all clear of our obligations.

Any remaining balance will be paid at the time of disenrollment. Any unpaid balance will be subject to collections and may affect your credit rating. Payment made in advance will also be accepted and will be held as a credit on account. Payments can be made by cash or debit/credit card. No personal checks. No tuition adjustments will be made for children's absences.

## **LATE PAYMENTS**

Payments not received by Monday afternoon will incur a late fee of \$25 per child. Your child will not be able to return until accounts are brought current. If your check returns for any reason a \$25.00 non sufficient fund fee will be charged to your account and check will no longer be taken.

## **CURRICULUM FUN SHINE EXPRESS EARLY LEARNING 0-5 YRS**

K4C Christian Learning Center is dedicated to provide a high level of care and education through engaged learning. Children will experience small group activities, explore language and literacy, enjoy science through hands on discovery, and express creativity through art and music. VPK students are taught emergent literacy skills, such as letter and sound recognition, which are critical for academic success.

## **NEW HOURS OF OPERATION (CHANGE DUE TO COVID DISINFECTING)**

K4C Christian Learning Center Hours of Operation are Monday—Friday 6:30am—5:30pm. For the safety of our children, the learning center doors will be locked during center hours you will have to ring the door bell.

We at K4C Christian Learning Center are here to serve you and your child, and in order for us to do that effectively we need your cooperation. If you pick up child after 5:30 pm you will be charged a \$1.00 a minute for every minute you are late. The teacher will require you to fill out and sign a late slip, which they will submit to the administration office. You will then receive an invoice for payment.

Children may be withdrawn from the preschool or terminated from the School Readiness program by Better Life K4C Christian Learning center for non-payment of an outstanding balance or for violating the center attendance policy. For more information, see the “Financial Policies” section or the “Attendance” section of this handbook.

### **CLOSING**

In event of inclement weather we will make every effort to be open. However, please watch for Lake county school closing. When Lake County School closes, we will also be closing.

### **HOLIDAYS**

During the year the center will be close on certain holidays. Even though the center will be closed payment for these days will be required.

New Years Day  
Martin Luther King Day  
Good Friday'  
Memorial Day  
Independence Day  
Labor Day  
Thanksgiving Day  
Black Friday  
Christmas Day  
All day Teachers Conference

**Full Time Students:** are entitled to one week vacation **per calendar year** which may be taken after six months of continued enrollment. Please request a vacation form 3 weeks in advance.

### **VISITORS**

1. The problematic behavior will be observed and documented.
2. The classroom teacher will consult with the director to discuss ways to work with the child and improve the problematic behaviors.
3. Our staff will request a meeting with parents to discuss and consider solutions and establish a timeline.

Parents may be asked to agree to a consultation with an outside specialist. If minor changes to the routine, environment or behavior plan do not seem to be effective or if the parents are unwilling to work with an outside specialist, the child will be withdrawn from the program.

### **TOYS FROM HOME**

**Children are not allowed to bring toys from home unless your child is participating in show and share or your child’s calendar is requesting that they bring something in from home.** The reason being is that activities are planned and the toys from home get in the way of children participating in school experiences. Sometimes items are lost or broken and this is disappointing to the child.

### **MEDIA POLICY**

Occasionally, K4C Christian Learning Center places pictures on our social media page, and centers website. K4C Christian Learning Center reserves the right to use all children's work, name, and/or image for center media purposes. Media may be in the form of a public newspaper, radio, television, organization pages on social media, or on the centers website.

### **CHILD ABUSE REPORTING POLICY**

In accordance with the Florida State Statutes, all employees and agents of Better Life K4C Christian Learning Center, have an affirmative duty to report all actual or suspected cases of child abuse, abandonment, or neglect to the Florida Department of Children and Families at 1-800-96-ABUSE or <https://reportabuse.dcf.state.fl.us/>.

### **CLASSROOM TRANSITION**

Procedure for child transition from one classroom to another:

Two weeks prior to the transition

Parents: receive “Move UP” note, receive welcome letter, introduced to new teachers, and visit new classroom .

Each classroom has a schedule posted; the schedule is flexible and at times may change depending on the day or age of the child. Throughout your child's day he/she will be learning, exploring and developing through their active learning environment. Our classes are teacher directed and child initiated. Your child will also have the opportunity to learn about God's love.

Our staff plans daily activities that foster the development in the areas of social, emotional, physical and intellectual growth. There will be a choice of various activities such as art, science, dramatic play, math and sand/water. A small portion of the day is set aside for group activities such as praise/worship and story time, but for most of the day the children are interacting with their peers and teachers individually and in small groups. We offer a variety of "hands on" experiences in which the children learn by doing. The children's developmental needs is the basis for the program.

### **SUPPLIES**

K4C Christian Learning Center will provide a supply list for all the children at registration.

### **LOST AND FOUND**

Lost and found items must be reported to or turned in at the school office. If items are not claimed within a month time, they become the property of K4C and may be disposed of as the school administration deems best.

### **DISCIPLINE**

Discipline policies in our learning center have been established to help encourage and strengthen positive behavior, through opportunities for the children to interact with teachers and friends and also materials. One of our primary goals is to maximize the learning of appropriate social skills including safety and respect for one's self and others. Guidance is non punitive. Positive techniques include redirection, anticipation and elimination of potential problems, positive reinforcement and encouragement, rather than competition, comparison or criticism. Limits are set for the children and the environment is arranged so that a minimum number of "no's" are used. Clear consistent rules are explained to the children. When children exhibit challenging behaviors, including physical or verbal aggressions to staff or children and disruptive behaviors the following steps will be followed:

For the safety and security of our campus, children and staff, all visitors, including parents, are required to sign in and show state or federal I.D. to the office for a visitors tag.

### **CHILDREN PICK-UP**

In order to insure the safety of K4C Christian Learning Center, each Child is required to have on file with the office an Authorization to Pick Up Child Form. This form must contain the names, relationships and contact numbers of all individuals who are authorized to pick up their child from center. If there is an alternate pickup the individual must be specified on the forms. If someone is picking your child that is not listed as an alternate pickup you must provide a note 24 hours in advance or call the office. It will be the responsibility of the parent/guardian who enrolls the child a K4C Christian Learning Center to ensure this list remains accurate. Please inform those provided on the list that if they are unknown to staff, they will be asked to present a picture I.D. before the child will be allowed to leave center. If parents are divorced or separated and one parent is not allowed to see or pick up the child, the center must have on file a copy of the court order of final judgment.

### **LATE CHILDREN PICK UP:**

All children are to be picked up before center closure time at 5:30pm. If the child is still at the center after 1 hour the administrator and the director will be contacting the emergency contact individuals listed in child's file, if we can not reach you. If the center is not able to get in reach you or the individuals listed we will have to contact the Clermont Police Department. It is very important to communicate with the center if you are running late so that further action isn't taken.

K4C Learning Center - 352-272-3176

### **LEARNING CENTER INFORMATION AND POLICIES**

#### **ADMINISTRATION**

K4C Christian Learning Center is a ministry of Better Life Worship Center. The lead pastor of Better Life Worship Center, or a representative appointed by the lead pastor and approved by the board, serves as chief administrator of the center. The board is appointed by the lead pastor of Better Life Worship Center and is composed of the lead pastor, the elder board of BLWC

## CENTER OFFICE

The center office is located at the reception of Better Life Worship Center. Administration can be reached by telephone at (352) 241-7910 Monday thru Thursday or (352)272-3176 by email at pas-torawilda@betterlifeworship.com the centers fax is (352) 241-8626.

## DRESSING CHILD

1. Comfortable loose fitting clothes are best for an active day at K4C Christian Learning Center .The children will be practicing independent dressing and toilet skills and will need simple articles of clothing without many fasteners. Shoes should enclose the entire foot to ensure his/her safety, no open toe sandals or flip flops. The children will be going outside daily, unless it is raining or extreme cold so please be sure to send layers of clothes for unpredictable weather. Please remember to label all of their belongings so we can be certain of what belongs to each child.
2. Supplies and Lunches The following items are to be brought in by the parents on a daily basis: 1. Diapers for each day, if your child is not toilet trained.
3. Complete change of clothes including socks, all labeled with child's name.
4. An oversized shirt with your child's name on it for messy activities. .

## NAP TIME

Children will be put down for a nap daily, we encourage all children to rest their body. If a child does not fall asleep they will be given quiet activities on their mat. Please provide a clean crib sheet and a mat for naptime all crib sheets will be sent home weekly for washing.

When a child has an accident and soils his/her clothes, teachers/monitors will escort the child to the bathroom to be cleaned up and provided with a clean change of clothes. The soiled clothes will then be put into a plastic bag labeled with the child's name. the bag of soiled clothes will be given to the parent upon pick up.

The teacher/monitor will teach the children how to wash their hands according to the directions on the bathroom wall.

## POTTY TRAINING

Children are encourage to be potty trained. In the case of a accident, a change of clothing and wipes are to be provided by parent . The teacher/

monitor will assist the child, if needed, **but will encourage the child to learn to wipe him or herself.**

## LUNCHES/SNACKS

Lunches and morning/evening snacks are to be provided by the parent, following the DCF regulation for the child nutrition. Please visit the website My-Plate.gov. This website will show you what should be included in your child's daily meal preparations. There is no access to microwave in the center.

**Make sure it's insulated:** Choose insulated lunch bags to help maintain temperature and for hot items a thermos container.

**Keep it cold: Use ice packs** in the lunch bag to keep temperatures down. It also helps to freeze waters, juices and even yogurts overnight before packing. The frozen liquids can double as an extra ice pack.

## ALLERGIES

Allergies to foods, chemicals or other environmental issues (such as nuts, pollen) should be listed in the application. Please include any reactions and treatments of the allergies. This information will be placed on a master list and confidentially posted in the lunch room, center's office, and classroom area. Faculty will be informed of children's allergies and instructed to avoid these products.

**Sharing of food among children is not permitted.**

## BIRTHDAY

We encourage children to celebrate with peers in their class. Please make arrangements with the teacher **one week in advance**. A simple **store bought** treat may be brought to school to share with each classmates. **Please be mindful that there are students with allergies** so please verify with the teacher or center director what are acceptable treats.

## OUTDOOR PLAY

Outdoor play is a regular part of the daily routine; children should be prepared to play outside some part of the day. Please do not request that your child stay indoors. Children too sick to go outside should not be at school.

## SCHEDULE