



HGCLC PARENT HANDBOOK

2026-2027

WELCOME

The HGCLC Parent Handbook serves as a guide for families, detailing our play-based, Christ-centered approach to cultivating lifelong learners through the Fruit of the Spirit and providing essential policies for the 2026-2027 school year.

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WELCOME

Dear HGCLC Families,

Welcome to the Childhood Learning Center of Hunters Glen Baptist Church (HGCLC)! We are honored that you have chosen to partner with us in your child's early learning journey. At HGCLC, we believe childhood is a sacred and foundational season, and we approach each day with great care, purpose, and joy.

HGCLC is a **play-based, Christ-centered early childhood program**. Through purposeful play, hands-on exploration, and meaningful relationships, children learn best. Our classrooms are intentionally designed to invite curiosity, creativity, problem-solving, and discovery while supporting each child's social, emotional, physical, cognitive, and spiritual development. Play is not just something children do at HGCLC—it is how they learn, grow, and make sense of the world God created.

Christ is at the center of everything we do. Our program is rooted in biblical truth and the love of Jesus Christ. Children are taught that they are known, loved, and created with purpose. Through daily chapel, Bible stories, worship songs, prayer, and the example of spiritually mature teachers, we point children to Christ and model what it looks like to live out our faith with kindness, grace, and compassion.

Our mission is to **cultivate lifelong learners and committed Christ followers**. We strive to foster a love of learning that extends far beyond the preschool years, equipping children with confidence, curiosity, and foundational skills that prepare them for future academic success. At the same time, we nurture their hearts—encouraging them to grow in faith, character, and understanding of God's love.

A key part of our spiritual foundation is intentionally fostering the **Fruits of the Spirit** (Galatians 5:22-23): love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, and self-control. These values are woven into our daily interactions, classroom expectations, and guidance practices as children learn how to treat others, manage emotions, and make Christ-like choices.

We are grateful for the opportunity to walk alongside your family during these formative years. Our prayer is that every child who passes through HGCLC leaves knowing they are deeply loved by God, confident in who they are, excited about learning, and prepared to shine His light wherever they go.

In His love and service,

April Bateman
HGCLC Director

Section 1 About HGCLC

Program Purpose

The purpose of the Hunters Glen Childhood Learning Center (HGCLC) is to extend the ministry of Hunters Glen Baptist Church by providing a **Christ-centered, play-based early childhood program** that cultivates young hearts to become lifelong learners and committed followers of Christ. We share the love of Jesus through both our words and actions, creating a nurturing environment where children feel safe, valued, and deeply loved.

HGCLC has faithfully served children and families in our community since **1981**, providing a strong foundation rooted in faith, learning, and relationships. For more than four decades, our mission has remained the same: to partner with families in the spiritual, academic, social, and emotional development of their children during these critical early years.

Our well-trained teachers are our greatest resource. They care deeply about the education, growth, and well-being of each child and are committed to meeting children where they are developmentally. We strive to assist each child in developing positive feelings and attitudes about themselves, others, and the world God created. By keeping classes and ratios small and intentional, we are able to build meaningful relationships with families and provide individualized care and instruction.

Children at HGCLC are given daily opportunities to explore their environment, develop new skills, ask questions, solve problems, and express creativity. All learning experiences are thoughtfully designed using **developmentally appropriate practices**, intentional guidance, and **play-based learning** that support both academic readiness and spiritual growth. Our goal is to develop well-rounded, self-confident, kind children who are prepared for kindergarten and beyond.

Academic & Biblical Curriculum

HGCLC provides a balanced curriculum that nurtures the **whole child—academically, spiritually, socially, emotionally, and physically**. All classes, from infants through pre-kindergarten, participate in both an academic curriculum and a biblical curriculum.

Creative Curriculum (Academic)

HGCLC uses **Teaching Strategies Creative Curriculum**, one of the leading early childhood curricula in the nation. This research-based, play-focused curriculum is grounded in current early childhood development research and aligned with **Texas early learning guidelines**.

Creative Curriculum emphasizes kindergarten readiness, positive approaches to learning, and the development of critical thinking skills. It focuses on the growth of the whole child across all areas of development while empowering children to be confident, creative, and capable learners. Through intentional teaching and hands-on experiences, children build a strong foundation for future academic success.

GO! Curriculum (Biblical)

HGCLC uses GO! Curriculum as our primary biblical curriculum to support each child's spiritual development. GO! is a **Bible-based, interactive children's ministry curriculum** designed to help children understand Scripture in a way that is engaging, age-appropriate, and transformational. Its mission is to make the name of Jesus known by helping children build an eternal relationship with Him.

Our Biblical Learning Approach

Children grow in faith through intentional, hands-on experiences that make Bible learning meaningful and memorable. Our teachers integrate biblical truth into daily routines, classroom conversations, and chapel experiences.

Biblical learning at HGCLC includes:

- Interactive Bible storytelling
 - Worship songs and movement
 - Prayer and chapel experiences
 - Scripture memory
 - Hands-on activities and play-based reinforcement
 - Opportunities to apply biblical truths to everyday life
-

Days & Hours of Operation

HGCLC operates **Monday through Thursday** and is **closed on Fridays**.

Time Options:

- 7:00 AM - 5:30 PM
- 9:00 AM - 2:00 PM

Children may not be dropped off before their scheduled start time or picked up after their scheduled end time.

Section 2 Enrollment & Tuition

Admission & Enrollment

Registration Fee

A **non-refundable annual registration fee of \$250 per child** is required at enrollment.

Day Options

- **4 Days:** Monday, Tuesday, Wednesday, Thursday
- **3 Days:** Tuesday, Wednesday, Thursday

Class Assignment

Class placement is based on age as of **September 1, 2026**, licensing ratios, and availability.

Fees & Tuition

Tuition is divided into **10 equal monthly payments**. Tuition is due on the **first day of each month** and is late after the **10th**. A **\$35 late fee** applies.

No tuition adjustments are made for absences, illness, holidays, or weather closures.

Payment Platform

All billing and payments are processed through the **Playground App**. The payor is responsible for all processing fees.

2026-2027 TUITION RATES

8 Weeks - 23 Months

Attendance	7:00-5:30	9:00-2:00
3 Days	\$895	\$519
4 Days	\$1,110	\$645

2 Years (as of 9/1/26) - Pre-K

Attendance	7:00-5:30	9:00-2:00
3 Days	\$848	\$491
4 Days	\$1,051	\$611

Arrival, Release & Withdrawal

Check-In / Check-Out

All children must be checked in and out daily through the **Playground App**.

Release of Children

Children are released only to authorized individuals listed in the Playground App with a valid photo ID. Day of emergency releases must be submitted in writing through the Playground App with the person's full name and driver's license number.

Withdrawals

A **two-week written notice** is required prior to withdrawal. Failure to provide notice results in a charge equal to a full month's tuition.

Section 3 Attendance & School Operations

Attendance & Absence Policy

HGCLC believes that consistent attendance is one of the greatest contributors to a child's academic, social, emotional, and spiritual success. Daily routines help children develop confidence, build relationships, and fully participate in classroom learning experiences.

Attendance Expectations

Parents are encouraged to ensure their child attends school regularly and arrives on time each scheduled day.

Regular attendance allows children to:

- Build meaningful relationships with teachers and classmates.
- Develop consistent daily routines.
- Participate in planned learning experiences.
- Strengthen social and emotional skills.
- Grow academically and spiritually.

Reporting an Absence

If your child will be absent, parents should notify the school through the Playground App or by contacting the preschool office before the start of the school day whenever possible.

Please include:

- Child's name
- Classroom
- Reason for absence (illness is sufficient; specific medical information is not required)

Make-Up Days

HGCLC does not offer make-up days for absences due to illness, vacations, family events, or other personal reasons.

Because classrooms operate according to staffing ratios and enrollment schedules, missed days cannot be exchanged for attendance on another day.

Extended Absences

If your child will be absent for an extended period, please notify the Director. Tuition continues during extended absences in order to reserve your child's enrollment.

Arrival & Classroom Schedule

A consistent morning routine helps children transition successfully into the classroom and allows teachers to begin planned instruction without interruption.

Arrival Expectations

Children should arrive on time and be escorted into the building by a parent or authorized adult.

Parents should:

- Complete check-in through Playground App.
- Ensure teachers are aware of the child's arrival.
- Share important information about the child's morning when necessary.

Late Arrivals

Families are encouraged to arrive before the start of classroom instruction whenever possible.

Late arrivals may:

- Interrupt classroom routines.
- Cause children to miss important learning experiences.
- Make transitions more difficult for young children.

If arriving after the school day has begun, parents should accompany their child to the classroom and ensure the teacher has acknowledged the child's arrival.

Section 5 Health & Safety

Guidance & Discipline

HGCLC follows Texas DFPS Minimum Standards. Guidance is positive, developmentally appropriate, and focused on teaching self-regulation.

Prohibited practices include corporal punishment, humiliation, food-related discipline, and any form of physical or emotional harm. (See form 1099 pictured below)

Form 1099
November 2023

Operational Discipline and Guidance Policy

This form provides the required information per 28 Texas Administrative Code (TAC) minimum standards Sections 746.501(1), 746.501(a)(7), and 747.501(5).

Directions: Parents will review this policy when enrolling their child. Employees, household members and volunteers will review this policy at orientation. A copy of the policy is provided in the operational policies.

Section 1 - Discipline and Guidance Policy

Discipline must be:

- 1) individualized and consistent for each child;
- 2) appropriate to the child's level of understanding; and
- 3) directed toward teaching the child acceptable behavior and self-control.

A caregiver may only use positive methods of discipline and guidance that encourage self-esteem, self-control and self-direction, which include at least the following:

- 1) using praise and encouragement of good behavior instead of focusing only on unacceptable behavior;
- 2) reminding a child of behavior expectations daily by using clear, positive statements;
- 3) redirecting behavior using positive statements; and
- 4) using brief supervised separation or time out from the group, when appropriate for the child's age and development, which is limited to no more than one minute per year of the child's age.

There must be no harsh, cruel or unusual treatment of any child. The following types of discipline and guidance are prohibited:

- 1) corporal punishment or threats of corporal punishment;
- 2) punishment associated with food, rape or false teasing;
- 3) grabbing or pulling a child;
- 4) putting anything in or on a child's mouth;
- 5) humiliating, ridiculing, rejecting or yelling at a child;
- 6) withholding a child to harm, abuse or perform language;
- 7) placing a child in a locked or dark room, bathroom or closet;
- 8) placing a child in a restrictive device for time out;
- 9) withholding active play or leaving a child alone as a consequence for behavior, unless the child is exhibiting behavior during active play that requires a brief supervised separation or time out that is consistent with 746.28034(c)(7); and
- 10) requiring a child to remain silent or inactive for unreasonably long periods of time for the child's age.

Section 2 - Additional Discipline and Guidance Measures

Only applies to Before or After School Program (BAP) or School Age Program (SAP) that operates under 28 TAC Chapter 744.

A program must take the following steps if it uses disciplinary measures for teaching a skill, talent, ability, expertise or proficiency:

- make sure the measures are considered commonly accepted teaching or training techniques;
- describe the training and disciplinary measures in writing to parents and employees and include the following information:
 - (A) the disciplinary measures that may be used, such as physical exercise or sparring used in martial arts programs;
 - (B) what behaviors would warrant the use of these measures; and
 - (C) the maximum amount of time the measures would be imposed;
- inform parents that they have the right to ask for more information; and
- make sure that the disciplinary measures used are not considered abuse, neglect or exploitation as specified in Texas Family Code Section 261.001.

Section 3 - Effective Date, Signature and Role

This policy is effective on the following date: 10/1/2023

Role: ☐ Parent ☐ Caregiver or Employee ☐ Household Member, Chapter 747 only

Section 4 - Minimum Standards Related to Discipline

- Title 28, Chapter 744, Subchapter B
- Title 28, Chapter 746, Subchapter L
- Title 28, Chapter 747, Subchapter A

HGCLC practices the following forms for positive guidance & discipline:

- Positive Phrasings
- Meaningful Choices
- Redirection
- I Love You Rituals
- Modeling Desired Behaviors & Manners
- Acknowledging Emotions
- Natural Consequences
- Active Problem-Solving

All practices by HGCLC are individual and based on the child's development.

Health Requirements

Required Documentation

- Emergency Authorization Form
- Current immunization record
- Physician health statement (updated annually)

Children with diagnosed food allergies must submit a **Food Allergy Action Plan** and any required medications by **August 1**.

Illness & Exclusion

HGCLC is committed to maintaining a healthy, safe environment for all children, families, and staff. Because young children are especially vulnerable to illness and contagious disease, HGCLC follows clear exclusion guidelines based on **Texas Child Care Minimum Standards** and best health practices.

Parents play an essential role in protecting our school community by keeping sick children home and arranging prompt pick-up when illness occurs during the school day.

Children who are ill require more individual care and attention than staff can safely provide in a group setting. If a child is unable to comfortably participate in daily classroom activities or requires one-on-one care that compromises the staff's ability to supervise other children, the child may be excluded from care.

Daily Health Monitoring

HGCLC staff conduct **daily visual health checks** upon each child's arrival and continue monitoring children throughout the day for signs of illness, injury, or distress.

Staff monitors for:

- Fever or flushed appearance
- Unusual fatigue or lethargy
- Persistent coughing or difficulty breathing
- Runny nose with excessive discharge
- Vomiting or diarrhea
- Unexplained rash or skin irritation
- Eye redness or discharge
- Signs of pain or discomfort
- Changes in behavior, appetite, or activity level

If a child appears ill at drop-off, the Director or designated staff member may determine that the child cannot remain at school that day.

Children Must Stay Home If They Have

A child **may not attend** HGCLC if they have any of the following symptoms or conditions:

Fever

- Temperature of **100.0°F or higher**

Especially when accompanied by:

- Fatigue
- Irritability
- Chills
- Congestion
- Loss of appetite

Vomiting

Children must remain home if they:

- Vomit one or more times within a 24-hour period
- Cannot keep food or liquids down

Vomiting related to a known medical condition may be evaluated individually.

Diarrhea

Children must remain home if they have:

- Two or more loose or watery stools above their normal pattern
- Diarrhea accompanied by fever, vomiting, or stomach pain

Respiratory Symptoms

Children should stay home if they have:

- Severe or persistent coughing
- Wheezing
- Difficulty breathing
- Heavy nasal discharge with fatigue or discomfort

Mild allergy symptoms without illness may be evaluated case by case.

Contagious Illness

Children must remain home if diagnosed with or showing symptoms of contagious illnesses such as:

- Flu / Influenza
- Strep throat
- RSV
- COVID-19 (follow current health guidance)
- Pink eye (conjunctivitis)
- Hand, Foot, and Mouth Disease
- Chickenpox
- Impetigo
- Lice
- Ringworm
- Scabies

- Other communicable illnesses

Rashes or Skin Conditions

Children must remain home when they have:

- Unexplained rash
- Open sores
- Oozing skin irritation
- Possible contagious skin conditions

A physician's note may be required for return.

If a Child Becomes Ill at School

If a child develops symptoms during the school day, HGCLC staff will follow the procedures below.

Immediate Response

1. Child will be separated from the group while remaining supervised.
 2. Staff will make the child comfortable and monitor symptoms.
 3. Basic care will be provided while awaiting parents' arrival.
-

Parent Notification

1. Parent or guardian will be contacted immediately.
2. If unavailable, emergency contacts will be called.
3. Sick children must be picked up **promptly**, typically within **one hour** of notification.

Repeated delays in pick-up may result in administrative intervention.

Return to School Requirements

Children may return to HGCLC when ALL of the following are true:

- Fever-free for **24 hours without fever-reducing medication**
- Vomit-free for **24 hours**
- Diarrhea-free for **24 hours**
- Symptoms have significantly improved
- Child can fully participate in normal classroom activities

In some situations, HGCLC may require:

- A doctor's note
- Written clearance
- Documentation that the child is no longer contagious

The Director reserves the right to make final decisions regarding return to care.

Medication Does Not Override Exclusion

Children may **not attend school simply because symptoms are temporarily masked by medication**, including:

- Tylenol
- Ibuprofen
- Cough suppressants
- Cold medicine

Medication that suppresses symptoms does not mean a child is well enough for group care.

Special Circumstances

HGCLC understands some children experience ongoing non-contagious conditions, such as:

- Seasonal allergies
- Chronic cough
- Asthma
- Eczema
- Gastrointestinal disorders

Parents should communicate these conditions with the administration and provide medical documentation when needed.

Commitment to Health & Safety

Our illness policy is designed to protect the health and well-being of every child, family, and staff member in our care. We appreciate your partnership in helping us maintain a safe and healthy learning environment.

By working together, we can reduce the spread of illness and ensure children are healthy, comfortable, and ready to learn.

Medication & Allergy Management

Medication is administered only with written authorization and original packaging. All medication must be signed in daily by the parent or guardian at the front desk in the medication log. No medication can be kept in the child's bag. EpiPens and emergency allergy medication are permitted with an Allergy Action Plan.

Injury & Incident Care

HGCLC is committed to providing a safe, nurturing environment for every child. Despite close supervision and proactive safety measures, minor injuries and incidents may occur during normal childhood play and learning experiences. Our staff is trained to respond quickly, calmly, and appropriately to all injuries and incidents.

Our goal is to ensure:

- Immediate care for the injured child
 - Proper communication with families
 - Accurate documentation of all incidents
 - Safe follow-up when additional care is needed
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Prevention & Supervision

HGCLC works proactively to reduce injuries by:

- Maintaining appropriate child-to-teacher ratios
- Providing active supervision in all learning environments
- Conducting regular safety checks of classrooms, playgrounds, and equipment
- Teaching safe play practices and classroom expectations
- Promptly addressing unsafe behaviors or environmental hazards

While every precaution is taken, accidents can still occur as children learn, explore, and develop motor skills.

Minor Injuries

Minor injuries may include, but are not limited to:

- Small bumps or bruises
 - Minor scratches or scrapes
 - Small cuts
 - Playground falls without serious injury
 - Minor collisions with toys, furniture, or peers
-

Response to Minor Injuries

When a minor injury occurs, staff will follow these steps:

Immediate Care

1. Assess the child and ensure the environment is safe.
2. Comfort and reassure the child.
3. Provide basic first aid as appropriate, which may include:
 - Cleaning the wound
 - Applying ice
 - Applying a bandage
 - Monitoring for continued symptoms

Documentation & Parent Notification

All minor injuries are documented in the **Playground App** on the same day the injury occurs.

Incident documentation includes:

- Date and time of incident
- Location of incident
- Description of what occurred

- Care provided by staff
- Staff member completing report

Parents will receive notification through the Playground App and are expected to:

1. Review the incident report
2. Digitally acknowledge/sign the report promptly

Digital signatures serve as confirmation that the parent has reviewed the incident documentation. A signature does **not** indicate fault or liability; it only confirms receipt of the report.

Head Injuries

Any injury involving the head, face, mouth, or teeth receives additional monitoring, even if the injury initially appears minor.

Parents will be notified directly by phone, message, or in person for:

- Head bumps
- Falls involving the head
- Facial injuries
- Mouth injuries
- Tooth injuries

Staff will closely monitor the child for signs of concussion or worsening symptoms, including:

- Unusual sleepiness
- Vomiting
- Dizziness
- Confusion
- Persistent crying
- Loss of balance

If concerning symptoms develop, parents will be contacted immediately for urgent pick-up or emergency medical care.

Major Injuries / Medical Emergencies

Major injuries or emergencies may include:

- Loss of consciousness
 - Difficulty breathing
 - Severe bleeding
 - Suspected broken bones
 - Serious head injury
 - Seizures
 - Severe allergic reactions
 - Any injury requiring immediate medical attention
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Response to Major Injuries

In the event of a serious injury or medical emergency, HGCLC staff will:

Immediate Emergency Response

1. Assess the situation and secure the area
 2. Provide emergency first aid or CPR if needed
 3. Call **911** immediately when warranted
 4. Notify administration
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Parent Contact

Parents or guardians will be contacted immediately.

If parents cannot be reached:

- Emergency contacts will be called
- Emergency medical personnel may proceed with necessary care

In life-threatening situations, emergency medical treatment will never be delayed while attempting to reach a parent.

Incident Review & Follow-Up

Administration may review incidents involving:

- Repeated injuries
- Playground concerns
- Safety hazards
- Peer-related incidents

When necessary, HGCLC may:

- Modify supervision plans
- Adjust classroom procedures
- Repair or remove unsafe equipment
- Implement additional safety measures

Commitment to Safety

HGCLC takes every injury and incident seriously. While minor accidents are a natural part of childhood development, we are committed to maintaining safe environments, responding appropriately to incidents, and communicating clearly with families.

We appreciate your partnership in helping us support the safety and well-being of every child in our care.

Daily Care Practices

HGCLC is committed to providing consistent, attentive, and developmentally appropriate care throughout each child's day. Daily care practices are designed to support children's **physical health, emotional security, independence, and overall well-being** while maintaining a safe and nurturing environment.

Our staff provides intentional care routines that promote healthy habits, build independence, and support each child's developmental needs.

Nutrition & Meals

Proper nutrition plays an important role in a child's growth, development, and ability to learn.

Meal Expectations

- HGCLC provides **morning and afternoon snacks** for children in care during snack times.
- Parents are responsible for providing a **nutritious lunch** and **water bottle** for their child each day.
- Lunches should include foods children can manage independently whenever possible.

We encourage families to pack balanced meals that include:

- Protein
- Fruits and vegetables
- Whole grains
- Healthy fats

Sugary drinks, candy, and excessive sweets are discouraged.

Food Allergies & Dietary Restrictions

HGCLC takes food allergies and dietary restrictions seriously.

Parents must notify administration of:

- Food allergies
- Dietary restrictions
- Physician-directed nutrition needs

Children with diagnosed food allergies must provide:

- Required medical documentation

- Emergency medication (if applicable)
- A current Food Allergy Action Plan

Staff are trained to follow allergy safety procedures to reduce risk of exposure.

Water Availability

Children have access to drinking water throughout the day.

Teachers encourage regular hydration, especially:

- After outdoor play
- During warm weather
- During physically active periods

Parents should send a labeled water bottle daily unless otherwise instructed by the classroom teacher.

Rest & Nap Time

Rest is essential for healthy growth and development. HGCLC provides daily rest periods appropriate for each age group.

Rest Time Practices

- Infants follow individualized feeding and sleeping schedules based on family routines and developmental needs.
- Toddlers and preschool children participate in scheduled daily rest time.
- Children are encouraged to rest quietly, even if they do not fall asleep.

During rest time, staff maintain active supervision and ensure a calm environment.

Parents must provide:

- A nap mat (if required by the classroom)
 - Comfort item
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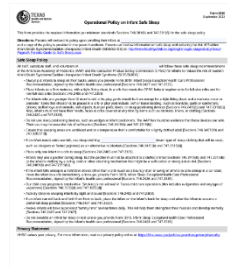
Safe Sleep for Infants

Infants are cared for according to **Texas Minimum Standards and safe sleep guidelines**.

Infants will:

- Always be placed **on their backs to sleep**
- Sleep in approved cribs only
- Sleep without blankets, pillows, stuffed animals, or loose bedding
- Be actively supervised while sleeping

Alternative sleep positions require physician documentation.



Diapering & Toileting

HGCLC provides diapering and toileting care in a sanitary, respectful, and developmentally appropriate manner.

Diapering Practices

Staff will:

- Change diapers regularly and as needed
- Sanitize changing surfaces after each use
- Wash hands before and after diaper changes
- Wear gloves when appropriate

Parents must provide:

- Diapers
 - Diaper cream
 - Extra clothing
-

Toilet Learning

HGCLC recognizes that toilet learning is an important developmental milestone and works in partnership with families during this process.

Our staff will:

- Encourage independence
- Use positive reinforcement
- Maintain consistent routines
- Avoid punishment or shaming

Parent Partnership

Parents should:

- Communicate toilet training goals.
- Dress children in clothing they can manage independently.
- Provide several complete changes of clothing.

Children may experience accidents while learning. Accidents are handled respectfully, privately, and without punishment.

Some classrooms may require children to be toilet-trained before advancing to the next age group. Families will receive advance communication regarding classroom expectations.

Outdoor Play & Physical Activity

Physical activity is essential to healthy development and learning. HGCLC provides opportunities for **daily indoor and outdoor movement**.

Activities may include:

- Playground time
- Running and climbing
- Gross motor games
- Music and movement
- Structured physical activities

Children are encouraged to participate in active play daily.

Extreme Weather Procedures

Outdoor play may be modified, shortened, or moved indoors during unsafe weather conditions, including:

- Extreme heat
- Extreme cold
- Lightning
- Heavy rain
- Poor air quality
- Other hazardous conditions

When outdoor play is not possible, teachers provide indoor gross motor activities.

Clothing & Personal Belongings

Children should arrive dressed for active learning and play.

Recommended clothing:

- Comfortable play clothes
- Closed-toe shoes
- Weather-appropriate outerwear

Children may participate in:

- Art activities
- Sensory play
- Outdoor exploration
- Water play

Clothing may become messy during the school day.

Parents should provide:

- At least one full change of clothes
- Seasonal outerwear when needed
- Labeled personal items

HGCLC is not responsible for lost or damaged personal belongings.

Personal Hygiene & Handwashing

Good hygiene helps reduce the spread of illness.

Staff teach and model proper hygiene routines including:

- Handwashing before meals
- Handwashing after toileting or diapering
- Handwashing after outdoor play
- Covering coughs and sneezes properly
- Proper tissue disposal

Children are encouraged to develop healthy hygiene habits and increase independence in self-care.

Classroom Environment & Supervision

HGCLC maintains active supervision at all times.

Teachers are responsible for:

- Knowing the location of every child
- Maintaining safe classroom environments
- Anticipating and preventing unsafe situations
- Supporting positive interactions between children

Children are never left unsupervised.

Our classrooms are intentionally designed to foster:

- Safety
 - Exploration
 - Creativity
 - Social-emotional growth
 - Independence
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Commitment to Quality Care

At HGCLC, daily care routines are more than basic supervision—they are opportunities to build trust, teach life skills, and nurture the whole child.

Through consistent routines, loving relationships, and intentional care, we strive to help every child feel safe, secure, and ready to learn each day

Section 5 Security & Emergency Procedures

Transportation

HGCLC does not provide transportation.

Building Security

HGCLC entrances are secured and monitored. Visitors must check in at the front desk.

Emergency Preparedness

HGCLC is committed to maintaining a safe and secure environment for every child, family, and staff member. We proactively prepare for emergencies by implementing comprehensive safety procedures, conducting regular drills, and training staff to respond quickly and effectively in crisis situations.

Our emergency procedures are designed to protect children during both minor incidents and large-scale emergencies.

HGCLC maintains written emergency plans in accordance with **Texas Child Care Minimum Standards**, and all staff receive training on emergency response procedures.

Emergency Preparedness Training

HGCLC utilizes emergency preparedness training and response protocols from the **I Love U Guys Foundation**, specifically the **Standard Response Protocol (SRP)**. This nationally recognized safety framework provides consistent language and procedures for responding to emergencies.

The SRP helps staff respond quickly and efficiently using clear, standardized actions during emergencies.

HGCLC staff are trained to respond using the following protocols:

Hold

Used when there is a need to keep hallways clear or maintain students in secured rooms while normal operations continue inside classrooms.

Staff will:

- Keep children inside classrooms
 - Secure classroom doors as directed
 - Continue instruction while awaiting further direction
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Secure

Used when there is a potential threat outside the building.

Staff will:

- Bring everyone indoors immediately
 - Lock exterior doors
 - Continue activities away from exterior exposure
 - Maintain accountability of all children
-

Lockdown

Used when there is a dangerous threat inside or near the building.

Staff will:

- Immediately secure classroom doors
- Turn off lights
- Move children to designated safe areas
- Maintain silence
- Await law enforcement or administrative direction

Child safety is the highest priority during lockdown situations.

Evacuate

Used when children and staff must leave the building due to unsafe conditions.

Examples include:

- Fire
- Gas leak
- Structural damage
- Utility emergency

Staff will:

- Safely evacuate children to designated areas
 - Bring attendance records and emergency information
 - Account for every child immediately
-

Shelter

Used during environmental hazards such as severe weather.

Examples include:

- Tornado warnings
- Severe storms
- Hazardous air conditions

Staff will:

- Move children to designated shelter areas
 - Maintain supervision
 - Keep children calm until danger passes
-

Emergency Drills

HGCLC conducts regular emergency drills to ensure staff and children are prepared to respond appropriately.

Drills include:

- Fire drills
- Severe weather drills
- Lockdown drills
- Evacuation drills
- Shelter-in-place drills

Drills are conducted according to state requirements and administrative schedules.

Emergency Communication

In the event of an emergency, HGCLC will communicate with families as quickly as possible using:

- **Playground App**
- Phone calls
- Text messages
- Email when appropriate

Parents are responsible for ensuring all emergency contact information remains current.

Reunification Procedures

If evacuation or relocation becomes necessary, HGCLC will implement reunification procedures to safely release children to authorized adults.

Release procedures include:

1. Verifying identification
2. Confirming authorization for pick-up
3. Documenting child release

Children will only be released to individuals listed on the child's authorized pick-up list unless alternate arrangements are approved by administration.

Commitment to Safety

HGCLC takes emergency preparedness seriously. Through ongoing training, proactive planning, and consistent drills, we work to ensure our staff is prepared to protect children in any emergency situation.

We are committed to maintaining a calm, organized, and safety-focused response that prioritizes the well-being of every child in our care.

Reporting Abuse & Neglect

HGCLC staff are mandated reporters and report suspected abuse or neglect to Texas DFPS.

Section 6 Family Partnership

Parent Communication

Playground App

The Playground App is used for communication, billing, attendance, and documentation.

Policy Changes

Parents are notified in writing of policy updates.

Custody & Court Orders

HGCLC recognizes that family situations vary and is committed to treating all families with respect while following applicable laws.

Unless otherwise directed by a valid court order on file, both legal parents have equal access to their child.

Parents requesting restrictions regarding custody or visitation must provide current legal documentation.

HGCLC cannot:

- Enforce verbal custody agreements.
- Interpret court documents.
- Mediate custody disputes.

Copies of all court orders must be provided to the Director and kept current.

Birthdays & Classroom Celebrations

Celebrating children is an important part of our school community.

Families wishing to celebrate birthdays should coordinate with the classroom teacher in advance.

Celebration Guidelines

- All treats must be commercially prepared and unopened.
- Homemade food items may not be served.
- Celebrations should be simple and classroom appropriate.
- Teachers may modify celebration plans to accommodate allergies, classroom schedules, or developmental needs.

Birthday invitations may only be distributed at school if every child in the class receives an invitation.

Parent Partnership

Parent Code of Conduct

HGCLC believes the strongest learning environments are built on mutual respect, trust, and open communication between families and staff.

We ask every family to partner with us by demonstrating Christ-like attitudes in all interactions.

Parents are expected to:

- Treat staff, volunteers, and other families with kindness and respect.
- Address concerns directly with teachers or administration.
- Follow school policies and procedures.
- Support classroom expectations at home.
- Use respectful language in person, online, and through electronic communication.

HGCLC will not tolerate threatening behavior, harassment, profanity, intimidation, or abusive conduct toward staff, volunteers, children, or other families.

Chapel & Spiritual Formation

As a ministry of Hunters Glen Baptist Church, HGCLC intentionally places Christ at the center of everything we do.

Our desire is not simply to teach children Bible stories, but to help them begin building a lifelong relationship with Jesus Christ.

Children participate in:

- Weekly chapel services
- Worship through music
- Prayer
- Interactive Bible lessons
- Scripture memory
- Christ-centered classroom discussions
- Service opportunities appropriate for their age

Teachers intentionally integrate biblical truth throughout the school day, helping children understand that God's love is present in every part of life.

Growing in the Fruits of the Spirit

Character development is an important part of spiritual formation.

Throughout the year, children are encouraged to practice the Fruits of the Spirit found in Galatians 5:22-23:

- Love
- Joy
- Peace
- Patience
- Kindness
- Goodness
- Faithfulness
- Gentleness
- Self-control

Teachers model these Christ-like characteristics daily and encourage children to demonstrate them through their words, choices, and relationships with others.

Partnering with Families

Parents are a child's first and most influential teachers.

HGCLC considers it a privilege to partner with families in nurturing children's faith, character, and love of learning.

Together, we seek to cultivate children who are:

- Confident learners
- Compassionate friends
- Respectful citizens
- Lifelong learners
- Committed followers of Jesus Christ

HGCLC Council

The Hunters Glen Childhood Learning Center (HGCLC) Family Council exists to strengthen the partnership between families and the preschool. The council serves in an advisory role, providing feedback, encouragement, and support that helps HGCLC continue to provide an exceptional Christ-centered early childhood education program. The Family Council is an opportunity for parents to become actively involved in the life of our school while working collaboratively with administration to enhance the overall experience for children and families.

Purpose of the Family Council

The HGCLC Family Council exists to:

- Strengthen communication between families and the preschool.
- Encourage family involvement within the HGCLC community.
- Provide constructive feedback and recommendations to the Director.
- Assist with special events, family activities, and volunteer opportunities.
- Support fundraising efforts that enhance classroom resources and learning experiences.
- Promote a positive, welcoming, and Christ-centered school culture.
- Serve as ambassadors for HGCLC within our church and surrounding community.

Council Membership

The Family Council is composed of parent volunteers representing various age groups throughout the preschool whenever possible.

Members are selected annually and serve as representatives of the HGCLC parent community.

The HGCLC Director serves as the council facilitator and works alongside members to establish meeting dates, agendas, and annual goals.

Meetings

The Family Council meets periodically throughout the school year as determined by the Director.

Meetings may include discussion of:

- School improvement ideas
- Family engagement opportunities
- Upcoming events
- Volunteer coordination

- Fundraising initiatives
- Parent feedback and suggestions
- Program enhancements

Recommendations made by the Family Council are advisory in nature. Final decisions regarding school operations, policies, staffing, curriculum, budgeting, and licensing compliance remain the responsibility of the HGCLC Director and Hunters Glen Baptist Church leadership.

Parent Participation

All HGCLC families are encouraged to share ideas, suggestions, and concerns throughout the school year.

Parents who are interested in serving on the Family Council are invited to notify the Director of their interest. Opportunities to serve may vary each school year based on the needs of the program.

Our Commitment

At HGCLC, we believe the strongest preschool communities are built through meaningful partnerships between families, teachers, church leadership, and administration.

The HGCLC Family Council reflects our commitment to listening, collaborating, and working together to create an environment where children are known, loved, challenged, and encouraged to become lifelong learners and committed followers of Jesus Christ.

Parent Volunteers

At HGCLC, we believe children thrive when families, teachers, and the church work together. Parent volunteers play an important role in strengthening our school community by sharing their time, talents, and encouragement. Whether serving in the classroom, assisting with special events, or helping behind the scenes, volunteers help enrich the educational experience for every child.

While volunteering is not required, it is greatly appreciated and provides families with meaningful opportunities to participate in their child's preschool experience.

Volunteer Opportunities

Throughout the school year, parents may have opportunities to volunteer in a variety of ways, including:

- Assisting with classroom activities
- Reading to children
- Helping prepare classroom materials

- Decorating for seasonal events and programs
- Assisting with family events and celebrations
- Serving during fundraising activities
- Helping with campus beautification and improvement projects
- Preparing teacher appreciation events
- Assisting with special projects requested by the Director or teachers

Volunteer opportunities vary throughout the year and are based on the needs of the preschool.

Volunteer Expectations

To help ensure the safety and well-being of every child, all volunteers are expected to:

- Check in at the preschool office upon arrival.
- Follow all HGCLC policies and procedures.
- Respect the authority of classroom teachers and staff.
- Maintain confidentiality regarding children, families, and staff.
- Use positive, encouraging, and Christ-like interactions with all children.
- Refrain from using personal cell phones while volunteering in classrooms.
- Follow all safety, health, and security procedures established by HGCLC.

Volunteers should support the classroom teacher's direction and avoid disciplining children other than their own. Any concerns regarding a child's behavior or safety should be brought to the teacher immediately.

Background Checks

For the safety of our children, certain volunteer opportunities may require a criminal background check in accordance with Texas Child Care Licensing requirements and Hunters Glen Baptist Church policies.

The Director will notify volunteers when a background check is required before participating in an activity.

Volunteer Confidentiality

While volunteering, parents may observe or become aware of information regarding other children or families.

To protect the privacy of everyone in our school community, volunteers agree to:

- Keep all information regarding children and families confidential.
- Avoid discussing classroom situations outside of school.
- Respect the privacy of teachers, children, and families.
- Direct questions or concerns to the classroom teacher or Director rather than discussing them with other parents.