



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.

April Bateman
HGCLC Director

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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

OPERATIONAL INFORMATION

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.

Then They'll Grow Curriculum (Biblical)

HGCLC uses the “**Then They'll Grow**” curriculum from **ABC Jesus Loves Me** to support children’s spiritual development. This curriculum teaches biblical truth through **intentional play, interactive storytelling, music, crafts, and age-appropriate memory verses**.

Children are introduced to stories from both the Old and New Testaments in meaningful and engaging ways that help them understand God’s love and His plan for their lives. This curriculum equips teachers and families with tools to nurture children’s faith while reinforcing Christian values such as kindness, patience, forgiveness, and love.

Through the combination of strong academic instruction and intentional biblical teaching, HGCLC prepares children to grow academically while building a solid spiritual foundation that will guide them throughout their lives.

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.

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.

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.

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 medication by **August 1**.

ILLNESS & EXCLUSION

Children are excluded for fever, vomiting, diarrhea, contagious illness, lice, or other symptoms outlined by Texas Minimum Standards. Children must be symptom-free for **24 hours without medication** before returning.

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

Minor injuries are treated on-site. Parents are notified and asked to sign the incident documentation.

DAILY CARE PRACTICES

Nutrition

HGCLC provides snacks for children 12 months and up. Parents provide lunch. Allergy awareness is observed.

Rest & Nap

Children rest daily after the noon meal. Parents provide nap mats.

Outdoor Play

Children participate in outdoor play daily, weather permitting. HGCLC follows the Childcare Weather Watch Chart referenced at the back of the handbook.

SAFE SLEEP (INFANTS)

HGCLC follows all Texas and AAP safe sleep requirements, including placing infants on their backs in approved cribs with no loose items.

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 conducts regular fire, severe weather, and lockdown drills. Emergency evacuation plans and contact information are maintained in each classroom.

REPORTING ABUSE & NEGLECT

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

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.

Child Care Weather Watch

Watching the weather is part of a child care provider's job. Planning for playtime, field trips, or weather safety is part of the daily routine. The changes in weather require the child care provider to monitor the health and safety of children. What clothing, beverages, and protections are appropriate? **Clothe** children to maintain a comfortable body temperature (warmer months – lightweight cotton, colder months – wear layers of clothing). **Beverages** help the body maintain a comfortable temperature. Water or fruit juices are best. Avoid high-sugar content beverages and soda pop. **Sunscreen** may be used year around. Use a sunscreen labeled as SPF-15 or higher. Read and follow all label instructions for the sunscreen product. Look for sunscreen with UVB and UVA ray protection. **Shaded** play areas protect children from the sun.

 Condition **GREEN** – Children may play outdoors and be comfortable. Watch for signs of children becoming uncomfortable while playing. Use precautions regarding clothing, sunscreen, and beverages for all age groups.

INFANTS AND TODDLERS are unable to tell the child care provider if they are too hot or cold. Children become fussy when uncomfortable. Infants/toddlers will tolerate shorter periods of outdoor play. Dress infants/toddlers in lightweight cotton or cotton-like fabrics during the warmer months. In cooler or cold months dress infants in layers to keep them warm. Protect infants from the sun by limiting the amount of time outdoors and playing in shaded areas. Give beverages when playing outdoors.

YOUNG CHILDREN – remind children to stop playing, drink a beverage and apply more sunscreen.

OLDER CHILDREN – need a firm approach to wearing proper clothing for the weather (they may want to play without coats, hats, or mittens). They may resist applying sunscreen and drinking beverages while outdoors.

 Condition **YELLOW** – use caution and closely observe the children for signs of being too hot or cold while outdoors. Clothing, sunscreen, and beverages are important. Shorten the length of outdoor time. INFANTS AND TODDLERS – use precautions outlined in Condition Green. Clothing, sunscreen, and beverages are important. Shorten the length of time for outdoor play.

YOUNG CHILDREN may insist they are not too hot or cold because they are enjoying playtime. Child care providers need to structure the length of time for outdoor play for the young child.

OLDER CHILDREN need a firm approach to wearing proper clothing for the weather (they may want to play without coats, hats, or mittens), applying sunscreen and drinking liquids while playing outdoors.

 Condition **RED** – most children should not play outdoors due to the health risk.

INFANTS/TODDLERS should play indoors and have ample space for large motor play.

YOUNG CHILDREN may ask to play outside and do not understand the potential danger of weather conditions.

OLDER CHILDREN may play outdoors for very short periods of time if they are properly dressed and have plenty of fluids. Child Care providers may be vigilant about maximum protection of children.

Understand the Weather

The weather forecast may be confusing unless you know the meaning of the words

Blizzard Warning: There will be snow and strong winds that produce a blinding snow, deep drifts, and life threatening wind chills. Seek shelter immediately.

Heat Index Warning: How hot it feels to the body when the air temperature (in Fahrenheit) and relative humidity are combined.

Relative Humidity: The percent of moisture in the air.

Temperature: The temperature of the air in degrees Fahrenheit.

Wind: The speed of the wind in miles per hour.

Wind Chill Warning: There will be sub-zero temperatures with moderate to strong winds expected which may cause hypothermia and great danger to people, pets, and livestock.

Winter Weather Advisory: Weather conditions may cause significant inconveniences and may be hazardous. If caution is exercised, these situations should not become life threatening.

Winter Storm Warning: Severe winter conditions have begun in your area.

Winter Storm Watch: Severe winter conditions, like heavy snow and ice are possible within the next day or two.