



SC | LEARNING CENTER

Building Bright Futures Step By Step

SC Learning Center

Parent Handbook

Last Updated: July 2, 2026

Mission Statement

Guided by the educational philosophy of Southwestern College, the mission of SC Learning Center is to deliver a high quality educational program for the children enrolled into our Preschool and Afterschool/Summer Program. Additionally, we aim to offer hands-on experience for future educators by staffing our school with students from Southwestern College. Through the use of evidence-based techniques, SC Learning Center is dedicated to encourage the developmentally appropriate social, emotional, physical, and cognitive growth of both the young learners we serve and the future educators we mentor.

Philosophy

At SC Learning Center, we believe that the early years are the foundation of a child's lifelong character, confidence, and love for learning. Our philosophy centers on the idea that even the youngest learners can begin to understand the value of responsibility, kindness, effort, and respect. We create a nurturing, structured, and joyful environment where children feel safe to explore, learn, and grow. Through play, discovery, and routines, we teach children not just letters and numbers, but how to listen, take turns, care for others, and take pride in their work.

We are also committed to preparing the next generation of educators with the skills, knowledge, and mindset to lead in the field of education. Through hands-on experiences, guided practice, and supervision, student teachers will gain extensive knowledge that they will carry with them in their future career endeavors.

Program Description

Our Preschool and Afterschool/Summer Program is unique. Guided by Southwestern College, we are a lab school dedicated to not only bringing children an educational and nurturing environment, but to also teach the future generation of teachers and leaders.

Most of our staff are college students from Southwestern College, with the exception of our Directors and Head Teachers who have all the correct qualifications to run this program, teach the children the needed skills and guide the college students.

Behavior Management

We use Conscious Discipline as our behavior management system. Conscious Discipline is a comprehensive, trauma-informed approach to social-emotional learning that helps children develop essential skills for self-regulation, empathy, and problem-solving. Conscious Discipline empowers both children and adults to manage emotions, communicate effectively, and make responsible decisions. Conscious Discipline is built around key principles that emphasize safety, connection, and problem-solving in the context of "The School Family." The School Family is central to creating a nurturing and supportive environment. It emphasizes the idea that the classroom is a family where everyone works together with respect, kindness, and care.

While Conscious Discipline is a valuable tool for supporting our students and staff, it's important that our program sets future teachers up for success by working with students who are ready to learn, emotionally regulated, and developmentally prepared for a school environment. If your child has any medical or developmental delays that impact their or other children's learning, please note that our program may not have the resources to adequately support their educational needs.

Disciplinary Actions

SC Learning Center is committed to teaching your children all aspects of self-regulation through redirection and reminders. If there are any incidents where a child chooses inappropriate or unsafe behavior then the following actions will be taken:

1. The teacher will escort the child to our "Safe zone" inside the classroom and conduct calming strategies with the student
2. The teacher will escort the child to the hallway where they will conduct calming strategies with the student
3. The teacher will escort the child to the office where the Director will engage the child in calming strategies and explain the correct behavior
4. The teacher will escort the child to the office where the Director will call the parent so they can speak to the child
5. The Director will call the parent to have them pick up the child.

If the inappropriate or unsafe behavior continues then the following actions will be taken:

1. 1 day suspension
2. 3 day suspension with a meeting with the Director to discuss behavior and implement a probationary period based on case by case situation
3. Termination of care

All preschool staff will have the responsibility to record any unsafe or any disciplinary action taken on a child. It is extremely important that SC Learning Center Staff and the parents work together to help the child learn to self-regulate and have control over their actions. All staff want your child to be successful and thrive at our facility. Depending on the severity of the situation, the Director may skip the order of action being taken.

Termination of a Care

It is under the discretion of the Director and the Chair of the Educational Division at Southwestern College whether or not a child is unfit to stay at SC Learning Center. The center will

attempt all necessary procedures before termination unless the behavior is extreme, in which case it can lead to immediate termination of care.

Ratios

SC Learning Center is required by state licensing to maintain these ratios at all times. If there are more students than the maximum ratio then there will always be 2 or more adults in the room with the children.

Ages ranging from 2 ½ to 3 years old	10 students to 1 adult
Ages ranging from 4 to 5 years old	12 students to 1 adult
School aged children ranging K-5th grade	15 students to 1 adult

Enrollment

SC Learning Center is licensed for 60 children total. We are allowed 10 children in our Tee Builder Room ages ranging from 2 ½ to 3 years old. We are allowed 20 children in our Little Builder Room age ranging from 4 to 5 years old. And we are allowed 30 children in our Mind Builder Room age ranging from Kindergarten to 5th grade.

SC Learning Center organizes its program year into three enrollment semesters to help manage scheduling and classroom placement.

- **Spring Semester:** January – April
- **Summer Semester:** May – August
- **Fall Semester:** September – December

These semesters are used to structure enrollment periods and ensure appropriate staffing and classroom availability. Children who are enrolled in SC Learning Center during a current semester will automatically retain their enrollment spot for the following semester. This ensures continuity of care for families.

A child's enrollment will continue into the next semester unless:

- A parent or guardian notifies the administration that their child will not be attending the upcoming semester, or
- The child has aged out of the program.

If a parent or guardian chooses to withdraw their child for an upcoming semester, the child's spot will not automatically be held for future semesters. If the family later wishes to return, they will need to personally meet with administration to discuss the possibility of re-enrollment.

Enrollment is subject to classroom capacity and state licensing regulations. If the program has reached its maximum enrollment, administration will notify the family and place the child on a waiting list until space becomes available.

Enrollment Procedures

The following paperwork must be turned into the Director BEFORE enrollment of the child:

- Information Sheet
- Emergency Contact Information
- Your Child Sheet
- Permission of Participation Sheet
- Pricing Contract
- Pictures and Videos Release form
- Behavior Management and Disciplinary Policy Form
- Medical Record Form
- Authorization for Emergency Medical Care Form
- Child Health Assessment Form
- Parental Permission Form for Off-Premises Trips Sheet
- Income Eligibility Form
- Record of immunizations

All children may remain in the program until they either withdraw or age out. If a family chooses to terminate care, a written two-week notice is required. In accordance with state licensing requirements, the Director may request families to update their information on an annual basis.

Aging Out

In the Mind Builder program, we accept kids ranging from kindergarten through 5th grade. Once the student has completed their 5th grade school year, they have completed their time here at SCLC. They will not attend throughout the summer.

Tuition and Fees

Little Builders and Tee Builders (Pre-School)	Mind Builders (K-5)
Full Time=\$160 per week	Afterschool Weekly Rate=\$90 per week
Daily Rate(Part Time) =\$40 per day	Daily Afterschool Rate (Part Time) \$25 per day
Part Time Weekly Rate (Morning)=\$105 per week	
Part Time Weekly Rate (Afternoon) =\$95 per week	Summer Weekly Rate=\$145 per week
	Summer Daily Rate (Part Time) =\$35 per day
	½ Day Part Time Rate=\$85 per week

Discounts

Southwestern College Employees with a full time student will have a discount of \$15 off per week or \$5 off any part time plan.

2nd child Discount will be applied to the younger child. If the child is full time then the discount is \$10 off per week. If the child has any part time plan then the discount is \$5 per week.

Payment

Every family must fill out the payment schedule contract. This form informs us how and when the payment will be made. It is policy by Southwestern College that SC Learning Center may not take any money from parents in regards to tuition. If a parent wants to pay their bill with cash or check then they must deliver it to the Business Office at Southwestern College located in the Christy Administration Building, otherwise the parent can pay their balance in the Playground App.

Late Fee

SC Learning Center strives to be as flexible as possible with families regarding tuition payment methods. However, the program operates primarily on tuition collected from enrolled children, so timely payments are necessary to maintain program operations.

Parents are expected to pay their child's tuition balance in full by the last day of each month.

If a balance remains unpaid, the following process will occur:

- **15th of the following month:** A warning notice will be sent by SC Learning Center administration reminding the family of the outstanding balance.
- **25th of the same month:** If the balance remains unpaid, a **\$50 late fee** will be applied to the account.
- **1st of the third month:** If the outstanding balance and late fee have not been paid, the child will be suspended from care. At this time, parents will also be contacted by the Southwestern College Business Office regarding the unpaid balance.

This policy helps ensure timely payments and allows the program to maintain accurate and organized financial records

End of Year Balance

SC Learning Center's fiscal year ends on **June 30 each year**. In order to maintain accurate financial records and complete annual bookkeeping, all families are **REQUIRED** to have their tuition accounts paid in full by this date.

Families are expected to ensure that their account balance is **\$0 by June 30** each year. Any remaining balances should be resolved prior to the end of the fiscal year.

This policy helps ensure that all revenue for the fiscal year is properly recorded and allows the program to maintain organized and accurate financial records.

Closings

We are closed for the following holidays throughout the year: (The exact dates may vary from year to year)

- Good Friday
- Memorial Day
- 4th of July
- Labor Day
- Martin Luther King Jr. Day
- 3 days for Thanksgiving depending on staff
- 2 weeks for Christmas Break

We will also be closed 1 day per semester for Professional Development. The Director will make a closure calendar every summer.

Playground App

Our program is run by Playground which is a childcare software. This can allow the parent to contact administration or their child's teacher, pay their bill, read weekly newsletters, sign their child in/out for the day, and so much more.

During the enrollment process, Admin will send an invitation through email so the parent can get logged on and start using the app.

Arrival and Departure

During arrival, an adult must accompany the child into the facility. They will ring the doorbell and be let in by a staff member. In the foyer, they must sign their child in through the Playground App at the kiosk, then see that the child goes into the correct classroom. The adult must stay in the foyer unless accompanied by a staff member.

For departure, an adult who is on Playground as an authorized pick up person will need to ring the doorbell, and be let inside by a staff member. The adult will use the Playground app at the kiosk to sign out the child. They must stay in the foyer and wait for their child unless accompanied by a staff member.

Hours of the Day

Our hours of operation are from 7:00am to 6:00pm Monday through Friday. A parent can drop off or pick up their child anytime within those hours.

Daily Schedule	
7am-8am	Drop Off/Structured Play
8am-8:30am	Instructional/Learning Time
8:30am-9am	Breakfast
9am-9:30am	Recess
9:30am-11:30am	Instructional/Learning Time
11:30am-12:00pm	Lunch
12:00am-12:30pm	Recess
12:30pm-1pm	Calming/Sensory Time
1pm-3pm	Rest Time
3pm-3:30pm	Recess
3:30pm-4pm	Instructional/Learning Time
4pm-6pm	Pick Up/Structured Play

Absent Policy

If a child will be absent, please let admin know through either the Playground App or by calling the center. If a child is absent for more than 3 days without the parent notifying the center, then the parent will be contacted either by the Playground app or a phone call.

Reimbursement Days

Each child is entitled to 10 discretionary days through the year to be used by parent request. These can be used when a child is absent or during a holiday. These days do not roll over every year and unused days cannot be used to “credit” their account at the end of the year. They will reset every year on July 1st.

Medication Policy

Medication is only allowed to be administered at the facility by the Director or if any other staff member has the correct medication training. Before medication can be administered, the parent MUST fill out the medication permission form. After the Director confirms the form and medication is correct, then they will keep it in a locked area and follow the administration instructions.

Sickness Policy

Parents must keep their children home and notify the center if the child has any of the following symptoms:

- fever of 100.4 or above
- vomitting or diarrhea
- contagious diseases like strep, flu, COVID, chicken pox, etc..
- lice or scabies
- skin rashes
- signs of infection in the eye

If a child does develop these symptoms while at the center, the child's parents will be contacted and requested they come pick them up. To return to the center the child must be fever free and symptom free for 24 hours without medication.

Field Trips and Transportation

During the enrollment process, one of the forms we have the parents fill out a permission form for places throughout Winfield that we visit regularly, including different parks, the public library, the Rec Center, Southwestern College, the pool, and skating rink. Within these forms, the parent will be asked if they wish their child to be in a booster seat while in the vehicle.

For special field trips, SCLC will send out a permission slip well in advance for the parent to sign. These need to be returned to the Director in order for the child to attend the field trip.

If the parent wishes to volunteer and drive to the event, then they will only be allowed to drive their personal vehicle with their own children. We will not allow a parent to transport children who are not their own without written consent by that child's parent. Staff will coordinate in advance if your child needs a booster.

Meals and Snacks

SC Learning Center will be providing breakfast, lunch and an afternoon snack everyday. Breakfast will be served around 8:30am. Lunch is contracted from Winfield School District and is served at 11:30am. Then the afternoon snack is served at 3:30pm.

We follow all the guidelines from CACFP (Child and Adult Care Food Program) which means we are required to document family income information. During the enrollment process this form is given out and must be returned to the Director before their child can start in our program. The information given on this form will NOT be shared with anyone and will be kept in the child's file and will in no way shape or form affect the child's meals at the center. This form will also need to be updated every year in July.

Menus for breakfast, lunch and snack will be sent out every month. The staff will sometimes eat with the child to model table manners and help with routines. One thing we encourage the children to do is taste everything. That way we can teach about the different food groups and how different food tastes different.

It is a state requirement that the children brush their teeth after lunch. SCLC will provide the toothbrush and toothpaste. We make sure to keep them clean and store them in a sanitary manner.

If your child has a food allergy or diet restriction, a parent must inform the Director and they will give them the correct form to fill out.

Clothing

We ask that children be dressed in clothing that they can play in, or don't mind getting dirty in. At SCLC we encourage the kids to explore and play both inside and outside. Which means they could encounter dirt, get tears or rips, spill art supplies or food, or any other damage to clothing. Children should be dressed for the weather including: coats, jackets, gloves, hats and boots when it is cold and shorts, t-shirts, and running shoes when it is warm.

We ask that ALL parents please either pack in the child bookbag or bring us to leave at the center, extra clothing for your child including: a shirt, pants/shorts, socks, underwear, underwear and shoes if necessary.

If any clothing is soiled with bodily fluids, they will be taken off the child, sealed in a plastic bag and sent home for the parent to properly wash them. If the child does not have any more extra clothes, the center will provide them with the clothes we have in case of an emergency. We will ask the parent to wash and return the clothes at their earliest convenience.

Naptime

Tee Builders and Little Builders take a rest time from 1:00pm to 3:00pm. We require ALL the students to lay down and relax. We DO NOT make them sleep if they choose not to.

SC Learning Center will be providing the cots, cot sheets, and blankets for your child. They will be washed every Friday. If the child has an accident during nap and the blanket, sheet and cot is soiled, then the cot will be sanitized, the cot sheet, and blanket will be put in a plastic bag to be washed and they will get a fresh blanket and sheet.

If the child would like to bring a personal toy or pillow to cuddle with at nap time, we ask that you label this personal possession with the child name on it and then they are welcome to bring it. This item will only be allowed outside of the child's cubby during naptime.

Items from Home

Our policy encourages students to keep personal toys at home to prevent them from getting lost or damaged. Bringing toys to school can lead to unnecessary distractions, and often these items are misplaced, broken, or cause disagreements among students. By keeping toys at home, children can enjoy them in a safe environment while we maintain a focused and respectful learning space at school. This policy also helps teach responsibility and care for personal belongings.

For Tee Builders and Little Builders, we do offer a “Show n Tell” every Friday where the kids can bring an item from the home of their choosing. But this item will only be allowed during the “Show n Tell” time during the day. The Mind Builder program allows students also to bring a small toy or stuff to play with on Fridays during free time. If they become a problem then the toy or stuffie will be placed in their cubby until a parent or guardian comes and collects the child.

If the child has a birthday, we are very happy for the parent to bring treats in. We just ask that they bring enough for everybody and to inform the Director then they will be bringing the treats so we can communicate that with the teacher of the classroom.

Parent Participation

We encourage all parents to be involved with SCLC and Administration has an open door policy for any concerns, questions or anything else a parent may need from us.

Parent Teacher Conferences are scheduled twice a year but can be more frequent depending on the child needs or by parent request. These meetings are to discuss the child's progress and to have a direct conversation with the child teacher.

There will be a weekly newsletter sent out by the Playground App every Friday to talk about upcoming events, new policies, learning themes, announcements and more. This is a great way to get information about our center.

Assessments

For Tee Builder and Little Builders, our Frogstreet Curriculum has an assessment tool which is what we use to observe your child and score them accordingly. These assessments are scored twice a year and the findings of this assessment will be present and walked through with the parents during Parent Teacher Conferences. If we feel as though the child is falling behind on their developmental milestones, the Parent Teacher Conference is where we will come up with a strategic plan to help them achieve their goals. Once the parents see the Assessment, it will be kept confidential and will be stored in the child's file.

Medical Emergencies

The safety and health of your child are always our top priorities. In the event of a medical emergency, our staff are trained to respond quickly and appropriately. Below is an overview of how we handle emergency situations:

Immediate Response: A Director will be contacted right away. If a Director is not on-site, the Lead Teacher will take the lead. While the Director or Lead is responding to the emergency, other staff will engage the rest of the children in a calm, distracting activity to maintain a safe environment.

Injuries Requiring Medical Attention: The Director will assess the situation and determine the level of severity. If medical attention is needed, we will call the parents or guardians immediately. If we are unable to reach you, we will contact the emergency numbers listed in your child's records.

Serious or Life-Threatening Emergencies: If a child requires immediate medical care (e.g., loss of consciousness, difficulty breathing, serious injury), we will call 911 first, and then notify the parents or emergency contacts. Children will remain under the care of staff until emergency services arrive. Parents will not be allowed to take the child until medical professionals have assessed the situation.

Severe Allergic Reactions (Anaphylaxis): In the event of a suspected severe allergic reaction, staff will immediately alert the Director, who will call 911 first, then contact the parents. If necessary, a CPR-certified staff member will begin emergency procedures, including the use of an EpiPen if prescribed.

Choking: Staff trained in CPR and first aid will follow proper emergency protocols, including the Heimlich maneuver and rescue breathing if needed.

Loss of Consciousness: If a child becomes unconscious for any reason, the Director will assess and call 911, then notify parents. If the child regains consciousness before help arrives, they will remain resting until evaluated by emergency services.

Seizures: If a child experiences a seizure, staff will follow safe seizure response procedures, including turning the child onto their side and keeping them safe until the seizure ends. 911 will be called immediately, followed by a call to the parents.

Dental Emergencies: In case of a dental emergency, parents will be contacted immediately to determine next steps. The Director will remain with the child until the parent arrives or provides further direction.

Ingestion of Harmful Substances: If a child ingests something potentially harmful, the Director will evaluate the situation. If the substance is believed to be dangerous, the Director will contact Poison Control, then call 911, followed by notifying the parents.

Please ensure all emergency contact and health information in your child's file is accurate and up to date at all times. Your cooperation helps us provide the safest environment possible for your child.

Fire Emergencies

In the event of a fire, our staff are trained to respond calmly and efficiently to ensure all children are safely evacuated. Here's what you can expect from our fire safety procedures:

Emergency Route Maps: Each classroom has a clearly visible emergency route map with two designated exits to ensure a safe and quick evacuation.

Evacuation Process: If a fire occurs, staff will immediately gather the children, along with the emergency contact binder and first aid kit. They will follow the emergency exit plan unless it is unsafe due to fire or smoke. Children will be escorted to the far east fence of the property where a headcount will be conducted. Once all children are accounted for, staff will lead them to our off-site emergency location behind Ike's Donut Shop (in the alleyway).

Safe Evacuation Practices: Staff are trained to check doorknobs with the back of their hand before opening any door during evacuation. If a doorknob is hot, they will use an alternative exit. Children will be instructed to stay low to the ground to avoid smoke inhalation and will be guided calmly and safely through the evacuation route.

In Case of Fire on a Person: If flames come into contact with a child or staff member, they will be guided through STOP, DROP, and ROLL. Staff will assist children if needed. If any burns occur, a cold, wet cloth will be applied to the affected area until medical help arrives.

Emergency Communication: The Director will call 911 immediately. Once all children are safe and accounted for, parents will be notified about the situation and given instructions for pick-up if necessary.

Regular fire drills are practiced every month by Southwestern College security to ensure both staff and children are familiar with emergency procedures.

Tornado and Severe Weather

The safety of our children and staff during severe weather is extremely important. We have a clear emergency plan in place in the event of a tornado or other dangerous weather conditions.

Weather Monitoring: If a tornado *watch* or severe weather is announced, staff will turn on a battery-powered weather radio tuned to station 107.9 for up-to-date information. Staff will ensure all windows are securely closed and locked, and children will be kept away from windows at all times.

Tornado Warning Procedures: If a tornado *warning* is issued, staff will quickly gather all children along with the Emergency Contact Binder and move them to designated safe areas inside the building.

If Mind Builders are not in the building:

- Tee Builders and staff will go to Restroom #1
- Little Builders and staff will go to Restroom #2

If Mind Builders are in the building:

- Tee Builders, Little Builders, and their staff will go to Restroom #2
- Mind Builders and their staff will go to Restroom #1

Once in the designated safe areas, staff will conduct a headcount to ensure all children are accounted for. Children will then be guided into the **Tornado Protection Position:**

- Sit on their knees
- Interlock their fingers and place hands behind their head
- Lean forward until their forehead touches the floor

If Children Are in a Vehicle During a Tornado Warning:

If a staff member and children are in a vehicle, they will not attempt to outrun the tornado. The driver will stop the vehicle and, if a building is nearby, escort the children inside to a windowless interior room, such as a bathroom or closet. If no building is available, they will move to a nearby ditch or low area, lie flat, and wait for the weather to pass. If a child goes missing during this event, staff will wait until it is safe, then notify the Director immediately.

After the Weather Passes:

Children, staff, and parents may be required to remain at the center beyond regular hours for safety.

Once the danger has passed, the Director will contact families to coordinate safe pick-up, provide any updates on property damage, and share information about when classes will resume.

For any questions or concerns about emergencies, all parents are welcome to ask for a copy of our detailed Emergency Preparedness Plan.

Confidentiality Policy

We take privacy very seriously at SC Learning Center, so all files of children and staff are kept locked in the Directors office. The files never leave the office nor are they shared with anyone who does not have permission from the Director. If the parent would like to talk about a concern about their student, then they can step into the office so other adults and children will not hear. The Director has grounds for dismissal of a staff member if it is found that they were discussing private information with others not affiliated with our center.

Social Media

SC Learning Center maintains an active social media presence, regularly sharing updates about outings, events, and center news. During enrollment, families complete a social media permission form allowing us to post photos that may include their child.

If you do not want your child featured on our social media, you must submit a written request to the Director so it can be added to your child's file.

Teachings

SC Learning Center is affiliated with Southwestern College which is a private NAIA school who practices Methodist teachings. We will follow this practice by saying a brief prayer before every meal and saying the Pledge of Allegiance as a part of our Morning Circle Time.

Thank you for reading our parent handbook. We are so thrilled to give high quality care to your child!

Chain of Command

If a parent has any question or concerns please feel free to talk to any of the following staff members:

Mark Whitner-Chair of the Education Division at Southwestern College

-If he is needed for a situation or concern then he will be contacted by the Director

Autumn Watts-Director of Operations

-autumn.watts@sckans.edu

Kelly Rowe-Team Leader of Little Builders

-kelly.rowe@sckans.edu

Jacob Baer-Team Leader of Tee Builders

-jacob.baer@sckans.edu

Southwestern College Student Workers

I have read and understand all the policies and procedures in this parent handbook. If I have any questions or concerns I will speak to the Director. This signed copy will be put in the child file.

Parent Signature:_____ Date:_____

Thank you for your cooperation,
Administration of SC Learning Center
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