



CHILDREN'S LEARNING CENTER

PARENT HANDBOOK 2025-2026

Train up a child in the way he should go; even when he is old he will not depart from it.
Proverbs 22:6

CHILDREN'S LEARNING CENTER

Dear CLC Parents:

Welcome to our weekday preschool ministry. We feel very blessed to have you be a part of our program!

We understand your children are your most precious possessions from God! Our purpose is to give them the very best care as well as to teach them about God's love for them and His principles for daily living. We will provide a loving environment for each child in attendance.

If you do not have a regular church home, please join our United City family in worship on Sunday mornings. Our services are at 8:30 a.m., 10:00 a.m. and 11:30 a.m.

If I can be of help to you, please feel free to contact the CLC office. I look forward to a blessed school year together.

In Christ,

Lisa Payne
CLC Director



UNITED CITY CHURCH

Chris Kouba | Lead Pastor | ckouba@unitedcity.church

Dear Parents,

On behalf of United City Church, I'd like to welcome you and your family to our Children's Learning Center. We are thrilled you've chosen to entrust your child to us.

Our committed and compassionate leaders will give your child excellent care while teaching the character of God and the world He created. Along with a well-rounded curriculum, your child will experience God's love through our program.

CLC is an important part of the overall ministry of United City Church. I invite you and your family to be a part of this great church, where you will experience the presence of God in worship and grow in your faith as we open God's Word. If you do not have a church home, we would love for UC to become your home. We offer many small groups of believers with whom you can find Christian fellowship. Additionally, numerous areas of service provide opportunities for you to use the gifts God has given you.

Please feel free to contact me through our church office if I can serve you and your family in any way. I pray God blesses your child with an amazing year of growth and development through CLC. Please join us for worship every Sunday morning! Our service times are 8:30am, 10:00am and 11:30am. For more information, visit our website, unitedcity.church.

In Him,

Chris Kouba
Lead Pastor

CHILDREN'S LEARNING CENTER

WELCOME

Welcome to United City Church Children's Learning Center. Our staff and teachers are dedicated to providing a positive learning experience for children from twelve months to five years of age (by September 1st). We want to meet the spiritual, emotional, mental, physical, and social needs of your child in a warm and loving environment.

FEES

REGISTRATION

This is a once-a-year fee, neither refundable, nor transferable, nor applicable to monthly tuition. Yearly supplies are purchased with the registration fees. It also secures your child's placement for the coming year. CLC is funded only through CLC tuition.

Registration Fee (one-time fee):

- One Child: \$150
- Two Children: \$200
- Three Children: \$250

TUITION

Children attend classes two days a week. The first month's tuition will be due in August by our Meet the Teacher Day. All party fees and activity fees are included in the August tuition. Tuition is due on the first school day of the month. *If tuition is more than one month delinquent, the student may be withdrawn from the program.*

CLC salaries and overhead expenses cannot be reduced because of "Absentee losses" in income. Therefore, we must charge, regardless of attendance, in order to support the enrollment space guaranteed for your child. We hope you understand our need for financial stability, and we greatly appreciate your cooperation in this matter. Tuition is pro-rated for ten months.

Monthly Tuition Fees (August-May):

- One Child: \$295
- Two Children: \$525
- Three Children: \$750

Payment Methods:

- Blackbaud Tuition Management System is used by CLC. Each family has an account. Tuition payments are managed through this system. Tax reports and end of year reports are available through Blackbaud.
- Payments are preferred via Blackbaud online or payment may be made in the CLC office.
- Automatic check payment can be set up through your bank.

IMPORTANT INFORMATION

SCHOOL HOURS

Tuesday and Thursday (9:30 a.m. - 2:30 p.m.) Before school or after school extended care is not available. The indoor playground is available for free play after the school day **until 3:00 pm.** This time is unmonitored by CLC staff, and it is the parent's responsibility to monitor safety and behavior for their child during this time. CLC is a two-day week program where children are required to attend both days. CLC strongly encourages attendance each day.

The classroom will not be ready before 9:20 a.m. The classroom doors will be locked until this time. You must stay with your child until they enter the classroom. All classes begin at 9:30 a.m. It's especially important that our Pre-K and KIT students arrive on time because their academic lessons are starting. Your child must be picked up between 2:15 and 2:30 p.m. Your tardiness is not only hard on the teacher but also on the children.

OFFICE HOURS

Tuesday and Thursday 8:45 a.m. – 2:45 p.m. On non-CLC days, you may leave a voicemail at 281-446-4904 or email Lisa Payne at lpayne@unitedcity.church.

ARRIVING AND DEPARTING

Only the parents and authorized adults will be allowed to pick up the children. Please let the teacher know ahead of time if you will not be picking up your child. When leaving your child, it is very important to make it short and sweet. After you leave your child, crying is usually over very quickly. If picking your child up before 2:00 p.m. please sign an "Early Sign-out Form" located in each classroom.

ADJUSTMENT TIME PERIOD

Sometimes preschoolers have a difficult time adjusting to the school setting. Students will be given one month to adjust to school. After one month, if a child is still crying or showing significant signs of separation anxiety, the student will be asked to withdraw from the program. Although students are old enough to enter preschool, sometimes they are not ready emotionally and we must be sensitive to their emotional development.

PROGRAM WITHDRAWAL

Considering that we have an active waiting list for the program, we do request a two-week notice for those who plan to drop out of the program.

ITEMS NEEDED ON A DAILY BASIS

LUNCH

Each child will need to bring his/her own lunch with a drink. (No carbonated drinks.) One year old children will need to bring their drinks in sippie cups. **Please label cups.** Children should have food they can feed themselves. We recommend a healthy balance of protein, fruit, and veggies. We will be glad to open or help unwrap lunch items. However, teachers cannot be responsible to heat or refrigerate any items.

SLEEPING EQUIPMENT

A nap mat or sleeping bag, blanket, pillow, etc. should be sent. Sometimes a favorite stuffed animal or blanket helps. **Please label everything clearly.**

NAPPING PROCEDURES

One and Two Year Olds:

Nap on mats in a dimly lit classroom with teachers present at all times.

Threes, Pre-K and KIT:

Rest on mats in classroom with dimmed lights and an educational or Christian themed video shown with teachers present at all times.

CHANGE OF CLOTHING

Each child will need to bring a full change of clothes including an extra pair of socks. Please update your child's change of clothing as the seasons change. All children in diapers should bring their own labeled diapers. CLC recommends that children wear comfortable athletic shoes each day. Please refrain from putting them in sandals or flip flops. Unfortunate accidents may happen.

HEALTH RELATED ISSUES

PULL-UPS/POTTY TRAINING PROCEDURES

One and Two Year Olds: Due to sanitary reasons, children who are being potty trained must be in pull-ups until they have mastered the potty.

Threes, Pre-K and KIT: Our desire is for every child to be potty trained and out of pull-ups. However, we understand each child is different and potty train at their own pace. Our staff will work alongside parents to assist in this process. Due to sanitary reasons, children should be in pull-ups until they have mastered the potty.

SICKNESS POLICY

Upon the recommendation of the Committee on Control of Infectious Diseases of the American Academy of Pediatrics, a child should not be taken from home when any of the following exists:

1. fever within the last 24 hours
2. vomiting or diarrhea
3. common cold
4. symptoms of the usual childhood diseases (chicken pox, scarlet fever, etc.)
5. sore throat
6. croup
7. any unexplained rash
8. any skin infection (boils, ringworm, impetigo, skin or head lice)
9. pink eye or other eye infection

Administrators will immediately notify parents to pick up their children if they show signs of illness.

COVID-19 POLICY

CLC reserves the right to revise or waive expectations and procedures under this Handbook to respond to the fluid and changing nature of the COVID-19 virus. CLC will post any additional restrictions on the webpage at <https://unitedcity.church/clc>.

MEDICATION

CLC is not allowed to give any type of over the counter/antibiotic medication. Likewise, do not send any medication for the child to take himself. If your child requires an Epi-Pen or asthma medicine, it needs to be up-to-date and remain in the CLC office with a signed consent form for it to be administered. If an allergy arises and the child begins wheezing, 911 will be immediately called.

IMMUNIZATION

All students must have an updated copy of their immunization records. Please refer to your child's pediatrician or the State of Texas website for childhood immunization requirements. Students refraining from immunizations must provide sufficient documentation from the Texas Department of State Health Services Immunization Branch. The required form is entitled "Request for Exemption from Immunizations for Reasons of Conscience."

PARENTAL MEDICAL CONSENT/ACKNOWLEDGEMENT FORM

A "Parental Medical Consent/Acknowledgement Form" must be on file before your child will be allowed to attend our program. *(This form is mailed digitally, printed and filed in the CLC office.)* If your child should need emergency medical treatment, they will be taken by ambulance to Memorial Hermann Northeast Hospital. The hospital or physician requires this form in case your child should need emergency medical treatment. All costs are the responsibility of the parent. ***It is the parents' responsibility to update new information as soon as it becomes available (for example, new address, new home or cell number, etc.) so that we will always be able to reach you at any time.***

DISCIPLINE PROCEDURES

Children's Learning Center has established a "No Corporal Punishment" policy. Classroom rules are reviewed daily. When a rule is broken, one warning is given. When a rule is broken a second time, a warning is given with a consequence: time out/thinking spot and moving behavior clip (Threes, Pre-K and KIT classes have a "behavior" clip). If a child does not respond to this discipline and is disruptive in class, the child will be removed and taken to the director.

If a child bites (either breaking the skin or leaving a mark) or intentionally injures another child three times in the semester, the aggressor will be suspended for a period of 30 calendar days. During the 30-day suspension, parents will need to continue to pay the child's tuition at half the regular tuition rate.

If a fourth offense occurs within a semester, the child will be removed from the CLC program.

Parents of both children will receive an appropriate "behavioral incident" report to be signed. All information concerning the incident will be kept confidential. The name of the child that was the aggressor, as well as the name of the other child, will not be released to either party. A copy of these reports will be placed in the child's CLC file.

CLC Aggressive Behavior Policy	
(CLC is divided into two semesters (Sept-Dec and Jan-May))	
1st Offense:	Complete form/Informal meeting with parents
2nd Offense:	Complete form/Formal meeting with parents
3rd Offense:	Suspension for 30 calendar days, still paying month's ½ tuition
4th Offense:	Removal from the program

We understand that a child can go through many phases during their childhood. For the protection of each student enrolled at CLC we feel this policy is the best. If any needs, questions, or concerns arise, please contact the CLC director.

IMPORTANT DATES/HOLIDAYS

IMPORTANT DATES

Meet the Teacher Day:	Wednesday, August 20, 2025
First Day of Class:	Thursday, August 21, 2025
Christmas Program:	Thursday, December 18, 2025, 11:00 a.m. (Dismissal at 12:30 p.m.)
Threes Costume Parade:	Thursday, May 14, 2026 at 9:50 a.m.
Pre-K Graduation:	Tuesday, May 19, 2026 at 6:30 p. m.
KIT Celebration	Thursday, May 21, 2026 at 1:00 p.m.
Last Day of Classes:	Thursday, May 21, 2026 (full day of CLC)

SCHEDULE OF HOLIDAYS (Our program follows Humble ISD School Calendar)

HISD Week Break	October 13 - 17
Thanksgiving Break	November 24 - 28
Christmas Break	December 22 – January 9
HISD Week Break	February 9 - 13
Spring Break	March 16 - 20

PARTY DATES

Thanksgiving Feast	November 20, 11:30 a.m.
Christmas Program	December 18, 11:00 a.m. (Dismissal at 12:30 p.m.)
Pajama Day/Pizza Party	February 5, 11:30 a.m.
Easter Party	April 2, 11:30 a.m.
Field/Water Day	May 7

HELPFUL INFORMATION

CLC T-SHIRT

CLC t-shirts will be provided for every student. The cost of the t-shirt is covered in the registration fee. Every Thursday is "T-shirt" day for all students.

CURRICULUM

Along with your student's everyday curriculum, each child will attend Move-N-Groove once a week, Music once a week, Playground every day and Chapel once a month. (Please note individualized curriculum on pages 10-14.)

PRAYER

Children are taught to pray in their classrooms and at chapel each month. If you have a specific prayer request, please let us know. For prayer requests, please complete a prayer request card and drop it in CLC Tuition/Prayer Box located in the CLC office. All requests will be kept confidential.

BIRTHDAYS AND PARTIES

Birthdays are a special time for children. If you would like to bring a special treat to celebrate your child's birthday, please let your child's teacher know ahead of time. Please make these snacks as simple as possible. We find that cookies, brownies, or doughnut holes are well received by the children. Please check with your child's teachers regarding any classroom allergies.

Parties for holidays are celebrated throughout the school year. These are fun events and we encourage parent volunteers to help join in the fun. We have five special days throughout the year (Thanksgiving, Christmas, Pajama/Pizza Day, Easter and Field/Water Day). CLC provides all supplies for parties. However, if a child has a food allergy, it is the parent's responsibility to provide a suitable alternative. Each class may have three or four Room Moms to help coordinate the parties.

On party days, parents are welcome to attend the party. However, if you attend the party and your child is upset when you leave, for their comfort, we ask that you please take your child with you. Some of the children can become very upset when the parents attend the party and then leave them at school for the remainder of the school day. This disrupts the resting period for the remainder of the class.

WEATHER BULLETINS

Our program will follow Humble ISD policies concerning cancellations. Weather updates can be found via internet at: Abc13.Com, KSBj.com or www.humbleisd.net.

NEWSLETTER

A monthly newsletter and calendar will be sent home to keep you informed about school events. The monthly calendar will also be available at unitedcity.church/clc.

CHURCH PARKING POLICY

The CLC main entrance is on the south side of the building (facing FM 1960) at the entrance closest to the outdoor playground. Please do not block or park in the covered drop off area.

Parents who have children under the age of one and do not attend CLC, the CLC staff will assist in getting your student to their classroom. Parents with younger children may drop off under the awning but not leave the vehicle unattended.

This Fire/Emergency lane must be kept clear of unattended cars.

SECURITY ARRIVAL/DISMISSAL PROCESS

At morning arrival, every student should enter at the CLC main entrance (south side facing 1960, closest to the outdoor playground). The doors will be unlocked at 9:20 a.m. for arrival. The doors will be locked from 10 a.m. to 2 p.m.

Dismissal (2:15-2:30 p.m.) occurs at the CLC main entrance. Parents may park their vehicle, enter the building, and pick up their child from their classroom.

If a child is picked up early, please call the CLC office, and we will assist in getting your child to you.

ONE YEAR OLD CLASSES

Monthly Themes

**See page 15 for the Bible verses that correspond with each letter.*

AUGUST/SEPTEMBER:	Back to School / Apples / All About Me Letters A, B, C / Number 1 / Red / Circle
OCTOBER:	Community Helpers / Fall / Pumpkins Letters D, E, F, G / Number 2 / Black / Square
NOVEMBER:	Owls / Our Five Senses / Thanksgiving Letters H, I, J / Number 3 / Orange / Brown / Triangle
DECEMBER:	Jesus' Birth / Christmas Trees / Candy Canes Letters K, L / Number 4 / Green / Star
JANUARY:	Hot Chocolate / Winter / Penguins / Bears / Space Letters M, N, O, P / Number 5 / White / Rectangle
FEBRUARY:	Hearts / Dental / Pets Letters Q, R, S / Number 6 / Pink / Heart
MARCH:	Farm / Weather / Dinosaurs Letters T, U, V / Number 7 / Yellow / Oval Rodeo Day
APRIL:	Caterpillars / Easter / Butterflies / Reptiles / Flowers Letters W, X / Number 8 / Blue / Diamond Easter (Jesus is Alive Party)
MAY:	Ocean / Bugs / Transportation Letters Y, Z / Numbers 9, 10 / Purple / Shape Review

Curriculum: Our curriculum is a Christian based curriculum developed around themes which provide opportunities for infants and toddlers to learn about God, Jesus, the Bible, church, self, family and the natural world. Concepts such as weather changes, seasonal changes, and special activities are all introduced in a variety of age appropriate ways throughout the classroom. **Biblical stories, verses and Christian values are implemented throughout our daily teaching and align with the biblical teachings of United City Church. For further information, see "Our Values" at unitedcity.church.**

TWO YEAR OLD CLASSES

Monthly Themes

**See page 15 for the Bible verses that correspond with each letter.*

AUGUST/SEPTEMBER:	Back to School / Apples / All About Me Letters A, B, C / Number 1 / Red / Circle
OCTOBER:	Community Helpers / Fall / Pumpkins Letters D, E, F, G / Number 2 / Black / Square
NOVEMBER:	Owls / Our Five Senses / Thanksgiving Letters H, I, J / Number 3 / Orange / Brown / Triangle
DECEMBER:	Jesus' Birth / Christmas Trees / Candy Canes Letters K, L / Number 4 / Green / Star
JANUARY:	Hot Chocolate / Winter / Penguins / Bears / Space Letters M, N, O, P / Number 5 / White / Rectangle
FEBRUARY:	Hearts / Dental / Pets Letters Q, R, S / Number 6 / Pink / Heart
MARCH:	Farm / Weather / Dinosaurs Letters T, U, V / Number 7 / Yellow / Oval Rodeo Day
APRIL:	Caterpillars / Easter / Butterflies / Reptiles / Flowers Letters W, X / Number 8 / Blue / Diamond Easter (Jesus is Alive Party)
MAY:	Ocean / Bugs / Transportation Letters Y, Z / Numbers 9, 10 / Purple / Shape Review

Curriculum: Our curriculum is a Christian based curriculum developed around themes which provide opportunities for infants and toddlers to learn about God, Jesus, the Bible, church, self, family and the natural world. Concepts such as weather changes, seasonal changes, and special activities are all introduced in a variety of age appropriate ways throughout the classroom. **Biblical stories, verses and Christian values are implemented throughout our daily teaching and align with the biblical teachings of United City Church. For further information, see "Our Values" at unitedcity.church.**

THREE YEAR OLD CLASSES

Monthly Themes

**See page 15 for the Bible verses that correspond with each letter.*

AUGUST/SEPTEMBER:	Letters A, B, C / Circle / Red Number Recognition 0 and 1 Friendship/Apples/Animals/Transportation
OCTOBER:	Letters D, E, F, G / Square / Black Number Recognition 2 and 3 Community Helpers/Five Senses/Fall/Pumpkins
NOVEMBER:	Letters H, I, J / Triangle / Orange and Brown Number Recognition 4 and 5 Family/Patriotism/Thanksgiving
DECEMBER:	Letters K, L / Star / Green Number Recognition 6 and Review Candy Canes/Trees/Manger
JANUARY:	Letters M, N, O, P / Rectangle / White Number Recognition 7 and 8 Winter/Space/Weather
FEBRUARY:	Letters Q, R, S / Heart / Pink Number Recognition 9 and 10 Pajamas and Pizza/My Body/Measurement
MARCH:	Letters T, U, V / Oval / Yellow Number Recognition 11 and 12 Farm/Nature/Spring
APRIL:	Letters W, X / Diamond / Blue Number Recognition 13 and 14 Dinosaurs/Garden/Bugs
MAY:	Letters Y, Z, recall A – Z / Review Shapes / Purple Number Recognition 15 and Review Ocean/Zoo/Summer

Curriculum: Our academic curriculum is based on a hands-on approach where language development, reading readiness, math concepts (numbers, counting, measurement, graphing), science exploration, cooking activities, and creative movement are utilized to keep your children active and learning. **Biblical stories, verses and Christian values are implemented throughout our daily teaching and align with the biblical teachings of United City Church. For further information, see “Our Values” at unitedcity.church.**

PRE-K CLASSES

Monthly Themes

Thematic letters, numbers, Bible verses and Bible stories will be taught throughout each month.

AUG/SEPT:	Welcome to School! Me and My Family, Gingerbread Man, Apple Day Letters: A, B, C Numbers: 0, 1, 2 Colors: Red and Blue Shape: Circle
OCTOBER:	Seasons, Fire Safety Month, Fall and Pumpkins, Ocean/Under the Sea Letters: D, E, F, G Numbers: 3, 4, 5 Colors: Orange and Black Shape: Rectangle
NOVEMBER:	Using My Senses, Giving Thanks, Food Pantry Letters: H, I, J Numbers: 6, 7, 8 Colors: Brown and Orange Shape: Square
DECEMBER:	Christmas and Happy Birthday, Jesus! Letters: K, L Numbers: 9 Colors: Green and Red Shape: Star
JANUARY:	Winter, Space Adventures Letters: M, N, O, P Numbers: 10, 11, 12 Colors: White and Blue Shape: Triangle
FEBRUARY:	Dental Health, Hibernation and Friendship Letters: Q, R, S Numbers: 13, 14, 15 Colors: Pink Shape: Heart
MARCH:	Easter, Spring, Garden in Bloom, Rodeo, Texas Letters: T, U, V Numbers: Review 1-15, 16 Colors: Gray, Purple Shape: Diamond
APRIL:	Butterflies, Weather, Dinosaurs Letters: W, X Numbers: 17, 18, 19 Colors: Purple, Yellow Shape: Oval
MAY:	Colors of the Rainbow, My Body, Zebra Day, Alphabet Review, Graduation Letters: Y, Z Numbers: 20 Colors: Review Shape: Trapezoid

Curriculum: Our academic curriculum is based on a hands-on approach where language development, reading readiness, math concepts (numbers, counting, measurement, graphing), science exploration, cooking activities, and creative movement are utilized to keep your children active and learning. **Biblical stories, verses and Christian values are implemented throughout our daily teaching and align with the biblical teachings of United City Church. For further information, see “Our Values” at unitedcity.church.**

KIT CLASS

Monthly Themes

Thematic letters, numbers and Bible verses will be taught throughout each month.

AUG/SEPT:	Me and My Family / Fall Fun Letters: A, B, C Colors: Red and Blue	Numbers: 0-10
OCTOBER:	Fall Fun / Fire Safety Letters: D, E, F, G Colors: Orange	Numbers: 0-10 odd and even numbers
NOVEMBER:	Giving Thanks Letters: H, I, J Colors: Brown	Numbers: 0-20 Skip counting by 10's
DECEMBER:	Christmas Letters: K, L Colors: Green	Numbers: 0-20 Skip counting by 10's
JANUARY:	Winter / Our World Letters: M, N, O, P Colors: White	Numbers: 0-50 Skip counting by 5's
FEBRUARY:	Love Yourself and Others Letters: Q, R, S Colors: Pink and Purple	Numbers: 0-50 Skip counting by 5's
MARCH:	Spring Letters: T, U, V Colors: Yellow	Numbers: 0-100 Skip counting by 5's
APRIL:	Butterflies and Rainbows Letters: W, X Colors: Black and Gray	Numbers: 0-100 Skip counting review
MAY:	Under the Sea and Summer Letters: Y, Z Colors: Review	Numbers: Review

Curriculum: Our academic curriculum is based on a hands-on approach where language development, reading readiness, math concepts (numbers, counting, measurement, graphing), science exploration, cooking activities and creative movement are utilized to keep your children active and learning. **Biblical stories, verses and Christian values are implemented throughout our daily teaching and align with the biblical teachings of United City Church. For further information, see "Our Values" at unitedcity.church.**

ABC BIBLE VERSES

- A** A friend loves at all times. Proverbs 17:17
- B** Be ye kind. Ephesians 4:32
- C** Children obey your parents. Ephesians 6:1
- D** Do all things without grumbling. Philippians 2:14
- E** Even a child is known by his doings. Proverbs 20:11
- F** For God so loved the world He sent His Son. John 3:16
- G** God made everything beautiful. Ecclesiastes 3:11
- H** Help one another. Galatians 5:13
- I** I was glad when they said, "Let us go to church". Psalm 122:1
- J** Jesus was born in Bethlehem. Matthew 2:1
- K** Keep God's commandments. Exodus 20:6
- L** Love one another. John 15:17
- M** Morning, noon and night will I pray. Psalm 55:17
- N** Noah was good man. Genesis 6:9
- O** Obey your father and mother. Exodus 20:12
- P** Praise ye the Lord. Psalm 113:1
- Q** Quiet words are better than shouting. Ecclesiastes 9:17
- R** Remember the Sabbath day and keep it holy. Exodus 20:8
- S** Serve the Lord with gladness. Psalm 100:2
- T** Teach me the things of God. Psalm 27:11
- U** Unto God we give thanks. Psalm 75:1
- V** Verily I say...He that believes in Jesus will have life forever. John 6:47
- W** Whenever I am afraid, I will trust in God. Psalm 56:3
- X** Examine me, O Lord. Psalm 26:2
- Y** You are my friends. John 15:14
- Z** "Zacchaeus!" Jesus said, "Quick come down." Luke 19:5