



CLC Pre-School Handbook

SEPTEMBER 2022 – June 2023

OUR HOME AWAY FROM HOME

C E N T E R F O R
LANGUAGE & CULTURE
NURSERY & LANGUAGE SCHOOL



Welcome to our “MUTLTICULTURAL” Nursery!
English Curriculum
Spanish & French as part of the daily routine...

Age: From 21 months to 6 years old

CLC created in 2003

CLC Pre School created in 2010

CONTACT CLC PRE SCHOOL AT **863 2926** or **755 1255**

clckingtonja@gmail.com
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At CLC Pre School



Our Mission is:

- To unite people through knowledge, education and experiences from different cultures and languages.
- To remove the language barriers that delay human unity.
- To teach values to children so they can become good individuals. They will acquire knowledge to broaden their minds for a better understanding of one another, through respect and tolerance.

CLC is a non-denominational school where all cultures are equally welcomed and celebrated. Our main objective is to make the children feel at home in our school and anywhere they go.

Our pre-school classrooms are an extension from home, where your child will feel at ease to explore, share and learn from and with others.

Our Goals

To open children's minds towards similarities and differences between cultures.

To prepare students for entry to institutions of primary level education both locally and internationally.

To ensure that class sizes remain small (a maximum of 12 students)

To inspire and motivate students to achieve their individual potential in all areas: creative, physical, intellectual, ethical & emotional.

To cultivate an awareness, and enjoyment of the arts. To encourage self-expression and self-confidence.

OUR LEARNING ENVIRONMENT

Qualified teachers bring to the CLC pre-school classroom a wealth of experience in the field of early childhood education. Greatly influenced by International Anglophone Curriculum's and Montessori methods, the CLC pre-school program is divided into many sections:

THE ACADEMIC SUBJECTS

The child's "hands-on" experience with the materials carries on into the areas of Language, Art, Mathematics, Geography, and the Sciences. Whereas the sensorial materials and games train the child to listen attentively and distinguish sounds in his environment, this capacity is then further refined to permit him to hear the subtle differences in letter sounds. The art of listening is vital preparation for reading and writing, as is the acquisition of visual discrimination, these skills leading to the recognition of phonetic sounds and letter shapes. The mathematics materials also guide the child from concrete representation of quantity to the more abstract stage of symbolization through numerals.

The class size is limited to enable the school's objectives to be met: a maximum of 12 children.

LANGUAGES

Our school includes part of our curriculum being carried out in French and Spanish. Dedicated to developing early learning skills, CLC pre-school promotes pre-reading, pre-writing and pre-maths activities in pre-school.

The structured learning of English, French and Spanish, with mother-tongue language teachers, is based on oral communication through song, theatre, fun games and art at this stage in your child's learning process of different languages.

SENSORIAL APPARATUS

Designed to encourage the child to use all his senses and sensitivities. To sharpen his powers of observation in the world around him. Maria Montessori herself offered the child a strong contrast of sensations and challenged him to classify objects according to their differences. The sensorial material develops the child's eye for detail, thus indirectly preparing him for such demanding work as letter and number recognition or operations in mathematics.

OUR CURRICULUM

Our program is grounded in principles of child development and learning and is centred on the various needs, interests, and learning styles of children.

The curriculum followed at CLC pre-school incorporates the attainment targets set out by various International Anglophone Curricula and Montessori educational directives in order to ensure that when your child eventually leaves us to enter another school, he/she will have reached the appropriate level of achievement.

The curriculum subjects are: English, Maths, Science, French, Spanish, Drama, Geography, Music, Art, Sensorial, Practical Life and Physical Education. Many of the curriculum subjects will be taught through topic work so that the separate subjects may be easily distinguished.

It is very important that our students, from a very young age, have the possibility to be part of lots of creative work. This will enhance positive self-image, a sense of self-worth and self-direction and will be achieved through play and directed activities that will contribute to the needs of the child in all areas of development - socially, emotionally, physically and cognitively. Also to help promote the understanding that process is more important than product.

IMPORTANCE OF ROUTINES

From the very first day in CLC pre-school we begin to build routines. We believe that through developing consistent routines we allow the children to develop confidence in themselves and a sense of independence and security. All of these things help your child to adapt easier into class and the pre-school environment. As parents you can help your child settle quickly by making sure your child arrives at school on time and has well-established routines at home.

Our Routine

8:00 to 9 *Free choice*

Constructive Play

The tables will be set up with a selection of activities covering different areas of the curriculum and your child may start his/ her day by finishing a task they started the day before, helping a friend with an activity or working on something new.

9 to 9.40 *Playground Time and/or Physical Education*

9:40 to 10:00 *Circle Time/ Register Time/ Singing Time/ Show and Tell*

10:00 to 10:30 *Snack*

(in French or in Spanish)

Parents send snacks and a drink

10:30 to 11:00 *Language activity* Activities in French or Spanish

Spanish is integrated during the second work session, two days per week.

11:00 to 12 *Second work session*

This session will begin by reinforcing the morning's session or move on to another subject. Again, as in the first session, the children will work in groups, individually or one on one with the teacher.

Depending on the class, children can end at 12.15p.m

CLUBS (after school activities)

Our extra curricular activities start at 12.45 p.m. and we offer the following activities: NO EXTRA CURRICULAR ACTIVITIES FOR CHILDREN UNDER 21 months.

- CONTEMPORARY ART (4 artists per term)
- FRENCH
- SPANISH
- MUSIC/ rhythms of the world
- FOOTBALL
- BALLET

FEES PER TERM (LUNCH IS INCLUDED)

CLC JAMAICAN STUDENTS TUITION FEES 2022-2023

Academic year Fee: \$ 6000 JM non-refundable

Payment of Fees: Fees may be paid in cash, Manager's cheques, or through NCB wire transfer. First week of school: 40 % of the term fee. Parents will then have the choice to divide the term fee in 1 or 2 other payments.

Invoices stamped by the bank as paid, must be submitted to the Main Office. Evidence of all electronic and wire transfers must be submitted to the Main Office or emailed to clckingstonja@gmail.com

Students may be refused admission if fees are not paid within the prescribed time.

Reports, Transcripts and Recommendations will be withheld until fees are paid.

Additionally, in the event that a student withdraws after the term has commenced, fees for that term will not be refunded.

Family Discounts: • Families with two children enrolled at CLC will benefit from a 10% discount on tuition of the youngest child.

Term Fees inclusive of lunch

CHILDREN 21 to 24 months old	3 days a week 126 000 \$	4 days a week 144 000 \$
2 to 4 years old	4 days a week 144 000 \$	5 days a week 156 000 \$
5 years old (Kinder)	/	5 days a week 162 000 \$

DAILY FEE at CLC: \$ 3500 (with lunch and No extracurricular activity)

Uniforms and Extra Curricular activities will be added to the invoice/ Contact us if you need a monthly fee.

CLC INTERNATIONAL STUDENTS TUITION FEES 2022-2023

Academic year Fee: \$ 15 000 JM non-refundable

Payment of Fees: Fees may be paid in cash, Manager's cheques, or through NCB wire transfer.

First week of school: 40 % of the term fee. Parents will then have the choice to divide the term fee in 1 or 2 other payments.

Invoices stamped by the bank as paid, must be submitted to the Main Office. Evidence of all electronic and wire transfers must be submitted to the Main Office or emailed to

clckingstonja@gmail.com

• For the Christmas Term, invoices stamped by the bank as paid must be submitted during the first week of the term (on or before September 10, 2022). • For the Easter and Summer Term, invoices stamped paid must be submitted on or before the first week of the term.

Students may be refused admission if fees are not paid within the prescribed time.

Reports, Transcripts and Recommendations will be withheld until fees are paid.

Additionally, in the event that a student withdraws after the term has commenced, fees for that term will not be refunded.

Family Discounts: • Families with two or three children enrolled at CLC will benefit from a 10% discount on tuition of the youngest child

Fees inclusive of lunch indicated in Jamaican \$ (to be paid in US dollars or in Jm \$)

CHILDREN 21 to 24 months old	3 days a week 138 000 \$	4 days a week 156 000 \$
2 to 4 years old	4 days a week 156 000 \$	5 days a week 168 000 \$
5 years old (Kinder)	/	5 days a week 182 000 \$

Daily fee inclusive of lunch: \$30 US dollars or equivalent in Jamaican Dollars

Contact us for a monthly fee

Additional cost:

-Items that your child will need this term that your child (list will be given out)

-CLC Tee-Shirt : \$ 1900 each OR \$ 2300 for Polo

-Spanish activity book for 3 year old & older: \$ 2500

Cost of Extra Curricular activities (10 weeks/term)

All activities are \$ 7500 PER TERM for CLC students / 9000 \$ for children outside of CLC

Except SPANISH: \$ 9000 / Term (\$ 10000 for children outside of CLC) and Gymnastics : \$ 14 000 for CLC students and \$ 15000 for students outside of CLC

Gymnastics can start with a minimum of 6 students

	Football	Ballet	Art / contemporary artists	French	Spanish	Music/ Rhythm of the world	Gym To confirm
	Monday	Wednesday	Wednes.	Thursday	Tuesday	Thursday	Tuesday ?
Group1	12:50 to 1.20	1.25 to 1.55	12.50 to 1.20	12.50 to 1.20	1.30 to 2.15	1.25 to 1.55	12.45 to 1.30
Group 2	To confirm						

Parents and Teachers' Conference

You will have the opportunity to follow your child's progress twice per year (one & one meeting with the teacher). The dates will be confirmed in your newsletter.

Preparing your child for school

Please ensure that your child is ready for school:

- CLC shirt, along with any skirt, pants or shorts.
- A bag with change of clothes, wipes and diapers if not potty trained.
- Please avoid jewellery or accessories that the children can lose easily.

Drop-off & pick up

School time is from 8 am to 12 pm (12.15 pm for 4 & 5 years old)

DROP OFF starts at 7.30 am.

Please ask CLC for after school rates until 3 p.m

Hourly rate for after-school: \$ 400 per hour

THE SECURITY IS ON DUTY FROM 7.30 TO 3.30 p.m



COVID Risk Management

FOCUS	AREA OF CONSIDERATION	RECOMMENDATION
CHILDREN	<p>DROP OFF</p> <p>PHYSICAL DISTANCING</p>	<ul style="list-style-type: none"> • Parents to drop and pick up the children inside the compound at the entrance grill. Only one parent at a time. A member of staff will be at the entrance grill to welcome children. • Please keep your child at home if your child has a temperature or a cough • Upon entering the building, children will sanitize or wash their hands thoroughly. • Encourage children to avoid touching their face, eyes, nose, and mouth. • Any child who displays signs of a cold will not be allowed in institution until 48hours after symptoms have ended there is no evidence of the cold. • All measures should be taken to minimize contact between the parent and other children and staff members. <hr/> <ul style="list-style-type: none"> • Implement social distancing where possible: 1. Small groups 2. Blended Learning 3. Parents to leave the site promptly after dropping off children. <ul style="list-style-type: none"> • Minimize the resources available to those that can be cleaned effectively. • Ensure children wash hands regularly, throughout the day, as well as before eating, after coughing or sneezing.
STAFF	Staff attendance	Practitioners will be informed of the role they play in safe operating procedure and all measures being taken to ensure the safety of the children and themselves.
SNACK AND FOOD	<p>NO LUNCH WILL BE SERVED DURING CAMP SNACKS and water bottles WILL BE BROUGHT BY PARENTS</p>	Limit the number of persons in kitchen. Only authorized kitchen staff allowed. • 4 students per table. • Staff and Children MUST wash hands before prep or eating, • Staff and children MUST wash hands after eating. • Adults to handle eaten food as little as possible.
PARENTS	PLEASE WEAR A MASK UPON ENTRANCE	Attendance to the setting should be restricted to children and staff as far as practically possible and visitors will not be permitted to the institution unless for essential building maintenance.

