

Parent Handbook

Bright Light Christian Learning Center



A large, abstract yellow graphic consisting of several overlapping, rounded shapes, resembling a stylized sun or a cluster of bubbles, positioned in the upper left corner of the page.

Welcome to Bright Light Christian Learning Center

Dear Parents,

We are excited about our partnership to create a loving, safe place for your child to grow closer to Christ. Our volunteer teachers rely on the partnership with our parent volunteer. Please reach out to Charlotte, Nick, Morgan, or Libby to see how you can volunteer your gifts and talents. We expect parents to give back and this helps us keep the tuition low. If you would like to serve on the board to help make policy and budget decisions, please reach out to me.

Our smaller class sizes and shorter weeks are some of the best parts of our program. This does not meet Texas's hours requirement for accreditation. For more information about this please drop a note in the blue communication box with questions or to schedule a meeting.

Lastly, with Stephanie being removed from the board and as a volunteer teacher, we have hired a new instructional assistant. In order to gain stronger talent, Ms Summer is a contractor and not a volunteer. We couldn't ever pay any of our teachers what they are worth and Ms Summer comes to us with a servant heart.

We look forward to a great 2025-2026 school year!

Warm regards,

Erika Montez

Volunteer Director, Bright Light Christian
Learning Center



Vision, Mission, and Educational Philosophy



Our Vision

We have created a community where parents have a part and say in their child's education. The best way to be a part of your child's education is to serve. Opportunities to serve include on our board, donating supplies, organizing events and field trips, or join a committee including cleaning, safety, and room parent.

Our Mission

Our mission is to meet our students where they are in a Christ-centered community. We focus on the quality of development over the speed. We commit to keeping tuition low by utilizing volunteer staff and parents. Some of our services include:

- Weekly Bible and music
- Biblical view science
- Science of Reading based curriculum and instruction
- A minimum of 1 hour of outdoor play, as weather permits.

Our Educational Philosophy

At Bright Light Christian Learning Center, we believe that children learn best through play, exploration, and guided discovery. Our curriculum is designed to support whole-child development by integrating the following approaches:

01 Play-Based Learning

- Encourages active engagement and joyful learning.
- Builds foundational skills in literacy, numeracy, and social interaction.
- Develops problem-solving and critical thinking abilities.

02 Social-Emotional Development

- Teaches children how to express emotions and communicate effectively.
- Promotes empathy, cooperation, and self-regulation.
- Creates a warm, inclusive classroom environment.

03 Hands-On Exploration

- Provides sensory-rich experiences through arts, music, science, and nature activities.
- Encourages creativity and innovation through interactive projects.
- Develops fine and gross motor skills through active play.

04 Science of Reading

- Science based reading instruction
- Focus on decoding heart words instead of memorizing sight words

05 Family Partnership

- Recognizes parents as a child's first and most important teachers.
- Provides and relies on opportunities for parent involvement in school activities.
- Encourages open communication and collaboration between families and teachers.



Student Profile

At Bright Light Christian Learning Center, we embrace the uniqueness of every child while nurturing essential developmental skills. Our ideal student profile includes:



Curious
learner



Confident
communicator



Creative
thinker



Growing
individual



Joyful
Learners



Kind
friend



We believe that every child is **capable, competent, and ready to learn in their own unique way.** Our goal is to guide them in building **confidence, curiosity, and compassion** as they take their next steps in their educational journey.



Curriculum & Teaching Methods

At Bright Light Christian Learning Center, we believe that education should be engaging, hands-on, and developmentally appropriate. Our curriculum is carefully designed to nurture academic, social, emotional, and physical growth in young children while making learning fun and meaningful.

Our Curriculum

Our program follows a play-based, child-centered approach with structured and unstructured learning activities. We incorporate elements from research-backed early childhood education frameworks, including:

Tara West SOR

Created by a teacher that follows science of reading approach. All staff have been trained in this curriculum.

Abeka Bible and CEF Ministries

Abeka Bible and CEF create a firm Biblical foundation.

Neurodivergent-friendly

Small class sizes, shorter class period, and frequent breaks create a welcoming environment for all learners.

Our curriculum focuses on the following key developmental areas:



Social & Emotional Development



Language & Literacy



Early Math & Problem-Solving



Science & Discovery



Fine & Gross Motor Skills



Creativity & Imagination

Teaching Methods

At Bright Light Christian Learning Center, our educators use a combination of structured instruction and free play to create a well-balanced learning experience.



01 Hands-On Learning

Children engage in active exploration, using real-world materials to enhance understanding.



02 Teacher-Guided & Child-Led Learning

Encouraging curiosity and problem-solving through discovery-based experiences.



03 Outdoor Learning

Utilizing nature as a classroom to develop observation skills and appreciation for the environment.



04 Whole-Child Approach

Addressing cognitive, emotional, social, and physical development.



Class Structure & Classroom Setup

At Bright Light Christian Learning Center, we provide a nurturing and structured environment that supports the unique needs of every child. Our class structure is designed to encourage socialization, exploration, and individualized attention, ensuring that each child receives the best possible start to their educational journey.

Class Categories & Age Groups

01 Mrs Kat 2-year Kindergarten program

- Our program includes a 2-year kindergarten program. Going off the idea “everything I learned, I learned in Kindergarten.”

Daily Structure

- Circle time with songs and stories.
- Sensory play activities such as water tables, finger painting, and texture boxes.
- Gross motor development through soft play and movement exercises.
- Snack time and supervised free play.
- Alphabet curriculum and Kindermath

Mrs Erika and Ms Summer

02 Kindergarten-First

- Work in similar learning groups at an individual level
- Kinder and Firstie Math
- Tara West Writing
- BOOKZ reading comprehension

Daily Structure

- Two hours of small group rotations
- Both small group instruction and independent work

03 Ms Summer and Mrs Erika First-Third grade

- Work in similar learning groups at an individual level
- Kinder and Firstie Math
- Tara West Writing
- BOOKZ reading comprehension

Daily Structure

- Two hours of small group rotations
- Both small group instruction and independent work



Daily Schedule & Routine



At Bright Light Christian Learning Center, we believe that consistency and structure are essential for young children's development. Our daily schedule provides a balance between structured learning, free play, rest, and exploration, ensuring that each child receives the best possible early learning experience.

School Hours & Drop-Off/Pick-Up Policy

01 Operating Hours
Monday - Thursday, 7:15AM - 2:00PM

02 Morning Drop-Off
7:15 - 8:00AM (Late arrivals need to contact Mrs Erika)

03 Afternoon Pick-Up
2:00PM

04 Extended Care
Is not available

05 Pick-Up Authorization
Only listed guardians may pick up a child. A text from your listed number will suffice in a one-time pickup. If adding additional authorization, please contact Mrs Erika for form.

Drop-Off Policy

- Parents or guardians use code to drop off
- We highly advise walking your child in to put away backpack, lunch box, and water bottle
- If arriving after 8:30 AM, parents must notify the school. Doors will not be open unless notified.

Pick-Up Policy

- Only authorized individuals listed on the child's emergency contact form may pick up the child.
- Pick up is in front of school

Daily Schedule Overview

| Time | Activity | Description |
|---------------------|-------------------------------------|---|
| 7:15-8:00 | Arrival, Free Breakfast & Free Play | Transition activities and social interaction. |
| 8:00-8:30 | STEM Boxes | Collaboration and Fine-Motor |
| 8:30-9:00 | Recess | Outdoor Play and social interaction |
| 9:00-11:00 | Small group | Small group rotations in Math, Writing, and ELA |
| 11:00-11:30 | Snack | Free Snack provided |
| 11:30 AM - 12:00 PM | Storytime & Music | Read-aloud sessions and sing-along. |
| 12:00 - 12:30 PM | Lunch | Social mealtime and table manners practice. |
| 12:30 - 1:15 | Specials | Group rotations in Bible, Music, Art, and Science |
| 1:15-1:55 | Movement | Movement and pack up |
| 2:00 | Dismissal | Dismissed at the door |



Enrollment Policies & Required Documents

At Bright Light Christian Learning Center, we strive to make the enrollment process smooth and transparent for all families. Below, you will find the eligibility requirements, required documents, and important policies related to admissions.

Enrollment Eligibility

We are not a preschool. We are a K-12 private school. We don't have an age requirement for our 2-year Kindergarten program, but leave it to parents to decide if they are ready.

Our spots are offered first-come, first-served. We do not have enrollment requirements and do not require families to be Christians. You will need to agree with us teaching a Biblical world view prior to enrollment.

Required Documents for Enrollment

Parents must submit the following documents to complete the registration process:

- 1. Completed Enrollment Form**
You must agree to Biblical world view, reasonable risk and responsibility, and tuition agreement
- 2. Birth Certificate or Passport Copy**
- 3. Immunization Records or Waiver**
- 4. First month's payment plan or discounted full year**
- 5. \$30 non-refundable enrollment fee**
Holds your spot until 8/20

All required documents must be submitted by specific deadlines or before the child's start date if no specific deadline.



Attendance & Absence Policies

Regular attendance is essential for a child's social, emotional, and academic development. Establishing a consistent routine helps children build a sense of structure and responsibility while making the most of their school experience. Below are our policies regarding attendance, absences, and tardiness.

Attendance Expectations

- All students are expected to attend school Monday through Thursday during regular school hours.
- 8:00AM - 2:00 PM (unless enrolled in the Extended Care Program).
- Parents are responsible for ensuring their child arrives at school on time each day.
- If a child will be absent, parents must notify the school office by 8:00 AM.
- If a planned absence, late arrival, or early pick up please add it to the calendar at drop off

Tardiness & Late Arrivals

- The school day begins at 8:00AM. Children arriving after 8:30 AM are considered tardy and will need a one-time code
- Parents must walk students in and help put belongings away if tardy
- Frequent tardiness (5 or more occurrences per month) may lead to a parent meeting to discuss solutions for improving attendance.

Reporting Absences

- Parents must text or email the school office before 8:00 AM to report an absence.
- If a child is absent for more than three consecutive days, a doctor's note may be required for medical-related absences.
- If a child is absent for more than two weeks without communication, their spot may be forfeited and given to a child on the waiting list.

Planned Absences & Family Vacations

- We understand that families may have pre-planned trips or obligations.
 - Parents should notify the school at least two weeks in advance if they plan to take their child out of school for an extended period.
 - Tuition remains fully payable during extended absences to hold the child's spot in the program.
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Health & Wellness Policies



At Bright Light Christian Learning Center, we prioritize student health and well-being. Our policies help create a safe, clean, and supportive environment for all children.

Immunization & Health Records

All children must have up-to-date immunizations before the first day.

A waiver will be accepted in lieu of record

Illness Policy When to Keep Your Child at Home

Children must stay home if they have:

- Fever of 100.4°F (38°C) or higher (must be fever-free for 24 hours without medication to return).
- Vomiting or diarrhea in the past 24 hours.
- Unexplained rash, pink eye, or contagious illness.
- Persistent cough, difficulty breathing, or flu-like symptoms.

If your child is absent for 3+ days due to illness, a doctor's note is required.



Medication Policy

Prescription medications require a Medication Authorization Form from a doctor.

All medication must be in its original packaging and handed directly to a staff member.

No medication (including cough drops) should be left in a child's backpack

Allergy & Food Safety Policy

Bright Light Christian Learning Center provides a daily snack. Students are welcome to bring their own. Please give to a teacher at drop off.

Parents must disclose food allergies or dietary restrictions during enrollment.

EpiPens and inhalers must be provided by parents if needed.



Dress Code & Personal Belongings Policy

We encourage children to wear comfortable, weather-appropriate clothing that allows for safe movement, active play, and independent self-care. Our dress code promotes practicality, safety, and school identity while allowing children to express themselves.

Dress Code Guidelines

Comfortable, Play-Appropriate Clothing

- Children should wear loose, breathable clothing that allows free movement.
- Clothes should be easy for children to manage (e.g., elastic waistbands instead of buttons/zippers).

Weather-Appropriate Attire

- Cold Weather: Coats, gloves, hats, and closed-toe shoes.
- Warm Weather: Lightweight, sun-protective clothing and a wide-brimmed hat for outdoor play.

Shoes for Safety

- Closed-toe shoes with rubber soles are recommended.
- No sandals, flip-flops, or shoes with wheels (to prevent injuries).

Extra Clothing Requirement

- Parents must provide a labeled extra set of clothes (shirt, pants, socks, and underwear) in case of spills or accidents.

All clothing and accessories must be labeled with the child's name to prevent mix-ups.



What Not to Wear

- Clothing with inappropriate images, logos, or slogans.
- Jewelry or accessories that pose a safety risk (e.g., dangling earrings, long necklaces).
- Shoes with wheels, flip-flops, or heels.

Personal Belongings Policy

Items to Bring Daily

- **Backpack**
large enough for a lunchbox, extra clothes, and schoolwork
- **Reusable Water Bottle**
labeled with the child's name
- **Lunch & Snacks**
if not participating in the school Snacks or Thursday cooking

Items Not Allowed at School

- **Toys from home**
except for special sharing days
- **Electronic devices**
tablets, smartwatches, phones
- **xpensive or sentimental items**
the school is not responsible for lost or damaged items

By following this dress code and personal belongings policy, we ensure that all children feel safe, comfortable, and prepared for a fun and active day at school.



Parent Involvement Opportunities



We offer various ways for parents to be actively engaged in their child's school experience:



Safety and cleaning

- **Safety**

A group of parents have taken over most of this including mosquito control, safety fences, removing roots, ant control, removing broken or dangerous toys/equipment, equipment repairs, and more. Reach out to the parent group if you are interested in helping or attending a clean up day.

- **Cleaning**

We always need help with cleaning and sanitation



School-Wide Volunteering

- **Field Trip Chaperones**

Parents are invited on all field trips

- **Event Planning Committee**

Assisting with school-wide events.

- **Fundraising & Donation Drives**

Helping organize fundraising efforts.



Communication Between School & Parents

We prioritize open and transparent communication with families. Below are the ways we keep parents informed:

Group communication

- **Monthly newsletter**
Pick it up monthly at drop off
- **Private Facebook group**
Check it regularly. Important information including closures is posted there.

Direct Communication

- **Parent-Teacher Meetings**
Available by putting a request in communication box
- **Communication box**
The blue communication box is best way to contact us. Emails sometimes end up in spam. This is the quickest and most reliable means of communication.



Acknowledgment & Agreement Form

Agreement to Reasonable Risk and Responsibility

1. **Acknowledgment of Risk** The Parent/Guardian acknowledges that participation in school activities, including but not limited to classroom activities, playground use, physical activities, field trips, and other school-sponsored events, involves inherent risks. Despite reasonable supervision, safety rules, and precautions taken by the School and its staff, injuries may occur. The Parent/Guardian understands and accepts that such risks are a normal part of school activities and may include minor injuries (such as cuts, bruises, or sprains) as well as more serious injuries.
2. **Assumption of Risk** By signing this Agreement, the Parent/Guardian voluntarily assumes all reasonable and inherent risks associated with the Student's participation in activities at Bright Light Christian Learning Center.
3. **Release of Liability** To the fullest extent permitted under Texas law, the Parent/Guardian agrees to release, waive, and hold harmless Bright Light Christian Learning Center, its directors, administrators, teachers, employees, volunteers, and representatives from any and all claims, demands, liabilities, damages, or causes of action arising out of or related to injuries sustained by the Student during participation in school activities, except in cases of gross negligence or willful misconduct as defined by applicable law.
4. **Separate Entity Acknowledgment** The Parent/Guardian understands and agrees that Bright Light Free Will Baptist is a separate legal and organizational entity from Bright Light Christian Learning Center. Bright Light Free Will Baptist does not own, operate, supervise, or control the activities of the School and shall not be held responsible or liable for any actions, activities, incidents, or obligations of Bright Light Christian Learning Center.
5. **Medical Authorization** In the event of an emergency, the Parent/Guardian authorizes Bright Light Christian Learning Center staff to obtain reasonable medical care for the Student if the Parent/Guardian cannot be reached immediately. The Parent/Guardian understands that they are responsible for any medical costs incurred.
6. **Agreement and Understanding** By agreeing, the Parent/Guardian acknowledges that they have read and understood this Agreement, understand the risks involved, and voluntarily agree to its terms. (A yes is required for enrollment)

Payment plan agreement

acknowledge that my first payment is due 8/1. The remaining payments will be due 9/20, 10/20, 11/20, 12/20, 1/20, 2/20, 3/20, 4/20. I have 1 free extension. Additional extensions past the 25th will have a 15% late fee.

We want to keep this program affordable for all families. We understand things happen. Communication is a must, though. Reach out as soon as possible if you need an extension. If you drop mid-year, you are responsible for the entire tuition. If we have to send to collections there will be additional fees and late fees. This keeps it fair for all families, including those that pay in full.

The logo features a bright orange background with a large, stylized yellow sun in the upper right corner. A large, abstract yellow shape, resembling a person's silhouette, is positioned in the center and right side of the image. The text "Bright Light Christian Learning Center" is written in a bold, blue, sans-serif font, stacked vertically on the left side of the yellow silhouette.

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**11200 State Highway 30
College Station, TX 77845**