

Early Learning Center



Greenwell Springs Baptist Church

19421 Greenwell Springs Road
Greenwell Springs, LA 70739

Parent's Handbook
&
Registration Information

Greenwell Springs Baptist Church

Early Learning Center

Monday-Friday

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Purpose Statement: Greenwell Springs Early Learning Center (ELC) is an extension of the Children's Ministry of Greenwell Springs. The purpose of the Early Learning Center is to provide a safe and happy learning environment for a child that is Christ-centered. Our goal is to minister to your child as we use Bible-based themes in our daily activities and teaching, including Christian music, and age-appropriate spiritual messages.

Registration Fee:

At time of registration, a \$150.00/child **non-refundable** registration fee is required. This fee will reserve your child's space for the 2016-17schol year.

Supply Fee: The supply fee for all students will be \$100 for the fall semester and \$100 for the spring semester.

Monthly Tuition:

The staff is employed based upon the number of children registered per day. Your child's registration is your financial commitment to pay monthly tuition for the number of days indicated whether your child is present or absent. Salaries and overhead expenses cannot be reduced because of "absentee losses" in income. Therefore, the ELC must charge tuition regardless of attendance, in order to support the enrollment space guaranteed for your child. Greenwell Springs appreciates your cooperation in this matter. A paid two week notice is required for withdrawal from ELC.

Tuesday, Wednesday, and Thursday: \$195.00/month

Monday-Friday: \$275.00/month (only option for 4 year old class)

***Multi-child discount is given to families. 20% savings off of second child and 30% savings off of third child.**

Hours:

9:00 a.m.-1:30 p.m. Monday–Friday

Children are to arrive no earlier than 9 a.m. and be picked up no later than 1:30 p.m.

A \$1.00/minute late fee will be assessed for children picked up after 1:30 p.m.

Age: 9 months-4 years (on or before September 30th).

Tuition:

All checks should be made out to Greenwell Springs Baptist Church (or GSBC). Tuition is a monthly fee and is due on the first ELC day of the month. **No refunds or reductions are given for illness, vacations, or bad weather days. Salaries and overhead expenses cannot be reduced because of "absentee-losses" in income. Therefore, the ELC must charge, regardless of attendance, in order to support the enrollment space guaranteed for your child.**

A late fee of \$5.00 per day will be assessed for any tuition not received by the 5th of the month. Notes will be sent giving you a statement of your account if it is past due. Children will be subject to removal from ELC when an account becomes two weeks past due.

Withdrawal:

If a child needs to withdraw from the ELC, a **two weeks paid notice** is required, so the vacancy can be filled by another child. Should advanced notice be possible, it would be greatly appreciated.

Potty Training:

All children entering the three and four year old classes **MUST** be potty trained in order to enter the class. We are not equipped to change the children in the classroom for these age groups. Grace is given in the first few weeks of school in our three year old classes. Repeated potty issues will result in dismissal from the ELC.

Pickup and Delivery of Children:

The ELC hours are Monday thru Friday from 9:00 a.m. to 1:30 p.m. **Please arrive on time.** Children may not arrive before 9 a.m. and must never be left in an ELC classroom without a teacher present. Parents are asked to pick up the child by 1:30 p.m. Late fees will be assessed after 1:30 p.m. If someone other than a person authorized on the registration form, is to pick up your child, you must notify the director. This person must present their driver's license for identification when they arrive. **Children should already have had their breakfast prior to their arrival to school. Children will not be allowed to eat unless it is their lunchtime or their designated snack time. Please do not allow your child to bring toys from home.**

Carpool:

Carpool will begin two weeks after school starts. Carpool will be for 2, 3 and 4 year olds this year. You will have two "school bus tags" that need to be visible from the rear view mirror. This will help us identify the child that goes in your car and help assist in quicker loading of children. Teachers are not allowed to buckle or unbuckle your child. Pulling forward as much as you can under the covered patio, will enable us to load and unload as many children as possible. Please have your child unbuckled and ready to get out of the vehicle for the morning carpool drop off. For the afternoon pickup, you will need to pull to the front parking lot to buckle up your child.

Greenwell Springs ELC asks that you please not be on the cell phone during the drop off and pick up of your child.

Arriving on Time:

Because this is an Early Learning Center, being on time is essential in the daily routine of your child. Please have your child here by 9:15 a.m. Teachers will begin instruction promptly at 9:15 a.m. If your child is late he/she will be behind in learning for the day. We ask that you call if you are running late and will be past 9:15 a.m. The latest a child will be received into the school is 9:30 unless you have checked with the director about the late drop off. *If late drop off becomes excessive, it will be left to the director's discretion to conference with the parent and then ultimately dismiss the child.*

Illness:

A child who arrives at the ELC noticeably ill (with a rash, fever, or thick or greenish discharge from their nose—unless decided by the director) will not be accepted for that day. Children should be free of fever for a full 24 hours before attending ELC. If a child becomes ill during the day, the parent will be notified immediately. The child will be removed from class until the parent arrives to take the child home. **We do not administer medication of any kind.** If a child contracts a communicable disease and exposes other children, a notice will be posted and parents will be notified when they pick up their children. The ill child will not be allowed to return to ELC until the contagion period has expired and has medical approval to return. In the event of a medical emergency, we must have a form giving permission for treatment of your child. The form provides a place for parents to give the name of the physician to call or hospital emergency room to be used, if needed. If an emergency occurs the staff will call 911 and the parents will be notified as quickly as possible.

First Aid:

Minor cuts and scrapes will be cleaned and bandaged by the staff. All ELC staff must wear latex gloves whenever the skin is broken and blood is present. Bumps to the head or any swelling due to an injury will be treated with ice and parents will be notified. Parents will be notified of any head injury that occurs while the child is at ELC and it will be up to the director if the child needs to be sent home or not.

Clothing:

Please label everything! Your child should dress in comfortable clothing appropriate for play. Tennis shoes are preferred because they are safer when climbing on play equipment. NO FLIP FLOPS!!! Preschoolers need to feel free to participate in the activities without worrying about their clothes. Please label all indoor and outdoor clothing. A change of clothes (for emergencies) is needed for **all children**. Children who are not potty trained will need to come with a daily supply of diapers and *wipes*. Also, please put bloomers/shorts under all dresses.

Lunches and Snacks:

Babies need to bring the appropriate food, spoon and/or bottles (all properly labeled). Please give written instructions concerning feeding on the sign-in sheet. All bottles must be plastic. Toddlers need to bring a *sippy cup* in their diaper bag each day, along with juice or a drink for a snack. Parents are to provide their children with a lunch of **simple finger foods** that require no special preparation or heating by the ELC teacher and a beverage. **Children may not bring nuts, whole grapes (grapes should be cut in half), glass bottles, or carbonated drinks in a thermos.** Children under three may not bring popcorn. Three and four year old children will be furnished a snack each morning. Two year olds will be furnished an afternoon snack. Birthday treats may be brought for a class with advance notice. Please no hard candy, gum or cough drops allowed in the center---PLEASE!!!

Rest Time:

Infants and bed babies will rest in baby beds and may bring a special sleep toy or blanket, if needed. Children twelve months and older will need to bring a mat with a mat cover, and a blanket for rest time. Parents will be asked to launder the mat cover & blanket when needed. Each day after lunch time, a rest time is observed. Children are required to rest quietly on their mats, but are not required to sleep. If children become disruptive during naptime a parent will be called to come pick the child up. If continual disruption occurs at naptime, the director has the right to ask for the child to either be picked up at naptime or be removed from the classroom permanently.

Behavior and Guidance:

Discipline is directed to help each child learn self-control. Children will be praised for acceptable behavior. They will be encouraged to stop and think about unpleasant behaviors, enabling the child to work at redirecting his actions, thus achieving self-control. When a child needs further reminders of correct behavior, time-out will be recommended. Time-out is to take place in the room using an isolated spot away from ongoing activities. Usually one minute of time-out per year of age is recommended. In the event these measures do not bring about acceptable behavior, the child will be directed to the ELC director to discuss their behavior. If the ELC director feels further help is needed, parents will be contacted. **A child that has continual behavior write-ups will be dismissed from the ELC.**

Biting Policy: The following will be the policy that the Greenwell Springs Early Learning Center that will followed for biting incidents. **First offense**—Child who bites: put in time out and behavior report will be written; Child who is bitten: will be separated from child who has bitten him/her and wound area will be cleaned with antibacterial soap and water. Parent of bitten child will be called. **Second offense**—child who bites will be placed in director's office, parent will be called and behavior report sent home; same action will be taken for child who is bitten as with first offense. **Third offense**—director will call parent of child who bites to come pick child up. *The child who bites will be removed from the classroom for 2 days.* **Fourth offense**—dismissed for 3 days. *If biting exceeds five incidents the child will be removed from the classroom for 1 week.* Upon the 6th incident, the child will be asked to leave the center. We all understand that children go through phases of biting. It is our goal to keep every child here at Greenwell Springs Baptist Church.

We will work with you to help the biting stop; however it is not cute or funny. It is not a game and dismissal will occur for repeat offenses.

Curriculum:

We use the A Beka curriculum starting with the one year old and up. Play and learning are incorporated everyday. Structure and schedule are taught in the classroom. This makes a child's day more predictable. Outside time is observed everyday unless the weather is bad. Centers are used to help children learn to play together, also.

Photographs, Videos, and Television:

There are occasions when your child might be photographed, shown on video, or on television. In order for this to be done, a permission slip must be signed by a parent.

Staff:

The ELC staff are Christians and have demonstrated competency in nurturing and instructing children in the ways of the Lord. Our teachers are provided with a basic curriculum of study to use in planning their lessons and time with the children. All Greenwell Springs ELC staff have been trained in CPR and have had a background check completed.

Abuse and Neglect:

Any suspected case of abuse and/or neglect of any child brought to Greenwell Springs ELC must be reported by us in accordance with La. R.S. 14:403 to the local Child Protection Agency. All teachers have been instructed to report any possible signs or symptoms of physical, emotional, or sexual abuse or neglect to the ELC Director, who will document and date each incident. Observations made on a consistent basis will result in a report being filed with the local Child Protection Agency who will conduct a thorough investigation.

§ 403. Abuse of children; missing or abused children; reports; immunity; central registry; investigations; definitions; waiver of privilege; penalties

- A. Purpose. The purpose of this Section is to protect children whose physical or mental health and welfare are substantially at risk of harm by abuse, neglect, or sexual abuse, and may be further threatened by the conduct of those responsible for their care and protection or by any other person, by providing for either mandatory or permissive reporting by certain persons having reasonable cause to believe that any child is so endangered. It is the intention to provide professional screening of these reports which will minimize unnecessary interference with family privacy and yet, will authorize the protective and preventative intervention needed to safeguard and enhance the health and well being of the children. This Section shall be administered and interpreted to provide the greatest possible protection as promptly as possible for such children.

Non-Discrimination Policy:

Greenwell Springs ELC does not discriminate on the basis of race, color, creed, sex, national origin, handicap, or ancestry.