



Early Learning Center

**2037 Quail Drive
Baton Rouge, LA 70808
(225) 769-6760**

Mission Statement

The Church Academy Early Learning Center mission is shaping hearts and sharpening minds to be conformed to the image of Jesus Christ; His Mind, His Life, His Mission, and His Promises.

Purpose

Our desire is to see your child grow through academics, character building, and spiritual understanding. We also want the students to be exposed to the arts as well as teach them a foreign language. This will be a hands on learning environment for your child.

Curriculum

The 2-day and 4-day classes will use the A Beka curriculum. A Beka book provides an outstanding curriculum and textbooks built on foundation of academic excellence and Christian Character training. Your child will benefit from their treasury of textbooks and teaching materials that reflect the very best traditional education, comprehensive curriculum, and eternal truths. The teaching materials provide guided activities in the areas of phonics, reading readiness, math, and writing skills, and teach self-control while allowing children to experience the “fun” in learning (age appropriate for your child.)

Program Highlights

Daily Chapel
Bible Lessons
Beginning Foreign Language Weekly
Music
Creative Movement
Phonological Awareness
Language Development
Pre-Writing Skills
Letter Recognition & Formation
Pre-Reading Skills
Number Recognition & Concepts
CPR & First Aid certified staff
Continuing Education for staff
Phones in each classroom

Enrollment

Application for enrollment of children will be considered without regard to race, color, sex, or national origin. However, we reserve the right to deny admission or continued enrollment to any individual whom we feel will not benefit from our educational program. We also reserve the right to deny admission or continued enrollment of any student whose lifestyle is not in harmony with the stated philosophy, purpose, or standards of TCAELC. To be admitted, all families must be interviewed. It is desirable for students being admitted to attend the interview.

Priority for enrollment will be given as follows:

1. Current students and siblings
2. The Church members
3. New families

Enrollment is open to any child 1 year of age to pre-kindergarten age 4. Children are enrolled in the program on a first come, first served basis. Enrollment is limited, because we are committed to maintaining low child to staff ratios. Child/teacher ratio goals in our program are as follows:

One Year Olds..... 10 children to 2 teachers
Two Year Olds..... 12 children to 2 teachers
Three Year Olds..... 14 children to 2 teachers
Four Year Olds..... 14 children to 2 teachers

A non-refundable registration fee of \$200 per child is assessed prior to enrollment and every year of attendance thereafter upon registering for the upcoming school year. A position in the program cannot be reserved without the payment of the registration fee.

Hours and Days of Operation

Our hours are from 9:00 a.m. through 2:00 p.m. Monday-Thursday. Classes begin in September and continue through May. Beginning/ending dates and holidays are listed on our yearly calendar.

Inclement Weather: During the school year the center will close when The Church Academy in Baton Rouge closes due to bad weather conditions. Stay tuned to local radio and television stations for announced closure. If severe weather should occur while school is in session, you will be notified as quickly as possible.

Holidays/School Closures

The ELC will follow The Church Academy in Baton Rouge calendar.

Holidays

- **Halloween** –We do not celebrate Halloween. If students in class discuss Halloween to others, we will divert the conversation. Please also refrain from bringing Halloween candy or treats to share with the class.
- **Christmas** – We do not promote Santa Clause, Elves, etc. Again, our focus on this time is directed towards Jesus' birth. The teachers will not get into a discussion about Santa Clause being real or not. They will turn the attention and the focus to Christ. We will not outright tell them about Santa Clause, but instead, again, divert the discussion to Jesus. Again, please be mindful with treats and snacks during this time.
- **Tooth Fairy** – We do not promote the tooth fairy either but will divert the students' discussion to that on the Lord.
- **Valentine's Day** – We do exchange Valentine cards but only the cards that have scripture or encouraging words. These cards are usually found online or at Lifeway Christian Bookstore. More information will be given to you by your teacher closer to February.
- **Mardi Gras** – **We do not recognize or participate in any Mardi Gras functions. Students are strongly discouraged to participate or attend any functions associated with Mardi Gras. We do have school during the Mardi Gras holiday.**
- **Easter** – We do not promote the Easter bunny but will again divert the students' attention to Jesus' resurrection.

Monthly Tuition – paid monthly, September through May

Tuition is to be paid once a month on the 1st or 15th of each month. All payments are to be made through our FACTS system and RenWeb program.

If the payment comes back NSF, you will be charged a NSF fee of \$35 for every failed attempt. Your child will not be allowed to attend ELC until your payment is current.

Tuition reserves your child's space in the program and cannot be reduced due to absences, since salaries and overhead expenses of the program remain the same whether your child attends or not. Tuition rates have been calculated and divided into 9 payments of the same amount.

ELC Cost:

- 2 Days: 1's and 2's
Monday and Wednesday 9am-2pm OR Tuesday and Thursday 9am-2pm
\$260 a month
- 4 days: K3 and K4 (must be completely toilet trained before starting school)
(1 and 2 year olds can attend school four days and pay the following rate)
Monday thru Thursday 9am-2pm
\$490 a month

Registration, curriculum, & supply fee \$200 per child

NOTE: An additional child or children in the same family will receive a tuition discount of \$25 per month.

Late Pick-Up

A late fee will be charged if a child is picked up after 2:00 p.m. A fee of \$15 will be charged for any portion of the first 10-minute period of overtime. \$1.00 will be charged for each minute thereafter. Late fees will be charged to the FACTS account. After 3 late pick-ups a letter will be sent home to address the issue and if the issue is not resolved dismissal from program could occur.

Withdrawals or Schedule Changes

During the school year, a two-week notice is required for withdrawals from the program. This allows us time to find a replacement for your child's spot. Payment is required for the 2-week notice (1/2 the monthly tuition), and your child may attend school during that time. Withdrawal and schedule change forms are available at the office.

Dismissal from the Program

We sincerely strive to meet the individual needs of each child in our program. However, there are some reasons for which a child may be dismissed:

1. The ELC administration believes that the program is not able to adequately meet the needs of the child.
2. A problem continues which negatively affects other children.
3. Tuition payments are delinquent.
4. There has been a failure to meet TCAELC policies and procedures.

Health, Illness and Medication

We make every effort to prevent the spread of illness and ask each family to cooperate with our policies for the good of all. Due to our short hours of operation, ELC staff will not administer medications.

Our policy states if your child has shown signs of any of the following within the last 24 hours, he/she must stay home:

- Fever (100.0 or higher) measured axillary
- Heavy nasal discharge (green)
- Vomiting
- Diarrhea (not contained with/without medication or 3 loose stools)
- Sore Throat
- Earache
- Eye Discharge (white or yellow), pink eye
- Head lice
- Unexplained rash or skin infection
- Hand, Foot, and Mouth Disease – a fairly common viral illness that tends to cause fever and rashes in infants and children, most often in summer or early autumn.
- Symptoms of any communicable disease (NOTE: Please notify the Director of any communicable disease your child has, such as chicken pox, measles, mumps, etc. Following any such disease, a **doctor's note** must be brought in order for your child to return to school.)

Health Policy/Exclusions

Immunization records must be up-to-date and on file at the center. If the immunization record is expired, the child will not be allowed to return to care until updated.

The ELC staff has the right to exclude any child that may display symptoms of illness.

Any child that has a 100 degree temperature or above will be excluded from care for 24 hours.

The child must be free of fever for 24 hours without medication before returning to the center.

If a child is sent home for any unknown illness or rash a physician's written release must be presented upon the child's return. The physician's note must state the child is free from contagious disease and may return. The physician's note must also contain the physician's signature and date the child can return to the ELC.

If a child becomes ill at school or displays any of the above symptoms: Staff will contact the parent to pick up their child promptly within the hour. If parents cannot be reached, alternate names from the Registration Form will be called. While we realize that this is an inconvenience, we ask that parents respect the judgment of the staff as they endeavor to help sick children recover and avoid the spread of sickness. Any of the above symptoms require the child to be symptom-free for **24 hours**, which effectively means the child may not attend the **next school day**.

Injury

ELC staff will administer minor first aid when necessary. Parents will be notified of any accident or injury that occurs at ELC.

Arrival and Departure

Carpool begins at 8:45am and will end at 9:00am. We will have teachers bring your child to his/her class. (If you arrive with your child after 9:00am you will have to park and bring your child in to check him/her in at the main office desk.) Departure/Pick up begins at 1:45pm and ends at

2:00pm. The lead teacher will bring your child to the car when you arrive. You must have carpool numbers visible to the carpool teacher so we can get your child to your car as quickly as possible. Each family will receive two carpool number tags. Additional carpool number tags are available for purchase at the office. Only individuals listed on the release agreement form may check out a child. Staff members will not buckle any child in a safety restraint.

Custody Orders

Certified custody orders must be provided to the Director any time a limitation is put on a parent or legal guardian of a child.

Guidance and behavior management

We believe that discipline is an integral part of the educational process. We understand discipline to be an environment in which students can learn and follow the Lord and respect authority. Discipline is a total environment with growth maximized by drawing proper boundaries and enforcing the necessary policies for personal development. The ELC philosophy regarding student behavior is based upon the merits of discipleship. A disciple of Jesus Christ seeks to follow rules and regulations because of the heartfelt response to honoring God. Therefore, teachers will strive to encourage discipleship and student growth when handling discipline issues.

1. We will guide indirectly through effective room arrangement and activities, consistent routines, clearly stating behavior expectations, and offering choices when appropriate.
2. We will set limits and expect actions from children that are appropriate for each child's level of understanding.
3. We will encourage and model appropriate behavior.
4. We will state suggestions, directions, and rules positively.
5. We will use a kind voice when guiding children. Our words and tones will help the child to feel confident and reassured.
6. Behaviors that put the safety of a child or another child in jeopardy may warrant further steps such as:
 - Removing a child from a play area
 - Removal from the group for a short period of time. (Time-out is brief in duration, generally one minute per year of age, and appropriate to the circumstances.
 - Visit to the Director's office
 - Parent phone call or conference to discuss how parents and staff can work together to reach the desired behavior goal
 - If a child displays persistent uncontrollable behaviors and all above approaches are to no avail, parents may be asked to remove their child from our program. This is an absolute last resort.
 - No physical discipline of any form is used in our program, and discipline will not be associated with nap time, food or bathroom procedures.

Lunch and Snacks

Parents are responsible for either buying lunch through the lunch program at TCABR or providing a healthy lunch for their child. Each child will need to bring two labeled sippie cups, one for lunch and one for snack time. **PLEASE NOTE:** Children may not bring carbonated

drinks or dark-colored juices that may stain carpets and clothing. Food will not be refrigerated. Also, we do not have the ability to warm food at lunch time. If you include a dessert, we ask that you avoid cupcakes and other items that are heavily-frosted. Again, please label all lunch containers in order to avoid meal-time frustration. As a reminder, we are a nut free facility. Please do not send any food items that contain nuts. If you are purchasing lunch, the cost will be \$3.00 a day. Parents will also be responsible for providing a healthy snack for their child's class on a rotating basis

Allergies

If a child in a classroom has a severe allergic reaction to a particular food, the entire classroom will be asked to refrain from sending that particular food for the well-being of all children.

Toilet Training

Many two-year-old children begin to show an interest in using the 'potty' instead of staying in diapers. During the transition from diapering to toileting, it is helpful for families and teachers to work together. Our teachers will make every effort to coordinate with a parent's style of training. Your child will need to arrive in a pull-up with Velcro straps. Please be sure to supply us with plenty of clothing changes to adequately care for your child, including socks and shoes as well as underwear and clothing. Three and four year olds must be fully potty trained. Toilet trained children must wear clothes that they can easily handle by themselves.

Biting

Biting is a natural developmental stage that many children go through. It is usually a temporary condition that is most common between thirteen and twenty-four months of age, when children are in the beginning process of learning what is socially acceptable and what is not. Toddlers bite other toddlers for many different reasons (teething, fatigue, frustration, experimentation, trying to get someone's attention, etc.) and sometimes for no apparent reason. They have poor verbal skills and are often impulsive with little self-control. However, when biting occurs we do take it seriously and try to ascertain why the child bit and work to extinguish the behavior as quickly as possible and assist in developing positive social skills. Our program's biting policy addresses the actions the staff will take if a biting incident occurs. Confidentiality of all children involved will be maintained.

For the child who is bitten:

1. The bitten child will be separated from the child who bit and comforted.
2. Appropriate first aid will be administered.
3. A written incident report will be completed.

For the child who bites:

1. Staff will stay calm and will not overreact.
2. Staff will remove the child who bit from the situation, telling the child firmly that biting hurts, and that we do not bite people.
3. The child will be guided with words on an appropriate level ("I see you wanted _____. You may not bite. Let's find another toy.") and redirected to another object or play area.
4. Parents will be notified that their child has bitten at school.

5. If a child bites 2 times on any one day, he/she will be sent home for the remainder of that day.
6. If a child is sent home due to biting or if biting is occurring frequently, a conference with the teacher, parents, and director will be called to assess the concern and work together in developing a strategy for change.

To minimize biting, our staff will:

1. Maintain a close and constant supervision of the children at all times.
2. Shadow the child who is biting so that he/she is near caregivers, attempting to head off biting before it occurs.

Personal belongings

Each room is supplied with age-appropriate materials. Please leave your child's toys at home or in your car. Lost or broken toys may cause conflict and hurt feelings in a classroom, disrupting the day for teachers and children. We ask that parents help children to differentiate between "home toys" and toys that are provided at school. Of course, guns, knives, and other play weapons are never allowed.

Teachers may occasionally request that children bring items from home to reinforce current learning concepts. Please make every effort to encourage your child to participate in these activities by helping him/ her to select an appropriate item to bring to school. Please do not send any irreplaceable treasures, as we cannot be responsible for broken or misplaced items.

Clothing and bedding

A developmentally appropriate curriculum is based upon hands-on learning principles. Therefore, your child will be active both indoors and out. It is important that your child be dressed in comfortable, washable clothes, because they will be subject to food and paint spills. Younger children and children who are potty-learning need to bring multiple changes of clothing. All children must have at least one complete change of clothing on hand at the center at all times. Shoes are required for all children. NOTE: Flip-flops, open toed shoes, backless sandals, and Crocs are not allowed at ELC, because of their tendency to cause falling and tripping on the playground.

A quiet time for rest is provided each day. All classes will rest on center-provided cots on the floor of their classrooms. Please bring your child a fitted sheet and blanket to go with the cots. We will send them home each week on Thursday to be washed and returned to us on Monday. NOTE: Children are not required to go to sleep during rest time. After 30 minutes of rest time, those who do not sleep may be offered a book or quiet activity to take to their nap mat.

Parental Involvement

Our center has an open-door policy. Custodial parents or guardians, and non-custodial parents with written authorization by the custodial parent, are welcome to visit the center unannounced anytime during regular hours of operation as long as the child is enrolled. We request that classroom visits be brief in order for the children's and teachers' interactions and routines to be as consistent as possible. Please remember that some children have difficulty when parents are nearby.

Parent/Teacher Conferences

It is our Lead teacher responsibility to communicate with parents regarding their child's progress. Our primary method of communication is daily information shared between the staff and parents and through email. Each child will have a daily folder that will be sent home with work done for that day and any important paperwork or reminders for the parents. This will need to be returned each day with the student and his/her backpack. It is best not to discuss a child at length during departure time, because each child deserves a sense of privacy and confidentiality, and we need to be able to return quickly to the classroom to get the next student to his/her car. If you would like to discuss your child's development further at any time with the teachers or the Director, please let us know, and a convenient time for all will be scheduled. Special problems or occurrences affecting your child will be brought to your attention as needed.

Parents of children in our Pre-K 3 and Pre-K4 class will have a conference a minimum of once a year with their child's teacher. A developmental checklist completed by the teacher will be used to help assist in tracking each child's progress.

Birthdays and Special Occasions

We will be happy to celebrate your child's birthday at school. When your child has a birthday, you are welcome to provide a special 'treat' for each child in the class. Please check with your child's teacher to arrange a time and to discuss an appropriate snack and any food allergies in the class.

Outdoor play

Fresh air and exercise are an important part of your child's health development. We will play outdoors every day, weather permitting, so please dress your child in clothes suitable for enjoying God's beautiful world. Any outer-wear garments such as coats, hats, and gloves must be labeled with your child's name. During inclement weather the children will play in the rooms with fun activities saved for just those days.

Things to bring to ELC:

1. Extra change of clothing, each item labeled, in labeled gallon Ziploc bag.
2. Semester supplies
 - 1's & 2's Supply list:** (will be asked again when supplies begin to run out)
 - 2 Big rolls of paper towels
 - 2 Box Kleenex
 - 2 Bags of at least 80 count baby wipes
 - 2 Boxes of latex free gloves
 - 2 Package of 75ct Clorox Wipes
 - 2 Box of gallon sized Ziploc bags
 - 3's & 4's Supply list:** (will be asked again when supplies begin to run out)
 - 2 Big rolls of paper towels
 - 2 Box of Kleenex
 - 1 Box of latex free gloves
 - 1 Box of big Crayons
 - 1 Pop-up container non-alcohol hand/face wipes or "boogie wipes"
 - 1 Package of 75ct Clorox Wipes
 - 1 Box of gallon sized Ziploc bags

3. Current immunization record (*must have prior to start date*)

Donation supplies: EXTRA Paper Towels, baby wipes, Hand/face wipes, Clorox Wipes, Ziploc bags and latex free gloves!!!!

Things to bring on a Daily Basis:

1. Food items as described above
2. Teachers will communicate with families by placing any paperwork in your child's ELC folder and backpack daily. Parents are responsible for checking their child's backpack and folder daily and returning them to school. These items need to be in your child's backpack at all times: 4 diapers/pull-ups labeled with child's name, diaper cream, extra clothes, sippy cups, lunch box and ELC folder.
3. Carpool tag number attached to backpack

Signing below states, I have read this entire handbook. I understand and agree to adhere to all the terms and policies for The Church Academy Early Learning Center.

Parent's Signature

Date

Parent's Printed Name

Please return to The Church Academy Early Learning Center's Office.