

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: GSBC Early Learning Center (ELC) is an extension of the Children's Ministry of GSBC. The purpose of the Early Learning Center is to provide a safe and happy learning environment for children that is Christ-centered, while allowing mother's free time for personal and/or church activities. 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 \$75.00/child non-refundable registration fee is required. This fee will reserve your child's space for the 2011-2012 ELC Ministry and is **non-refundable**.

Supply Fee: \$50 **non-refundable** fee per semester (Fall & Spring)

Monthly Tuition:

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, ELC must charge, regardless of attendance, in order to support the enrollment space guaranteed for your child. GSBC appreciates your cooperation in this matter. A paid two week notice is required for withdrawal from ELC.

Monday, Wednesday and Friday \$140.00/month

Monday-Friday: \$190.00/month (only option for 4 year old class)

***** All children in our four year old pre-kindergarten classes must attend no less than 4 days per week.**

Hours:

9:00 a.m. to 2:00 p.m.

Children are to arrive no earlier than 8:45 a.m. and picked up no later than 2:15 p.m. A \$5.00 fee for every 10 minutes late will be assessed for children picked up after 2:15 p.m.

Age: 4 months through four 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, MDO 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 **10th** 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 ELC, a **two weeks paid notice** is required, so the vacancy can be filled by another child. Should more 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 this age group.

Pickup and Delivery of Children:

ELC hours are Monday thru Friday from 9:00 a.m. to 2:00 p.m. Children may not arrive before 8:45 a.m. and must never be left in an ELC classroom without a teacher present. Parents are asked to pick up the child from the classroom at 2:00 p.m. Teachers will not be available more than 15 minutes after class is over. If a child is left later than 2:15 p.m. a fee of \$5.00 (per child) for every 10 minutes, or portion thereof, will be collected when the child is picked up. 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. We will have carpool for the 3’s and 4’s next school year. We will talk more about this at open house.

Rainy Day Pick Up & Drop off – on these days the children will use the doors on the north side of the Worship Center under the overpass.

Illness:

A child who arrives at ELC noticeably ill (with a rash, fever, or thick or greenish discharge from their nose) will not be accepted for that day. Children should have been 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, a form giving permission for treatment of your child must be signed and placed on file. 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. ELC staff will 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 notified. Parents will be notified of any injury that occurs while the child is at ELC.

Clothing:

Please label everything!!! Your child should dress in clothing appropriate for play. Tennis shoes are preferred because they are safer when climbing on play equipment. 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.

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 and preschooler's 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 older preschool 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. Children will be furnished a snack each morning of crackers or cookies. Birthday treats may be brought for a class with advance notice. Please no hard candy or gum.

Rest Time:

Infants and toddlers 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 nap.

Field Trips: These will be onsite only. It will be left to the ELC Director as to when these are scheduled. A note will be sent home in advance about this date.

Behavior and Guidance:

Discipline is directed to help each child learn self-control. Children will be praised for acceptable behavior, and will be encouraged to stop and think about their unpleasant behavior 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.

Curriculum:

Our teachers are dedicated to creating a positive learning experience for preschooler's ages 4 months to 4 years old. We want to meet the spiritual, emotional, mental, physical, and social needs of your child in a warm and loving environment. Using the Wee Learn curriculum, we teach Biblical truths in rooms arranged into play and learning centers where children can make choices for individual and small group activities. Our four year olds will be using the Abeka Learning Curriculum to prepare them for kindergarten.

Photographs, Videos, and Television:

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

Staff:

Our ELC staff are Christians who have demonstrated a 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 GSBC ELC staff are 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 GSBC 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:

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