



Parent Handbook

Broadway United Methodist Church
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2008-2009

Dear Parents:

Welcome to the Early Learning Center Educational Program of Broadway United Methodist Church. Our program exists for you and your child. By you partnering with us, your child will have a fulfilling year of spiritually, socially, emotionally and developmentally appropriate opportunities. Laying the right foundations and developing positive attitudes now will ensure successful experiences in school, relationships, church and spiritual development later.

As parents, you play a vital role in our ministry to your child. This handbook is designed to help you understand our program, it's mission, and the guidelines under which we operate. You are always welcome to visit, ask questions, and make suggestions. Our church values children and believes in families. We sponsor this weekday early learning educational program as a ministry of the church to provide a learning environment that will help children grow as Jesus grew. "And Jesus increased in wisdom and stature, and in favor with God and man." (Luke 2:52).

Thank you for allowing us the privilege of serving you and your child.

Sincerely,
ELC Staff

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Early Learning Center Mission Statement

The Early Learning Center is guided by the belief that children are tender creations of God, needing the special attention and training available in a Christian environment. Our mission is to provide an environment which will help each child develop spiritually, mentally, emotionally, socially and physically. The Early Learning Center is a ministry of Broadway United Methodist Church.



Classes Offered

Four Year Old Preschool
Three Year Old Preschool
Two Year Old Class
Toddler
Infant Care

Class size is limited to 16 students in the four year old preschool class, 15 in the three year old class, 11 in the two year old class, 11 in the toddler class and 7 in the infant class. Each class has two full time teachers.

Enrollment Procedures

By the blessing of God, the Early Learning Center has enjoyed a significant measure of growth over the past several years. This has been especially true as more and more parents have recognized the need for quality education in a warm, nurturing Christian environment. As a result, we have found it necessary to establish the following guidelines for enrollment procedures.

Parents registering their children will be allowed to enroll during their specific registration period. No preference will be given to registration forms brought in ahead of time. Anyone inquiring about enrollment needs to be aware of the following enrollment priorities.

First priority will be given to children presently enrolled. Registration will be open March 3, 2008 for this group. They must register by March 14, 2008. No applications will be accepted before March 1. A pre-registration packet will be sent home with each child the last week of February.

Second priority will be given to Broadway United Methodist Church members. Registration will be open March 3 for this group and they must be registered by March 14.

Third priority will be given to new students who have brothers / sisters who are presently enrolled. Registration will be open March 3 for this group and they must be registered by March 14.

Fourth priority will be given to new students. New student registration will open March 17.

Registration forms will not be considered unless accompanied by the registration and enrollment fees. The enrollment fee is refundable only if your child is denied enrollment.

Admissions Policy

To enter the Four Year Old Preschool class, a child must be at least four years old by October 1 of the current school year.

To enter the Three Year Old Preschool class, a child must be at least three years old by October 1 of the current school year **and** be potty trained, wearing regular undergarments (no pull ups).

To enter the Toddler class, a child must be walking independently.

No child will be denied entrance into Broadway's children's programs on the basis of race, gender or creed. However, for the safety of our children and to help maintain a positive learning environment, we reserve the right to refuse admission to or request the withdrawal of any child whose conduct, influence, and/or attendance does not conform to its rules and regulations.

Termination of Enrollment

Enrollment may be terminated if any of the following items occur:

- a. The school year has come to an end.
- b. Failure to reconcile **delinquent tuition** after **1 month**.
- c. Serious illness of the child preventing attendance.
- d. The center determines that it is unable to meet the needs of the child.
- e. The center determines that it is not in the best interest of the center or other children enrolled at the center to have the child in attendance.

Registration/Enrollment/Tuition Fee Schedule

To register, parents/guardians must complete both sides of the registration form and pay the annual registration fee and enrollment fee. Both the registration and enrollment fee must accompany your child's completed registration form in order for your registration form to be considered.

Registration Fee -\$55.00 March - April (Early Bird)
(non refundable) \$75.00 May - February

Enrollment Fee -\$100.00
(refundable if enrollment is denied) The enrollment fee includes supply and curriculum fees.

| | | |
|--------------------------|---------|----------|
| Monthly Tuition - | Nursery | \$150.00 |
| | Toddler | \$130.00 |
| | Two's | \$130.00 |
| | Three's | \$130.00 |
| | Four's | \$150.00 |

Tuition is due on the **1st** of each month (10 payments, Aug - May)

A \$15.00 late charge will be assessed if tuition is not received by the 10th of each month.

Tuition may be prepaid at any time. Make payment checks payable to ELC.

Tuition is non-refundable and is due whether your child is in attendance or not - there are no provisions for "make-up" days due to illness.

Members of Broadway United Methodist Church receive a \$15.00 discount per month on tuition.

No post-dated checks will be accepted.

Any returned check will incur bank charges. You are responsible for any charges ELC incurs for a returned check.

Mid-Year Enrollment- Students enrolling mid-year will pay the full registration fee. If enrolled prior to Christmas break, the full amount of enrollment fee will be due and the first month's tuition. If enrolling second semester, one-half the enrollment fee will be due with the registration fee and the first month's tuition.

Withdrawal

Two week notice in writing is required for withdrawal and should be submitted to the ELC office. This enables our office to notify families on our waiting list of an opening. The ELC does not reimburse for partial months attended.

Calendar

The Early Learning Center follows the Warren County Public School calendar. When the Warren County schools are closed due to inclement weather or illness, we are also closed. If the County schools dismiss early, we dismiss at our regular time.

You may tune into our local television station WBKO or log onto their web site for the Polar Report when you are in question. Remember to look for Warren County school closing.

We reserve the right to make modifications to this schedule relating to cancellation due to inclement weather, or when needed to accommodate our church activities.

Hours of Operation

All classes begin at 9:00am and end at 1:00pm Monday through Friday. The four year old preschool classes meet in addition to his/her session, on alternating Fridays. If your child attends a four year old class, his/her teacher will let you know which Fridays your child will need to be in attendance.

Open Door Policy

You are welcome in our facility at any time during the day. Because of our need to keep the facility secure, please use the church office doors. Speak with the church secretary and she will notify the ELC office.

Arrival and Departure

Teachers are busy preparing for your child's day and cannot accept children prior to 9:00am. Hallway doors are opened promptly at 9:00am. For the safety of the children, we lock the doors at 9:15am and our doors remain locked until 1:00pm.

We ask you to please make every effort to arrive promptly at both arrival and dismissal. Our staff is ready for your child at 9:00am and ready for you at 1:00pm. If you wish to pick up early, please let your child's teacher know ahead of time. At dismissal, please do not allow your child to walk alone or run ahead through the ELC halls.

"Sign In" Sheet

Upon arrival, please sign your child in on the "sign in" sheet posted outside your child's classroom door. Put a check mark by your child's name and jot down the number where we can reach you. There is a place on the "sign in" sheet where you can leave a message concerning pick up changes as needed. We must have current phone numbers where we can reach you or a designated person, at all times. Persons bringing or picking up a child will need to confirm arrival and departure with your child's teacher.

Signing in your child is an important safety feature. Our teachers use this sign in sheet as their reference sheet when we have our fire drills and any unexpected weather related issues that require us moving the entire student body to safety.

"Arrival time tips" to consider:

Whenever a child begins school, it can be an exciting, but difficult period for the young child. The child may appear eager in the beginning, but may suddenly realize you will not be there and balk at your desire to leave. This is entirely normal! Most children will have little difficulty adjusting to school if these suggestions are followed:

- a. When possible, acclimate your child to his/her class room ahead of time. You may arrange a visit to the class room with our staff.
- b. If grandparents/sitters are dropping off your child, be sure you have gone over the arrival procedures with them.
- c. Be mindful of your child's class dynamics - strive for a "drop and go" style of departure. Try to keep the departure time short and sweet.
- d. If you want to stay a little while after you have dropped off your child, we recommend you slip out of your child's view to do so.
- e. Generally, young children adapt to a new program within 10 school days.
- f. Children must be walked into the building and accompanied to their class room. Please do not allow your children to walk to their classroom alone. Also abide by this policy at dismissal. A set of eyes must be on them at all times!

Backpacks

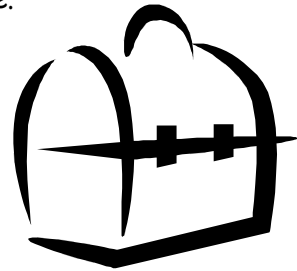
Each child should bring a standard-size backpack (no mini backpacks) with them to class. **Your child's name should be printed on the outside top or front in two inch letters.** (You may print the name directly on the backpack or you may choose to print the name on white tape and place it on the backpack). Children in all classes must have a full change of seasonal appropriate clothes in their backpacks at all times, including socks and underwear. Please place the clothes in a clear plastic zip lock bag for emergencies and **label all your child's belongings.** Be sure to include diapers, wipes and anything your child might need throughout the day.

Lunch Time and Lunchboxes

Each child will need to bring his/her own lunch and drink each day. Lunch is served at the time posted in your child's classroom. Due to limited space, our backpacks serve as storage for our lunches. Your child's lunch box/bag must be placed inside their standard size backpack. Please write your child's name clearly on the outside of his/her lunchbox.

Lunch time tips

- Include only finger foods that your child can eat without assistance.
- Be aware that we are unable to heat lunches.
- Any items that need to be cut up should be cut up at home.
- No glass bottles or glass containers of any type are allowed.
- Label everything that you want to come back home.
- Do not send carbonated beverages in your child's lunch.
- Send required utensils or plastic disposable when necessary.
- Children should not bring gum to school.
- If your child has food allergy, please inform his/her teacher and also inform the ELC office staff.



Dress Code

Dress your child in clothes suitable for play and art activities that will be easy enough for the child to manage alone when toileting. **No flip flops, clogs or slides** - these can be hazardous for children to run and climb in. **Tennis shoes are ideal.** **Write your child's name on all of his/her belongings.**

Toilet Training

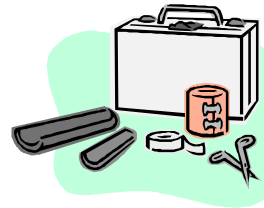
Many of you are or will be in the process of toilet training your child. We will help you with this training in every way we can. All pull-ups, diapers and wipes are to be provided by parents. **Three's are required to be completely toilet trained upon entering the Three Year Olds class.**

Health and Safety

A current Kentucky certificate of immunization is required before your child enters the program. These can be obtained from your child's physician or the Health Department. Note the expiration date on the card and return new cards to the office as necessary.

Illness—If your child is ill, keep him/her home from school. We have found that the best way to prevent illness is to prevent exposure to illness. In order to keep our classes "healthy", we ask you to please keep your child home if he/she has had any of the following:

- Fever
- Vomiting and/or diarrhea (must be free of vomiting and/or diarrhea for 24 hours)
- Any symptoms of childhood diseases such as Scarlet Fever, Measles, Chicken Pox, Strep throat, Flu, or any other infectious disease
- Chicken Pox—all sores must be scabbed over and dry at the edges
- Common cold—from the onset through one week
- Sore throat, Croup, Fifth Disease, Unexplained rash, Head Lice
- Any skin infection—Boils, Ringworm, Impetigo, Thrush, Hand-Foot-Mouth disease
- Pinkeye and/or any other eye infection
- Cloudy or green runny nose
- Persistent cough
- Mononucleosis
- Severe allergies



Check with your physician for diagnosis, treatment, and the proper time for returning to school.

If a child becomes sick at school, he will be cared for in an isolated area. Parents will be notified and required to take the child home. Please inform the teacher or office staff of your plans for the day if you cannot be reached at the phone number on the enrollment form. Write the number on the sign in sheet as well. **It is very important that you keep your cell phone on when your child is in our care.**

The ELC staff will administer first aid consisting of cleaning small wounds and applying ice when necessary unless otherwise advised by the parent. An Accident/Illness report will be given to the parent informing them of actions taken by the ELC.

Medication—No medicines shall be dispensed by the staff to the children except with a signed and dated request from the parents. The medicine must be in the original container and clearly labeled with the child's name, name of drug, and directions for administering. Over the counter drugs must have the amount of the dosage for the age of the child on the container, otherwise we cannot give it to the child regardless of parent permission.

Sunscreen —If you wish for your child to have on sunscreen, please apply before they come to school. We highly recommend applying sunscreen on warm, sunny days.

Accidental Injuries—You will be notified immediately if there is an injury. In case of an emergency, 911 will be called. If we are unable to reach the parents/guardian, we will notify the person/s listed on your registration form. **Please inform us of any changes that need to be made on this form throughout the year.**

The program exercises reasonable care and judgment in all matters related to safety. In all emergencies, the program has permission to take such reasonable measures, in the judgment of the teacher or coordinator, necessary for the welfare and safety of the child until a parent can be reached.

Birthday Celebrations

We love to celebrate birthdays. You may send a special treat for your child to share with the class. Acceptable snacks are cookies, donuts, donut holes or a similar easy to handle treats. The large cookie cakes are wonderful. While cakes and cupcakes seem so logical, they are very messy and sometimes hard for children to handle.

Pets and Other Animals

Being mindful of allergies and potential dangers associated with pets, the ELC has adapted the policy to NOT allow pets of any kind anywhere in the school.

Discipline

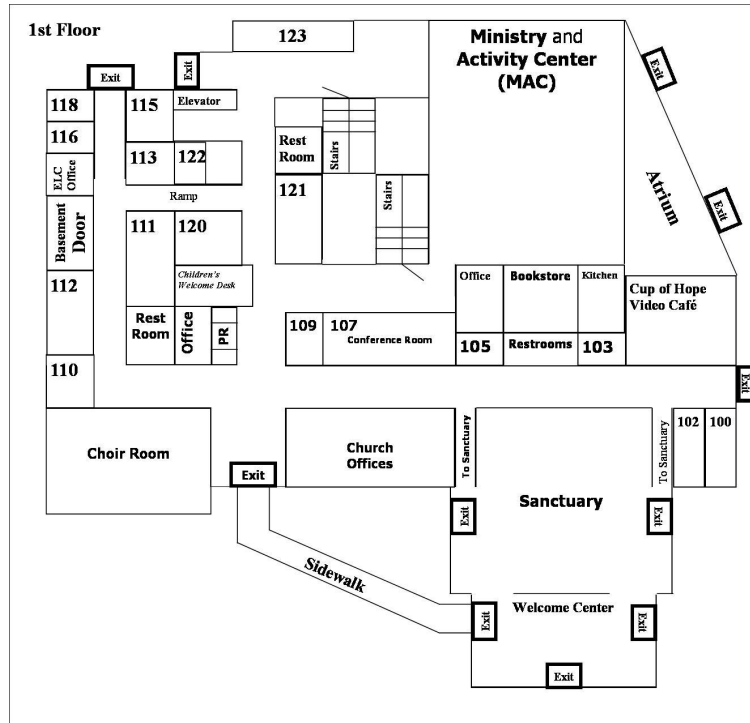
The Early Learning Center's approach to discipline is positive. The staff will try to reason with a child or redirect unacceptable behavior. If this is not effective, the time - out method will be used. This is simply removing the child from an activity for a designated amount of time. The staff does not administer corporal punishment. If the child continues to misbehave after reasoning, redirecting and time-out has been used, the parent will be called to come pick up the child.

The staff at The Early Learning Center continuously works to handle all correction with consistency, fairness, understanding, and love.

Our goal is to direct students toward positive and acceptable behavior, which helps develop self-control, and to maintain the order necessary to accomplish learning and social growth. Loving firmness will be used. These are "rules" that all must learn. The safety and welfare of the group will have priority over any individual situation. Most situations will be handled by the teacher through a verbal reminder or by restricting the child's freedom or privileges. Any discipline problems that persist or are disruptive to the class will be shared with parents so teachers and parents can work together to correct the inappropriate behavior.

Parking

Parents may park in front, side or back of the building and enter through the door most conveniently located to your child's classroom. Please be mindful of others during the arrival and dismissal times. Do not park and leave your vehicle in front of the church office door driveway as this causes a fire hazard and blocks the traffic flow.



Open House

We highly recommend you and your child come to Open House. This is the best time to acclimate your child, meet your child's teachers and have any last minute questions answered. Drop in and stay as long as you like. This is a very special time for your child to become acquainted with their classroom.

If your child attends the Monday/Wednesday session, his/her Open House will be August 6, 2008 from 5:30pm-7:00pm.

If your child attends the Tuesday/Thursday session, his/her Open House will be August 7, 2008 from 5:30pm-7:00pm.

Please sign and return this form
to your child's teacher
or the ELC office Room 114.
Thank you.

Parent Agreement

I, _____, whose child/ren _____
print your name print your child's name

is enrolled in the 2008-2009 school year of The Early Learning Center of Broadway United Methodist Church, have received a copy of the Parent's Handbook. I have read and understand the policies and guidelines as described in the handbook, and I agree to abide by them.

(Signature of Parent/Guardian)

(Date)

