



## Welcome!

I respect and appreciate the trust you have placed in the **Longview Christian School Early Learning Center** to care for your child. We are pleased to provide your child with a Christian environment that is fun, nurturing, safe, and educational for your child to grow. We will do our best to ensure that your child is provided with everything he/she needs to get an early start in life.

You as the primary caregiver to your child can assist in the growing process by staying involved in your child's early years with us here at the ELC, as well as keeping us informed regarding any helpful information needed about your child's growth and activities during the time spent in our program. As a parent, you are the most important person in your child's world, and we will make every effort to support you as a family. We understand how difficult it can be for working parents to balance all of their commitments and responsibilities in their lives. For this reason, we strive to offer a program that will enrich your child's development while putting your mind at ease. With our strong outlook on what is critical to achieve optimal success for children, we believe that your child will receive all he/she will need to get a positive head start in life.

It is our goal to offer your family the quality childcare experience you deserve. Please feel free to openly discuss any problems or concerns you may have at any time throughout our childcare relationship. Open and honest communication is the key in the development of your child.

Please help us operate the childcare business in a professional manner by carefully reading through the Parent Handbook and filling out all of the necessary forms. It is important you are aware of all our policies, as we want you to be able to make your decision about childcare based on the terms that we provide.

Again, thank you for choosing the ELC as the place for your child to attend. We look forward to providing your family with the best possible care and a wonderful learning experience for your child.

Sincerely,

A handwritten signature in black ink that reads "Karen Williams". The signature is written in a cursive, flowing style.

Karen Williams, Director



## **Mission Statement:**

Our mission at the *Longview Christian School Early Learning Center* is simple. We strive to provide a Christian environment that is safe, nurturing, and inspiring, full of academically-rich materials and plentiful opportunities to ensure each child gets the best possible start in life.

## **Philosophy:**

We at the *Longview Christian School Early Learning Center* believe that every child has the capacity to learn and only with the assistance of a good foundation, can every child truly reach their potential. Here at the ELC we provide a foundation geared around the idea that children need a safe, nurturing, and healthy Christian environment that will stimulate and encourage positive growth and development.

We envision children learning the fundamentals of life that will help shape who they will become. Staff and teachers not only teach, but also model, positive Christian character traits such as caring, confidence, cooperation, kindness, honest, respect, responsibility, and fairness, just to name a few. Children will learn how to build good character traits, as well as learn important early developmental and academic skills that will prepare them for the school years ahead. Teachers will strive to provide a structured daily routine filled with a combination of learning activities including whole group and small group activities geared towards achieving proper academic growth and stimulation in each child. Learning environments will be structured around the concepts of promoting social, cognitive, language, and physical skills and development. A multitude of strategies including hands-on activities, read-alouds, dance, music, and movement will be applied to stimulate learning in each age group.

## **Curriculum:**

We believe in age-appropriate learning based on the understanding that children learn best in a structured environment that provides opportunities that will enhance and promote learning. Learning environments in the classrooms will be structured around the concepts of promoting social, cognitive, language, and physical skills and development for each age group.

We understand that children learn best in their natural state: through play. Playing has long been proven to be an effective way for children to learn. Through play, children are exposed to opportunities to learn how to communicate, share, and make choices. Children in their early years learn a tremendous amount from their surroundings as well. We encourage children to learn and experience new things through play. Through providing a socially inviting environment in each classroom, we can promote the social-emotional development of each child. The *ELC* will utilize and expose children to new experiences including indoor and outdoor learning, media/technology, and outside resources, all in the goal to ensure that all resources are being utilized to enhance child learning. Our center uses a combination of Creative Curriculum and Wee Learn to provide a well-balanced experience. Creative Curriculum rests on a firm foundation of research and responds to new requirements for addressing academic content. The approach from its beginnings has been developed based on the theories and research that inform decision making in the early childhood field. This curriculum helps children acquire social competence and the skills they need to succeed as learners.



For young children, meaningful and long-lasting learning requires active thinking and experimenting to find out how things work. This is best accomplished through purposeful play facilitated by highly intentional teaching practices.

## **Learning Experience:**

The ELC offers an educational curriculum that will be implemented throughout the year. Each child is encouraged to participate in our daily activities. Each classroom will have an outlined curriculum explaining what will be learned, in what manner, and a timeframe. We encourage all parents to visit their child's classroom and actively participate. We believe that children play an active role in what they learn. Student facilitated learning is actively encouraged. We encourage children to ask questions. We believe in having a stress free, comfortable, nurturing, fun, and Christian environment for children to learn in. We encourage all parents to actively communicate with their child's teacher to get a more detailed look of what is being done in the classroom. Volunteers are welcome. Please enquire through the director about the process to become a volunteer.

## **Admissions & Enrollment:**

*Longview Christian School Early Learning Center* serves children from birth to school age children. The ages range from birth (6 weeks) to 12 years of age. An opportunity to be placed on a waiting list will be provided should the classroom be filled.

1. Obtain the necessary paperwork and submit it to the center. The following paperwork must be filled out and returned to me by the first day of care.
  - Completed enrollment packet
  - Policies and Procedures Checklist including the emergency preparedness plan
  - Annual Physical (provided by physician) and Vision & Hearing Screening
  - Annual Immunization Record (provided by physician)
  - Authorization to Administer Medication
2. If your child's designated room is at its capacity, then a waiting list will apply. Once a vacancy becomes available, the next on the waiting list will have the first opportunity to fill the position or it will then go on the next child on the waiting list.
3. Once paperwork is completed your child is eligible to attend. (1st payment is due prior to the agreed upon start date.)

## **Supplies:**

The following supplies are to be left at the childcare. All items will be placed in your child's cubby. The teacher will notify you when your child's supplies need to be replenished. Please label all personal items with your child's name on it.

### **Infants (up to age 17 months)**

- Complete change of clothes
- Plenty of diapers
- Wipes of your choice
- Pre-made bottles
- Pacifiers (if needed)
- Blanket



**Toddlers (18 months - 3 years old)**

- Complete change of clothes
- Pull-ups and wipes ( if your child is not potty trained yet)
- Blanket for nap time

**Pre-K (4 & 5 years old)**

- Complete change of clothes
- Blanket for nap time

**After school (5 & up)**

- All belongings will be stored in their backpacks from school.

## **Termination/Disenrollment:**

A two-week notice is requested to withdraw your child from the ELC. Any remaining balance is due upon submission of the Notice of Withdrawal. In the event we feel the need to terminate a contract, we will also give the parent at least two weeks written notice. However, certain circumstances such as, but not limited to: destructive, uncontrollable, or violent behaviors, habitual tardiness in pick up of child, and or lateness of payment or nonpayment that might result in termination of contract CAN BE done so without a 2 weeks written notice.

**Prorating tuition:** If you enroll or withdraw your child in the middle of the month, your tuition will be prorated based on the number of days enrolled.

## **Hours of Operation:**

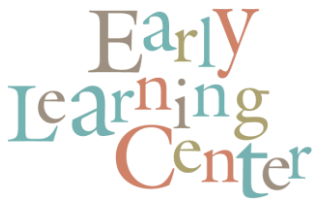
We are open Monday through Friday, 6:30 AM to 6:00 PM.

Very seldom does the ELC close early. However, there will be times when the daycare might have to close early due to unexpected weather conditions or other problematic reasons. You will be notified the earliest as possible to make arrangements for your child to be picked up early on these days. In the event that the center will have to close due to weather conditions, we ask that you call our center to either speak with a staff member or listen to the recording for more information. You can also listen to the radio station or watch the local news. We will try to coordinate with the public schools to maintain consistency. We will try to make closing decisions as early and as conveniently as possible. Late fees will be applied to late pick-ups after the stated closing hours.

## **Holidays:**

Below are the holidays for which the ELC will be closed. Please be advised that closings are subject to change, but there will be a 30 day notice prior to changes.

- Labor Day
- Thanksgiving (Thursday, and Friday of the week of Thanksgiving)
- Christmas Eve and Christmas Day
- New Year's Day
- Martin Luther King Day
- Good Friday
- Memorial Day
- 4th of July



*Holidays have been taken into account when computing tuition charges; therefore, there will be no reimbursement for holidays the facility is closed.*

## **Arrival Procedures:**

- The center opens at 6:30.
- Since this is a "curriculum based" center, we do follow a regular scheduled teaching routine each day. We ask that children arrive no later than 9:00 A.M. in order to receive the full benefits of the program.
- There will be a time clock to record attendance. This will be explained to you by the Center's Director, and you will be required to clock in your child to record time and date of attendance.
- Occasionally some children have a difficult time transitioning into the classroom at the beginning of enrollment or just at the beginning of the day. We ask that you please entrust the teachers and allow them to help your child adjust the classroom by dropping your child off and leave the classroom.

## **Afterschool Care:**

Children attending school may arrive at the center beginning at 2:30 PM. Pickup time remains the same at 6:00 PM. Payment is required weekly regardless if your child will be attending all days or not.

## **Rates & Fees:**

### **Current Tuition Rates: See enrollment packet**

Though the ELC does not always increase tuition costs on an annual basis, sometimes it is necessary to keep up with the constant increase of prices in daily living expenses. We do reserve the right to increase tuition with a minimum of 30 days notice to families enrolled.

### **Fees:**

- Registration Fee - \$65 per family
- Supply Fee - \$65 per child (Quarterly – March, June, September, and December)
- Late Pick-up Fee - \$15 (Final pick-up is 6:00pm)
- Additional Late Pick-up Fee: For every minute after 6:15pm, \$1 will be added to the \$15 late pick-up fee.
- Returned Check Fee - \$25

### **Returned Check Fee:**

In the event of a returned check, Parents will be responsible for a \$25 returned fee as well as any fees incurred due to the returned check. If returned checks become habitual in the future, we reserve the right to request that all future payments be paid in cash or money order.

## **Receipts:**

Receipts will be given for all payments at the time of payment. We will also keep track of your payments throughout the year for tax purposes. You will receive a Year End Tax



Statement by the end of January with the total amount paid for childcare services from the previous year. Please note that we do not mail out Year End Tax Statements. You will receive a notice that the tax statements are ready to be picked up and you can do so by speaking with the secretary. It is the responsibilities of the parent to contact the office for a Year End Tax Statement should your child no longer attend our center.

## **Parent Communication:**

A parent communication station has been established in the main hallway to right of the entrance. A copy of the Texas Minimum Standards will be available for parents. The licensing inspection report will be on the bulletin board. A copy of the Emergency Preparedness Plan will also be available for parents. Parent Education and Awareness information will be available to all parents.

The ELC is regarded as a Gang Free Zone. A gang free zone is a designated area around a specific location where prohibited gang related activity is subject to increased penalty under Texas law. The gang-free zone is within 1000 feet of *Longview Christian School Early Learning Center*.

Parents are welcome to come to the center at anytime to breast feed their child in our private comfortable location. Parents are also welcome to provide breast milk for feeding their infant.

## **Attendance:**

You are paying for the center to reserve a position for your child in the designated classroom. Tuition will be charged regardless of missed days due to illness, holidays, parent vacations, or inclement weather. Tuition is due each week even if the child does not attend. Staffing and other operational expenses are arranged on the basis of fixed enrollment levels and must be met on a continuing basis.

## **Substitute Policy:**

When a staff member of *Longview Christian School Early Learning Center* has to be out for any reason, a substitute teacher will take the place of your child's teacher temporarily. We encourage you to meet and communicate with the substitute teacher as you would the permanent teacher and trust that we have made sure that whomever works with your child can be trusted to provide the same quality of care that your child's permanent teacher would.

## **Open Door Policy:**

We maintain an open door policy. Parents are welcome to visit at **anytime** during business hours. We do ask that you sign in with the secretary as a visitor. We also ask to keep in mind that although we welcome and encourage parent involvement, the classrooms do have a structured environment and stick to a daily schedule. Visitors tend to make the children behave in an excited manner that does not usually occur when parents are not around. We encourage, that while planning your visit to the classroom, you consult with the classroom teacher in how you can volunteer in the classroom and assist with the learning process.



## **Complaints:**

Here at the ELC we strive to ensure that all students are treated fairly and with respect. We also strive to ensure that all parents are satisfied with the care and instruction that is being conducted in the center. If at any time you encounter a negative experience at our center, we would encourage you to please bring it to the attention of one of the staff members and/or to the ELC Director. You can rest assured that all formal and non-formal complaints will be dealt with immediately. Complaints will be handled as follows:

1. If there ever is a problem or a concern at our childcare facility, the parent is encouraged to bring his/her concern to the attention of the classroom teacher. Normally, the classroom teacher will do their best to solve the issue.
2. If after speaking with the classroom teacher there was no resolution to the problem, we then encourage you to speak with the ELC Director. The Director will ask you to put the concern in writing and she will look it over and propose a resolution to the problem.

## **Signing In & Out:**

Every child is to be signed in and out daily. Parents are to state name of child, arrival time, and any possible notes for the day. Notes can be anything like early pick up, concerns, etc... Each child will have a list of authorized people that are allowed to pick them up at the end of the day. Should someone else that is not on the "pick up list" come to pick up your child, we must get verbal consent by the parent(s) in order for your child to leave with the designated person. We ask that you kindly give the center a call prior to your child's pick up so that the classroom teacher is aware and concerns will be raised. We ask that you keep the "pick up list" updated as to not cause any future dilemmas.

## **Confidentiality:**

We believe that confidentiality is VERY important and will not release any information without prior permission. We ensure that all staff members sign a confidentiality agreement.

## **Website Photos:**

We are always updating our website. We enjoy and take pride in our center and the work or activities that the children complete and perform. We graciously ask your permission to take photos of your child/children to post on our website. If you are uncomfortable with this, please let us know and we will honor your request and not upload any pictures of your child/children. We encourage you to browse our website and share the web address with family and friends.

## **Separation:**

It is normal for some children to have difficulty separating from parents in the morning or not wanting to leave when it's time to go home. Please be very brief (no more than 5 minute) during these transition times. The longer you prolong the departure the harder it gets. A smile, cheerful good-bye kiss, and a reassured word that you will be back are all that is needed in the morning. As it has been experience, children are quick to stop crying once they see the other children and join in on the activities as soon as the parent leaves.



## **Meals:**

Well-balanced snacks and lunches will be provided. Food is offered to your child, but your child is not forced to eat. Children will be encouraged to eat and finish the food served to them. We will also encourage all children to try new foods. If your child will be arriving after the specified mealtime, please be sure to provide the meal **before** the child arrives.

### **Food from Home:**

The center will send out a "tentative" food calendar to inform the parents of the meals that will be prepared every day of the month. Parents are welcome to send a sack lunch with their child if the scheduled meal prepared for the day is something your child will not eat. However, we do provide a well-balanced meal to children and respectfully request that parents try to do the same when sending a lunch or a snack with their child. Parents are welcome to prepare special birthday or holiday treats with advance notification as long as there is enough for the entire group.

\* Should your child have a food allergy or a particular dietary need or restrictions please inform the center. We request that you notify the center immediately upon registration so that we are aware of the condition. Some items can be substituted but some items may not. We advise the parent to meet with the Director and teacher to inform them of any severe dietary needs, so that we can create a plan that will work for you and your child.

## **Dress Code:**

All children must arrive dressed and ready for the day. When dressing your child, please keep in mind that we do many messy activities such as painting and playing outdoors, and we use many messy items. Please do not dress your child in clothes that you would not like to be soiled. The center strives to incorporate as many resources, including the messy resources to facilitate learning. Children need to experience outdoor activities as frequently as possible to get the most of out of the curriculum. Depending on the weather, ELC curriculum will encourage and provide as many outdoor activities as possible. ALWAYS SEND A JACKET as the weather can always change throughout the day.

\*\* Please refrain from sending your child in flip flops. These types of shoes can cause an injury to their feet during playtime.

## **Nap/Quiet Time:**

All children under the age of five are required by state law to have a rest period while at daycare. Our rest period is generally from 12:30 p.m. to 2:30 p.m. To avoid disturbing the children who are napping, please try not to schedule pick-ups at this time. If you must pick-up your child during quiet time, please notify the center/teacher in advance so that we may have your child ready when you arrive. We believe children who rest during the day are better equipped to face the day emotionally and physically. Children who wake up early will stay resting on their cot until quiet time is over. Please send a light blanket with your child for naptime.

## **Diapers/Toilet Training:**

Diapers are checked every hour and changed when needed. Training pants or pull-ups are required during potty training. Toilet Training starts in the 18 month old classroom.





We request that underwear not be placed on your child unless he/she is fully potty trained. Cleanliness and hand washing will be emphasized during the training process. Children will not be disciplined for accidents during toilet training.

## **Toys:**

Toys or electronics from home are not allowed. On some occasions, certain classrooms will offer a "show and tell" day at which the child may bring something from home to share with the rest of the classroom. Check with your classroom teacher for more information on proper show and tell items and dates.

## **Movies:**

Although the students are actively learning through many resources, movies will occasionally be allowed. Movies viewed will be limited to age appropriate movies. Most of the time, movies will be played during bad weather days or for special holidays and/or to extend and incorporate their classroom lesson.

## **Field Trips:**

Here at *LCS ELC* we love to take advantage of learning opportunities to share with the children. Our campus provides numerous activities to enhance learning. In **lieu of field trips** away from campus, teachers will invite community people to come into the classroom to share their expertise. For the safety of our students we have **opted to remain** on campus during the school hours.

## **Discipline and Guidance:**

Here at the ELC we believe that a strong solid Christian foundation in knowing how to respect themselves and others is a critical component to the early development of your child. We strive to ensure that all children begin to understand, model, and implement positive character traits. We pride ourselves in helping the children develop sense of inner self-control, as well as good communication skills to increase the ability to work well with others. Positive behavior will be praised as negative behavior will be redirected. We also fully expect parents to play an active role in guiding their children to behave in a positive manner. Not only is physical punishment (i.e. spanking) prohibited in the childcare setting, it is also against TEXAS law to do so in the child care setting. Children shall not be subjected to discipline that is severe, humiliating, or frightening. The goal of discipline is to help children develop self-control and right from wrong. This is a time consuming task and it is important we remain realistic in the expectation of the behavior of each child. The child's developmental age and stage must be taken into consideration. The actions taken to discipline the child are as follows:

1. Verbal warning and redirect
2. Time out - removal from the problematic area gives child time to cool down and rethink how to tackle the problem
3. Call a meeting with the parent(s) to discuss problematic behavior(s)
4. Call parents for a mandatory pick up of child (see \* details)
5. Possible expulsion from childcare facility

Each classroom has a set of rules that are to be followed by everyone. Each classroom may have altered their rules, if need be, to be developmentally age appropriate. However, all disciplining procedures are consistent and apply to all children regardless of race, sex, or origin.



\*After 3 mandatory pick-ups for any reason, child may be prohibited from returning either temporarily or permanently without refund of money. A meeting will be held to determine outcome.

## **Center Rules:**

Certain rules have been established which are essential to the safety and smooth functioning of the child development center. These rules are to be respected by the children at all times. All rules, like mentioned before, will be altered to be developmentally appropriate.

1. Use of good manners will always be implemented.
2. No running in the building
3. No climbing, standing on, or jumping off the furniture
4. No gum chewing
5. No offensive language or hurtful name-calling
6. No hitting, biting, pinching, punching, pulling hair, scratching or spitting.
7. No guns or knives of any kind whether they are real or play toys
8. Children must show respect for all staff and the other children in the center
9. Children will maintain a low "inside" voice (no yelling, screaming, etc...while indoors)
10. Children will be taught and expected to clean up their own messes (age appropriate)
11. Children will be taught and encouraged to always be honest
12. Do not touch or take things that do not belong to you without asking first

## **Manners**

Manners, including respect, will be taught and modeled to each child that is enrolled at the center. Students will be expected to show respect to all members of the staff, as well as to his/her peers at all times. Manners are very important and will be taught daily; such as but not limited to:

1. We will greet each other and all peers and staff every morning by saying "good morning"
2. Address newly introduced adults as Mrs., Ms., or Mr.
3. Children will say "please", "thank you", and "you're welcome"
4. Children will not interrupt adults or peers when they are speaking
5. Children will be taught table manners
6. Students will take turns, share, and be courteous to each other

## **Illness:**

Children will be isolated in the event that they are ill. Please understand that we do not have a staffed nurse on hand to see your child. It is at the discretion of the directors to notify and send children home if they feel the child is too ill to be at the center. If the child exhibits any of the following symptoms, they will need to be picked up:

- Fever of 100 degrees or higher and be fever free for 24 hours
- Communicable disease
- Diarrhea
- Vomiting
- Draining Rash/uncomfortable itching rash
- Eye discharge or pinkeye



- Lice
- Asthma flare up and no medication provided

It is very important to ensure that the contact numbers are current. We must be able to reach someone in the event that your child is sick. If we must contact someone, we will try to reach you by phone. After that, if we are unable to contact you, we will call emergency contacts until someone is reached.

## **Medical Emergency:**

Staff members will have a current first aid and CPR certification. All minor accidents will be treated according to their need with TLC. Parents will be notified anytime a head injury is involved. All major accidents will involve parent notification and emergency treatment according to the parent's request. In case where the parent can not be notified the center will call for medical help.

## **Medications:**

Written consent is required for ANY medication. All prescriptions must be in original containers labeled with the child's name and a contact number from the doctor. All non-prescription medications must be in original containers bearing the original label, child's name and age, expiration date, and directions for dosages. No exceptions will be made. In the event that your child refuses to take the medication, the parent will be notified and must come to administer the medication. Medication is to be given at home whenever possible, especially with more direct contact such as eye drops & nebulizer treatment. (Detailed instructions from the doctor are required.)

## **Evacuation Plan - Chemical Spill or other Emergency:**

In case of an emergency, children of the ELC will be transported, via designated drivers that are employees of the center, to a central location. All students will be taken to Longview Christian Fellowship located at 2101 W Marshall Avenue. The school's personal buses will be used to transport children. Individual drivers, which have cleared a current Criminal/FBI Background check and have a current copy of a valid insurance policy on file, will be allowed to transport children. Designated drivers will be appointed at the discretion of the Crisis Coordinator.

*Route to destination: Exit left from the front of the school onto Pegues Place. Follow Pegues Place to Fourth Street, take a left on Fourth Street. Follow Fourth Street until you come to W Marshall Avenue, take a right on W Marshall Avenue. Follow W Marshall Avenue until you come to Longview Christian Fellowship on the right.*

## **Child Abuse Reporting:**

Staff members will be trained in an ongoing fashion about Child Abuse. We are required by state law to report any incidences of suspected child abuse. Our number one priority here at the ELC is for the safety of your child. If we suspect he/she has been subjected to abuse or if the child comes to one of the staff members and says something that is "suspect" to child abuse, we will file a report to the proper authorities including local law enforcement. PARENTS DO NOT NEED TO BE NOTIFIED if a call was placed to Texas Department of Family and Protective Services. Call 1-800-252-5400 to make confidential



reports. [www.dfps.state.tx.us](http://www.dfps.state.tx.us) or 903-233-5235

## **Smoking:**

Smoking is not permitted in or in the vicinity of the ELC.

## **Animals:**

Animals are not permitted at the center unless they are an assistive pet (i.e. visually impaired). On occasion, some pets might be allowed in the center for entertainment purposes (i.e. presentations, show and tell, etc...). However, it is at the discretion of the center staff to allow or not to allow certain animals in the building.

## **Parent Concerns with Policies and Procedures:**

Many of our policies are mandated by the State of Texas Minimum Standards. If you have any questions or concerns about any of our policies, please feel free to speak with the Director. If you would like to review a copy of the Minimum Standards, a copy is available in the center office or via internet at:

[www.tdprs.state.tx.us/Child\\_CareChild\\_Care\\_Standards](http://www.tdprs.state.tx.us/Child_CareChild_Care_Standards) and Regulations

We reserve the right to make changes and to update the Polices and Procedures throughout the year. Parents will be notified in writing should a change in policies occur. If needed, we will update the contract to comply with any changes.