



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 "Tammy Alford". The script is cursive and fluid, with the first letter of each name being capitalized and prominent.

Tammy Alford, Executive 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.

The LCS ELC is part of the Texas Rising Star program. The Texas Rising Star (TRS) program is officially defined as a voluntary quality-based childcare rating system for childcare providers who are participating in the Texas Workforce commissions subsidized childcare program.

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 at what is being done in the classroom. Volunteers are welcome. Please enquire through the director about the process of becoming a volunteer.

Admissions & Enrollment:

Longview Christian School Early Learning Center serves children from birth to school age children. The ages range from toddlers (18 months) 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.)
4. Parents of enrolled children who need to update family information may turn in updated paperwork or update personal information through the ProCare system.

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.

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 might result in termination of contract CAN BE done so without a 2-week written notice.

Prorating/Refund Policy:

Upon notification of intent to withdrawal, we will prorate the final tuition payment if necessary, based on the number of days enrolled in the week or month. If full payment has already been made, parents may request a prorated refund when withdrawing prior to the end of the week/month. Refunds may take up to 7 business days to process. Registration and supply fees are non-refundable.

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 as early 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/monthly regardless of 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.

Late Payment Policy:

Tuition is due on the first day of the week/month (as applicable). Children may not be dropped off if payment has not been received. Once payment has been received, children may return to the center.



Emergency Preparedness:

Lock Down

- All exterior doors must be secured, and windows be obscured as best as possible.
- Staff members will be responsible for securing any unsecured exterior doors.
- Teachers will each secure their classroom door.
- Within the classroom, students will be directed to sit on the floor away from doors and windows.
- Students and staff will maintain their position until the incident commander gives clearance or emergency personnel evacuate them.
- If students are outside at the time of a lock down, teachers will transition to a lock down via a reverse evacuation.
- Lock downs should be practiced at least once a year.

Lock Out

- All exterior doors must be secured, and windows be obscured as best as possible.
- Staff members will be responsible for securing any unsecured exterior doors.
- Teachers will continue normal activities within the school but will not be allowed outside the building until the lock-out is ended.
- Parents and guests will not be admitted until the lock out is ended. Only staff members and law enforcement will be allowed to enter the buildings.
- All students and staff must stay in their present building until the incident commander gives clearance.
- If students are outside at the time of a lock out, teachers will transition to a lock down via a reverse evacuation.
- Lock outs should be practiced at least once a year.

Reverse Evacuation

- From any outside location, teachers will line up their students and proceed immediately to their classroom.
- Classes from adjacent rooms will follow the same routes with one teacher in the lead and the other following the students.
- If one of the teachers is absent, another staff member or a student assistant may take one of the positions.

Tornado Drill

- In the event of a tornado all students and staff should calmly follow their evacuation routes to the designated muster area.
- Classes from adjacent rooms will follow the same routes with one teacher in the lead and the other following the students.
- Tornado Drills must be practiced at least once per semester.

Hostage Situation

- If any person is holding any other person against their will in an attempt to prevent interference by other individuals, the event is a hostage situation.
- The person who becomes aware of the hostage situation will immediately notify the emergency management team and ensure law enforcement is contacted immediately.
- The incident commander will initiate a lock down.
- If the hostage taker has called with demands, he or she should be kept on the phone and as much information should be gathered as possible.
- Upon arrival of first responders, the emergency management team and staff will assist them in the resolution commander will activate emergency student release procedure.



Intruder/Active Shooter

- Any unknown or uninvited person who gains to the interior of or any building on campus is an intruder. The presence of gunfire elevates this person to an active shooter.
- The student/staff member who becomes aware of the intruder will immediately notify the emergency management team and ensure the notification of emergency service providers.
- The incident commander will initiate a lock down.
- All students and staff should maintain their position in a locked classroom away from doors and windows.
- Staff will assist law enforcement officers in location and eliminating the threat.
- Staff should not confront the threat in any way, unless deadly force is present at close range with no possible route of escape.
- As it is safe to do so, the incident commander will activate the emergency student release procedure.

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 HighRidge Church 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 HighRidge Church on the right.

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 responsibility 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 the 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*.

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 based on fixed enrollment levels and must be met on a continuing basis.

Substitute Policy:

When a staff member of *Longview Christian School Early Learning Center* must 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 whoever 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 also welcome speech and physical therapists into the center and will provide a quiet space for them to work with students. 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 assure 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.

The LCS Early Learning Center participates in a USDA Food Program. Through this program, our school receives additional nutritional training and guidance, as well as a subsidy to implement the service. Although the ELC has always followed the Texas State licensing guidelines for nutritional meals and snacks, this program holds us to a different standard to promote a balanced diet while at the same time offering a variety of healthier food options. The subsidy we receive provides a way to offset the rising food costs and operating expenses we have experienced without significantly increasing our tuition rates.

Please complete the forms attached to the application paperwork for each one of your children who will attend the Early Learning Center. FP Assistance must have one Enrollment Form per child (including after-school students) and one MBIE Form per household. The information on the forms will be kept confidential and is mandatory in order for the ELC to participate in this program. Please return the forms to the school office with your other application paperwork.



FP Assistance and the Early Learning Center really appreciate your help! All children at the ELC benefit from this service; therefore, the forms must be filled out for every child.

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 prepare special birthday or holiday treats with advance notification as long as there is enough for the entire group. The ELC is required to purchase ALL creditable food items served to children enrolled. The only way for parents to bring meals from home under the program is to have the required change in diet documented by a licensed physician, State recognized medical authority, NP, PA, or Nurse. (Not a nutritionist)

* 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. 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 as possible, including the messy resources to facilitate learning. Children need to experience outdoor activities as frequently as possible to get the most 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.

Toilet Training:

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.

TV Time:

Although the students are actively learning through many resources, tv time will occasionally be allowed. Programs viewed will be limited to age-appropriate shows. Screen time is limited to 30 minutes per day for ages two years and up. Most of the time, tv time will be utilized 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 a 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 childcare 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 understand 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 for minor misbehavior 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.

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.

When a child exhibits challenging behaviors, we respond with patience, consistency, and guidance to help them learn appropriate ways to express their needs. We believe that addressing behavior concerns requires a partnership with families. Therefore, we practice ongoing collaboration with parents to express concerns and discuss strategies that best support the child.

Step-by-Step Process for Addressing Challenging Behaviors:

1. Observation & Documentation - Teachers will observe and document the behavior patterns, triggers, and frequency using objective language.



2. Initial Intervention - Classroom staff will implement positive guidance techniques, such as redirection, offering choices, visual supports, or calming strategies.
 3. Parent Communication - If behaviors persist, the teacher will inform the parent/guardian and schedule a time to discuss concerns and strategies being used in the classroom.
 4. Collaborative Planning - A formal meeting will be held with the family to develop a behavior support plan, which may include shared strategies, accommodations, or resources to use at home and school.
 5. Implementation & Ongoing Monitoring - The agreed-upon plan will be implemented consistently. Teachers will continue to document progress and adjust strategies as needed.
 6. Referral for Additional Support (if needed) - If further support is required, the program may suggest a referral for developmental screening, early intervention services, or outside professional support—with parent permission.
- Our goal is to work together with families to ensure every child feels safe, supported, and successful in our learning environment.

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 always respected by the children. 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 cannot 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.)

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 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.tdps.state.tx.us/Child_Care/Child_Care_Standards and Regulations](http://www.tdps.state.tx.us/Child_Care/Child_Care_Standards_and_Regulations)

We reserve the right to make changes and to update the Policies 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.

Accommodating Families and Children:

We request parents/guardians complete a child/family questionnaire indicating any needs they or their child may require. If a need is indicated, we will provide appropriate accommodations within our capabilities in accordance with the ADA. Accommodations may include translation services, providing area for therapy sessions and adapting lessons to child's abilities.

Family Conferences:

Teacher-Parent conferences will be scheduled twice a year to share your child's progress. These Teacher- Parent conferences can be done in person or by phone. Please look for signup sheets in the Spring and Fall.

Child Assessment Policy:

To meet the developmental needs of children we follow a daily schedule. Children need structure and routines that will help them grow in Physical, Social-Emotional, cognitive and intellectual areas. The early years are the most important years of your child's life.

Our program offers a developmental and age-appropriate curriculum to meet the individual needs of each child. We also conduct formal assessments using the Ages & Stages Questionnaire. These assessments are used to inform instruction on lesson plans, to make learning more individualized, and meet the needs of all our students.

Physical Activity:

Weather permitting; children will participate in 60-90 minutes of outdoor play daily. Daily physical activity is a requirement by Texas State Licensing. Longview Christian also believes it is extremely important for your child to participate in such activities as it gives the children an ability to create, learn and develop relationships. Please remember if your child is not well enough to go outside, they are not well enough to be here.



Parent's Rights:

The Texas Department of Health and Human Services has established certain parental rights in chapter 42 of the Human Resource Code (HRC) Section 42.04271. A copy of these rights is included in your application paperwork. A copy signed by you is kept in your child's file.