

Cordova Presbyterian

Early Childhood Learning Center

HANDBOOK



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Statement of Purpose

Cordova Presbyterian Early childhood Learning Center is a Christian School. The purpose of ECLC is to:

- Provide a relaxed atmosphere, flexible, yet structured atmosphere to enhance achievement.
- Allow all students to learn at their own rate and in whatever mode of learning that suits their needs.
- Expose children to the wonders of God's world and elements of Christian faith.
- Encourage a love of learning.
- Respect the uniqueness and individual differences of each child.
- Enhance self-esteem and self-confidence.
- Refine social interaction.
- Develop responsibility for oneself, belongings, and environment.

In an atmosphere of mutual respect and admiration, we believe that good social skills are instilled, self-discipline is developed, a love of learning is generated, self-realization is facilitated, and respect for the principles of our Christian faith is established.

General Operations

The school's normal operating hours are Monday-Friday from 7:00 a.m. until 6:00 p.m. Parents will need to sign their child(ren) in and out on their designated sheets. Doors will remain locked until 7:00 a.m. to allow for our teachers to prepare their rooms for the day. Please make sure your child is picked up by 6:00 p.m. Late fees will be assessed starting at 6:01 p.m. If you know you will be late, be sure to call and notify the school. Children will never be dismissed to an individual other than a parent or a listed authorized individual without prior notification to the school; moreover, a photo ID will be requested at the time of pickup. Notification includes either in person with a signed note or by phone with a signed fax and copy of ID.

Drop Off Policy

Children should be dropped off no later than 10:30 a.m. without prior approval of the director or lead teacher.

Inclement Weather Closing

We will follow Shelby County Schools' inclement weather closings unless you are otherwise notified by ECLC. The school reserves the right for emergency closings such as power outages. If the school needs to close after children are already at school, we will contact each parent by a phone call.

Admissions Procedure

The school will provide admissions to children based on availability regardless of race, gender, color, or creed. Priority for admissions is given respectively to returning students and their siblings, church members' children, full-time children, then part-time children. One or both parents are required to visit the school to meet the director and teachers, to inspect the facility, and receive registration documents.

It is required that the registration fee and completed forms be submitted before a child can be accepted into the program. New registration documents need to be signed each time your child moves to a new class.

New Immunization forms must be submitted every August.

Registration Fees

A NON-REFUNDABLE registration fee must accompany all applications: this fee is \$80 for 1st child and \$150 for family

Waiting List

If there is not an immediate opening for your child, your family will be put on the waiting list. As soon as a spot becomes available in the appropriate class, you will be notified.

Tuition Deposit

At the time of acceptance into ECLC, you will be asked to pay one week's tuition as a deposit, which will be used as your last weekly tuition payment. If you should decide to leave ECLC, we require a 2-week written notice. If you fail to provide the 2 weeks written notice, your tuition deposit will not be refunded. Giving notice is important because it allows us to prepare to fill the open spot, it also allows time for the children to prepare to say good-bye to each other, and allows the teacher to gather all artwork and workbooks to send home.

Technology Fee

A technology fee of \$20 per child will be due at the time of enrollment. This fee includes the cost of the initial key fobs, security door, and security cameras.

Tuition

Tuition is due in advance each Monday. Parents may pay for more than one week at a time, but it must be in advance of the care received.

Tuition is based on 51 weeks of care per year. Parents are required to pay the same weekly fee regardless of days missed for illness, vacation, national holidays, or inclement weather. You are not required to pay tuition the week the center is closed for Christmas. Accepted forms of payment are: Check, Money Order, or Online Bank Draft (fees apply)

Tuition cont.

As of August 2016

- Toddlers (12 mo. - 30 mo.) \$185 per week
- Juniors (2.5 yr. - 4 yr.) \$180 per week
- Pre-K (4 yr. – 5 yr.) \$170 per week

Siblings of enrolled children will receive \$15 off per week. Tuition pricing will be re-evaluated every August for possible increases.

Late payment

When you enroll your child, you will sign a fee agreement stating the rate of weekly tuition. Tuition is due on Monday. Tuition will be considered late if paid after 12:00 p.m. on Wednesday and there will be a \$25 late fee charged.

Returned Check

Tuition must be paid by check, money order or online draft. Checks should be made payable to ECLC. There is a \$25 charge for returned checks. Online payments will have a \$1 transaction fee attached.

Late Pick up

ECLC closes at 6:00 p.m. It is very important that parents pick up their children on time, as we are not licensed to provide childcare after 6:00 p.m. The fee for late pick up is \$1.00 for every minute late beginning at 6:01 p.m.

Parent Recruitment Incentive

We welcome you to tell other families about ECLC. If you refer a family to us and they enroll at ECLC, we will reward you with one week free of tuition for one child.

ECLCKids Group Policies

The ECLCKids Group on Facebook is a secret group, meaning anyone who is not a member cannot search for this group. Each member must be invited by another member or administrator.

Invitations to extended family are allowed but the ECLC Director must be notified of the invitation and how the invite is related to the ECLC student.

Once a family leaves the school, they will be removed from the group along with any extended family.

All postings in the group should be respectful, relate to school activities, helpful parenting tips, inclusive activities outside of school, etc.

There will be no buying or selling of goods on this site.

Concerns, complaints, and issues should be sent to the director's email and not the group page.

School Issues

- Please keep your phone numbers and emergency information current.
- Book bags or backpacks help the children stay organized. Back packs should be small, in order to fit in the cubby.
- Fundraising will be done periodically throughout the year and donations are always accepted.
- Parents are encouraged to share and participate in their child's school day; if you would like to share a talent, your occupation, do a craft, read a story or schedule a visit, please let your child's teacher know.
- Entrances to the school are the 2 doors facing the playground.

School Issues cont.

- Your child's birthday is his/her special day. Please let your teacher know if you have any special plans like providing a special treat for the class. (Please check with your child's teacher for a list of approved treats). If you are having a party away from school, please mail the invitations unless you are inviting the whole class.
- Dress your child for fun! Children will be playing outside, painting, cooking, etc. Tennis shoes are preferred. Sandals and flip flops are not practical for the pea gravel on the playground.
- Outside play is part of our required curriculum. Please do not ask us to keep your child inside. We will not go outside if there is inclement weather or if the temperature is below 32 degrees or above 95 degrees (per Department of Human Services).
- Children who are not enrolled in the program will not be allowed to be dropped off for the day.

Lunches and Snacks

The school provides two snacks. The morning snack will be served at 10:00 a.m. and the afternoon snack will be served at 3:00 p.m. Children will have a choice of milk or water to be served with snack.

Examples of snacks: Bananas, goldfish, animal crackers, raisins, fruit cups, pretzels, peanut butter crackers, nutra-grain bars, in season fresh fruit, etc. (Food Allergies will be taken into account)

You will need to send your child's lunch every day. Please send nutritious food like: sandwiches, cut up veggies, fruit, cheese, peanut butter crackers, yogurt, milk, water, or juice. No sodas are allowed. Also, if you send a desert, please limit your child's desert to 1 small desert choice. If you send food that requires utensils, be sure to send utensils.

Injuries

Any injuries that occur at school will be documented and an “Ouch Report” will be sent home. Please inform teachers of any recent injuries your child has experienced.

Illness

Please inform us if your child will be absent. If your child is on medication, please be sure to fill out a medication form, so we will be able to administer it.

Please inform the director and the teachers of any allergies from food, latex, or insects. If medication and Epi-pens are to be left at school, you must fill out a medication form.

Children may not be brought to school with fever, vomiting, diarrhea, or symptoms of any childhood disease within the past 24 hours, in order to protect your child and his/her classmates from illness.

If your child becomes ill while at school, you will be notified immediately and he/she may not return to school until they are fever free for 24 hours. You will be called if your child is running a fever of 100.4 or higher, or if your child has had more than 1 episode of vomiting or diarrhea.

***If your child has been diagnosed with PINK EYE, they must be on antibiotic treatment 24 hours before returning to school. If they have been sent home for a suspected case of pink eye, but the doctor does not think it is pink eye, we will need a signed and dated note from the doctor stating it is not pink eye before they will be allowed to return to school.

Closure Due to Illness

We reserve the right to close the center due to illness, if 4 or more teachers are out sick or 25% of our children are out sick. As with our inclement weather policy, tuition will still be due.

Discipline Policy

ECLC teachers have age-appropriate expectations for each child. We encourage children to learn, explore, and be active. On occasion children will “test their limits” and do something that is not allowed. For the younger children we use redirection to keep a child from unwanted behavior. For an older child, we will discuss the behavior with them and the reasons it is not allowed and depending on the level or frequency of the offense we may have them sit and have quiet time. We feel this is a necessary part of growing up and look at it as a learning experience.

We will share with you any concerns about chronic behavior, but the teacher may not find it necessary to inform you of small infractions. Your child may come home and share with you that they had to have “quiet time”, even though the teacher did not tell you about any. We want to focus on the positive behaviors and only address behaviors that might concern the teacher.

Grievances

Teachers are always open to speak with parents about concerns that you may have. If you feel your concerns have not been addressed after speaking with the teachers, please call the director. If you are still dissatisfied after speaking with the director, please contact the Board of Directors of ECLC.

School Board

The ECLC Board will consist of the following positions: 2 members of Cordova Presbyterian Church, 2 parent representatives, the Pastor of Cordova Presbyterian, 1 Teacher, and the ECLC director. The Board will meet a minimum of 4 times per year. Ex-officio members of the Board (without voting privilege) include the ECLC director and Cordova Presbyterian Pastor.

Licensing

Cordova Presbyterian Early Childhood Learning Center is licensed by the TN Department of Human Services (901) 543-7351.

ECLC Participates in the Tennessee Star Quality program:

<https://starquality.sworpswebapp.sworps.utk.edu/>

Expulsion Policy

Unfortunately, there are times we need to ask a child to be removed from our program either on a short term or permanent basis. We want you to know we will do everything possible to work with the family of the child(ren) in order to prevent this policy from being enforced.

The steps we will take if a child is having a problem in the classroom:

1. Redirection from the negative behavior
2. Reassess classroom environment, appropriateness of activities, and supervision.
3. When undesirable behavior is occurring, staff will make sure the child knows and understands why the behavior is unacceptable.
4. Praise appropriate behavior
5. Give verbal warnings
6. Behavior will be documented and communicated to the parent/guardian
7. Director, lead teacher, and parent/guardian will have a conference to discuss how best to proceed
8. Child may be referred to LeBonheur for consultation on available community resources.

The school reserves the right to dismiss any student at any time whose presence in the school is considered detrimental to either the other students or the school's best interests.

School Closures

- MLK Jr. Day
- Good Friday
- Memorial Day
- Independence Day
- Labor Day
- Fall Break (5 days)
- Veteran's Day
- Christmas to New Year's Day
 - We are closed the last full week of the year, including 1 holidays (Christmas Day and New Year's Day). Tuition is not charged for the last full week of the year.

Toddler Curriculum (1-2 years old)

Introduction to:

- shapes
- colors
- size (big, small)
- alphabet
- numbers 1-5

Social Skills:

- sharing
- taking turns
- communicate their needs
- promote independence

Music

Juniors Curriculum (2.5-4 years old)

Math

- shapes
- numbers 1-10
- colors
- size and shapes recognition

Cutting Skills

Interpersonal Skills

Independence Skills

Gross Motor Skills

Music

Pre-writing Skills

Pre-K Curriculum (4-5 years old)

Personal Information

- full name
- age
- birthdate
- home address
- telephone number

Literacy

- alphabet names and sounds
- recognize, spell, write first name
- hold pencil, crayon, marker correctly
- draw pictures and retell stories

Spanish - Salsa Curriculum from GPB.org

Math

- numbers 1-10
- counting 1-100
- shapes
- order by size
- color and color names
- same and different
- matching: symbols, shapes, patterns

Gross Motor Skills

- jump with two feet and on each foot
- throw, catch, bounce, kick a large ball
- balance on each foot
- Music and Movement

Science

- body parts: name and location
- five senses
- observe plants and growth
- weather and seasons
- animals and insects

Social Skills

- follow directions
- complete tasks, work neatly, use time well
- sharing
- participate in group activities
- follow routines



Gold Sneaker Initiative Policies

Physical Activity Policies

Policy 1: Children attending less than a full day program shall be offered a proportional amount of the physical activity time as required by TDHS licensure rules. Physical activity for children ages three years and older must be a balance of structured and unstructured play, both indoors and outdoors (weather permitting) utilizing age appropriate activities.

Policy 2: Providers shall provide education (i.e., via parent meetings, provider newsletter articles, sharing of educational video resources, etc.) to families twice each year that addresses the importance of limiting screen time according to current American Academy of Pediatrics policy and the development of a Family Media Plan.

Policy 3: Children shall not be allowed to remain sedentary or to sit passively for more than 60 minutes continuously, except for scheduled rest or naptime. Childcare director/owner shall take Go NAP SACC Self Assessments (Infant and Child Safety Physical Activity & Screen Time) to compare their physical activity practices to best practice standards.

Policy 4: Childcare providers must ensure physical activity is a positive experience for children and that it is never used negatively or to control behavior.

Nutrition Policies

Policy 5: Providers shall ensure appropriate infant and child feeding patterns, including breastfeeding. All educators shall be trained to: advocate for breastfeeding, safely prepare expressed breastmilk for feeding, feed infants according to their individual needs, and store expressed breast milk properly. Providers shall publicly display their support for breastfeeding infants and mothers by posting signage or other publicly facing information (i.e., participate in Breastfeeding Welcomed Here through the TN Department of Health or Team Nutrition resources for new and expectant moms about breastfeeding).

Policy 6: Childcare educators shall ensure appropriate infant and child feeding patterns, including adequate time for snack and meal consumption and age-appropriate portion size.

Childcare educators shall provide education to families twice each year (i.e., via parent meetings, provider newsletter articles, sharing of educational video resources, etc.) that addresses nutritional learning experiences, with a focus on adequate time for snacks and meals and age-appropriate portion size. All eating opportunities shall consist of a respect for the child and promotion of a positive attitude toward food. Childcare educators shall apply evidence-based early food preference learning strategies such as introducing healthy foods, repeatedly pairing new healthy food choices with foods children already like and modeling consumption and enjoyment of healthy foods.

Tobacco-free Campus Policy

Policy 7: The childcare provider campus shall be free of all tobacco and tobacco-related products, including smoking, smokeless and electronic products. The campus is inclusive of all vehicles used to transport enrolled children, all outdoor spaces, and all indoor locations, whether or not children are present. Childcare employees and volunteers may not use tobacco or tobacco-related products while off-campus at provider-related activities (i.e. fieldtrips, walks, and all other outdoor activities). Employees who use tobacco products while off campus are required to change clothes and wash hands thoroughly prior to interacting with children. “No Smoking” signs shall be posted conspicuously at each childcare provider entrance, as required by state law.

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