

Mountain Brook Baptist Early Learning Center

2022-2023

Full Day Education Program Parent Handbook

Established 1993

Dear Parents,

Welcome to Mountain Brook Baptist Early Learning Center.

This handbook has been prepared to help you better understand our program and answer any questions you might have.

Please know of our sincere desire to provide developmental care in a Christian atmosphere for your child. The Bible states, “Jesus grew in wisdom and stature and in favor with God and man” (Luke 2:52). This verse summarizes the objective of our program. We intend to help each child grow mentally, physically, spiritually, socially and to give your child the loving care and guidance he needs during his formative years. We see each child as a unique individual and strive to instill in each child a positive self image and confidence in their own abilities. Children learn by “doing”. When provided with a variety of materials appropriate for their level of development, the child will learn the necessary skills without undue pressure or structure.

Thank you for sharing your child with us. We take seriously the trust you put in us in helping your child develop. We are looking forward to an exciting year.

Please feel free to visit us, ask questions, and make suggestions.

The Director and Staff

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Full Day Program
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Success Through Academic Readiness Skills

Phone..... (205) 803-3490
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Hours of Operation 7:00 am. To 6:00 pm.
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**Mountain Brook Baptist
Ministerial and Office Staff**

Senior Minister.....Dr. Wayne Splawn

Director of Children's Education and Family Ministries.....Mrs. Sharon Howard

Church Office Hours: 8:00 am. to 5:00 pm

Church Office Phone Number: (205) 871-0331

Church Fax Number: (205) 803-3452

Church Website: www.mbbc.org

Early Learning Center Board of Directors

ELC Chair: Jennifer Pickett

**Allie Farlow, Hudson Holcomb,
Jansen Voss, Meredith Welch**

Learning Objectives

The following are our objectives in working with your children. They will vary depending on age and ability of each child.

Spiritual

To help the child-

- Grow in the knowledge of God; God's love and God's care.
- To know that Jesus is God's son; to feel that Jesus is a special friend; to know ways Jesus helped people; to want to be like Jesus.
- To think of the Bible as a special book and learn some Bible stories and verses.
- To think of the church as a special place where we learn about God and Jesus.

Mental

To help the child-

- Develop language skills through everyday activities that develop into reading when the child is ready.
- Learn about people and the world around us.
- Learn to follow instructions.
- Growth in creativity.
- Engaging experiences which will lead to success in mathematics.
- Develop reasoning, thinking, and problem solving skills.

Physical

To help the child-

- Develop large and small motor skills.
- Establish good health rules.
- Learn and follow simple rules of safety.

Social

To help the child-

- Grow in the ability to work and play with others.
- Respect personal rights of others.
- Develop an attitude of kindness, cooperation, courtesy, and helpfulness.
- Experience a positive introduction to an educational environment.

Emotional

To help the child-

- Build a healthy self-esteem and feeling of self-worth.
- Build mutual respect, trust and love between children, teacher, and parents.
- Develop a love of learning through provision of daily activities that are success oriented.
- Develop personal attributes of self control, responsibility, initiative, and independence.

Program Philosophy

The Bible instructs us to “Train up a child in the way he should go: and when he is old he will not depart from it” (Proverbs 22:6). We believe that the foundation of the ministry of Mountain Brook Baptist Early Learning Center is to meet the individual needs of each child through providing loving and Christ-centered care.

We believe that an environment should be established and a curriculum developed that will allow for, and encourage, each child to explore, discover, and develop in all areas: cognitive, physical, social, emotional, self-help, and spiritual.

Hours of Operation/Late Pick Up

The center will be open from 7:00 am. to 6:00 pm. A late fee for each child will be charged each time the parent is late picking up the child.

- For late pick ups of up to 3 times monthly a fee of \$5.00 will be charged for the first 10 minutes. After that, \$1.00 per minute will be charged.
- For late pick-ups of 4 times or more monthly the fees will be doubled and the Board of Directors notified. The fees will be due at the beginning of the following week.

The center will be closed for the following holidays:

- | | |
|-------------------|----------------------------------------------|
| *New Year’s Day | *Thanksgiving Day and the following Friday |
| *Good Friday | *Labor Day |
| *Memorial Day | *Christmas Eve and Christmas Day |
| *Independence Day | *Teacher Work Days in August-to be announced |

The ELC Board of Directors has the authority to close the center as deemed necessary due to unusual circumstances.

Security System

In an effort to continue to provide the highest quality of safety for your child, our Center has implemented a security fob/card access only system. Each family will be issued an individualized security fob/card upon enrollment.

Tuition

Tuition rates are based on the child's age as of **September 1st** and do not change as the child ages throughout the year. Rates are effective throughout the entire school year. Payments can be made via the school website through Headmaster and credit card or cash or check. **We do not advise using a credit card/debit card to avoid a large convenience charged by your financial institution.** Classes are assigned and referred to by age group and name as listed below:

August 2022 to July 2023 Tuition/Other fees

	<u>Monthly</u>	<u>Weekly</u>	<u>Deposit</u>	<u>Activity Fee</u>
6 weeks to 24 months Infant I, II Toddler I, II	\$965.00	\$223	\$300.00	\$100.00
2K	\$940.00	\$217	\$300.00	\$125.00
3K	\$940.00	\$217	\$300.00	\$150.00
4K,5K	\$890.00	\$206	\$300.00	\$150.00

Tuition must be paid in full regardless of services rendered but not used due to sickness, vacation, or other circumstances. Discounts are not given to families with two or more children in the center. Tuition and other fees may be raised at the discretion of the Director and the MBB Board of Directors. Families will be notified in writing regarding any changes in tuition or other fees.

Tuition Schedule and Fees:

The following regards the due dates of the tuition payments.

- Weekly payment of tuition is due on Monday before services rendered. It is delinquent by noon the following Monday.
- Bi-monthly payment of tuition is due on the 1st of the month for the 1st-15th and the 15th of the month for the 16th through the last day of the month. Each payment is due by noon. Bi-monthly payments are late on the 6th for the first of the month and on the 20th for the end of the month.
- Monthly payments of tuition are due on the 1st and are delinquent at noon on the 10th.

The center does not issue bills for payment, thus payment is due at the above stated times. A \$10.00 late fee **per week/per child** will be charged on all delinquent accounts. If your child is absent on the tuition payment due date, you may pay the full tuition amount on the day you return and late fees will not be assessed. However, if you do not pay on the day you return, late fees will be assessed from the original due date. No refunds will be given for services rendered but not used. Accounts payable from a personal bank draft are still accountable for all late fees regardless of reason.

Accounts that become 2 weeks delinquent will be subject to losing the enrollment fee. All accounts must be kept current or the child will be asked to leave the program.

Return Check Fees and Convenience Fees

There will be a \$35.00 return check fee on all returned checks. The fee is due upon notification or a \$10.00 late fee per week will apply. Cash payments may be required with excessive returned checks.

Convenience fee charges are applied to anyone using a card paying on Headmaster. This includes a debit or credit card.

Other Associated Fees

- The **annual registration fee** is due at the time of registration for each school year.
- The **enrollment fee** is a one time deposit of \$300 and is due at the time of enrollment for the initial year of participation. The enrollment fee will be applied to the final two weeks of enrollment.
(See WITHDRAWAL.)
- **4K/5K Field Trip Fee**-The field trip applies to the children in the 4K/5K classroom. The children will go on several field trips during the year and parents are asked to volunteer to drive. The fee for the field trips is separate than the activity fee and covers the admission or activities for the field trip. The sign up form for parent chaperones will be in the classroom during the 1st week of school. Some field trips have a limit on the number of parents who can attend due to seating.
- The **activity fee** is an annual fee due each year by the end of the first week of the new school year. The activity fee helps to offset the expense of creative art supplies, curriculum based materials, and special events.

Parent Chaperones and Field Trips

Parents are notified in advance of the field trip and transportation is provided by parents. **Drivers are responsible for the students in your care during a field trip.** Therefore, younger siblings are not allowed to attend field trips. All 4 and 5 year old children should wear their school t-shirt on field trips.

Parents are responsible for bringing a car seat to the center for their child to use on field trips.

Wee Learn: A Bible Based and Developmentally Appropriate Guide to Teaching Young Children

Mountain Brook Baptist Early Learning Center uses the Wee Learn Curriculum Guide published by Lifeway Christian Resources. It is a Bible based and unit based curriculum to aid teachers in building an early childhood program that allows children to grow and develop as Jesus did—in “wisdom and stature” and in “favour with God and man” (Luke 2:52). A child’s growth and development is viewed as a process, not an event. Development begins when the child is conceived and continues throughout life. Therefore, the Wee Learn curriculum provides a range of activities which are designed to meet the needs of children at their developmental level along the growth continuum. The Wee Learn curriculum also provides guidance and activities in each unit to help each child develop language, pre-reading, pre-writing, and other foundational skills appropriate to his or her stage of development.

Physical, mental, emotional, social and spiritual development is interrelated. The Wee Learn Curriculum was developed around units which provide opportunities for all children at all ages to learn about God, Jesus, the Bible, the church, self, family, others, and the natural world. Experiences which encourage physical, mental, social, emotional, and spiritual development are included under each unit topic. Each teacher provides a lesson plan each week with activities that will meet the individual and small group needs and interests of the children in the class.

Each unit includes a Bible story, Bible verses, and Bible thoughts. Examples of units from the Wee Learn Curriculum include: I am Growing, I Can See and Hear, Taste, Touch and Smell; We Have Friends at Church, I Love My Family; My World Has Many Colors and Shapes, My Community Has Helpers; We Have Fun with Friends and We Thank God for Water. Easter and Christmas are a very special time of year for the center. We recognize the secular celebrations for both. However, at school we concentrate on Christmas being Jesus’ Birthday and learning about the Nativity through books, songs and art. Easter is celebrated by focusing on spring and new life.

Each unit also includes concepts that are to be emphasized. For example in the unit I Am Growing, concepts emphasized are: I can be happy at school; I need help to do some things; I can play with my friends; Jesus had friends, and I can do things all by myself. In addition to our Bible based Wee Learn Curriculum we also study other units; some of which include: Getting to Know You, Outer Space, Transportation, Farm Animals, Shapes and Colors, Numbers and Letters, Circus, Science and Nature and Seasonal Units.

Each curriculum guide provides the developmental characteristics of the specific age; it is intended to enable the teacher to fully understand the correct expectations for the age group being taught. Each guide also includes information on: building self-esteem, guiding behavior, planning for instruction, establishing a daily routine, and teaching through learning centers.

Mountain Brook Baptist Early Learning Center believes that the “Early Years are Learning Years”; therefore, providing the teachers with an age appropriate and developmentally appropriate curriculum is key to helping young children learn. The Wee Learn Curriculum guide is available for parents to view in the classroom each day and we hope that you will encourage the curriculum’s teachings at home.

Animal Island-A Four Year Old Supplemental Curriculum

In addition to the Wee Learn Curriculum, MBB-ELC uses **Animal Island** in the Four Year Old classrooms. Animal Island is an emergent reading program used to teach pre-reading skills to children preparing them to enter Kindergarten. The children are highly involved in the stories as they learn the alphabet and most common letter sounds. Animal Island teaches all of the concepts and skills children need to learn from beginning reading programs. It also integrates listening, speaking, reading and writing.

The children study two kits made up of two giant, colorful books. Each book contains pages that are oversized and interactive. Kit one includes Letters of the Alphabet and includes the books Animal Island and Letter Island.

Kit one stimulates children through the use of animal characters. Its major concepts are:

- *Directionality and Position
- *Color Identification
- *Name and Character Recognition
- *Pattern and Shape
- *Left-to-right Movement
- *Upper and Lower Case Letter Recognition
- *Letter Discrimination
- *Alphabetical Order
- *Function of Letters

Kit two includes Sounds and Letters that concentrate on Talking Letters and On to Storyland. This kit teaches the sounds of 12 letters and letter combinations and how to blend them together to make words. Major concepts in this kit are:

- *Letters have sounds
- *Names begin with capital letters
- *Words are read from left to right
- *Written words consist of meaningful arrangements of letters
- *Punctuation
- *Spaces are left between words
- *Some letters have more than one sound

Through the use of teacher instructed discussion, the children will also learn basic comprehension skills, including character identification, recall of events, description, sequence, cause and effect, and interpretation of motive. Each week the children will add to an alphabet book which covers the letters they studied that week. This book is an excellent way for parents to reinforce learning at home. Used together, Wee Learn and Animal Island provide the children with a comprehensive and developmentally appropriate curriculum. The children move into Kindergarten prepared with the skills necessary for success.

Handwriting Without Tears 4K and 5K Curriculum

The Handwriting Without Tears program is a leader in providing easy-to-learn, easy-to-teach, developmentally appropriate, and inclusive materials to preschool and elementary students throughout the U.S. More than two million students learned to write successfully using the Handwriting Without Tears curriculum. The Get Set for School™ preschool program is used by thousands of public and private preschools to develop handwriting and other school readiness skills.

HWT uses fun, entertaining, and educationally sound instructional methods to teach handwriting to all students: pre-k through cursive. The Pre-K Get Set for School™ program introduces school readiness activities for young children of all ability levels. Through music, movement, building, coloring, and multisensory activities, children have fun as they develop important skills:

- Language Proficiency
- Color and Shape Awareness
- Fine and Gross Motor Control
- Letter and Number Recognition
- Counting Abilities
- Social Skills

IMPORTANCE OF HANDWRITING

Handwriting is an essential skill for both children and adults (Feder & Majnemer, 2007). Even in the age of technology, handwriting remains the primary tool of communication and knowledge assessment for students in the classroom. The demands for handwriting are great, whether in the classroom or beyond. A 1992 study (McHale & Cermak) found that 85 percent of all fine motor time in second-, fourth- and sixth-grade classrooms was spent on paper and pencil activities. A more recent study (Marr, Cermak, Cohn & Henderson, 2003) noted that kindergarten children are now spending 42 percent of their fine motor time on paper and pencil activities.

The addition of handwritten components to many state standardized assessments and of a handwritten essay to the College Board SAT in 2005 further emphasize the importance of handwriting. Furthermore, good handwriting is important long after graduation. In *Script and Scribble* (2009), Florey writes in reference to handwritten job applications, “Like it or not, even in our machine-driven world, people still judge you by your handwriting.”

Research literature extensively documents the consequences of poor handwriting on early literacy and academic performance. Children who experience difficulty mastering this skill [handwriting] may avoid writing and decide that they cannot write, leading to arrested writing development (Graham, Harris and Fink, 2000). Handwriting is critical to the production of creative and well-written text (Graham & Harris, 2005) affecting

both fluency and the quality of the composition. Illegible handwriting also has secondary effects on school achievement and self-esteem (Engel-Yeger, Nagakur - Yanuv & Rosenblum, 2009; Malloy-Miller, Polatajko & Anstett, 1995).

Handwriting instruction must adhere to developmental principles to ensure success for all children. According to the National Association for the Education of Young Children (NAEYC), newborn to eight-year-old children learn best from methods that are consistent with developmentally appropriate practice (1996). However, due to a general lack in professional development in the area of handwriting, educators are not always aware of the specific objectives to be addressed at various grade levels. Educational guidelines often are limited to one standard, “produces legible handwriting” in the English/language arts standards. When students fail to meet this standard, teachers have no means for examining which skills are lacking. Meanwhile these students are experiencing all the negative effects of poor handwriting.

Seeing the need for a more specific analysis of skills, Handwriting Without Tears and a team of occupational therapists and educators have developed a set of comprehensive Handwriting Standards for kindergarten through grade 4+. We hope these will serve as an example to educators and curriculum decision-makers and bring increased attention to this crucial, yet often overlooked, area of education.

Alabama Standards for Handwriting:

Kindergarten

- Exhibit knowledge of the conventions of print.
- Becoming aware of spacing in words and sentences
- Differentiating letters from words
- Recognize and name upper- and lower-case letters.
- Write upper- and lower-case letters.

Additional Curriculum Support

In addition to the Wee Learn Curriculum, the 3 and 4 year old classes have Chapel daily and movement and music classes each week that are included in the tuition. 2K classes have music weekly. Field trips are scheduled for the 4 year old classes, September-May. These activities require an added cost to be paid in full before the first outing. Each parent signs a consent form at the time of registration for transportation provisions.

The children in the 3 and 4 year old classes have Spanish each week, August-May, which is included in the tuition amount. The classes are developmentally appropriate and will be taught in accordance with the Wee Learn Curriculum and Mountain Brook Schools curriculum for Kindergarten.

Physical Activity

Each child shall have an opportunity to participate in active play each day. Active play will take place outside on the appropriate playground or indoors dependent upon appropriate weather conditions. Children ages 3 years and up will have the opportunity to participate in 90 minutes of playtime each day. Children 12 months to 3 years will have the opportunity to participate in 60 minutes of playtime each day. Daily schedules of physical activity will be posted in the classroom. Infants to 12 month old children will have opportunities in the classroom for physical development on a daily basis according to each child's development.

Screening/Computer Usage

Screening is the use of television, videos, video games, and computers. Screen time in the classroom via an iPad with educational games is offered as a free choice and limited to 15 minute increments. iPads are also used for instructional purposes planned by the teacher. Videos during meal or snack time are prohibited. Special activities (ex: educational books) will be limited to less than 2.5 hours per week and/or only used in situations deemed necessary for educational support or ratio monitoring purposes. Screening for children under two years of age is prohibited.

Enrollment

Enrollment is open to children 6 weeks to 4 years old. ALL CHILDREN must be registered and have on file the required forms prior to attending the program. The required forms include, but are not limited to medical forms completed by the child's pediatrician, a current immunization form, and a listing of approved family members or friends who have permission to pick up the child. Any special arrangements must be communicated in writing to the Director in advance.

The children must be enrolled for a five-day a week program. Enrollment will not exceed room capacity unless necessitated by an emergency. Enrollment of children with special needs will be at the discretion of the ELC Director and the Board of Directors.

The center accepts applications throughout the year, which are filed according to the received date of the application. The application fee is \$25.00 and is renewable each year. MBBC members and siblings of current students receive priority status on our waiting list. Registration and enrollment are completed on a yearly basis for all classes in the center. When a space becomes available within a year, it will be occupied with the next child on the waiting list in that age group.

Parental input and communications, as well as the well being of the children are always our top priority. However, as we prepare for the new school year and class assignments, please understand that special requests for teachers will not be honored.

Withdrawal

WRITTEN NOTICE of withdrawal must be given to the Director at least 2 weeks prior to the last day of attendance. At this time, your initial enrollment fee will be applied. If there are any changes in the tuition between enrollment and withdrawal, parents will be required to pay the difference.

It is expected that enrollment in the 4 year old classes will sometimes cease after the recognition program in May rather than the end of the school year in August. Parents who wish to withdraw their child before the end of the school year should submit the 2 week notice. After this, the child may come on a daily basis with reservation and a separate fee.

Teaching Staff/Classroom Ratios/Teacher Training

All employees have the appropriate training and expertise to teach and care for the children. While DHR's regulations only require the ELC to have one person with a current Pediatric CPR and First Aid Certificate in the center at any given time, it is the ELC's goal that the majority of the ELC be certified in both CPR and First Aid. At this time, approximately half of our teachers and coordinators are certified. The remaining staff will either renew certification or obtain certification as soon as possible. The courses the ELC typically relies on for these certifications have been postponed due to the COVID-19 pandemic. In addition, the Director selects appropriate training courses and conferences for the staff to attend for continued education throughout the year.

All class groups are based on age as of September 1st:

6 weeks to 6 months	1:3
6 months to 12 months	1:4
12 months to 24 months	1:6
Two year old	1:8
Three year old	1:11
Four year old	1:12

The MBB-ELC Board of Directors has the authority to extend these ratios based upon the needs of the center.

Conferences

Parent-teacher conferences may be held at any time if the need arises. Meet the Teacher will be held at the beginning of the year to orient you to the ELC and your child's new classroom. Age appropriate assessments will be sent home in the fall and spring for the 2, 3 and 4 year old classes. Individual conferences will be held in the fall and spring for the 4K families to discuss their child's progress. Individual conferences will be held in the spring for the 3K families to discuss their child's progress. If it is not possible to meet for a conference with your child's teacher, please set a mutually convenient time with the teacher for a phone conference.

Disciplinary Practices

Discipline is handled in a developmentally appropriate way. Giving positive verbal rewards encourages acceptable behavior. This reinforces a child's good feelings about his/her behavior and serves as an example to the other children to act in such a way as to receive this praise. Asking a child to stop and think about his/her unpleasant behavior enables the child to work at self-control.

Removal from the group for a period of "time-out" is a tactic used for a child who continually demonstrates unacceptable behavior. This time-out is not a punishment, but rather a time when the child may calm down, remember what behavior the teacher is asking for, and decide for him or herself when he/she is ready to rejoin the group with appropriate behavior. Children with unacceptable behavior will not be made to remain indoors as punishment for earlier classroom behavior. Corporal punishment is not an accepted method of dealing with young children's behavior. Children will not be hit, slapped, or spanked in any manner while attending this center. If behavior problems persist, the parents are asked to have a conference to discuss what may be helpful in motivating their child to behave in an acceptable way. It may be suggested that the child be involved in a behavior modification program, with the parents having the option of being involved in the process.

In instances of biting we take the following steps beyond the above discipline practices. First, we give immediate attention to comfort and care for the bitten child. After we have cleaned the wound and the child is comforted, we explain to the biter that it hurts the other child when he bites him; show him the bite mark and tell him, "You may not bite." We then gently remove the biter from the group temporarily, but do not embarrass or humiliate him. The parent of the child who was bitten will be informed by an accident report. If the bite breaks the skin, the parent of the biter and the parent of the child who was bitten will be called. If the biting problem continues and proves to be a problem for the class, the following steps are taken: We will keep a staff person within arms length of the biter at all times to stop the action as soon as it becomes apparent that it will occur. Children usually bite due to frustration or stress. We study the environment to see what leads to the biting incident. We try to change the environment to lessen the frequency of incidents. If we can find nothing within the environment to cause the continued behavior, we ask for an appointment with the parents to discuss possible solutions. If the problem continues after studying the child, talking with the parents, and following the steps outlined above, we may ask that the child be removed from the center until the child is evaluated and, if necessary, counseled for aggressive behavior.

Policy on Handling Problems/Complaints

The procedure for handling problems or complaints from teachers and parents will be as follows: Speak directly to the Coordinator for your child's age group concerning the problem at hand. The Coordinator will address the complaint with proper people. The Coordinator will report back to the parent or teacher within five working days. The Coordinator will report any problems to the ELC Director at once. If for some reason the parent or teacher voicing the complaint is not satisfied with the response of the Coordinator, the person voicing the complaint may put it in writing to the ELC Director, who will address the issue with the Director of Children's Education and Family Ministries. The Director may call a meeting of the Board of Directors if needed. The person voicing the complaint may also be asked to put the complaint in writing to the Chairman of the Board of Directors. If a parent is also a member of the Board of Directors, they must follow the same chain of command in reporting and resolving conflicts.

Picking Up and Dropping Off

Parents must bring children to the classrooms each morning and come to the classroom to pick up the child in the evening. Remember to park your vehicle in a parking space and turn off the engine before entering the Center. Only the persons designated on the enrollment form and emergency card may pick up the child from the center. Please notify the administrative staff in writing if a person other than a parent is picking up the child on any given day. A form is available at the front desk for this purpose. Each child must stay with the parent or designated adult until the child is under the supervision of a teacher. Younger siblings are not allowed in the other child's classroom due to health reasons. Please ask the person picking up your child to bring proper I.D. as no child will be released without this. Persons under 16 years of age will not be allowed to pick up a child. People authorized to pick up must check in at the front desk.

Visitors

Parents may visit the center at any time. Certain periods of the day are preferred however to insure smooth operation of the center. Lunch and nap time are key times in the day when children are engaged in an activity from which they should not be interrupted if at all possible. Please call to let us know if your child must leave during these hours. If you wish to observe a particular activity, please notify your child's teacher to determine the best time to do this. We ask that you and/or your family respect the teachers and the other children in the classroom when visiting and limit the time you spend on any one visit. Some children are very sensitive to schedules and unfamiliar people who visit the room. ***Visitors will be asked to sign in at the front Reception desk upon entering and exiting the building.**

Divorce/Non-Custodial Parents

It is the responsibility of the custodial parent to inform the ELC, in writing, of any change in the rights of persons previously authorized to pick up the child. The ELC will follow all court papers regarding custody; however, bears no responsibility for keeping up with custody and/or visitation arrangements between parents. If the visitation arrangement between the parents requires alternating custodial rights (e.g., each parent has the child every other weekend), such that ELC employees could have difficulty remembering which parent has the child on which weekend, the custodial parent must notify the ELC on each and every day that the non-custodial parent has the right to pick up the child. A non-custodial parent will be allowed to pick up or visit the child only with the written permission of the custodial parent. In the event of a divorce, all parents who signed the original registration papers remain responsible for tuition and fees. Any provisions to the contrary are up to the parents to work out. The ELC will continue to look to both parents for payment.

Potty Training

Potty training is an important and developmentally appropriate issue; we will work closely with parents to insure readiness and proper timing. We will begin helping young children learn proper bathroom habits when they reach the Two year old classroom and show signs of readiness. Children whose clothing is soiled with fecal matter shall not be rinsed out but instead placed in a plastic bag to be sent home and laundered.

Food Allergies

It is the policy of this center to respect the needs of children with severe and medically documented food or dairy allergies. Therefore, our center is a “nut free” center. Food with nut items, and those cooked with peanut oil are strictly prohibited. Parents of children with dairy allergies should send suitable replacements for their child for lunch and on party or special event days. Parents of children with peanut/nut allergies should send suitable replacements for their child on party or special event days.

Food substitutions will not be made for individual children except for documented medical reasons. Written documentation from a doctor is required for allergies to specific food items. Parents of children with documented food allergies need to be aware that Mountain Brook Baptist Early Learning Center (“ELC”) will take reasonable precautions to prevent children with allergies from coming in contact with allergens. However, there may be occasions when a child inadvertently comes into contact with an allergen.

Parents understand that the ELC does not guarantee a completely allergen free environment. In consideration of the benefit of having their child attend the ELC, and other good and valuable consideration, parents have chosen to allow their child to attend the ELC and waive any claims that they may have against Mountain Brook Baptist, the ELC, and their employees due to their child’s inadvertent exposure to allergens.

Health Requirements

A health history form must be completed and signed by your child's pediatrician prior to entering the center. It is recommended that all children have a thorough physical exam completed by their pediatrician prior to entering the center. All children must be able to participate in all activities in the center. Our center is not equipped or staffed to supervise individual children who are not able to participate in all daily activities.

***Please notify us of any special conditions that your child may have which require attention (i.e. glasses, hearing aids, asthma, visual/hearing problems, allergies or developmental delays).**

Certificate of Immunization

No child will be admitted to the center without an Alabama blue/Imprint certificate of immunization with a current expiration date. This form can be obtained from your pediatrician and must be kept current. There is a 10 day period after the expiration date to submit a new immunization form. **After the 10 day period, children will not be able to attend until a new form is received.** Parents will receive written notice of expiration in advance.

Smoking Policy

The ELC is a smoke free facility. All ELC staff and parents are prohibited from smoking on the premises of the Mountain Brook Baptist Church. Any staff member who smokes before, during a lunch break or after work hours will not be allowed to return to work in clothing that smells of smoke.

Emergency Medical Treatment

In the event of an illness or accident involving the head or mouth parents will be notified immediately. If the center is unable to locate the parents or emergency contact person (s), the child will be taken to their personal pediatrician or to the nearest emergency room.

Medicine

A parent must complete an Authorization to Administer Medication Form in order for the Full Day Personnel to administer medication. A copy of the signed form as well as the signature of the person who administered the medication each time will be returned to the parent each week upon request. Medications will be securely locked in a cabinet. Parents who wish to pick their child's medication up should ask for it from the Coordinators. In addition, you must adhere to the following:

- The center will only administer prescription medication.
- Medication forms can only be written in one (1) week increments.
- Any prescription must be in its original container and clearly labeled with the child's first and last name and directions for administration on the drug, the name and telephone number of the pharmacy, date the prescription was filled and the doctor's name.
- Medications will not be shared among siblings. Each child must have their own prescription.
- Medications with changing doses must have a doctor's note upon change.
- All medications and completed forms will be given to the Director or designated person, for storage. The Director or the Coordinators will administer the medication.
- Parents must provide a legible dispenser, cup or dropper, for each separate medication with which to administer the medication. Medication should be placed in a plastic bag.
- We will not administer medication if it is left in the child's bag and not signed in.
- Emergency medications for allergies (i.e. Benadryl, Epi-Pens) should be left by the parents and kept up to date. They should be available to the center at all times. A doctor's note necessitating the need of this medicine is required.

****Do not add medications or vitamin products to bottles or juice cups brought into the center.**

Illness

A routine daily health check will be done on all children as they arrive. We are not staffed to supervise individual children. When we have a sick child in isolation, we are unavailable to attend to the rest of the center. Please make every effort to pick up your child within one hour. A late fee will be applied after the first hour elapses. A fee of \$5.00 for the first 10 minutes will be charged. After that a \$1.00 per minute fee will apply. When a child is sent home they will not be allowed to return the following day unless noted and must also follow the following guidelines: Children who appear with:

- Severe coughing, breathing trouble, yellowish skin or eyes, lethargy or frequent scratching of the skin will not be allowed to stay at school.

- Children with **fever** will not be admitted to the center and must be fever free (without fever reducing medication) for a period of 24 hours before returning to the center. We consider 100.0 degrees or higher as a fever.
- Children with a **rash** cannot return to the center until it is diagnosed and determined non-contagious by the child's pediatrician. A written notice from the child's pediatrician must accompany the child upon returning to school.
- Children must be free of **vomiting and/or diarrhea** for 24 hours after the last bout. Diarrhea is defined as having unusually frequent, involuntary stool loss and consisting of mostly water.
- Children with **chicken pox** cannot return to the center for five to seven days after the blisters appear. All blisters must have scabbed over. When a communicable disease has been introduced to the center such as chicken pox, the Director will notify the parents in writing.
- Children with **hand, foot and mouth** disease may return to the center when they meet the fever policy. Blisters that continue to form or have not healed may require a doctor's note stating the child is not contagious before returning to school.
- Children with **strep throat** may return to the center 24 hours after antibiotics have begun, as long as they meet the fever policy.
- Children with bacterial **conjunctivitis (pinkeye)** may return to the center 24 hours after treatment has begun. There are 2 types of infections, bacterial and viral. Children who return to school with drainage after treatment may be asked to obtain a doctor's note stating the child is not contagious.
- Children with **thrush** may return to the center 24 hours after beginning treatment.
- Children with **lice** may return to school after being treated with lice controlling medication such as R.I.D. and with essentially no nits left in the hair. The child will also be checked before entering the classroom and for two weeks after the initial incident. A doctor's note may be required before entering the center.
- Children who undergo minor surgery (i.e.: tubes) or visit the emergency room for a head injury should not attend school until the following day.

Nutrition

The ELC provides two snacks and a lunch each day. All food served meet the USDA recommendations for meals and snacks. Water is available at each meal and only 6oz of 100% juice is served for children over 12 months of age. Milk at lunch and/or snack with 1% fat is provided for children ages 2 and up. Children under 2 years old whose parents wish for larger quantities of milk/juice should provide enough drinking cups with milk/juice for the day. Drinking cups will not be washed at school and must be taken home each day.

Monthly lunch menus will be sent home via the school newsletter. Snack and lunch menus will be posted on the ELC bulletin board.

Formula and Baby Food (children less than 1 year old)

- The parent is responsible for providing an adequate supply of pre-mixed bottles and formula (plastic bottles only please) and baby food. Clearly label all bottles and baby food jars with child's first and last name.
- Do not put any medications in baby bottles or Sippy cups.
- Used milk, formula, and baby food cannot be kept overnight for future use.
- Please inform your child's teacher of any special feeding instructions and of the time of your child's last bottle or meal.
- Parents should inform the teacher if the bottle is breast milk. Labeling it as such is helpful.
- All bottles must be pre-mixed prior to coming to the center and taken home each day.
- If any breast milk/formula bottles are spilled or cannot be used due to spoilage or power outages, the parent will be called to bring more bottles.

Children older than 1 year old

- The center provides healthy, nutritious meals and snacks daily; therefore, we request that you do not send lunches or snacks from home. All children eat with their classmates and teachers, thereby learning desirable social conduct and nutritional information. Children are encouraged but not forced to eat.
- Children in the 12-24 month classes will start the year using sippy cups but will transition to 5oz plastic cups mid-year. At this point, sippy cups will not be needed. A note to the parent will be sent prior to this transition.

Any child brought to the center after 11:00 am. must have eaten lunch prior to coming. Lunch will not be saved or reheated for a child.

Since there is not a breakfast program, **all children must finish their breakfast prior to coming to the center.**

Dress Code

Please dress your child in comfortable, easy to clean clothing. We prefer the children wear tennis shoes so they may run and play freely. Be mindful when dressing your child in shoes other than tennis shoes as we do not want their play to be hindered in any way. Please make sure that your child has an appropriate change of clothes, according to the season. **We do not allow the children to wear boots, flip flops, Crocs or clogs** due to safety reasons. Parents may be called to bring a change of shoes for the child.

Birthdays

Please make arrangements in advance with your child's teacher to celebrate a birthday. All parties will take place in the classroom. You may bring (nut free, peanut oil free) cupcakes, cookies, doughnuts, etc. as a special afternoon snack. You may bring party plates and napkins as well. Please do not bring any candles, decorations, balloons or party favors. Please check with your child's teacher for special instructions or food allergies. Special guests (clowns, princesses) are not allowed. Gifts for the birthday child are at the discretion of the parents. All children in the birthday child's class should be invited. Children from other classes will not be allowed to come to the party unless the whole age group is invited. Parents are asked to coordinate these parties with the teacher and administrative staff.

If your child has a birthday party in the MBBC-CLC, the teachers do not attend the party. Parents must provide written permission for their child to attend. Parents must sign their child out at the front desk before attending the party. If the child returns to the center for the remainder of the day, then the child must be signed back in at the front desk. All CLC parties must be approved by the CLC director.

Seasonal Parties

Seasonal parties will be held at the appropriate time. Parents are asked to sign up in their child's class to help supply food items or drink items. Sign up sheets will be in your child's class the first week of school. Children are not required to participate but will remain in the classroom during these special times. Listed below are the seasonal parties held each year:

- Fall Festival-October
- Happy Birthday Jesus-December
- Valentine's Day- February
- Easter-March/April
- End of the year-August

Rest Time

Children ages 12 months to 4K will rest from 12:00-2:00 each day. 5K will rest from 1:00-2:00. Parents may purchase a napper from the center on which his/her child rests. All nappers are taken home on Friday to be washed and returned to school on Monday mornings. Due to health reasons, extra nappers are not kept at the center. Infants to 6 months will rest as their schedules deem necessary. Infants 6 months to 12 months will rest as necessary but will take a morning and afternoon nap. Please see the schedule posted in the classroom.

Soft materials such as pillows, blankets, loveys or other gas trapping items are not allowed in the crib. Infants younger than 12 months will be placed on their backs to sleep. Positioning devices are not allowed in the crib. Infants who can easily turn over after being placed on their backs will be allowed to adopt their own sleeping position.

Toys and Personal Belongings

We strive to provide adequate developmentally appropriate toys and activities for all the children. There will be special share days provided in some age groups assigned by the teachers on which the children may bring a special toy from home to share with his/her friends. Please do not allow your child to bring any toys on other days that are not designated as such. Please be mindful of the things your child may pick up and bring into school each day such as coins, small toys, jewelry, or other toys that may be choking hazards, as we do not allow them in the center. In addition, we do not allow toys such as weapons, guns, or Power Rangers in the center. The center is not responsible for lost, broken or stolen items (i.e.: hair bows, share toys).

We understand that some children may have a security blanket or stuffed animal with which he/she likes to sleep. It is unsafe for them to carry such an item throughout the day; however, it is acceptable for the items to be brought to school for use at nap time.

Personal Supplies

- The parent is responsible for providing an adequate supply of bottles. Please bring plastic bottles only. All bottles must be labeled with the child's first and last name. Parents should bring at least 3 clean sippy cups daily. No medications are allowed in bottles/Sippy cups.
- The parent is responsible for providing an adequate supply of baby food. Clearly label all food jars. Baby food will be served from separate bowls in order to avoid waste and contamination. Unused baby food can be saved for a later feeding that day but must be taken home at the end of the day.
- Parents are responsible for providing an adequate supply of disposable diapers and baby wipes. Cloth diapers are not allowed.
- Be sure your child has at least one change of clothes. Infants should have 2 or more changes of clothes at the center that is appropriate to the season. Accidents happen, regardless of age. Please label each article of clothing with the child's first and last name.
- All personal items must be clearly and permanently labeled. Please check these items from time to time as even permanent markings wear off. The center is not responsible for lost, stolen, or broken items.

Inclement Weather/Emergency Procedures

In case of inclement weather, the center will follow the Mountain Brook School System Policy which recommends that children are not released to anyone until the storm warning has been lifted. If someone insists on taking a child during the warning, they will be asked to sign a release form. Any closing will coincide with the Mountain Brook Schools unless it is after school hours. Evacuation procedures are posted in each room in the center. All parents, guardians, or emergency contacts will be notified by phone and/or email if the center closes in the middle of the day. Parents are asked to monitor severe weather and stay close to their phones so that you may be easily contacted in case of closure.

Fire Alarm: Evacuate according to the posted fire drill procedures which include the East Entrance of MBBC under the Porte Cochere or the South Entrance Porte Cochere. All areas of the building will be checked by staff before leaving. If children are unable to return to school parents will be notified and asked to pick up their child at Mountain Brook Jr. High School Gym.

Gas Leak: Follow the evacuation plan for fire safety.

Tornado Drill: Seek shelter in the designated locations posted in the classroom.

Power Outage: Close the center if the outage is two hours or longer.

Water Shortage: Close the center if the shortage is two hours or longer.

Snow/Ice: Follow Mountain Brook Schools plan as stated above. If schools are not in session, the Board will make the decision.

Earthquake: Follow the emergency plan posted in the classroom. Drop, cover, and hold on! Parents will be notified.

Emergency Lock Down- Should an event arise that deems it necessary for the school to participate in a lock down operation all doors leading inside the ELC will be locked. Teachers will be instructed to remain in their classrooms with the children until further notice. An email and/or phone call will be made to alert the parents. Parents will not be allowed to enter the school without permission from the Director and with photo identification. This could also be used due to a suspect under the influence of alcohol/drugs or a violent individual.

Structural Damage- Should structural damage occur to the ELC building or other areas closely connected, the children will be moved to a safe place within the church building or to a designated area of the parking lot. Parents of the ELC children will be notified to pick up their children if necessary.

Flood Damage- Should the ELC building or connected floors retain flood waters, the children will be moved to a safe place within the church building. The parents of the ELC children will be called to pick up their child if necessary.

Emergency Medical Treatment- In the event of a severe accident or illness, parents will be notified immediately. If the center is unable to locate the parents or emergency contact person (s), the child will be taken to their personal pediatrician or the nearest emergency room.

Ways Parents Can Help

- Make sure your child has a good night's sleep and a nourishing breakfast and/or bottle before arrival. Monitor your child's health daily before bringing him/her to school.
- Know your child's teacher. Work with her concerning any problems that may arrive. Confer with her about your child; however, refrain from doing so in his/her presence.
- Schedule all conferences with your child's teacher at mutually agreeable times. Do not engage in lengthy conversations with them during times when she will be caring for other children in the class.
- Report any special or upsetting experiences which you think will help the teacher to better understand the child.
- Establish in your child a wholesome, friendly attitude toward the teacher.
- Take time to read your child's daily notes and discuss his/her daily experiences with real interest.
- Bring your child's bag daily, this helps us to communicate with you through letters.
- Teach your child self-reliance by encouraging him/her to do things for him/herself, allowing him/her plenty of time.
- Teach your child his/her full name, age, address, and phone number.
- Turn off car engines and park in the appropriate places when picking up or dropping off your child.
- Do not permit siblings to go into the other child's room when picking up or dropping off your children. Make sure your child stays with you until you enter the ELC. Please do not allow them to run to the front door ahead of you.
- Stay with your child until the child's teacher acknowledges your child's presence.
- Notify the Director or Receptionist of any changes in your address, phone number or release information.
- If you have concerns or problems, please notify the Director or your child's Coordinator.

**Mountain Brook Baptist
Early Learning Center Parent Handbook Agreement**

Please read, sign and return to the front desk:

I, _____, whose child (ren)

is/are enrolled in this current school year, 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

Date