



Presbyterian Early Learning Center

607 Janeway Avenue, Lufkin, TX 75904
936-634-GROW (4769)
Operation # 1547361

Operational Policies: Parent Handbook 2020-2021



Philosophy of Presbyterian Early Learning Center...

A non-profit ministry of First Presbyterian Church of Lufkin, newly built in 2014, PELC provides quality care & education for young children with esteem-boosting, friendship-building & faith-developing principles. We are committed to providing quality care & age-appropriate education to preschool children 2-5 yrs. old, in a caring setting that demonstrates the love of Jesus Christ.

Further, we are committed to:

- developing strong, supportive relationships with families
- excellence in all aspects of care & education
- providing a safe, caring environment for young children
- teaching children about God's love & care for everyone
- helping children develop sound moral character & biblical values

Our caring & well-qualified staff of early childhood professionals is dedicated to developing each child to their full potential through fun & challenging learning experiences.

Early childhood is a time of curiosity, discovery, & fun. PELC seeks to provide nurture & security while providing a high quality education that encourages social, emotional, physical, & intellectual growth through play & hands-on experiences.

Preschool & Pre-K classes prepare children socially & academically with a balance of teacher-directed & child-initiated activities. The curriculum is a theme-based approach to developmentally appropriate learning centers. We explore new concepts through hands-on experiences such as science, language, math, dramatic play, music, block play, sensory experiences, outdoor activities, creative art, & creative movement. Children will be exposed to shapes, colors, numbers, a rich vocabulary, & letters through developmentally appropriate activities.

In addition to providing for the cognitive, physical, & social-emotional growth of children, daily Bible time is included to facilitate spiritual growth. Bible truths & prayer are interwoven into daily lessons & activities using true stories about Biblical people to help children learn age-appropriate guidelines to Christ-like behavior & social interactions. Through biblical teaching & teacher example, PELC helps develop sound moral character & build a strong foundation of values such as love, honesty, kindness & respect.

Zoo-Phonics, Singalingo Spanish, & Gospel-light, WePlaySmart, & ABC Mouse curriculums are incorporated into PELC's daily program.

PELC's nurturing & encouraging Christian environment helps children become more self-sufficient, solve problems, share responsibilities, & respect the rights of others, all while sharing the love of Jesus.

A member of the Association of Christian Schools International (ACSI: acsi.org), & National Association for the Education of Young Children (NAEYC: families.naeyc.org) we are committed to high standards of excellence for our school & have great expectations for each & every child.

Operational Policies

Hours, Days, & Months of operation: 746.501 (a)(1)

Presbyterian Early Learning Center (PELC) is open to serving children ages 2-5 years old.

Operating hours are 7:00 am - 6:00 pm, Monday through Friday. Schedule options are as follows...

School-Day	9:00 am - 2:30 pm
Extended-Day	any time beyond 9:00 - 2:30; up to 7:00 - 6:00

These schedule options are available for Monday-Friday, Monday, Wednesday, & Friday, or Tuesday & Thursday, as space allows. See the Tuition Rate Schedule for more details & rates.

PELC is open year-round with the exception of the PELC Board-approved holidays & school closures listed below. In addition to the listed holidays, PELC may schedule up to 3 "Teacher In-Service" days per school year for continuing staff development & training (non-student days). These dates are considered when establishing tuition rates therefore credit does not accrue for these days.

- Labor Day
- Thanksgiving+ day after
- Christmas Break: (typically 2 weeks)
- Good Friday
- Memorial Day
- Independence Day (4th of July)
- August Break (1 week)
- Up to 3 additional Teacher In-Service Days/school year (TBA)

Procedures for Release of Children: 746.501 (a)(2)

In order to protect children, PELC will only release children to authorized persons 18 years of age or older. Please list all authorized persons for your child on the enrollment paperwork. Parents agree to notify the center in writing whenever anyone other than a previously authorized person will pick up the child or will be added to, or removed from, the authorized list.

For safety reasons, a photo I.D. will be required from all persons not known to staff on duty. A copy of the person's I.D. will be kept in the child's file & their picture &/or fingerprint will be entered in to the ProCare system. Please remember that State Licensing requires authorization must be in writing, signed & dated by parent/ guardian.

Child Custody Issues -

PELC cannot legally restrict a non-custodial parent from visiting the child, reviewing the child's records, or picking up the child from school unless we are furnished current legal documents. The school must receive a copy of any court order restricting a parent or legal guardian from removing a child from the center, & will keep copies of these documents in the child's file.

Illness & Exclusion Criteria: 746.501 (a)(3)

Being a well-child facility, PELC is licensed to care for healthy children only. When a child is ill, they need a special level of attention & care. We are not able to provide care for ill children because we must also consider the rest of the children in attendance. When ill children are in school, they are potentially spreading germs to other children & to school staff. Additionally, an ill child is vulnerable to catching a second illness while their immune system is overworked.

We realize it is difficult to find alternative care for sick children. However, the illness policy exists for the protection of all children in the preschool. Please arrange substitute care in advance for occasions when your child is unable to attend due to illness.

Every effort is made by PELC staff to prevent the spread of disease. Even with precautions we take, such as sanitizing surfaces & the teaching of proper hand-washing, children entering care are likely to experience an increase in mild illnesses. Respiratory & gastrointestinal diseases spread rapidly from child-to-child under the best of preventative precautions. The frequency & severity of these may vary from child to child. An average child under the age of five (5) experiences six (6) to twelve (12) mild illnesses each year.

Children suffering from illness or contagious disease must be excluded from the center according to the *Exclusion Guidelines* (see following section).

The school must be notified of any communicable disease/condition such as chicken pox, head lice, hand-foot-mouth, impetigo, etc. These require posted & signed notices of possible exposure. A note from the child's physician stating that the child is no longer contagious may be required before child may return.

Children who become ill at school must be picked up by a parent or other authorized person within 30 minutes of the time parents are contacted. In the event that emergency medical treatment may be necessary & the responsible parent or guardian cannot be reached after reasonable attempts, the center is authorized to seek & render appropriate care per your signed release.

Any child sent home with a fever, vomiting, or with diarrhea will not be allowed to attend school the following day. In general, child may return to school when:

- 1) **fever-free for 24 hours*** without the use of medication
- 2) **vomit-free or diarrhea-free for 24 hours***
- 3) child has been given **antibiotics over a 24-hour* period** for any type of infection

PELC reserves the right to require a doctor's statement before a child may return to school attendance, able to fully participate in school activities without compromising the health, safety, & supervision of the other children in attendance. *This time frame may be extended due to health crisis / pandemic.

EXCLUSION & OBSERVATION GUIDELINES

This information is provided for referral when not sure whether your child should attend school. School staff will follow these guidelines, however the time frame of exclusion from school may be extended due to health crisis / pandemic.

SYMPTOMS REQUIRING EXCLUSION:

<u>Symptom:</u>	<u>Description:</u>	<u>May return to school when:</u>
Eyes	More than 1 occurrence of yellow/green discharge	on medication for 24 hrs
Ear-ache	Ear drainage	Dr. clearance to return
Nose/Mouth	Green discharge w/ other symptoms	Symptoms are gone
Sore throat	Redness &/or blisters	Dr. clearance to return
Stiff neck/swollen glands	w/ fever over 100°	Dr. clearance to return
Rash	unexplained, or w/ fever over 100° &/or headache	Dr. clearance to return
Skin sores	weepy/scaly	Dr. clearance to return, covered until gone

Fever	taken in ear or forehead scan - 100° or higher	fever-free 24 hrs w/o medication
Respiratory	uncontrolled coughing or sneezing	cough or sneeze is controlled
Respiratory	Difficulty breathing / Wheezing	Dr. clearance to return
Abdominal pain	continues for 2 hours or increases in severity	symptoms are gone
Vomiting	2 or more episodes in 24 hours	vomit-free 24 hrs
Diarrhea	loose or watery bowels 2 or more episodes in 24 hrs	diarrhea-free 24 hrs
Antibiotic therapy	prescribed for any symptoms	on medication for 24 hrs
Head Lice	1 episode	bring empty bottle/carton to show treatment
Communicable or serious disease (Strep Throat, Impetigo, Pneumonia...)		Dr. clearance to return

SYMPTOMS REQUIRING ISOLATION &/OR OBSERVATION:

<u>Symptom:</u>	<u>Description:</u>	<u>May return to class when:</u>
Unable to participate in regular activities	Pain, lethargy, emotional upset, etc.	Return to activity when symptoms are gone
Eyes	Watery, red	Participation as tolerated, observe
Eyes	Yellow/green discharge - once	Clean eyes (from outside corner in) & observe
Ear-ache	Pain without discharge or fever	Participation as tolerated, observe
Nose / Mouth	Discharge - clear, white, yellow or green	Participation as tolerated, observe for fever, or other symptoms...
Sore throat	First complaint	Observe for additional symptoms
Rash	Anywhere on body - first noticed	Observe for additional symptoms
Respiratory	Previously diagnosed asthma / wheezing	Dr. recommendation on file

Procedures for Dispensing Medications: 746.501 (a)(4)

PELC will dispense only prescribed medications with only 3 exceptions (diaper creams, sunscreen, & insect repellent). This includes all syrups, drops, lotions, tablets, vitamins, & all over-the-counter items. Medication must be in the original container, properly labeled with child's name, dosage, expiration date, physician's name, & name of pharmacy. We cannot administer any medications that are not properly prescribed & labeled. The center must be notified of all medications taken by each child.

Parents must complete the Medication Form & give both the form & the medicine directly to office personnel upon arrival at school. The staff person who gives the medication to the child will sign & document the time administered. **NEVER place medication of any kind in your child's lunch-box, cubby, or backpack.**

Generally, the following schedules will be followed when administering medication to children.

Directions	Schedule
2 times per day	Not administered at school
3 times per day	1 st dose at home 2 nd dose at PELC with lunch 3 rd dose at home
4 times per day	1 st dose at home 2 nd dose at PELC with lunch 3 rd dose at PELC with 2:30 snack 4 th dose at home

Prescription Medication Exception 1 - Diaper Cream

Diaper creams may be used for Two's (2's) who wear diapers or pull-ups. Parent must provide all diaper ointment/cream, labeled with the child's name as well as a parent's signature & date on the tube/container in order for PELC staff to administer the product. It will be kept in the classroom & used on your child only.

Prescription Medication Exception 2 & 3 - Sunscreen & Insect Repellent

See section 746.501(a)(18), on page # 12 for details.

Procedures for Handling Medical Emergencies: 746.501 (a)(5)

PELC staff makes every effort to ensure the safety of your child while in our care. Unfortunately, accidents may occur, as part of growing up can sometimes include bumps & bruises. All staff members are certified in Pediatric CPR & first aid procedures. First aid supplies are stocked & ready at all times. We have implemented the following procedures, should your child experience an injury while at PELC.

Injury assessment & treatment is given immediately by a staff member. All injuries will receive a 2nd assessment by a director or an appointed teacher after the initial first aid treatment is applied. This means all first aid assessments & treatments are double checked. Depending on the injury, follow-up assessments may occur hourly until the child is picked up by an authorized person (parent/guardian).

All minor accidents are recorded on the KidReports app. Once all signatures have been added, the report will be released to the parent/guardian listed on the app. More serious injuries may require the state's paper form Incident Report. A copy of the Incident Report will be placed in the child's file, & 1 copy sent home.

Universal & Standard precautions used by preschool staff include the use of protective gloves when caring for or treating a child whose injury is bleeding or when dealing with situations involving body fluids. Proper hand washing is required at all times.

When an injury involves any portion of the face or head (above the shoulders), or involves blood, a parent will be notified by phone, except in cases of routine minor injuries such as scrapes, bloody noses, or paper cut.

A phone call does not necessarily mean you must pick up your child. It is a courtesy notification that an accident has taken place & in most cases is an informative call giving you the option to come check your child in person. In some cases however, we will require a parent/guardian to come in person.

In case of a serious accident or injury, EMS (911) will be contacted first. We will make every attempt to contact parent/guardian immediately. If we cannot reach a parent/guardian, we will call the person you have indicated on the forms to make medical decisions for your child. If we cannot reach you, we will release your child into the custody of the paramedics to transport your child for immediate medical care. Staff is prohibited from transporting an injured child. A staff member will remain with your child until a parent/guardian arrives.

A signed authorization for emergency care is kept in each child's file. Physician information & emergency phone numbers must be kept current. Emergency contacts must be local or able to respond within 30 minutes of a phone call.

Any medical bills that may arise from an accident are the responsibility of the parent.

Procedures for Parental Notifications: 746.501 (a)(6)

Each classroom has bulletin boards to display children's work, & weekly lesson plans are posted at the communication station near the classroom door to help parents see what is planned for the classroom each day. Informal communication between parents & teacher may occur each day at drop-off time or at departure.

Parent-Teacher Conferences are conducted for PreK 4 students, at which parents & teachers may discuss each child's individual strengths, developmental progress, & possible areas of challenge. Occasionally a teacher/teaching team from any classroom may request a parent conference when there is a special concern in the classroom. Additionally, parent/guardian of any child enrolled at PELC may request a conference to discuss any questions or concerns they may have.

Notices & newsletters from the school as well as teacher notes may be placed in the communication station for parent/guardian to pick up. Each child has a labeled space/file for these notices, fliers, or any other printed material being sent home by PELC. Please be sure to check for notices each day at pick up time.

Please make every effort to stay informed about what's going on at PELC & specifically in your child's classroom. Parents/Guardians are each child's most important teacher. We want to partner with you to make PELC the very best experience possible for all.

Digital communication: Many school messages may be sent via email, the Remind app, or KidReports app. We currently use "Remind", an app used by schools nationwide, to quickly & privately contact school families in case of school-wide emergencies or school event reminders. KidReports is a Daily Communication app which the classroom teachers may use. At least 1 parent/guardian will be added to the each of these accounts to receive periodic messages & reminders from PELC. Please keep your email updated with the office, & be sure to download the apps to better receive these messages.

Discipline & Guidance Practices: 746.501 (a)(7)

Ground rules are necessary to guarantee a quality education for each child & to ensure a happy, safe environment with reasonable limits & boundaries. Classroom management includes keeping behavior both indoors & outside under control. Acceptable behavior is modeled & encouraged, & rules made clear. Behavioral expectations & classroom rules are made clear to children using age-appropriate vocabulary & guidelines. Teachers work to design environments that minimize the need for discipline.

PELC personnel must use positive techniques of guidance, including redirection, positive reinforcement & encouragement rather than inappropriate competition, comparison & criticism. All discipline is intended to be a learning experience, conducted in a firm, consistent, respectful, & loving manner. Discipline is not punishment. Teachers model appropriate behavior, using positive reinforcement as a guidance tool to help children learn acceptable behavior, learn self-control, & develop social skills.

Some general guidelines at PELC are:

- Make "Green" choices that are good to go.
- Everybody helps clean up – we're learning responsibility.
- Use listening ears – we're learning obedience.
- Make good choices – we're learning about what is right & best.
- Say please & thank you; wait your turn – we're learning manners, respect.
- Be kind to friends; use our words - it's not okay to hurt others – we're learning kindness & love.
- Do your best work; stay on task. – we're learning excellence.
- Play-fighting (karate, guns, etc.) is not okay at school – we're learning about safety.

Redirection, logical & natural consequences are used, & when necessary, a "time-out" may be used to help a student regain self-control. (Recommended time limit for time-out is one minute per year of age). Problems are discussed & classroom rules re-emphasized. Occasionally students may be removed from the classroom or playground to the office for a short visit with Ms. Kelly & a discussion of the incident if behavior becomes disruptive or aggressive.

When children disagree with each other, they are encouraged to work out their problems with one another. No one is allowed to intentionally harm (physically or verbally) another person. Teachers will encourage the children to "use their words" expressing feelings when they have conflicts. Initially, teachers will model the appropriate dialogue & direct each child to tell the other how they feel about what happened. Children are reminded of Jesus & how He wants us to be kind & make good & right choices.

It is expected that children will learn from this modeling to initiate discussion without the need for adult intervention. Teachers will provide soothing activities & redirect frustrated children to new areas of expression as needed.

Corporal punishment & humiliating or frightening techniques are never used at PELC. Discipline is never associated with food, rest, isolation for illness, or toilet training. PELC personnel are prohibited from using physical punishment in any way for behavior management of minors. Use of corporal punishment &/or verbal abuse is grounds for immediate dismissal. This prohibition includes spanking, slapping, pinching, hitting, or any other physical force as retaliation or correction for inappropriate behaviors by minors.

The following is copied from the TxHHS Operational Discipline & Guidance Policy:

This form provides the required information per 26 Texas Administrative Code (TAC) minimum standards §744.501(7), §746.501(a)(7), and §747.501(5).

Directions: Parents will review this policy upon enrolling their child. Employees, household members, and volunteers will review this policy at orientation. A copy of the policy is provided in the operational policies.

Discipline and Guidance Policy

Discipline must be:

- 1) Individualized and consistent for each child;
- 2) Appropriate to the child's level of understanding; and
- 3) Directed toward teaching the child acceptable behavior and self-control.

A caregiver may only use positive methods of discipline and guidance that encourage self-esteem, self-control, and self-direction, which include at least the following:

- 1) Using praise and encouragement of good behavior instead of focusing only upon unacceptable behavior;
- 2) Reminding a child of behavior expectations daily by using clear, positive statements;
- 3) Redirecting behavior using positive statements; and
- 4) Using brief supervised separation or time out from the group, when appropriate for the child's age and development, which is limited to no more than one minute per year of the child's age.

There must be no harsh, cruel, or unusual treatment of any child. The following types of discipline and guidance are prohibited:

- 1) Corporal punishment or threats of corporal punishment;
- 2) Punishment associated with food, naps, or toilet training;
- 3) Pinching, shaking, or biting a child;
- 4) Hitting a child with a hand or instrument;
- 5) Putting anything in or on a child's mouth;
- 6) Humiliating, ridiculing, rejecting, or yelling at a child;
- 7) Subjecting a child to harsh, abusive, or profane language;
- 8) Placing a child in a locked or dark room, bathroom, or closet with the door closed or open; and
- 9) Requiring a child to remain silent or inactive for inappropriately long periods of time for the child's age.

Suspension & Expulsion Policy: 746.501 (a)(8)

In the event of a child exhibiting excessive unacceptable, aggressive, or inappropriate behavior such as hitting, biting, uncontrollable tantrums/angry outbursts, or ongoing physical or verbal abuse to others; that may endanger him/her-self, other children, or staff, the following steps will be taken...

- 1) Parent meeting with teachers to develop a behavior plan
- 2) Parent meeting with teachers & the director to further refine & discuss the behavior plan
- 3) An outside resource such as Burke ECI will be consulted for assistance

Every effort will be made by both PELC & the parent to correct the behavior. If there is no improvement or change after all of these steps have been completed, depending on the risk to other children's welfare or safety, the family may be asked to seek other arrangements for care.

Meals & Food Service Practices: 746.501 (a)(10)

Parents must provide lunch, including drink, for each child in attendance at 11:45. We suggest a nutritious, well-balanced lunch including items from each food group. All nutritious items in the lunch will be offered to the child. Students **may not bring candy or sodas**, & other sweets should be limited. *PELC is not responsible for the nutritional value of food or lunches brought from home or provided by parent/guardian.*

All lunches need to be in a lunch bag or box **labeled clearly, on the outside, with the child's first name & last initial**. Lunches are not refrigerated, so a cold pack may need to be included to keep lunch cool & prevent spoilage.

Due to Angelina County Health Department regulations, we are unable to warm up any lunch items at school. All persons engaged in food distribution will observe personal hygiene & food services sanitation practices that protect food from contamination.

An optional "Lunch & Munch" is available for purchase if families prefer. Each Monday is either Chick Fil-A or pizza. Tuesday-Friday, lunch is delivered by Tome' Catering. Menu is distributed monthly & due before the end of the prior month. In the event of an absence, credit may only be given for lunch if the school is notified prior to 9 am, so that we may cancel lunch with the caterer.

Children eat meals & snacks together with their classmates, providing daily opportunities for learning social skills & table manners. To avoid the possibility of choking at the lunch table, at school we encourage children to focus on their lunch while sitting "tummy to the table", & chewing carefully, swallowing before putting more food in their mouth. While some children may need to be reminded to eat, others may need to be asked to take their time & not rush to avoid choking. For additional safety, we ask that round items such as grapes be cut in half.

PELC provides a snack twice (2x) each day: mid-morning & mid-afternoon. Snacks are served with unlimited water to drink. Menus are posted monthly. Snacks will be provided for all children unless limited by dietary restrictions prescribed by a physician. In cases of severe allergies, parents may be asked to provide special foods for the child with food allergies.

The American Academy of Pediatrics recommends children no longer use a bottle around 1 year in age, and absolutely no later than 18 months. They also recommend limiting or stopping the use of pacifiers after the age of 6 months. Since PELC enrolls ages 2 years & older, we will not use/allow bottles or pacifiers in any classroom.

Food allergies: Notify the school in writing of any diagnosed food allergies. A "Food Allergy Action Plan" completed & signed by the child's physician is required for all children with a food allergy. This action plan is

posted in the classroom & snack prep area. Please note, while we do not serve peanut butter, we are not a peanut-free school.

Immunization Requirements for Children: 746.501 (a)(11)

Immunizations are required of all children attending child care in the state of Texas. Children not fully immunized are not eligible for admission to preschool. We understand there may sometimes be a medical reason not to give an immunization on the scheduled time. However, unless we have a written note signed by your child's physician, we are not allowed to make any exceptions.

You must provide proof of the appropriate immunizations from your child's pediatrician BEFORE your child may attend PELC. You may have your child's pediatrician or health clinic fax it to our office at 936-634-5477.

Exceptions for immunization requirements must meet criteria specified by the Texas Dept. of Health Services. Contact the local health department to find out what you must provide to us in lieu of the immunization record.

Well-Child Statement: All children entering preschool are required by state law to have a physician evaluate & approve their state of wellness for participation in school.

In addition, if a child is absent due to a case of extended illness, serious illness, or medical condition which could affect school participation (ex: ill 10 days or more, pneumonia, broken bone, etc.), PELC will require a doctor's release for re-admission to the program.

A statement of the child's health may also be required whenever the Director has reason to suspect that a child participating in the program may have a condition hazardous or potentially contagious to others, or finds that the child's general condition indicates the need for an examination.

Tuberculin Testing Requirements: The Angelina County Health Department does not currently require TB testing for preschoolers in licensed child care facilities. PELC will not require TB testing at this time, leaving this decision to be made by parent/guardian & the child's health care provider.

Hearing & Vision Screening Requirements: 746.501 (a)(12)

Every child four (4) years of age or older as of September 1st is required to have an annual vision & hearing screening before December 31st. This may be completed by your child's physician. We must have a current record of this screening for your child to be in care when school resumes in January after Christmas Break.

Enrollment Procedures, including how & when parents will be notified of policy changes: 746.501(a)(13)

Children ages 2 through 5 years (Pre-Kindergarten) are eligible for enrollment as space is available.

Non-Discrimination Policy -

First Presbyterian Church & Presbyterian Early Learning Center admit students of any race, color, national or ethnic origin to all the rights, privileges, programs, & activities generally accorded or made available to students at PELC. It does not discriminate on basis of race, color, national, ethnic origin, or disabilities in the administration of its education policies, administrative policies & school programs.

Reasonable accommodations will be made wherever possible to provide services to all children enrolled in our program in order to help all children succeed.

Enrollment Forms -

Parents are responsible for completing all required enrollment forms & providing them to the preschool office a **minimum of 1 week prior to scheduled start date** in order for child to attend PELC. All of the information is essential to the well-being & safety of your child, assisting teachers & staff in providing a high level of care & education to help your child succeed.

Registration forms must be completely filled out. If a question is not applicable, please write "n/a" or "none" as appropriate. Do not leave any blank sections. Please sign, date, & return each form to the preschool office.

All completed enrollment forms, the well-child statement, & immunization records are required prior to child's attendance in the center.

Termination of Agreement

Parent/Guardian may withdraw child from school at any time by giving written notice to the Director a minimum of two (2) weeks in advance of the last scheduled day of attendance. Tuition account must be paid in full by money order or credit card prior to the final two-week period.

If advance written notification is not submitted, a two-week tuition fee will be assessed, payable at time of actual notice. No tuition credit will be refunded if advance notice is not given.

If a tuition refund is due, a written request must be given to the center. The request must show an address where refund can be mailed. Requests are forwarded to First Presbyterian Church's Business Office for processing & may take several weeks to process, due to church financial procedures.

PELC reserves the right to terminate this agreement for any of the following...

- 1) Parent/Guardian is deemed verbally or physically abusive to staff, children, or anyone on site. (Immediate)
- 2) Non-payment of tuition. (See Tuition & Fees policy, page 1)
- 3) Parent/Guardian is consistently or excessively late for pick-up. (24 hour notice)
- 4) Parent/Guardian shows general disregard for school policies. (24 hour notice)

Change Notifications -

For the safety of children, parent/guardian must notify PELC immediately in writing of any changes, additions or deletions of phone numbers, addresses, employment, family status, or emergency contacts.

PELC will give 30-day notice in writing of any changes in policy, tuition rates, or fees.

A new Admission Agreement must be completed each time there is a change in payment plan, including days or hours of attendance & tuition rate. A two-week notice is required for any requested change in contract or agreement.

Transportation: 746.501 (a)(14)

PELC will not provide transportation for children enrolled in our program.

Water Activities: 746.501 (a)(15)

PELC will not utilize swimming pools, but may use a Sensory Tub containing water with the following guidelines...

- Hand-washing is required both before & after playing in sensory tub.
- Sensory tub with water must be directly supervised with a ratio of 1 teacher for every 4 children.

- Water in the sensory tub is not for drinking.
- Children with sores on their hands or arms are not permitted to participate in sensory tub.
- Water should be filled to a height of about 3-4 inches, using fresh water for each new group of children who participates in the activity.
- When the activity period is completed with each group of children, the water is drained & sensory tub is sanitized.
- Props for water play may include boats, bubble blowing material, buckets, egg beater, corks, eye dropper, funnels, measuring cups & spoons, paint brushes, plastic squeeze bottles, plastic tubing, sponges, etc.

Field trips: 746.501 (a)(16)

Children in 4K classes may participate in occasional field trips within walking distance only. PELC students will not be transported by vehicle for field trips. Potential field trips may include taking a class to Pinecrest Retirement Village, immediately across the street from the campus, to visit/sing for the senior residents, or to the bank for an educational trip.

Notices will be posted in a prominent place in the classroom, & a letter will be sent home to parents at least 48 hours prior to any field trip. Notices will state where the class will go, when they will leave, & when they will return to the classroom. A single staff member may not take children on a walking field trip.

Permission slips will be required for participation. All children attending must wear name / i.d. tags with the name & phone number of the school on them at all times, & may be required to wear PELC t-shirts for identification purposes. Child:teacher ratios will be cut in half for all field trips, & parent volunteers may be requested or required, depending on the occasion.

Teachers in charge of the field trip will take contact numbers, medical authorizations, the class roster, a first aid kit, & a cell phone. All PELC staff are trained in pediatric first aid & CPR.

Animals: 746.501 (a)(17)

Minimum Standards prohibit the inclusion of certain pets including amphibians at licensed facilities. PELC will not include classroom pets, regardless of type, in the program. Limited special visits may be arranged when conducting curriculum units on animals.

Guidelines for visiting animals...

- Pets will not be allowed in the building unless prior permission has been given by the director.
- Any visiting pet/animal must have a current record of vaccinations & a health statement from a veterinarian.
- All classroom parents must be notified at least 48 hours in advance that an animal will be in the classroom.
- Teaching staff will supervise all interactions between children & animals & instruct children on safe behavior when in proximity to animals.
- Teaching staff will keep pets safe, & the environment clean & sanitary.
- Hands of children & teaching staff must be washed after handling any pets or animals, in accordance with approved hand washing procedures.

Insect Repellant & Sunscreen: 746.501 (a)(18)

In order to help protect children from the effects of the sun, it is recommended that sunscreen be applied whenever children are outdoors. Please apply sunscreen each morning before arriving at school. Children may also wear hats outdoors to shade faces & sensitive scalps.

The American Academy of Pediatrics (AAP) recommends a mild, lotion-type sunscreen, PABA-free, broad-spectrum SPF 30 or higher, to be used liberally whenever a child will be exposed to the sun.

With proper documentation, we will be happy to re-apply sunscreen &/or insect repellent before the afternoon outdoor recess for children attending the Extended Day schedule. Both insect repellent & sunscreen are considered to be over-the-counter medications, & may not be safe for every child. Therefore a parent/guardian signature is required for PELC staff to re-apply either one before afternoon outdoor recess.

Sunscreen permission is included on the Admission Agreement Signature Page in the registration packet. For sunscreen, we ask that lotion be provided instead of spray versions.

For insect repellent, the AAP recommends using products that have a 30% or less concentration of DEET, and note that repellents should not be used on children under two months of age. Also note that labels for Oil of Lemon Eucalyptus products state that they should not be used on children under 3 years.

Please ask the school office for an Insect Repellent Permission form. As with other registration & admission forms, these forms must be renewed annually to be valid.

Parents are responsible for supplying all sunscreen & insect repellent, as well as labeling bottles/tubes clearly in permanent marker with child's name, date, & parent signature. The teacher will keep these items in the classroom & use on your child only. Insect repellent will be applied outside of the building.

Questions or Concerns: 746.501 (a)(19)

When you have a concern, question, or comment, you should consider your child's teachers as your first resource. They are happy to be of assistance whenever possible, & are usually able to answer questions about specific classroom procedures or child development. Teachers & Staff at PELC want all of our children at school to be happy & successful.

If you have a question or concern that your child's teachers cannot address, or if you feel more comfortable talking to someone else, please feel free to speak to office personnel.

A few things to think about...

- Realize that if you have a concern about a teacher, the director will need to investigate & talk with the teacher about your concern in order to deal with the issue in a straightforward & professional manner.
- Please give teachers a chance to correct minor issues. Everybody makes mistakes & messes up now & then, but teachers always try to do their very best, & they want to make it right.
- Don't let concerns build up over time. Please share concerns as they occur, so they may be addressed quickly, before "snowballing" into giant issues.
- Sometimes we cannot make the changes you may request due to other restrictions, but we always want to hear your suggestions & feedback. We promise to consider them seriously!
- If you wish to meet with your child's teacher to discuss issues or concerns, please schedule a conference rather than try to discuss them during drop-off or pick-up times. The teacher wants to give you their full attention when discussing concerns, but when they're on duty in the classroom they are required to give priority to the supervision, care, & education of the children. (PELC asks teachers to give 100% Active Visual Supervision).
- PELC staff want to collaborate with parents to help each child succeed in a joyful, safe, Christian environment.

Parent Participation: 746.501 (a)(20)

We value parent involvement & encourage participation in school activities throughout the year. Clear & open communication about each child's development, needs, & special experiences is essential for teachers & parents to work together for each child's success.

Special events & holiday parties are great opportunities to spend time with your child at school. Each classroom could utilize 1-2 "room moms" each school year to assist in a variety of ways including helping to organize parent helpers for special events such as Harvest, Thanksgiving, & Christmas events.

Minimum Standards & Licensing Reports: 746.501 (a)(21)

Parents may review a printed copy of the following information in the preschool office at any time:

- Minimum Standards for Child Care Centers, Chapter 746. This is also available online at hhs.texas.gov/doing-business-hhs/provider-portals/protective-services-providers/child-care-licensing/minimum-standards
- The most recent Licensing Inspection/Investigation Report. This compliance information is also available online at the above website.
- PELC's Operational Policies (aka: Parent Handbook). The Parent Handbook may be distributed to families in original enrollment packet. It is always available as a pdf document on the school's website at presbyterianearlylearningcenter.org

Local Licensing Office: 746.501 (a)(22)

Contact information for the local office - Child Care Licensing, 1210 S. Chestnut, Lufkin, 75901; 936-633-3745
Texas Dept. of Family & Protective Services (DFPS) Child Abuse Hotline: 1-800-252-5400
Texas Dept. of Family & Protective Services (DFPS) website: www.dfps.state.tx.us

Emergency Preparedness Plan: 746.501 (a)(23)

All licensed child care facilities in the state of Texas are required to have an Emergency Preparedness Plan. See the additional document for PELC's complete Emergency Preparedness Plan included in the original enrollment packet. It is always available as a pdf on the school's website.

Breast-feeding: 746.501 (a)(24)

PELC supports breastfeeding mothers & provides a quiet place for feeding in the First Aid/Staff Break room. Texas law states that mothers have the right to breastfeed or provide breast milk for their child while in care.

Preventing & Responding to Abuse & Neglect of Children: 746.501 (a)(25)

PELC prevents & responds to abuse & neglect of children in the following ways:

Annual Staff Training - All staff are required to complete annual training in recognizing the signs & symptoms of abuse and neglect, as well as the steps required for reporting possible abuse and neglect. (A)

Issue Awareness - PELC utilizes multiple & varied methods for increasing employee and parent awareness of issues regarding child abuse and neglect, including warning signs that a child may be a victim. These methods will include providing brochures or information fliers from Harold's House, CPS, or other reputable sources; hanging posters in the staff workroom & in the preschool lobby; as well as providing information on free training for parents & providers. (B)

Prevention Techniques - PELC works to increase employee and parent awareness of prevention techniques for child abuse and neglect through a variety of methods including providing information on local parenting classes on healthy communication & discipline, & anger management, presented by the community organization "Harold's House East Texas Alliance for Children." Harold's House may be contacted at 109 Temple Blvd, Lufkin, TX 75901; 936-634-1999; angelinaallianceforchildren.org. (C)

Community Organizations - PELC will coordinate with community organizations such as Harold's House & Child Protective Services who advocate for abused and neglected children. PELC will provide tangible support in the way of donated goods to Harold's House, & may refer families or children to them for assistance. (D)

Actions to Take - Report possible abuse or neglect, or provide the reporting phone number & information to staff or the parent of a child who is a victim of abuse or neglect so they may obtain assistance & intervention. This information is posted in the staff workroom & in the preschool lobby in addition to being listed here. (E)

To report abuse or neglect: Call 1-800-252-5400 to make a confidential report.

All PELC staff have received recent training in recognizing possible signs/symptoms & are alert to any signs of abuse of children. If we have any reason to believe that a child has been abused, mistreated, or neglected, we will report it to the Texas Dept. of Family & Protective Service within 48 hours as required by law. Child abuse & neglect are against the law in Texas, & so is failure to report it.

Health Checks: 746.501 (a)(26)

Daily health checks are conducted upon each child's arrival at school, & *Exclusion Guidelines* (previously listed in this handbook) are followed. While staff may not diagnose or recommend treatment, teachers will take action on symptoms that may indicate illness needing professional attention or isolation from other children.

If a child arrives at school with any of the symptoms listed in the guidelines, or seems otherwise ill, they will not be allowed to attend that day. Observing this illness policy helps protect all of the children in preschool. The standards are a necessary part of our program policies that help ensure a healthy environment for all children enrolled.

The procedure followed for health checks -

- Teachers will carefully observe children as they arrive each day, greeting them warmly & looking for possible signs of illness. They will watch for signs of breathing difficulty, severe coughing, listlessness, discharge from nose or eyes, change in skin color, bruising or swelling, sores, or rash.
- Temperature will be taken using either a non-touch forehead thermometer or an ear thermometer – whichever is readily available. Any child with a temperature of 100 or higher, may not attend school.
- If the child is verbal, the teacher may ask questions of the child.
- If child appears ill, or if the child mentions a problem (diarrhea, vomiting, sore throat, etc.) the teacher will notify the office that the child does not seem well enough to attend school, & will not accept the child into the classroom.
- If staff member conducting the health check is unable to determine whether child may stay, the director or appointed staff member will make the determination if a child is well enough to attend school.

Vaccine-Preventable Diseases: 746.501 (a)(27)

Minimum Standards now requires the development & implementation of a vaccine-preventable disease policy for licensed programs for employees based on the employee's primary duties, how closely they work with children, how often they work with children, & the age the children.

To protect children in care from disease all PELC employees must:

- Wear gloves when handling or cleaning body fluids, such as wiping noses, changing diapers, & first aid.
- Any employee with an open wound &/or injury that inhibits hand washing, such as casts, bandages, or braces, must not prepare food or have close contact with children in care.
- Remove gloves & wash hands immediately after each task requiring gloves, to prevent cross-contamination to other children.
- Be excluded from direct care when the employee has signs of illness.

Upon hiring, & prior to caring for children, all employees are required to obtain a Tuberculosis test to keep on file. If an identifiable case of TB occurs in either a child or adult associated with PELC, all staff may be required to obtain another TB test, dependent upon Angelina Health Department guidelines.

PELC staff work with children ages 2 – 5 years old, providing daily care. Primary duties include diapering, supervision, snack distribution, & education. PELC has determined that it will not require vaccines of any employees, however we do recommend the following:

- Employees should consider an annual flu vaccination, discussing any concerns with their health care provider.
- In the event of an outbreak of a vaccine-preventable disease that the employee has chosen not to voluntarily receive, the employee may be excluded from direct care until the outbreak has concluded.
- If an employee desires to receive vaccines for Hepatitis A or B, PELC will reimburse staff half (½) the cost of the fee charged by the Angelina County Health Department. Employee must turn in a valid, original receipt in order to receive reimbursement for Hepatitis A or B vaccinations.

Parent Visits: 746.501 (b)(1)

Presbyterian Early Learning Center has an open door policy, which entitles parents of enrolled children to enter the facility during hours of operation without providing any advance notice. Parents are always welcome. We do advise keeping visits brief to prevent disruption to the classroom, allowing the child to focus on his/her teacher.

Other visitors to PELC must

- Check in at the reception area
- Provide proper identification
- Have an approved purpose for a limited visit
- Receive a visitor's badge when necessary
- Be escorted to & from approved classroom by a staff member
- Be courteous of the classroom schedule & activities

Gang-Free Zone: 746.501 (b)(2)

Under the Texas Penal Code, any area within 1000 feet of a child-care center is a gang-free zone, where criminal offenses related to organized criminal activity are subject to harsher penalty.

Firearms & other Weapons: 746.3707

Peace officers as listed in the Code of Criminal Procedure & security officers commissioned by the Texas Private Security Board may carry firearms on the premises of a child care center. For all other persons, weapons are prohibited on the premises.

Tuition Policies ...

Tuition Rates & Due Dates:

Tuition rates are listed on the Tuition Rate Sheet in the enrollment packet & on the website. PELC makes every effort to keep tuition & fees affordable. Families will receive ample & timely notice of annual tuition increases. Fall rates will typically be announced around April 1st, effective August 1st.

At initial enrollment, the following is payable: Registration fee & the 1st month's tuition in full. These are all non-refundable. The Registration fee is due annually.

Tuition is payable by ACH (automatic withdrawal from checking account), check, money order, debit/credit card (Visa or MasterCard). We cannot accept cash or American Express. Make checks out to PELC. Please write child's first & last name on the memo line of any check.

If paying by credit or debit card, ***processing fees will apply***. Fees vary per card, ranging from .095% to 3.9% according to the issuing bank. PELC does not control the percentage of the fee. Fees for debit cards are typically lower. Note - there is no processing fee for ACH from checking.

Tuition is due the 1st school day of each month, & delinquent if not received by 6:00 pm on the 3rd school day of the month.

In addition to tuition, PELC has fees for Registration, Late pick-up, Late payment, returned check/insufficient funds, & additional hours/days (when available). See the Tuition Rate Sheet for the entire list of these fees.

Accounts are assessed a \$10.00 late fee per child per week if payment is not received on time. Tuition account past due by 15 days may result in expulsion from school for nonpayment. Child may be eligible for re-enrollment at the discretion of the director if there is open space at the time the account is brought current.

After the 1st month, un-used tuition is refundable if child is withdrawn from the program with a written notice given 2 weeks in advance. (See section on Termination of Agreement).

Returned Payment:

A fee is assessed for all returned or declined payments. Re-payment & incurred fees must be paid by money order. After 2 NSF payments, all future payments are required in money order.

Attendance & Absences:

Please call the school by 9:00 am if your child will be absent for the day. This is a courtesy call for the teachers. If enrolled in optional activities such as Zumba or Lunch & Munch, call must be received by 9 am to receive credit on account.

Tuition amount remains the same each month regardless of attendance, teacher in-service days, or school holidays. Credit is not given for any absence due to illness or school closure. Make-up days or "day-swapping" for absences is not available. We are unable to hold child's space in school for extended absence or vacation (including taking summer off) without payment of tuition in full.

In the event of a temporary emergency school closure due to hurricane, flood, fire, illness outbreak including pandemic, or other incident beyond our control, tuition will not be refunded.

Additional days/hours:

In order to maintain program quality & manage staffing ratios in accordance with state licensing & NAEYC (National Association for the Education of Young Children) standards, contracted hours for school-day schedules must be honored.

Additional days or hours are permitted with prior arrangement only, if space is available. If available, additional hours are billed at \$5 per hour or portion thereof, with a maximum of \$15 per day. Additional days are billed at the daily rate.

Tax Statement:

A yearly statement will be provided before January 31st of each year for those who plan to claim child care expenses when filing taxes with the IRS. Please make arrangements to pick up your statement, or provide an email address for us to send digitally. Tax statements may not be mailed due to postage expense.

Additional Policies:

Non-Hiring of Center Staff:

In order to maintain PELC's confidentiality & professionalism, persons employed as staff at or by PELC are prohibited from contracting, soliciting or engaging in temporary employment as a caregiver or babysitter for any parent/guardian who has a child enrolled at PELC.

Confidentiality Statement:

PELC respects each family's right to privacy, maintaining confidentiality of all personal information. We will not disclose confidential information. However, if we have reason to believe a child's welfare is at risk, we will then share confidential information with agencies &/or individuals who have the legal responsibility for intervening on the child's behalf.

Disclosure of children's records beyond parent/guardian, program personnel, & consultants having an obligation of confidentiality shall require parent/guardian consent, except in cases of possible abuse or neglect.

Parent Directory:

An optional Parent Directory may be distributed to the parents of children currently enrolled. The list is also included on the "contacts" page of the picture share site (see next section). This directory may be released only to parents whose names appear in it. Use this information to invite classroom friends to birthday parties or play dates. It may not be used for business or solicitation use. Name & contact information are included. Indicate your choice by checking the appropriate box on the Admission Agreement.

Media/Pictures:

PELC may wish to use pictures of children enrolled for promotional purposes. (*Note: under no circumstances will child's name be given for publication or for any other purpose*). You may choose whether or not your child's photograph may be used for distribution to media. Please indicate your preference by checking the appropriate box on the Admission Agreement.

Each age group of classes will have a secure picture website called a "share site" for parents to access pictures taken at school throughout the school year. (2's: Seeds & Sprigs. 3K: Sprouts & Buds. 4K: Blossoms & Blooms.) Pictures of all children in the class will be uploaded to the appropriate site for families to log in & download or order prints for personal use. Currently PELC is using Shutterfly for these share sites. For safety, we ask that families not post pictures of PELC children from families other than their own on social media.

Daily Activities, Arrivals, & Departures...

***General Schedule:**

*This schedule is customized as needed to meet the needs of children in individual classrooms.

7:00 - 8:30	Arrivals & Interest areas (split into additional classrooms as teachers arrive)
8:30 - 9:00	Table Activities
9:00	School Day Begins
9:00 - 9:25	Circle & Bible time (welcome, calendar, weather, helpers; Bible activities)
9:25 - 9:50	Morning Snack
9:50 - 10:30	Recess & Outdoor Activities
10:30 - 11:30	Learning Centers
11:30 - 11:45	Music & Motor
11:45 - 12:15	Lunch
12:15 - 12:30	Stories & Nap prep
12:30 - 2:15	Nap
2:15 - 2:30	School-day pick-up (no later than 2:30)
2:30 - 3:00	Afternoon Snack
3:00 - 3:30	Learning Centers
3:30 - 4:30	Outside Play
4:00 - 5:30	Learning Centers
5:30 - 6:00	Table Activities & Departures

**Subject to change at the discretion of the Director

Arrival times:

Full-time students may begin arriving as early as the school's opening time of 7:00 am. No child may be dropped off before opening time of 7:00 am. Arrival time for the School-day schedule is between 8:50 & 9:00 am. Earlier arrival result in full-day charges to family account.

The official start of the school day is 9:00 am. Please be on time for school. If your child will not be attending school for the day, please call by 9:00 am.

Children may not be dropped off after 9:30 am unless they have been at a scheduled doctor appointment or therapy. Many children have a difficult time adjusting when arriving in the middle of on-going class activities. Late arrivals should enter quietly to limit classroom disruption. Even after a medical appointment, PELC does not allow drop offs after 11:45 am.

For the safety of all, the only entrance to the school is through the front entrance. Please do not attempt to enter or exit school through the playground gates.

Licensing requires all children to be signed in & out each day by a parent or authorized adult. PELC uses a computer software system called ProCare for checking in & out of school, tracking child information, & tuition accounting. All parents/guardians will need to register a fingerprint in the system in order to keep records of daily attendance, drop-off, & pick-up.

Our responsibility begins when you place your child in the care of a staff member & ends when you take him/her from the care of a staff member. For their own safety, please do not allow your child to wander off unattended or enter/leave the building ahead of you. Children must be escorted by parent/guardian to & from the classroom or playground where a teacher on duty is present.

Separation Anxiety:

Children beginning a new school are often affected by separation. Teachers will encourage interest in an activity & soon children are fully involved. The best thing to do? Hug your child, reassuring them about when you'll be back to pick them up, then leave them in the teacher's care. You are welcome to call & speak to their teacher, checking on your child's day, & of course, we will call you if there is a problem. Scheduled visits 1-2 weeks prior to the 1st day of school often help ease anxieties.

Late Pick Up:

Closing time is promptly at 6:00 p.m. Late fees are assessed per 15 minute period (or portion thereof), per child, for pick up after 6:00 pm. Fees are billed to parent account.

Late pick-up fees will apply to School-Day students beginning at 2:31. Phone calls alerting staff that a parent will be late are always appreciated & help relieve your child's anxiety, however late fees will not be waived.

In the event a child is not picked up by 6:30 pm & parent or guardian has not called or is unreachable by phone, Child Protective Services will be called & the child will be taken into protective custody until a parent can be located. Per Texas Minimum Standards, school staff must take appropriate measures for the safety & welfare of the child. The steps taken at Presbyterian Early Learning Center in this situation are:

- At 6:05 we will attempt to contact a parent or another responsible party from your emergency list to pick up your child. If no one is available & parent has not arrived or telephoned to make suitable arrangements by 6:30 p.m., CPS will be called.
- Family tuition account will be billed for additional time that staff is kept beyond closing time.

If you arrive at the center after 6:30 & find it closed, you should:

- Contact the people on your emergency list to verify whether any of them have picked up your child.
- Call the local police department if you cannot locate your child.

Rest-time:

As a courtesy to children resting or sleeping, we ask that you do not pick up during rest-time (12:30-2:15 pm) unless for a scheduled doctor appointment. This allows all children to obtain their needed rest without being disturbed by the commotion of a friend going home.

All students will have rest-time between 12:30-2:15 each day. PELC will provide a sheet & blanket perfectly-sized to fit on to the cots we use. Laundry is done daily using "All Free & Clear" to keep bedding clean & sanitary. Please note, there is no extra storage space for children to bring pillows or sleeping bag to school.

One very small stuffed animal may be brought to school as a "snuggle" item for napping. Before & after rest-time, this item will need to remain in child's cubby. Snuggle items must fit in the small cubby with lunch bag. The large shared cubby is for jackets or backpacks only.

Toys & Other Items from Home:

Please do not allow your child to bring personal toys or jewelry to school for play. These items are easily lost & often cause conflict in the classroom. We have school toys & games for everyone to play. Toy guns or knives are never appropriate for sharing or play at school. PELC will not be responsible for, or replace, lost articles.

Occasionally classes will have "share-time" when students may bring theme-related items. Teachers will let families know when these occur. All personal items must be clearly labeled with child's first name & last initial. School staff will label unmarked items with permanent marker. Please do not send any items to school that cannot be labeled with your child's name.

Clothing & Needed Items:

Messy clothes are often a by-product of the fun & valuable multi-sensory learning that takes place at school. Because many learning activities are messy, we recommend children wear comfortable, washable play clothes you won't mind getting dirty. Paints, chalk, & markers purchased by PELC are labeled by the manufacturers as "washable" however they are not foolproof & sometimes do leave stains.

We encourage clothing which children can remove & fasten themselves most of the time. Belts, multiple buttons & difficult fasteners cause difficulty for the young child, especially during potty-training. Clothing should be easy to undo for each child's independence & self-confidence. Due to active & messy play indoors & out, shorts or tights should be worn under dresses.

Children should wear tennis shoes to school at PELC each day. Tennis shoes/sneakers are the safest choice for active children at play.

"Crocs," boots, slick-soled dress shoes, & open-toed or backless shoes such as sandals or flip-flops, are unsafe for running & climbing on the playground, & may not be worn to school.

Each child must have a complete set of extra clothes, including underwear & socks, at school in case of spills or accidents. Please label clothing & place in a gallon-sized Ziploc bag. The clothing will be kept in your child's classroom & will not be given to another child. If spare clothes are used, replacements need to be brought to school the very next day. If school clothing is borrowed, please launder & return within 5 days. (Note: "Pull-ups" are not underwear & not to be worn by students in either 3K or 4K classes at PELC.)

Supplies for Two's:

Parents of Two's (2's) may need to supply multiple sets of clothing. In addition to extra clothing, parents must provide diapers or pull-ups, wipes, & diaper ointment/cream for all non-potty-trained children. Teachers will notify parents when their child is running low on supplies. If a parent fails to supply these items; a parent/guardian will be called to pick up child from the facility until supplies are provided.

The American Academy of Pediatrics recommends children no longer use a bottle around 1 year in age, and absolutely no later than 18 months. AAP also recommends limiting or stopping the use of pacifiers after the age of 6 months. Since PELC enrolls ages 2 years & older, we will not use/allow bottles or pacifiers in any classroom.

Birthdays:

Birthdays are very special days! Feel free to send special store-bought snacks for your child's class - after scheduling with your child's teacher. Please observe all allergy restrictions for the classroom.

If you are giving a party at your home & plan to invite some of the children from your child's classroom - but not all of them - please do not distribute the invitations in the classroom or cubbies. This can cause hurt feelings for the children who do not receive invitations. Please use the parent directory to distribute these invitations.

Curriculum...

Classroom Activities:

The curriculum is a theme-based approach to developmentally appropriate learning centers. We explore new concepts through hands-on experiences such as language, dramatic play, science & discovery, music, & creative art. The younger Preschool classes begin by focusing primarily on socialization & basic skills such as colors, shapes, counting & building vocabulary. PreK is by definition a preparatory class for Kindergarten, building skills in phonics, writing, & school-readiness.

Classrooms offer a combination of structured activities that are directed by the teacher with specific learning goals in mind, & centers that will provide children the opportunity to make choices & new discoveries. Planned activities & centers are based on the weekly curriculum theme. Curriculums that are incorporated into PELC's daily program include Zoo-Phonics, Singalingo Spanish, ABC Mouse (for 4K), & Gospel-light Bible curriculum.

Daily Routine Activities:

Circle - meet together to share home experiences, plan the day's work, read stories, & introduce new concepts

Small/Large Group - Children carry out projects & activities with teacher assistance.

Bible Truth Time - Bible stories, prayer, & memory verses help children to know the love of Jesus.

Centers - a variety of teacher-organized activities that focus on a theme & that encourage children to practice their skills. Center activities may include:

Science & Sensory - Hand/eye; hand/hand; sensory; math skills (measuring, pouring...).

Creative Art - Shape recognition; hand/eye; tracking; color awareness; creativity & imagination.

Dramatic Play - Oral language; creativity; social skills.

Blocks & Transportation - math skills (patterns & sequencing); cause/effect (physics); hand/eye; hand/hand.

Play dough - Sensory; hand/eye; hand/hand; shapes; colors; creativity, fine motor

Music - Listening language; oral language; concepts; social.

Recess - (both outdoor & indoor) is important for the development of physical skills; provides opportunities to develop gross motor skills, & coordination through child-selected activities & planned physical education including but not limited to running, skipping, basketball, soccer, & climbing.

Kindergarten Readiness:

By focusing on the developmental needs of preschoolers, PELC helps children become ready for kindergarten. Pre-k classes prepare for kindergarten in the following areas to develop comprehension skills, problem-solving abilities & social interaction.

Math & Science skills

Self-expression - communication, vocabulary

Pre-reading - letter recognition

Social skills (getting along with others, following directions)

Motor skills - gross motor, fine motor, eye tracking

Phonics - providing a strong foundation for language & reading

Children with Special Needs:

We believe in providing equal educational opportunity for all children - including those with special needs. Children identified as needing extra attention because of physical, emotional or developmental disabilities are welcome. The director & teachers will work with parents & other advocates to assist in determining an appropriate Individual Educational Plan (IEP) that will enable children to achieve the highest possible success in the least restrictive environment.

In some cases, children may need to be accompanied by an aide, provided & paid for by parent or school district, in order for teachers to best serve all children enrolled & ensure that the extra attention required by some students does not diminish the learning opportunity for all students in the class. PELC is compliant with both state & federal standards for accessibility.