



# First Baptist Church Early Learning Center

## PARENT HANDBOOK 2021

### CONTACT INFORMATION

First Baptist Church ELC  
23 Starling Avenue  
Martinsville, Virginia 24112  
(276) 632-2636

### ADMISSION PROCEDURE

Admission to First Baptist Early Learning Center is open to any child regardless of sex, race, religion, or national origin. There is a registration fee for first time students (see Registration Fee information). All required forms must be completed and returned to the Center prior to or on the child's first day.

### REGISTRATION FEES

- \$50 One-time per child registration fee for those who will be enrolled continuously. *(ex.-if your child is continuously enrolled year-round without disruption of services, you will only pay the one-time, nonrefundable registration fee)*
- \$8 Annual accident insurance fee
- \$150 Per child per term for those who will not require year-round care. *(ex.-if your child is enrolled for the school year only and does not participate in the summer program you will need to pay a new registration fee to enroll your child for the next school year.)*
  - First payment is due with registration fee.
  - Signed contracts are due with registration fee, insurance fee, and first payment.

### TUITION\*

*All tuition is to be paid in advance.*

- \$140 per week for Infant Care (or \$125 for 3-day week)
- \$135 per week for Toddler Care (or \$120 for 3-day week)
- \$115 per week for Preschool Care (or \$105 for 3-day week)
- \$115 per week for Summer Care/Virtual Learning for School-Age Children

\$60 per week for After-School Care for School-Age Children *(add \$5 per week if they arrive before school)*. If a full day of after school care is needed due to school closing, an additional \$11.00 per day will be required. Cost during holidays (ex.: winter and spring break) and for virtual learning is \$115 per week.

*\*Active FBC Church Members are eligible for a 25% discount on childcare. (Please contact the church office for special registration as an active church member)*

- First payment is due with registration fee.
- One week of vacation per calendar year (January 1-December 31) will be permitted with no cost. This is for children enrolled for the calendar year.
- Tuition must be paid even if your child is absent. We cannot deduct for days missed from your fee. Your fee pays for direct operating costs such as staff, snacks, materials, and equipment. All of these must be available for your child. When you enroll, you are reserving the time, space, staffing, and provisions for your child whether the child attends or not, even if the absence is due to illness or in the event the ELC must be closed.
- **FEES CANNOT FALL BEHIND.** Parents who are paying monthly must pay by the 5<sup>th</sup> of each the month. **NO** balances can be carried over to the next month. ***If you foresee a problem, please contact the ELC Director or Financial Secretary prior to your account becoming delinquent, so we can work out a way to keep your child as a part of the ministry.*** There will be a \$35 service charge on all returned checks.

### TERMINATION

The FBC Early Learning Center reserves the right to drop any child from enrollment upon a parent conference, and upon a two-week written notice.

You must give a two-week prior written notice should you desire to remove your child from our program. You will be financially responsible for those two weeks even if you withdraw your child prior to your notice date.

## HOURS

6:30 a.m.-5:30 p.m.

- Do not leave children before 6:30 a.m.
- Children MUST BE PICKED UP BY 5:30 P.M.

## LATE POLICY

A late pick-up fee will be enforced. Children not picked up by 5:30 p.m. will be charged \$10.00 per 30 minutes kept after closing. This will be payable the following morning. Children cannot be dropped off until the late fee has been paid.

## SIGN-IN/SIGN-OUT SHEETS

Parent or authorized adult must sign in child upon arrival to FBC ELC, and again when picking up the child.

## ENTRANCE

The ELC entrance is on the Mulberry parking lot side of the building; the entrance sign is visible to the left of the red fenced A/C unit. When parents are permitted in the building, you will be issued a pin number so that you may gain access to the building. Your child must be taken to the room. If parents are not being permitted into the building, then you may drop off your child at the designated entry points for their class.

## MORNING ARRIVAL

Children must be taken to the classroom each morning, either by parents or a teacher (if no entry is permitted for parents). When parents can enter the building, parents or an authorized adult must sign the child in upon arrival. All sign-in sheets will be in room 119.

## AFTERNOON DISMISSAL

Children will be at the main entrance door by the air conditioning unit at 5:00 p.m.

Toddlers and after school children will be at the door on the Museum side of the building at 5:00 p.m.

If you pick up your child before 5:00 p.m., you must go to your child's room, or if no entry is permitted, call and have the center bring your child to the door. Please remember that you must sign your child out on the Sign Out Sheet.

## GENERAL SUPERVISION

Staff will carry clipboards with them each time the children leave the room. Head counts will be taken when leaving and upon arrival from one area to another destination. Periodic roll calls will be taken throughout the day.

## PARKING

Please do not park in the driveway! Ample parking space is available in the parking lot. **Please observe directional arrows in the parking lot.**

## HOLIDAYS

We observe the following holidays: New Year's Day, MLK Jr. Day, Easter Monday, Memorial Day, July 4, Labor Day, Thanksgiving, the Friday after Thanksgiving, Christmas Eve, and Christmas Day. (Full fee is charged even though there is a holiday in that week.)

## HEALTH

For the safety of your child and other children, the child should be kept home with any of the following symptoms:

SORE THROAT, COUGH, FEVER, RASH, EAR ACHE, UPSET STOMACH

*Please call the Center if your child is going to be absent.*

## NOTIFICATIONS

The ELC staff will notify the parent immediately in the event of a serious accident or injury. Examples: broken bone; concussion; foreign object in eye, nose, or ear; deep cut requiring stitches.

Please write a note or tell the teacher of any daily situation which might affect the child's behavior.

Parents will be called to pick up child WITHIN ONE HOUR if he/she becomes ill during the day.

## DISCIPLINE

The purpose of discipline is to raise responsible, confident children who grow up to be persons who think for themselves, who care about others, and who live satisfying and useful lives.

Discipline is helping an individual learn to get along with his or her family and others. It is also teaching a child to behave in an acceptable and agreeable manner. Discipline is helping a child learn to control his or her own behavior so that he or she behaves because he wants to do what is right in a given situation.

Children are individuals and should be treated as such. To discipline effectively, we will take the child's temperament into account.

- FBC ELC's form of discipline is talking to the child about his or her behavior.
- If further action is needed, he or she will be asked to take "time out" from playing.
- When "time out" does not alter his or her behavior, the parent will be asked to discuss the behavior and to help the teachers with behavior modification.
- You will be notified concerning any disciplinary problems on the day that the problem has occurred.
- If there are many disciplinary problems, we will set up an appointment for you to talk with the teacher and/or the Director.
- Bullying WILL NOT be tolerated at any time.
- As a last resort, the child may be asked to leave program.

## FOOD

Menus for the month will be posted each month on the website and in the monthly e-newsletter. The Center will furnish all snacks and lunches. Portions served will be appropriate for the age of the child. Children will be allowed additional servings.

No food or drink shall be brought from home for lunch unless specified by your physician or approved in advance.

Food may be brought to the center for breakfast. **Please, no glass bottles!**

All food and drink left over will be discarded immediately after the child has eaten. This food will not be shared with other children.

Prior arrangements must be made with the teacher for special celebrations.

## OTHER

Please mark your child's possessions and coats with his or her full name.

Please discourage your child from bringing toys to the Center.

All materials and equipment are furnished by FBC ELC.

First Baptist Church is a tobacco-free facility. Parents and guardians who smoke or use other tobacco products must not use them while in the church facilities or near entryways.

## SNOW POLICY

In the event of bad weather (snow, sleet, ice), we will make every attempt to open; however, we may need to follow an alternate schedule, thus allowing our teachers ample time to arrive safely at the Center.

In the event of severe weather, announcements concerning delay or cancellation of classes at FBC Early Learning Center will be made via email, on the ELC website ([fbcmartinsville.com/elc](http://fbcmartinsville.com/elc)), on local news (WDBJ7 & WSLS10), and our Facebook page (<https://www.facebook.com/firstbaptistearlylearning>).

## HOW PRESCHOOL CAN HELP YOUR CHILD

Preschool provides a supportive environment through which your child can...

- adjust to his first separation from home
- develop a positive attitude toward school
- develop a positive self-concept
- learn in the style best suited to his age—experimentation, exploration,
- learn to function as a member of a group as well as an individual
- learn those concepts which must precede formal instruction

Children learn through directed and planned play, including...

- **Puzzles:** playing with puzzles helps to improve observation, spatial perception, and develop fine motor skills
- **Matching Games:** Matching games improve sensory discrimination and lengthen their attention span
- **Large Block Play:** Block building is helpful in improving physical coordination, in learning mathematical relationships, in gaining concepts of space, and in providing the opportunity to develop pattern and design concept
- **Small Block Play:** Small block play helps to develop color and number concepts, encourage creativity, and improves eye-hand coordination
- **Dramatic Play:** Dramatic play encourages cooperativeness in group activities, encourages expression of ideas and feelings, improves verbal skills, and helps a child to enjoy play
- **Role Play:** Children experiment with adult roles. Through role play, the child "tries on" the feel of being an adult. The steps of role play include observing adult behavior, imitating adult behavior, and beginning to understand the various roles in the adult world
- **Free Play:** Free play encourages small group play among friends, helps to develop a child's leadership ability, organization, initiative, curiosity, and independence, and provides the opportunity for him to make choices and assume the responsibility for them.

## MAKE YOUR TIME WITH YOUR CHILD COUNT

How you can help your child:

- Talk with your child
- Be a good listener when he or she is talking
- Be consistent—give careful thought before saying yes or no, then stand fast
- Give your child some responsibility—a small task that must be done daily
- Read to your child daily
- Let your child see you read—he or she will model after you
- Guide TV viewing—time and programs
- Establish a bed time hour
- Praise your child for effort
- Provide opportunities for your child to play and share with other children
- Show interest in the work your child brings home
- Start your child's school day with a good breakfast each morning
- Encourage your child to choose his or her clothes daily, to learn to dress him- or herself, and to tie his or her shoe laces
- Tell your child you love him or her through words and actions

## **PUBLIC DISCLOSURE STATEMENT**

The Code of Virginia, Section 63.2-1716, allows child day centers operated by religious institutions the opportunity to file for an exemption from licensure by meeting documentation and other requirements specified within the religious exemption law. The statements below have been prepared and distributed to meet the requirements of the religious exemption law.

## **RELIGIOUS EXEMPTION**

In compliance with the Code of Virginia, Section 63.2-1716, this center is religiously exempt from licensure and is classified as a "religiously exempt child day center."

## **QUALIFICATIONS OF PERSONNEL**

All staff personnel are chosen based on their abilities, attitudes, experience, training and character. The facility does not discriminate on the basis of sex, religion, age, color, or national origin.

Each staff member must have a criminal background check, which includes fingerprints run through the FBI.

All staff are certified in CPR and First Aid.

## **DESCRIPTION OF FACILITIES**

- The Center is located at: 23 Starling Avenue, Martinsville, Virginia 24112.
- The size of the building is: 41,810 sq. feet
- The number of rooms used for the center is: 7
- The kitchen facilities are available for use by the center.
- Play equipment consist(s) of outdoor climbing equipment with regulation 5-inch foam.

## **ENROLLMENT/CAPACITY**

The maximum number of children that the Center will enroll is 100. The maximum number of children to be in care at any one time (as dictated by the local building inspector) is 100.

## **FOOD SERVICE**

The Center intends to provide food service. The description of the service consists(s) of the following: mid-morning snack, hot lunch, and afternoon snack.

## **HEALTH REQUIREMENTS FOR STAFF**

Staff employed at the Center MUST be certified by a practicing physician to be free from any disability which would prevent them from caring for children. Documentation is on file at the Center.

## **PUBLIC LIABILITY INSURANCE**

The Center is covered by public liability insurance which provides coverage in the event that someone brings suit for personal or bodily harm suffered during operation of the Center as a result of negligence.