



2022-2023

Parent Handbook

Early Learning Center

Broadway United Methodist Church  
1323 Melrose Street  
Bowling Green, KY 42103  
(270)843-3942 x1090 or x1190  
[www.broadwayunited.org/elc](http://www.broadwayunited.org/elc)  
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# WELCOME

Dear Parents,

Welcome to the Early Learning Center Educational Program of Broadway United Methodist Church. A faith-based preschool education can be the cornerstone for a child's spiritual development. The Early Learning Center introduces students to the fundamental biblical stories through prayer, monthly bible verses, pastor-led chapel and in-class activities. For more than 20 years, ELC has strived to develop students who are academically sound with strong moral foundations.

Preschool is not only a magnificent preparation for elementary school, it offers an outlet where even the youngest children can interact, feel safe away from parents and simply have fun learning academics and about God's love and grace! These students are engaged in a plethora of activities to expand each student's knowledge including science enrichment, in-house library, center-based learning structure, academically proven curriculum, music & movement enrichment, indoor/outdoor playgrounds and much, much more.

Our program exists for you and your child. By partnering together, your child will have a fulfilling year of spiritually, socially, emotionally and developmentally appropriate opportunities. As parents, you play a vital role in our ministry to your child. This handbook is designed to help you understand our program, it's mission, and the guidelines under which we operate. Our church values children and believes in families. Broadway UMC sponsors this weekday early learning educational program as a ministry of the church to provide a learning environment that will help children grow as Jesus grew. "Train up a child in the way that he should go; and when he is old he will not depart from it." Proverbs 22:6

Blessings,  
Jennie Shourds  
ELC Director

## COVID-19 POLICY CHANGES

The Early Learning Center is grateful that we continue to operate during the pandemic. We are confident that with your help we will be able to mitigate as much risk of exposure to and spread of COVID-19 as possible. Our overall goal continues to be to provide the high-quality childcare and educational experience you have come to expect from us over the years. While developing and implementing plans for the 2022-2023 school year, we are considering recommendations by several entities:

- Guidelines set forth by the United Methodist Church
- Barren River Health Department and CDC
- American Academy of Pediatrics
- KY Department of Public Health and Updates

**Highlighted sections in the Table of Contents** designate Early Learning Center policies and routines revised for the 2022-2023 school year. Please read this handbook carefully, paying special attention to the highlighted sections. **You will be required to sign a printed copy of this page before your child begins our program.**

### ASSUMPTION OF HEALTH AND FINANCIAL RISK AND WAIVER OF LIABILITY AGREEMENT RELATED TO COVID-19

The novel coronavirus, COVID-19, has been declared a worldwide pandemic by the World Health Organization. COVID-19 is extremely contagious and is believed to spread mainly from person-to-person contact. As a result, federal, state and local governments and federal and state health agencies recommend social distancing and have, in many locations, prohibited the congregation of groups of people.

The Early Learning Center has put in place protective measures to reduce the spread of COVID-19; however, the Early Learning Center cannot guarantee that you or your child(ren) will not become infected with COVID-19 while in our facility and/or under our care.

By signing this agreement, I acknowledge the contagious nature of COVID-19 and voluntarily assume the risk that my child(ren) and I may be exposed to or infected by COVID-19 by attending the Early Learning Center and that such exposure or infection may result in personal injury, illness, permanent disability, and death. I understand that the risk of becoming exposed to or infected by COVID-19 while at the Early Learning Center may result from the actions, omissions or negligence of myself and others, including, but not limited to, Early Learning Center employees, Broadway United Methodist Church staff, program visitors, program participants and their families.

By signing this agreement, I acknowledge the financial risk involved in sending my child(ren) to the Early Learning Center due to the possibility of individual, class or program quarantine or a local, state or national directive requiring the Early Learning Center to close. I understand that funds paid toward registration and/or tuition may not be refunded.

I voluntarily agree to assume all of the foregoing risks and accept sole responsibility for any injury to my child(ren) or myself (including, but not limited to, personal injury, disability, and death, illness, damage, loss, claim, liability, or expense, of any kind, that I or my child(ren) may experience or incur in connection with my child(ren)'s attendance at the Early Learning Center ("Claims").

On my behalf, and on behalf of my child(ren) and/or members of my family, I will advance no claim and I hereby release, covenant not to sue, discharge, defend, indemnify and hold harmless the Early Learning Center, its employees, agents, and representatives, of and from the Claims, including all liabilities, claims, actions, damages, costs or expenses of any kind arising out of or relating thereto. I understand and agree that this release includes any Claims based on the actions, omissions, or negligence of Early Learning Center, its employees, agents, and representatives, whether a COVID-19 infection occurs before, during, or after attending the Early Learning Center program.

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

# OUR MISSION

## Early Learning Center Mission Statement

The Early Learning Center is guided by the belief that children are tender creations of God, needing the special attention and training available in a Christian environment. Our mission is to provide an environment which will help each child develop spiritually, mentally, emotionally, socially and physically. The Early Learning Center is a ministry of Broadway United Methodist Church.

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# ENROLLMENT POLICY

## Enrollment Policy

- We enroll students all year long. You can complete registration on our webpage – <https://broadwayunited.org/joinelc/>. The link is on the left-hand side of the webpage. Registration is online only.
- **Payment of the enrollment fee is required to secure your child's spot and must be paid at the time of registration.** You can pay online or via mail. Make checks payable to ELC. **The online payment link is midway down our webpage on the right-hand side.** There is an instruction link as well if you need assistance.
- Registration for the new school year typically begins mid-February for students presently enrolled. A registration reminder email will be sent to each family the last week of February.
- Open registration for the public typically begins the first week of March. Please check the website.
- First priority will be given to members of Broadway who are currently enrolled students since this program is operated as a ministry of the church.
- Second priority will be given to current students.
- Third priority will be given to siblings of enrolled students.
- Fourth priority is given to new students.
- Confirmation of a spot in our program will not be considered unless accompanied by the enrollment fee. **The enrollment fee is non-refundable.**
- Parents registering their children should enroll during their specific registration period. No preference will be given to registrations completed prior to your enrollment period.
- **A current Kentucky certificate of immunization is required by September 1<sup>st</sup> each school year. If it is not received, your child may not be allowed to attend until it is received.** These can be obtained from your child's physician or the Health Department. Note the expiration date on the form and return new forms to the office as necessary. **The ELC does not honor requests for immunization exemptions.**

## Termination of Enrollment

Enrollment may be terminated if any of the following items occur:

- a. The current school year has come to an end.
- b. Failure to reconcile delinquent tuition after 1 month.
- c. Failure to abide by ELC policies.

## ADMISSIONS POLICY

- To enter the Pre-Kindergarten class, a child must be at least 4 years old by **August 1** of the current school year. This follows the Kentucky State Law which requires a child to be 5 years old by August 1 to enter kindergarten beginning with the 2017-2018 school year. The child must also be **potty trained**, wearing regular undergarments (no pull ups).
- To enter the Three-Year-Old Preschool class, a child must be at least 3 years old by **August 1** of the current school year and be **potty trained**, wearing regular undergarments (no pull ups).
- To enter the Two-Year-Old Preschool class, a child must be at least 2 years old by **August 1** of the current school year.
- Nursery and Toddler classes are determined based on developmental stages.
- For the safety of our children and to help maintain a positive learning environment, we reserve the right to refuse admission or request the withdrawal of any child whose conduct, influence and/or attendance does not conform to our rules and regulations.

## SCHOOL CALENDAR

**Open Houses – Monday & Tuesday, August 15 & 16, 2022**  
**Wednesday, August 17<sup>th</sup> – First Day for M/W Session**  
**Thursday, August 18<sup>th</sup> – First Day for T/Th Session**

**Tentative Last Days of ELC – Wednesday, May 17, 2023 & Thursday, May 18, 2023**

A full school calendar will be provided during ELC's Open House and is available under the Parent Resource section on our website.

- The Early Learning Center follows the current Warren County Public School (WCPS) calendar with the exception of start and end dates.
- When WCPS is closed due to inclement weather, illness, holiday or any other reason, ELC is also closed.
- If WCPS close prior to 2 o'clock, we will dismiss early as well. Please check ELC's Facebook page, tune into WBKO or visit [www.wbko.com/weather/closings](http://www.wbko.com/weather/closings) for the Polar Report when you are in question. You should also receive a Remind text from your child's teacher.
- We reserve the right to make modifications to this schedule when needed to accommodate church activities, relating to days missed due to inclement weather or to enhance the weekday programming.
- ELC's last day of classes are subject to change and may or may not coincide with WCPS calendar.

## FEE AMOUNTS & SCHEDULE

- **Tuition is due on the 1<sup>st</sup> of each month.** The scheduled payment is due August 1<sup>st</sup> and all payments must be received by the 1<sup>st</sup> day that classes begin.
- **All payments should be made online.** If you have questions about this, please email us at [elc@broadwayunited.org](mailto:elc@broadwayunited.org). (See Online Payment Instructions on pg 4.).
- A **\$15 late fee** will be added if not paid after the 15<sup>th</sup> of each month.
- **Tuition is \$2050 per year for Toddlers, 2s, 3s & Pre-Kindergarten classes and \$2350 per year for nursery** since all classes will attend from **9am-2pm**. It is divided into **10 equal payments of \$205/\$235 each month** August through May for your convenience.
- Any returned check/bank draft will incur bank charges. You are responsible for any charges ELC incurs for a returned payment.
- If a refund is necessary, a \$5 processing fee will be deducted from the amount.
- We only offer tuition discounts for Broadway UMC/ELC staff and Broadway UMC member.
- The annual **enrollment fee** is due at the time of online enrollment. **Current ELC families enrolling before registration opens to the public will receive a discounted enrollment fee of \$155. All students** enrolling after registration opens to the public will pay a \$175 enrollment fee. **This fee is non-refundable.** Students enrolling after August 31<sup>st</sup> will pay a pro-rated enrollment fee.
- Tuition is **non-refundable** and is due whether your child is in attendance or not. There are no provisions for “make-up” days due to illness. Days missed due to short-term Warren County Public School system closures for inclement weather or disease are also non-refundable. (\*\*See COVID-19 long-term closure refund policy below.\*\*)

## COVID-19 REFUND POLICY

- If the health department requires that an individual student, class or ELC program be quarantined due to exposure or confirmed illness, tuition will not be refunded to allow us to continue to pay our teachers.
- If public health policy or local, state or national directive requires the ELC program to close for an extended time period, tuition will not be refunded for partial months. ELC will refund for any full months closed not required by individual or class quarantine.

## Online Payment Instructions

- Go to our web page at <https://broadwayunited.org/joinelc/>. Please look for the Online Payment Link under “Join the Early Learning Center”.
- You will need to log in. If you haven’t used our online payment link in the past year you will need to create a profile once. If it has been awhile since you have logged in, you may need to also re-create an id. This must be done on the **full website** not the mobile site. If you have created an id already you can still use the same id and password as last year. **Click Add Transaction.**
- You will choose the correct tuition payment or enrollment payment (Tuition, Church Member Tuition or Enrollment Fee 22-23) and **quantity** of children you are paying registration or tuition for each month.
- Frequency is your next step. Options are monthly or one time. Registration will be a one-time payment. Tuition can be a one time or monthly payment. The start date for tuition must be on the **5<sup>th</sup> or 15<sup>th</sup>**. The first payment of the school year is due **no later** than the first day of classes. An **end date must be entered** for all recurring payments. The end date will then be May 6<sup>th</sup> or 16<sup>th</sup> of 2023. **Tuition must stop in May each school year.**
- Payment Information is next. You will choose checking or savings account. *No credit cards* are accepted. If you do not have an account set up choose New Account. Then you will add your routing and account number. You will also include your child(ren)’s name. **Click Process.**
- You will receive a confirmation of your payment with a confirmation number and summary of your payment. **If you do not get a confirmation the payment did not process.** Please check for any errors of payment amounts and dates. You can print this receipt if you need it.
- Scheduled payments can be deleted or edited at any time from this link.
- Late payments will incur a \$15 late fee if not paid by the 15<sup>th</sup> of each month.
- Tuition rates are as follows:

Nursery \$2350 yearly/\$235 monthly

Toddlers and Twos \$2050 yearly/\$205 monthly

3 year olds and Pre-K \$2050 yearly/\$205 monthly

\*members of BUMC receive a \$15 monthly discount

# STUDENT ARRIVAL & DEPARTURE

## Arrival and Departure/Car Rider Drop-off and Pick-up

- In accordance with the CDC COVID-19 Guidance for Operating Early Care and Education/Child Care Centers, ELC will use centralized drop-off/pick up locations to eliminate unnecessary traffic to classrooms and exposure of children and staff.
- Detailed drop off/pickup locations, schedules and procedures will be communicated before school starts. Nursery and toddler parents will drop off/pick up students in classrooms; 2's, 3's and PreK students will be dropped off/picked up using a car rider line. A staff member will receive your child and escort him/her to the classroom.
- Please arrive **promptly** for drop-off at **9am** and pick-up at **2pm** to ensure a smooth process. If your child is not picked up by 2:15pm, a fee may be imposed.
- If you need to pick up your child early, please let your child's teacher or an office staff member know ahead of time.
- Only those approved on the enrollment form are allowed to pick up children. You must present photo identification to the teacher if they do not know you.

## Arrival Time Tips to Consider:

Whenever a child begins school, it can be an exciting, but difficult, period for the young child. The child may appear eager in the beginning but may suddenly realize you will not be there and balk at exiting the vehicle without you. This is entirely normal! Most children have little difficulty adjusting to school if these suggestions are followed:

- When possible, acclimate your child to his/her classroom ahead of time. Please attend Open House offered prior to school opening so that your child can meet his/her teacher and see the classroom. If you are new to our program this year or your child is especially anxious, please call and arrange an individual visit to the ELC.
- Be sure anyone dropping off or picking up your child understands the procedures.
- Generally, young children adapt to a new program within 10 school days.
- Parents may call the ELC office at any time during the school day to check on their child.

# CLASSROOM INFORMATION

## Backpacks

Each child should bring a **standard-size backpack** (no mini backpacks) with them to class. Each backpack should have:

- **The child's name printed on the outside top or front.** (Either directly on the backpack or on tape.)
- Full change of **labeled** season-appropriate clothes at all times, including socks and underwear. Please place these items in a clear plastic zip lock bag.
- Lunchbox that fits **in** the backpack (vs. snapping onto the outside of the backpack) and is **labeled** with your child's name on the outside.
- Diapers and wipes if applicable.

## Student Folders

- Each child receives a plastic folder upon enrollment. Please check this folder **daily** to view and remove your child's class activities and return any needed paperwork to school.
- The **ELC Parent Teacher Communication sheet** in the back cover of the folder will be very useful and important. This two-way communication tool allows teachers to update you on your child's progress and parents to leave notes for teachers as needed.

## Lunch Time Tips

- Each child will need to bring his/her own lunch, drink and **labeled** water bottle each day. Water fountains will not be available; however, a bottle filling station will be.
- Your child's lunchbox should be clearly **labeled** on the outside of the lunchbox. Lunchboxes should fit **into** your child's standard-size backpack instead of snapping onto the outside of the backpack.
- No glass bottles or glass containers of any type are allowed.
- **Send required utensils or plastic disposable when necessary.**
- **Label** everything that you want to come back home.
- Lunch is served at the time posted in your child's classroom.
- Include only finger foods that your child can eat without assistance (except for infants).
- Be aware that we are unable to heat lunches.
- Any items that need to be cut up should be cut up at home.
- Do not send carbonated beverages in your child's lunch.
- Children should not bring gum to school.
- If your child has a food allergy, please inform his/her teacher and the ELC office staff. You will be required to complete an allergy alert form to be posted in the classroom.

## Dress Code

- Dress your child in clothes suitable for play and that can get dirty too. We play with paint, playdough, dirt, etc on a daily basis!
- Dress your child in clothes that the child can manage alone when toileting such as pull-up elastic pants, easy snaps, no belts, etc.
- **No flip flops, clogs or slides please** – These can be hazardous for children while running and climbing! **Tennis shoes** are ideal for preschool.
- Squeakers in shoes are not recommended for our school setting as the noise tends to disrupt others.
- **Label** all of your child's belongings, including coats, hats, jackets and gloves.

## Rest Time

- A rest time will be incorporated into the Nursery, Toddlers and 2's classrooms.
- Nursery tends to nap late morning. Please send a blanket and pacifier (if needed) each day.
- You may send a special lovey or doll from home also to use at nap time.
- Toddlers and 2's typically nap at the end of the day. Please send a nap pad preferably or at least a blanket each day.
- If you choose to pick up your toddler or 2 year old before nap because he/she rests better at home, this needs to be done consistently. Please notify the teacher that this will happen each day. Tuition will not be adjusted for leaving early.
- For a smoother transition, it helps if your child mimics the ELC nap schedule at home as well.

## Potty Training

- If your child is in the 2's or younger class, they **do not** have to be potty trained. **However, if you're trying to decide if your age 2 or younger child is ready to potty train at school, make sure he/she can verbalize his/her need to use the bathroom, sit on a regular potty without a potty seat, and stay dry for at least 2 hours at a time.**
- If your child is in the 3s or PreK class, they **must be potty trained** without pull-ups.
- Many of you are or will be in the process of potty training your child. We will help you with this training in every way we can.
- All pull-ups, diapers and wipes are to be provided by parents. Cloth diapers are not permitted due to sanitary reasons unless you have a physician's order to use them.
- No potty chairs or seat inserts from home are allowed at the ELC.
- During training, if your child has an accident more than twice in one day, a pull-up will be placed on him/her after the second accident. This is due to time requirements and sanitary issues.
- If your child is entering the 3-year-old class and is not fully potty trained, we recommend:  
\*\*Talking to your child about pottying at school and explaining that he/she is not allowed to go to school in diapers/pull-ups.  
(continued on next page)

\*\*Trying him/her at school for a couple of weeks. Often being around peers that are trained and adapting to the school restroom schedule is enough to master this skill.

\*\*If he/she has several accidents in the first few days, then you will be called to pick up your child after the next accident.

\*\*If he/she continues having accidents over an extended period of time, then your child will need to sit out of school until he/she is fully trained. If there is a waiting list for this class, tuition will be required to hold the spot in the room.

## **Discipline**

- The Early Learning Center's approach to discipline is positive. The staff will try to reason with a child or redirect unacceptable behavior. Our goal is to direct students toward positive and acceptable behavior, which helps develop self-control, and to maintain the order necessary to accomplish learning and social growth.
- Loving firmness will be used to help students learn age-appropriate behaviors and boundaries. Common preschool discipline issues include learning to share, using kind words and hands and obeying the teacher.
- The safety and welfare of the group will have priority over any individual situation.
- Most situations will be handled in the classroom by the teacher through a verbal reminder. If this is not effective, the time-out method will be used. This is simply removing the child from an activity for a designated amount of time to allow the child to regain self-control. The staff does not administer corporal punishment.
- If the child continues to misbehave after reasoning, redirecting and time-out have been used, the parent will be called to come pick up the child. Any discipline problems that persist or are disruptive to the class will be shared with parents so teachers and parents can work together to teach the child appropriate behaviors.

## **Biting**

- Biting is a very common, age-appropriate behavior for children in our toddler and two-year-old classes. At this age, children often express frustrations with peers and adults through biting since their communication skills are still developing. Since biting has the potential to cause bodily harm to another child, we work with each affected family individually to develop a plan that offers the "biter" opportunities to learn how to express frustration and needs appropriately, while protecting other children from repeatedly being bitten. These plans may include:
  - Documenting each incident in student information folders
  - Using a teething/biting toy to satisfy the child's oral needs
  - Referral for speech/developmental evaluation
  - Removal from the program for a short period of time.

## HEALTH & SAFETY

- A current **Kentucky certificate of immunization is required by September 1<sup>st</sup>** of each school year. If not received by this date, your child may not be able to continue in our program. These can be obtained from your child's physician or the health department. Note the expiration date on the form and return new forms to the office as necessary. **The ELC does not honor requests for immunization exemptions for any reason.** The ELC reserves the right to update this policy as changing public health needs occur.
- **Health Checks**—Please screen your child for fever (above **100.4°F**) and contagious symptoms before arriving at the ELC each morning. Adults entering the building may be screened as well. In addition, ELC reserves the right to screen children as needed throughout the school day. Attendance will be documented daily in case contract tracing is necessary.
- **Face Masks** – Our staff and students age 2 and over will wear face masks according to recommendations by public health officials and childcare/early childhood education guidelines based on disease prevalence in the community.
- **Medication**—No medicines (i.e. Epipen, Benadryl) shall be dispensed by staff to children except with a signed and date parent request. The medicine must be in the original container and clearly labeled with the child's name, name of drug, and administration directions. Over the counter drugs must have the dosage amount for child's age on the container. Otherwise, we cannot give it to the child regardless of parent permission.
- **First Aid**—ELC staff will administer first aid consisting of cleaning small wounds and applying ice when necessary unless otherwise advised by the parent. An **Accident/Incident report** will be completed and signed by the parents and staff informing parents of actions taken by the ELC and placed in the student's information folder. A copy will be provided at the parents' request.
- **Sunscreen**—Parents should apply sunscreen before bringing children to school. We highly recommend applying sunscreen on warm, sunny days. **We will use outside learning opportunities as much as possible this year!**
- **Accidental Injuries**—Parents will be notified immediately if a child is injured at the ELC. In case of emergency, 911 will be called. If parents/guardians are not available, the person/s listed on the enrollment form will be notified. **Please inform us of any changes that need to be made to this form throughout the year.**

### Illness

#### COVID-19 Symptoms or Exposure

- The ELC acknowledges that no fail-safe plan exists to ensure that staff, parents and children are not exposed to or infected with the COVID-19 virus. ELC is, however, committed to taking stringent measures to mitigate that risk as much as possible. In light of the current public health crisis, parents should be extra vigilant regarding keeping children home from school when they show any signs of illness. Please partner with us by keeping your child home if he/she shows any of the following COVID-19 symptoms:
  - ⇒ Fever in the last **24 hours**
  - ⇒ Cough

- ⇒ New loss of taste or smell
- ⇒ A combination of 2 or more of the symptoms of above or including:
  - Shortness of breath or difficulty breathing
  - Sore throat
  - Chills
  - Muscle pain or headache
  - Unexplained rash
  - Congestion
  - Nausea, vomiting and/or diarrhea
- ⇒ Please keep your child home following a COVID-19 exposure by anyone in your household. Follow guidance from your physician or health department for diagnosis, treatment, quarantine recommendations and the proper time for returning to school. Clearance documentation is required to return to the ELC.

- Contact the office asap if you have a possible COVID-19 exposure in your family and/or close contact so that we can take necessary precautions to protect our ELC family.
- ELC will communicate with families via email in cooperation with the Barren River Health Department if a child in our program has tested positive for COVID-19.

## Other Illness

- We also ask that you keep your child at home if he/she shows any of these additional symptoms:
  - ⇒ Any fever in the last **24 hours**
  - ⇒ Any symptoms of childhood diseases such as Scarlet Fever, Measles, Chicken Pox, Strep Throat, Flu, Croup, Fifth Disease, Mononucleosis or any other infectious disease
  - ⇒ Chicken Pox—all sores must be scabbed over and dry at the edges
  - ⇒ Common cold—from the onset through one week
  - ⇒ Unexplained rash
  - ⇒ Any skin infection—Boils, Ringworm, Impetigo, Thrush, Hand-Foot-Mouth disease. All open sores must be covered with a water proof bandage.
  - ⇒ Head Lice—must be nit/lice free to return to school
  - ⇒ Pinkeye and/or any other contagious eye infection
  - ⇒ Yellow/green runny nose
  - ⇒ Persistent cough
  - ⇒ Severe allergies
- **If a sibling or other family member is home sick with a contagious illness, please keep your child home from the ELC.**
- If a child becomes sick at school, he/she will be cared for in an isolated area. Parents will be notified and be required to pick your child up within **one hour** (per KY Healthy of Work Requirements for Childcare Programs). Please confirm your emergency contact number at sign in each morning. **It is very important that you keep your cell phone on when your child is in our care.**

## Safety Procedures—

- **Accidental Injuries**—Parents will be notified immediately if a child is injured at the ELC. In case of emergency, 911 will be called. If parents/guardians are not available, the person/s listed on the enrollment form will be notified. **Please inform us of any changes that need to be made to this form throughout the year.**
- We perform a fire drill each year typically in October.
- In case of a tornado warning, all classes will go to the basement until our area is clear of warnings.
- Our school is locked down at all times except from 9am to 9:30am each morning for arrival. In case of emergency, please call our office to gain entrance to the ELC.
- This program exercises reasonable care and judgement in all matters related to safety. In all emergencies, this program has permission to take such reasonable measures, in the judgement of the teacher or coordinator, necessary for the welfare and safety of the child until a parent/guardian can be reached.

## ELC/PARENT COMMUNICATION

- Our main source of communication is via **EMAIL**, especially during this period of social distancing and minimal face-to-face contact. We always need a current email address. Parents, please read all emails from ELC to stay updated.
- Upon request, we will be glad to add grandparents, sitters, etc to our email list to keep them current as well.
- Each month a newsletter and calendar are emailed. It is very important that parents read these each month! They detail school activities, dates and what your child is learning each month.
- Like us on Facebook at “Early Learning Center at BUMC”.
- Sign up for Remind texts from your child’s classroom at the beginning of each year.
- Each student is given a folder on his/her first day of school. Check daily for work, notes and other information. Please use the **ELC Parent Teacher Communication sheet** located in the back cover of the folder to send messages to teachers as needed.
- ELC has a Flickr site as well. Numerous classroom photos are added weekly if not daily.
  - Click on the link under the Parent Resource section on our website.
  - Click “Follow” on ELC’s page.
  - You will be prompted to sign in.
  - ELC must then “follow” you before you can view pictures on our page. Followers are updated each school day so you should be able to view pictures when you log in to Flickr on your computer or through the Flickr app the next day.
  - Each classroom has an album identifiable by your child’s session and teachers’ names. Click on the album to view pictures. Download pictures by clicking on the down arrow at the bottom right corner and selecting the desired size.

## GENERAL ELC INFORMATION

### Hours of Operation

All age group classes begin at **9am and end at 2pm**, Monday through Thursday.

### Visitor Policy

The ELC will follow the most current visitor guidelines provided by the CDC and Barren River Health Department. We may limit visitors during the school day if community COVID-19 levels warrant. If a parent/guardian needs access to our facility during the school day, please call our office. To keep our facility secure, our doors remain locked between 9:15am and 2pm. Anyone entering our facility may be asked to wear a mask and/or complete a health check.

### Class Size

In light of CDC COVID-19 Guidance for Operating Early Care and Education/Child Care Programs and our room sizes, ELC class sizes for the 2022-2023 school year will be: 16 students in the Pre-Kindergarten class, 10-12 students in the 3-year-old class depending on room size, 10 in the 2-year-old class, 8 in the toddler class and 7 in the nursery. Each class has two full time teachers.

### Days Attended

Please note that BOTH sessions have a similar number of days in attendance scheduled for the school year.

### Pets and Other Animals

Being mindful of allergies and potential dangers associated with pets, the ELC has adopted the policy to NOT allow pets of any kind anywhere in the school.

## **Birthday Invitation Policy**

- ELC is only able to distribute birthday invitations if every child in the class is invited in an effort to protect the feelings of ALL of our students.
- You can request contact information for children in your child's class from any office staff member. When requested, each student's name, mailing address and email will be given. Permission for this is granted on the Parent Signature Page.
- We love to celebrate birthdays at school! Parents are welcome to send individual portioned treats for the entire class. Please ask your child's teacher for recommendations.

## **Visiting Therapists**

- We welcome therapists at the ELC. Please notify us in advance who is coming to work with your child. They will need sign in and out at our office and comply with current COVID-19 recommendations for early childcare centers.
- Visits must be scheduled with the child's teacher at a time that works best for the classroom and the child.
- Therapists and parents must sign a release for ELC to be able to discuss the child's needs/progress.
- We recommend a communication notebook be kept in the child's backpack or cubby for therapists to make notes in and for teachers and parents to read and remain aware of what the therapist is working on with the child.
- Therapists need to work with the child within the child's classroom when possible.
- A therapist should **not** work with a child in his/her own child's classroom.

## **Photo Release**

- A photo waiver is signed prior to admission.
- This authorizes Broadway United Methodist Church and/or the Early Learning Center, its agents and/or employees to photograph and/or film you and/or your child and gives consent to the use of you and/or your child's likeness in any and all publications and/or materials, including, but not limited to advertising, news media, video and website materials.
- It also releases BUMC and/or the ELC from and waives any rights that you and/or your child might have to any revenue payment or fee for said photography and/or film.
- If you wish not to sign the release then your child will not be in any photographs and/or videos. This includes, but is not limited to, class pictures or class performance videos.

## CURRICULUM INFORMATION

- Children in all of our classes experience activities that embrace age-appropriate developmental and academic standards intertwined with the Fruit of the Spirit yearly theme, monthly bible verses and weekly bible stories.
- We also offer a wide variety of enrichment opportunities to our students, including chapel, music, fire safety and dental hygiene.
- Our routines and lessons are guided by Kentucky's School Readiness Definition and Early Childhood Standards. (<http://kidsnow.ky.gov>)
- Please refer to our newsletter/calendar to see what each age group is learning each month.
- Due to required social distancing guidelines, some class routines and lessons will look different while still providing children with a high quality, developmentally appropriate preschool experience.

## AGE-SPECIFIC CURRICULUM GOALS

- **Nursery and Toddler** classes offer a safe, nurturing environment where a baby or toddler will feel comfortable while learning about God's creations, shapes and colors through song, circle-time instruction and art experiences. In addition, they will learn to separate from caregivers, adapt to new routines and interact with peers in age-appropriate ways.
- **2-year-old** classes are introduced to the letters of the alphabet and numbers 1-10 while continuing to learn colors and shapes. Development of fine motor skills and positive social behaviors are also important parts of our curriculum at this age. In addition, classroom routines begin to model those of our older students on an age-appropriate level and time frame.
- **3-year-old** classes continue literacy development through exposure to letter names, sounds and prewriting activities. In addition, fine motor skills, colors and shapes are reinforced and numbers 1-15 are taught through manipulative, games and art activities. Weekly activities often connect learning through themes and/or bible stories. Whole class experiences and instructional centers help our 3-year-olds develop skills they will need to be successful in our pre-kindergarten program.
- **Pre-kindergarten** classes begin to connect how letters of the alphabet make sounds and sounds blend together to form words. They also continue to develop number concepts and other school readiness skills through manipulatives, games and art activities. Learning themes continue to enable children to connect the concepts they are learning throughout the day. The daily schedule for this class closely replicates that of the typical public school kindergarten day. For example, art, literacy, math and science activities are taught through a combination of teacher-directed and student-directed center rotations.

## CHILD DEVELOPMENT RESOURCES

<http://kidsnow.ky.gov/>

<http://www.babycenter.com/>

<http://www.cdc.gov/ncbddd/childdevelopment/>

<http://www.pbs.org/parents/child-development/>

<http://www.aap.org/>