

Early Learning Center Parent Handbook



ELC Hours

Monday	7:45 – 5:00
Tuesday – Thursday	7:45 – 4:30
Friday	7:45 – 4:00

Please be considerate of our closing times and pick your child up 5 minutes before our closing time.

- Please try to pick up your children as soon as possible after Monday afternoon PD meetings. We understand that these can go past 5:00, but please come as soon as possible to pick up your children when they are finished.



Where does the ELC fit?

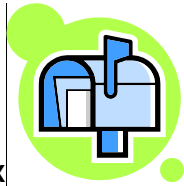
The ELC is a division under the supervision of the elementary principal Mr. George Zickefoose. We follow the same schedule as the rest of the school with regards to holidays and events. The ELC director is Robyn Steuernagel. Please see Robyn first with any questions or concerns and she will discuss them with Mr. Zickefoose.



Sign in and out

Make sure you sign your child in and out of the Early Learning Center so we know who is in our care. This will be to the left of the door when you

enter the ELC. Please pass on any valuable information about your child to a staff member and write it in the daily log. This includes things such as special medications, whether your child needs a nap or not, a new stage your child is going through or if your child didn't sleep well last night. These things will help us to provide better care for your child.



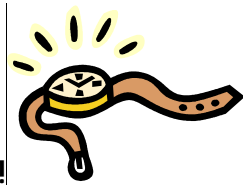
Check your mailbox

Please check your child's mailbox every day when you come to pick them up.



Information Board

The white board on the door is for information we need to pass on to you. We use it to let you know if groups of children have gone to another part of the campus.



I'm Running Late!

If you are going to be late picking up your child, please call and let us know.



General Rules

1. Children are expected to sit down at the table whenever they have juice or food.
2. No children are allowed in the kitchen
3. General house etiquette is expected – no jumping on the sofa, no crazy play, no standing on chairs, no sitting on the tables.
4. Babies are separate from the older children
5. Baby sleeping room is off limits to all children unless they are sleeping.
6. No sharing of snacks.

7. Wash children's hands regularly (after going to the bathroom and before snacks).



Discipline Policy

The ELC will be using a timeout system to maintain appropriate behavior. The length of the time out will be dictated by the age of the child (e.g. one minute for a 1 year old child). Children will be given a warning when their behavior is unacceptable before the time out is given. If you have concerns with this policy please let us know.



Healthy Children

Please do not send your child to the ELC if they are sick. Children should be healthy when they are brought to the center. The health rules are:

1. No fever over 100.4 degrees for 24 hours without medication
2. No vomiting for 24 hours
3. No diarrhea for 24 hours
4. No contagious diseases (this may include strep throat, chicken pox, pink eye, head lice, and impetigo)

Please do not give your child fever medicine and then send them to us. We want to keep everyone's children healthy.

If a child is found to have any of these symptoms while in the Early Learning Center, parents will be notified immediately and the child will be required to leave the center and may not return until they meet the above standards.



Medications

Please tell our staff about any medication your child may need to receive. Please also record the times your child should take their medicine in the sign in and out book



Emergencies

If your child is ever in need of medical attention, an ELC employee will take your child to the school nurse immediately. Mr. Zickefoose will be contacted and he will make arrangements for a substitute to take over your teaching duties so you can meet your child at the nurses' office.



Infant Feeding Times

If your child is under 2 years old, their eating and sleep schedule will be noted on the white board in the main room of the center. Please feel free to ask any of the staff about your child's schedule or concerns you might have.



Breakfast

Please feed your child breakfast at home before bringing them to the ELC. If this is occasionally not possible, please bring food with you and we will feed them for you.



Snacks

Please provide your child with 2 snacks a day, one for the morning and one for the afternoon. We have a cupboard in the kitchen and a shelf in the refrigerator for each child. **Please bring a supply for the whole week with a variety of items.** This will hopefully be easier for us and for you. If there is a certain type of food that you do not want your child to eat or drink, please let us know. Snack times are at approximately 9:30 and 2:30 each day. We do not allow children to share snacks (outside of families).



Lunch

Parents of children over 18 months are responsible for feeding lunch to their child. If you are not able to feed your child due to lunch duty, a meeting or teaching, please let us know in advance so we can plan our schedules accordingly. If you would like to bring food to eat with your child in the ELC, please make sure you return your dishes to the cafeteria when you are done. We will be using the small ABC room again this year for families who are eating together. The older children will be going directly outside after they eat their lunch unless it is raining. Please bring your child to the back playground after you take them to lunch. If it is raining, please bring them to the Pre-K classroom.



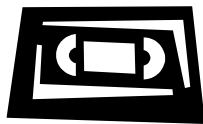
Pillow and Blanket

Please send a pillow and small blanket from home for our rest time as soon as possible.



Messy day

We would like to allocate Wednesday as 'messy day'. Please dress your child in an outfit that can get dirty. We will try to plan our messiest activities for those days.



Videos

We will be showing videos in the ELC, especially when the weather makes it difficult to play outside. Below is a list of the videos in our small collection.

- * Barney
- * Dora the Explorer
- * Sesame Street
- * Little bear
- * Rollie Pollie Ollie
- * Veggie Tales
- * Busy World of Richard Scary

- * Maisy
- * The Wiggles
- * Blues Clues
- * 3 2 1 Penguins
- * Scholastic Videos
- * Old Classic Cartoons

If you would rather not have your child watch one of these videos please let us know.



Clothing

Guideline regarding clothing:

- 1) Please bring an extra pair of clothing for us to keep in the ELC for emergencies (shirt, shorts/pants/underwear and socks).
- 2) We plan to take the children outside every day. Please be aware of the weather and dress your child appropriately. If you would like us to put sun block on your child when we play outside, please let us know.
- 3) Please make sure your child wears comfortable shoes. Shoes that slip on and off or have Velcro are preferable. Lace up and buckle shoes can be tricky when working with a large group of children.



A Special Note to Dorm Parents

The ELC will be open for your children from 8:30-10:30 on Monday mornings for your staff meeting. An additional 4 hours can be made available to you for dorm responsibilities, such as dorm shopping. Please contact Robyn Steuernagel if you would like to access these hours. She will then let you know what times will work for the ELC staff.



Things we can use

If you have any of these items at home and you're not using them, we'd love to add them to our craft and dress up collection:

- Old clothes or hats

- Clean empty food containers e.g. peanut butter jars, cereal boxes, butter tubs. These are great for playing house!
- Milk bottle tops
- Plastic lids off Pringles, coffee cans, etc.
- Scraps of material
- Old white envelopes
- Old thin crayons
- Egg cartons
- Old greeting cards
- Old magazines



Toys

Please do not send toys and books from home to the ELC.



Infant schedules and routines

If your child is under 2 years of age, please write down and give us an outline your child's schedule and routines. This helps all of our staff to be aware of how to best care for your child.



Phone Numbers

ELC – 622-0270

Robyn Steuernagel

Pre-K: 635-2086

Home: 623-8908



One more thing...

We feel blessed to have the opportunity to care for your children. If you ever have questions or concerns please let us know. Thank you!