



Preschool and Childcare
Parent Handbook

For More Information, Contact:

Elizabethtown Christian Academy
Heavenly Hands Preschool and Childcare
Lori Corle, Director
401 W. Poplar St.
Elizabethtown, KY 42701
(270) 737-5273



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ECA Preschool and Childcare is a part of Elizabethtown Christian Academy. As such, it adheres to the Mission Statement and Statement of Faith of ECA.



Elizabethtown Christian Academy Preschool and Childcare Mission Statement

At ECA Preschool and Childcare, we believe that children are a gift from God. We will apply basic biblical principles to meet the spiritual, academic, social, physical and emotional needs of children between the ages of six weeks to five years. Our team will develop and implement curriculum to meet the needs of each child, promoting self-confidence and individuality, and help lay the building blocks they will need to support their future learning.

ECA Mission Statement

The mission of Elizabethtown Christian Academy is to provide a Christ-centered environment where students are challenged to achieve academic and spiritual excellence. The Academy is committed to integrating Biblical values and academics into the lives of its students.

Theme Scripture

Train up a child in the way he should go, and when he is old, he will not depart from it. Proverbs 22:6.

What to Bring to ECA Preschool and Childcare (Continued)

6. Diapers - Parents are expected to provide diapers for their child. When the supply is down to 5 diapers, you will be notified to restock them. If diapers are not provided in a timely fashion, we will provide one diaper for you. If we need to provide more than one diaper for you, a charge of \$1 per diaper will be assigned, and payment will be expected when you pick your child up that day.
7. Bedding - Please provide your child with a fitted sheet, a blanket and a small pillow (pillow is optional) for nap time. The blanket and sheet will be sent home every Friday to be cleaned. You will also need to provide a plastic container to place your child's bedding in here at the center. Your child's bedding will be kept in it throughout the week. Please label all of your child's bedding with your child's name. If soiled or wet bedding is sent home mid-week, please send clean bedding the next day.
8. Wipes - Twice per year, in August and January, every child should bring in a six pack of Unscented Parent's Choice Wipes.

What to Bring to ECA Preschool and Childcare

1. All enrollment forms must be completed before the first day of school, including;
 - immunization certificate;
 - birth certificate;
 - a copy of the parent's driver's license;
 - food program enrollment and income application;
 - custody or guardianship papers if the custodian or guardian is different than the people listed on the birth certificate;
2. Be sure your child is fully dressed upon arrival at ECA. Here are some clothing recommendations.
 - Open toe shoes can lead to foot and toe injuries. Therefore, open toe or open back shoes or flip flops are not recommended. We are not responsible for injuries caused by wearing such footwear.
 - Please do not dress your children in clothing that promotes violence or a disrespectful attitude.
 - Do not dress your child in onesies or overalls if your child is potty training.
 - Extra, seasonal clothing, including underwear should be provided according to the following recommendations;
 - * Infants, Toddlers and Twos - 2 extra sets of clothing
 - * Threes and Fours - 1 extra set of clothing
 - * Potty Training Children - 3 extra sets of clothing
 - * Don't forget an extra pair of shoes
3. If soiled or wet clothing is sent home, please send a clean set the next day in your child's backpack.
4. Please label all clothes and shoes with your child's name and transport these items in a backpack.
5. If your child needs a clean set of clothing, and none are present at the center, you will be notified immediately to bring in an extra change of clothing for your child.

Statement of Faith

1. We believe the Bible to be the inspired, the only infallible, authoritative inerrant Word of God. (II Timothy 3:15, II Peter 1:12)
2. We believe there is one God, eternally existent in three persons - Father, Son and Holy Spirit. (Genesis 1:1, Matthew 28:18, John 10:30)
3. We believe in the deity of Christ. (John 10:33)
His virgin birth (Isaiah 7:14, Matthew 1:23, Luke 1:35)
His sinless life (Hebrews 4:15, Hebrews 7:26)
His miracles (John 2:11)
His vicarious and atoning death (I Corinthians 15:3, Ephesians 1:7, Hebrews 2:9)
His resurrection (John 11:25, I Corinthians 15:4)
His Ascension to the right hand of the Father (Mark 16:9)
And His personal return in power and glory (Acts 1:11, Revelation 1:11)
4. We believe in the absolute necessity of regeneration by the Holy Spirit for salvation because of the exceeding sinfulness of human nature; and that men are justified on the single ground of faith in the shed blood of Christ and that only by God's grace and through faith alone are we saved. (John 3:16 - 19, John 5:24, Romans 3:23, Romans 5:8 - 9, Ephesians 2:8 - 10, Titus 3:5)
5. We believe in the resurrection of both the saved and the lost; they that are saved in the resurrection of life, they that are lost unto the resurrection of damnation. (John 5 28 - 29)
6. We believe in the spiritual unity of believers in our Lord Jesus Christ. (Romans 8:9, I Corinthians 12:12 - 13, Galatians 3:26 - 28)
7. We believe in the present ministry of the Holy Spirit, by whose indwelling the Christian is enabled to live a Godly life. (Romans 8:13 - 14, I Corinthians 3:16, I Corinthians 6:19 - 20, Ephesians 4:30, Ephesians 5:18)

Admission and Registration Policies

Nondiscriminatory Policy

Elizabethtown Christian Academy Preschool and Childcare will admit students of any race, color, nationality, sex, age and disability, and will not discriminate on any of these bases in the administration of policies or admissions.

ECA Preschool and Childcare Biblical Teaching Philosophy

ECA Preschool and Childcare adheres to the Mission Statement and Statement of Faith of Elizabethtown Christian Academy. Parents or guardians of the students at ECA Preschool and Childcare must agree that the staff may teach their child the beliefs of ECA that are expressed in the Parent Handbook. Parents must indicate their agreement in writing by signing the Statement of Faith agreement form in the registration packet. Parents should be aware that the belief system of ECA will be involved in every aspect of their child's curriculum.

Registration Policy

Registration packets are available at ECA Preschool and Childcare during our normal operating hours, 6:00 am - 6:00 pm, Monday through Friday. You may also download the registration packet from ECA's website, www.elizabethtownchristian.com. Parents or guardians must complete and return the registration packet, along with a \$50 non-refundable registration fee prior to admission.

Supply Fee

There is a once a year supply fee of \$75 that is due every August. If your child enrolls after August, you will need to pay this fee when your child enrolls.

Grievance Report Procedure (Continued)

Procedure for Filing Complaints of Discrimination

1. Right to file a complaint - Any person alleging discrimination based on race, color, national origin, sex, age or disability has a right to file a complaint within 180 days of the alleged discriminatory action. Under special circumstances, time limit may be extended.
2. Acceptance - All complaints, written or verbal, shall be accepted by the Division of School and Community Nutrition and forwarded to the SERA-USDA. It is necessary that the information be sufficient to determine the identity of the agency or individual toward which the complaint is directed, and to indicate the possibility of a violation. Anonymous complaints shall be handled as any other complaint.
3. Verbal Complaints - In the event that a complainant makes the allegations verbally or through a telephone conversation and refuses or is not inclined to place such

Allegations in writing, the person to whom the allegations are made shall write up the elements of the complaint for the complainant. Every effort shall be made to have the complainant provide the following information:

- Name, address, telephone number or means of contacting the complainant
- The specific location and name of the entity delivering the program, service or benefit
- The nature of the incident(s) or action(s) that led the complainant to believe discrimination was a factor
- The basis on which the complainant feels discrimination exists (race, color, national origin, sex, age or disability)
- The names, titles and addresses of the person who may have knowledge of the discriminatory action(s)
- The date(s) during which the alleged discriminatory action occurred, or if continuing, the duration of such actions

Children and Parent Rights Pursuant to KRS 199.898 (Continued)

- (2) Parents, custodians, or guardians of these children specified in subsection (1) of this section shall have the following rights:
- The right to have access to their children at all times the child is in care and access to the provider caring for their children during normal hours of provider operation and whenever the children are in the care of the provider
 - The right to be provided with information about childcare regulatory standards, if applicable; here to direct questions about regulatory standards; and how to file a complaint
 - The right to file a complaint against a childcare provider without any retribution against the parent, custodian, guardian or child
 - The right to review and discuss with the provider any state reports and deficiencies revealed by such reports
- (3) The childcare provider who is licensed pursuant to KRS 199.896 or certified pursuant to KRS 199.8982 shall provide a copy of these rights at the time of the child’s enrollment in the program.

**Kentucky Department of Education
Division of School & Community Nutrition
Civil Rights Grievance Report Procedure**

In accordance with FNS Instruction 113.6, ECA Preschool and Childcare provides a grievance procedure in the event a person believes he/she or their child has been discriminated against and/or denied services in the food service program on the basis of race, color, national origin, sex, age or disability.

GENERAL INSTRUCTIONS

All complaints, written or verbal, alleging discrimination on the basis of race, color, national origin, sex, age or disability shall be processed within ninety (90) days of receipt in the manner prescribed in this instruction.

Tuition Payment Rates and Schedules

ECA Preschool and Childcare All Day program

All payments for children in our all day preschool and childcare area are to be made on Fridays for the upcoming week or weeks. You may pay for 1 or more weeks at a time, but you must pay in advance. If payment is not made by Tuesday, there will be a \$10 late fee. If payment is not made by Thursday, your child will be immediately expelled from ECA Preschool and Childcare. Payments may be made by check or with cash. There will be a \$20 fee for any returned checks.

Weekly Rates

Infants (6 weeks to 12 months)	\$150
Toddlers (12 months to 24 months)	\$130
Two Year Old Class	\$120
Three Year Old Class	\$110
4 Year Old Class	\$110

**ECA Preschool and Childcare
Half Day, Preschool Only Program**

Tuition payments for children attending only our half day, preschool only program from 8:00 am to 12:00 pm will be made monthly, but the payment must be made by the 1st day of each month. If the payment is made later than the 1st day of the month, a \$10 late fee will be added. If the payment has not been made by the 2nd week of the month, your child will be immediately expelled from our program.

Monthly Rates

3 Year Old Program	Wednesday - Friday	\$160/month
4 and 5 Year Old Program	Monday - Friday	\$200/month

ECA Preschool and Childcare All Day and Half Day Preschool Dress Code for Students

Our half day and all day 3 and 4 year old students are required to wear a modified version of ECA's student uniform. It's really a very simple uniform. They can wear Khaki (tan) or navy shorts or pants, and for girls, skorts, skirts or jumpers. They can be any material except for sweats or denim. For the tops, it needs to be a collared shirt, so a short sleeve polo shirt is the easiest. There are five different colors that are allowed for shirts: white, maroon (not red), navy (not royal blue), pastel or baby blue, pastel or baby pink. The polos do not have to have ECA's logo on them. In the cooler months, you can layer a turtleneck or long sleeved t-shirt underneath their polo.

Every child is required to have the pastel blue polo, and this shirt DOES need to have the ECA logo on it. We wear this shirt on our field trips. So, if a child would happen to get separated from our group, whoever finds the child would know they belong with ECA. You can take your pastel blue polo to Duke's Sporting Goods, and they will embroider our logo on it for just \$6.

The children should all wear socks with tennis shoes as well. Preschoolers do NOT have to wear a belt, or have their shirts tucked in.

ECA All Day Preschool and Childcare Drop Off and Pick Up Policy

Parents must use the door in the back of the building with the double drive-through. Upon arrival, ring the doorbell on the left, and an ECA staff person will open the door so you may enter. Upon entering, stop by the welcome center to sign your child in the sign in/out log book. You will receive a visitor's pass from the staff person at the welcome center. Then you can walk your child to his or her classroom. Make sure your child's teacher greets you at the door, and escorts your child into the classroom. Drop your visitor's pass off at the welcome center as you are leaving.

When picking your child up, again ring the doorbell, and a staff person will open the door to allow you to enter the building. Sign your child out in the sign in/out log book, and pick up a visitor's pass. Then you can go to your child's classroom to get your child. Make sure your child stays with you while you talk to your child's teacher and pick up their belongings. Turn your visitor's pass back in at the welcome center as you leave.

Parents' Expectations of ECA

Parents' have the right to expect; that our staff will treat you with respect and courtesy at all times; that your children will be cared for in a safe, supportive, nurturing environment; that you may visit with the main preschool and childcare administrative personnel at any time about concerns related to your child and/or the program (by appointment if a lengthy discussion is anticipated); that you will be told about any significant disruptive behavior; that you will be informed regularly about program activities and events.

ECA's Expectations of Parents

ECA has the following expectations of our parents; respectful and courteous treatment of the staff at all times; discuss any problems or concerns with administrative staff and teachers privately, before discussing them with any other parents or teachers; emergency information will be kept up to date; only AUTHORIZED people will be sent to pick up your child (you may call or send in a note to authorize persons not on your enrollment form); SIGN YOUR CHILD IN AND OUT EACH DAY; your child will be picked up by 6:00 pm (late pick up fees will be assigned and paid upon your arrival if picking up your child after 6:00 pm); all communications sent home by ECA will be read by the parents, and responses made, if requested.

Children and Parent Rights Pursuant to KRS 199.898

- (1) All children receiving child care services in a day-care licensed pursuant to KRS 199.898, a family childcare home certified pursuant to KRS 199.8982, or from a provider or program receiving public funds shall have the following rights:
 - The right to be free from physical or mental abuse
 - The right not to be subjected to abusive language or abusive punishment
 - The right to be in the care of adults who shall meet their health, safety and developmental needs

Suspected Child Abuse Policy

All staff at ECA will attend mandatory trainings for our child care licensure. Some of these training focus on the signs of child abuse and neglect.

If any staff, substitute teacher, or volunteer of ECA suspects that a child is suffering from any type of abuse, either physical, sexual, verbal, mental or emotional abuse, or neglect, we are required by law to report our suspicions to Child Protective Services.

If any staff, substitute teacher, or volunteer of ECA is suspected of abusing a child in any way, that staff member will be suspended without pay, until a full investigation can be completed by Child Protective Services and Elizabethtown Christian Academy. We will notify the proper authorities, the Office of Licensing and Regulation, and the family of our suspicions. If the accusations are verified, the staff member will be immediately terminated.

All staff, substitute teachers and volunteers will undergo two different criminal records checks before their employment, as required by the Division of Licensing and Regulation.

Child's Rights and Expectations

All children have the right and expectation; to have a safe, supportive and consistent environment; to use all program equipment, materials, and facilities on an equal basis; to participate in all program activities on an equal basis; to receive respectful treatment; to have discipline that is fair; to receive nurturing care from staff members.

ECA's Expectations of the Children

ECA has the following expectations of the children attending our program; to be responsible for their own actions; to know and follow our rules; to be respectful of staff and other children; to take care of the materials and equipment; to remain with the group and teachers at all times.

ECA All Day Preschool and Childcare Drop Off and Pick Up Policy (Cont.)

If the welcome center personnel does not recognize you, you will be asked to show an ID. It is a good idea to bring your ID with you each time you enter our building, just in case. We will not release your child to anyone who has not been designated in advance as an authorized person to pick up your child. In an emergency, you may call us to let us know that someone different will be picking up your child. We will require a photo ID for anyone other than the regular pick up people for your child. ECA Preschool and Childcare reserves the right to ask for a photo ID if there are any concerns.

If you do not pick up your child by 6:00 pm, there will be a late fee of \$5 for every 15 minutes past 6:00 pm you are late. This fee will need to be paid when you arrive to pick up your child.

ECA Half Day, Preschool Only Drop Off and Pick Up Policy

The half day/preschool only classes will have a drive through drop off and pick up procedure. At drop off time, simply stay in your car with your child, and pull under the covered drive through when it's your turn. A teacher will come to your car, unbuckle your child from their car seat, and escort them into the building.

At pick up time, pull under the covered drive through when it's your turn, and a teacher will bring your child out to your car, buckle them into their car seat, and then you may pull out.

We offer the 'drive through' procedure as a convenience for you. If you wish, you are always welcome to park your car and escort your child to their classroom.

At pick up time on Fridays, you will need to park your car in the parking lot, and enter the building. Stop by the welcome center to pick up a visitor's pass. Then you will go to your child's classroom to pick up your child so you can have some face to face time with your child's teacher.

Divorced or Separated Parents

Please know that the law prevents centers from denying visitation and/or release of a child to even a non-custodial parent, WITHOUT A COURT'S RESTRAINING ORDER OF AN EMERGENCY PROTECTIVE ORDER. If you have such an order, a copy must be kept on file for us to prevent a parent from taking a child.

ECA All Day Preschool and Childcare Annual Schedule

ECA All Day Preschool and Childcare will be closed on major holidays. Here are the days we will be closed.

Memorial Day; July 4th; Labor Day; November 24th and 25th; and December 26th, and 27th.

We will have sign ups for child care during Spring, Fall, and Christmas Breaks. This will allow us to make sure we have enough, but not too many staff on hand.

ECA Half Day, Preschool Only Annual Schedule

ECA Preschool only classes will follow ECA's school calendar. It is as follows:

August 1	Open House, 6:30 pm, Main Sanctuary
August 3	First Day of School
September 2	Professional Development - No Preschool
September 5	Labor Day Holiday - No Preschool
Oct. 3 - 10	Fall Break - No Preschool
October 11	Preschool Resumes
October 14	Progress Reports
November 21 - 26	Thanksgiving Break - No Preschool
Dec. 19 - Jan.2	Christmas Holiday - No Preschool
January 3	Preschool Resumes
January 13	Progress Reports
January 16	Martin Luther King Holiday - No Preschool
February 17	Professional Development - No Preschool
February 20	President's Day - No Preschool
March 16	Progress Reports
April 6 - 16	Spring Break - No Preschool
April 17	Preschool Resumes
May 16	Last Day of School & Progress Reports

Parent Involvement

At ECA, we really value our parents. There will be several opportunities for you to participate in your child's classroom.

Each classroom will have a Parent Coordinator who will organize help from parents for classroom projects, parties and family field trips. The Parent Coordinator will develop sign up sheets for supplies for the parties, and communicate any information to other classroom parents will need to know. If you are interested in being the Parent Coordinator for your child's class, please let Miss Lori, or your child's classroom teacher know.

We will hold Open Houses three times each year; in August, December, and May. The Open House in August will give the children an opportunity to see their classroom and meet their teacher. This will help them feel more secure, and make their first day of school go more smoothly. At the Open Houses in December and May, the 2, 3 and 4 year old classes will perform small programs, showcasing what they've been learning in preschool.

The ECA staff will work individually with your family to help make their first days with us positive ones. With that in mind, we respectfully ask that family members do not plan to stay in the classrooms with their children for the first month or so. The first month is so crucial for your child to be able to adjust to the routine of their classroom. If you believe your child will have some separation anxiety, please speak to the director, Lori Corle. Additional visits can be arranged to help with their transition. As soon as all children have adjusted to their classrooms, we will gladly welcome our parents in the classrooms.

Most importantly, we want to partner with you in prayer for Elizabethtown Christian Academy Preschool and Childcare and your children. Please remember to lift this program up daily in your prayers. If we can pray with, and for, each other, the partnership of the parents and staff at ECA will be powerful. Together, we can help your children grow up strong and mighty in the Lord!

ECA All Day Preschool and Childcare Meal Program (Continued)

their bottles, formula or breast milk, snack foods and meals to ensure their digestive systems the least amount of stress. Their bottles must be made by you and ready for consumption. We will refrigerate them until it is time for your child to eat, then warm them in our bottle warmer. Please bring one extra bottle daily, just in case something happens to ruin a bottle. When your child is ready for table foods, let us know, and we'll work with you in helping to plan your child's meals around our menus.

Except for our infants, children should not bring any food or drink into the center unless this is requested by your child's teacher for special events or projects.

ECA Preschool and Childcare participates in the Federal Food Program that assures your child's meals are nutritionally sound and developmentally appropriate. We receive some reimbursement funding from the federal government for participating in this program. Please make sure that your family has filled out the necessary form for participating in this program. Heavenly Hands receives reimbursement for each family at our center.

Half Day, Preschool Only Meals

The Half Day, Preschool Only classes will be served out breakfast meal between 8:30 and 9:00 am. Please make sure you have filled out the food program paperwork for you child so we can receive reimbursement from this program.

Servant Leader of the Week

In both our All Day Preschool and Childcare, and in the Half Day, Preschool Only programs, each child will take turns being the "Servant Leader of the Week". During your child's turn, he or she will learn leadership skills by helping their teacher out with special projects, and in special ways, like putting the days and weather information on the calendar, helping to set out the snack, and being the line leader. Every child will enjoy this opportunity to help out.

Severe Weather Policy

If ECA is closed or delayed 2 hours, our Half Day/Preschool Only classes will be closed. If ECA is delayed 1 hour, our Half Day/Preschool Only classes will meet from 9 am - 12 pm.

ECA Preschool and Childcare's All Day program will have its own, separate announcement in case of closings or delays. You can call the Childcare office at (270) 737-5273, go on ECA's website, elizabeth-townchristian.com, or check ECA's Facebook site to get any updates on delays or closings for the All Day Preschool and Childcare. We will do our best to remain open for the sake of our working families, but we will close if the roads are too dangerous.

Illness/Medication Policy

We all know that young children tend to get sick a lot. In an effort to decrease the spreading of infection and diseases, the staff at our center will disinfect the classrooms on a regular basis.

Children attending ECA Preschool and Childcare **must be healthy.** If your child has an infectious illness, please do not bring them to school until they are healthy. **We will require that your child be free from fever (over 100.5 degrees), diarrhea, rash, vomiting, ear or eye discharge for 24 hours before returning to ECA.** Please check with your child's pediatrician, or call the preschool and childcare office if you are unsure whether or not your child is contagious.

If your child visits the pediatrician for any of these symptoms, please provide us with a doctor's note stating if your child has something contagious or not. If your child is contagious, the note should state when your child may return to ECA. If your child is on an antibiotic, we request that your child be on the antibiotic for a full 24 hours before returning to us, unless you have a doctor's note saying your child can return to school earlier than that. All of these measures will help prevent the spread of communicable diseases.

Illness/Medication Policy {Continued}

Each day, we will assess the health status of every child as they are dropped off. If a problem is noted, you will be asked to take your child back home. If a child becomes ill during the day, they will be removed from the classroom and taken to the preschool and childcare main office. Then the parent or guardian will be notified to pick up the child as soon as possible.

Your cooperation in this by picking your child up as soon as possible after being notified of your child's illness would be greatly appreciated.

No medication will be administered in ECA's Half Day, Preschool Only classes. If your child is on medication, please make sure that they receive the dosage before they are dropped off for preschool.

In ECA's All Day Preschool and Childcare, prescription medication may be administered. Parents or guardians must fill out a medication administration request. The medication must be in its original bottle with the prescription label. The dosage requested must match the prescription label. You can ask your pharmacist for an extra, empty bottle or label for day care.

Nonprescription medication may also be administered in ECA's All Day Preschool and Childcare. The medication must be in its original bottle. The parent or guardian must fill out a medication administration request, and the dosage request must match the recommended dosage on the bottle's label. If the label says to seek a pediatrician's recommendations for dosage, a doctor's note must accompany your request.

If your child's pediatrician has recommended a dose that is different than what's on the bottle, you must provide a note from your doctor with his/her recommendations.

Again, we ask that your child be free from all symptoms of communicable diseases for 24 hours before returning to school.

Discipline and Behavior Management (Continued)

At ECA, our staff will do our best to prevent these common toddler and two year old aggressive acts by providing an engaging environment, and closely monitoring the classroom. When an aggressive action does occur, the aggressor will be firmly told, "No biting (pushing, hitting, etc...)" and placed in a time out. (Time out will last approximately one minute for each year of a child's age.)

After time out, we will work with the child to help them understand more appropriate ways to get their point across. Often, a child will be aggressive because they feel the need for more personal space. After a time out, a child who has been aggressive will be placed in their own separate area in the classroom for awhile, so that they can have their own space.

If your child is injured by an aggressive act of another, first aid and TLC will be administered. We will contact you if the injury is severe.

For most children, aggressive ways of communication can be unlearned and appropriate communication styles can be learned with consistency between home and center.

We will work with you in developing a behavior modification plan in these instances. However, we do reserve the right to expel a child for aggressive or inappropriate behaviors after a behavior modification plan has failed, if we are not receiving cooperation from the child's family, or if the child's actions endanger other children.

ECA All Day Preschool and Childcare Meal Program

If your child has any food allergies or intolerances, please alert the main preschool office and your child's teachers. Menus are posted on a monthly basis outside each classroom. Meal times are as follows: Breakfast - 8:30 am; Lunch - 11:30 am; Snack - 2:30 pm.

Infants and toddlers are on a more individualized eating schedule, with smaller portions and more snacks provided. See your child's classroom schedule for more details. We ask the families of our infants to provide

Discipline and Behavior Management

At ECA, we want to give children every possible chance to get along with others and conduct themselves properly at school. We will lay the foundation for this through proper classroom arrangement and clear, consistent, realistic classroom rules for each age range. A lot of behavior problems can be prevented by having a structured, well managed classroom.

Every child struggles with behavior issues. Sharing, taking turns, raising a hand, listening when others are talking, and waiting in line are all things that we **learn** how to do.

When a child has a problem, we will first use redirection as a disciplinary tool. We will remind the child what the rule is, and how to follow the rule, or change the focus of their attention. It will be clear to the child that, while we love and respect him or her, we are objecting to what they did. This redirection will be given in a positive form as much as possible. For example, instead of saying, "No running!", the children will hear, "Remember, use your walking feet inside."

If a child continues to have a problem after being redirected and reminded, then we will use time out as a disciplinary tool. (Younger children will be given more reminders than older children.) Time out is not a punishment, it's a chance to take a break, calm down, and think about what's happening. Time outs will be no longer than 2 - 5 minutes, depending on the age of the child and the severity of the indiscretion. Toward the end of their time out, the child will be guided through a discussion of what the problem was, and what could be done differently in the future.

If a child continues to have a problem after time out is over, then the child will be removed from the classroom and taken to the main preschool and childcare office until they can calm down and regain some control.

Biting, hitting, pushing, or other acts of aggression are not acceptable behaviors here at ECA. However, these are very common behaviors, especially for young toddlers and twos. Until they learn the vocabulary to be able to use their words to express their frustrations and desires, acts of aggression will occur.

Curriculum

At ECA, children will learn how to get along with each other. Good social skills and leadership skills are so important. A large part of our day will focus on what kind of a friend Jesus would want us to be. We will learn how to take care of others, work in a team, encourage each other, and build a healthy self-esteem.

Children learn through play, by doing and experiencing things. At ECA, we will offer a Bible based curriculum that allows children to explore the world around them. We will use a curriculum from Funshine Express called Fireflies as a thematic unit basis. You can look up this wonderful curriculum on their website, www.funshineexpress.com. These themes will be ones that all of our children at ECA will have fun with. Even the infants and toddlers will participate with stories and art projects offered at their developmental levels. In the 2, 3 and 4 year old classes, we will use the A Beka curriculum as the basis for our children's academic learning.

At ECA, children will not be pressured to learn in any way. Activities will be offered in a fun and exciting, child-friendly format. If a child is ready to learn, then learning will occur. Whatever effort a child puts into the learning activities will be praised. Each child will be met at their individual level of learning, and encouraged, through praise and affirmation, to learn more.

2 year olds will be introduced to letters, numbers, colors and shapes, but most 2 year olds will not be ready to retain these concepts just yet. They may learn them for awhile, or learn them inconsistently, or they may just not be ready at all. We will offer a fun, energetic and engaging classroom time for them, focusing on learning to play with toys properly, beginning to share, and following directions.

Curriculum (Continued)

In the 3 year old program, the main goals are to learn how to get along with each other, learn classroom rules, and learn how to share and wait their turn. Letters, numbers, colors and shapes will be interwoven with their thematic curriculum by using the A Beka preschool curriculum. They will also experience creative art projects, pretend play, science experiments, and motor and language development opportunities.

4 and 5 year olds will work a little harder. They will use the A Beka 4 year old Kindergarten curriculum that will help reinforce learning the alphabet phonetically, and common letter combinations. They will also work on sight reading simple words, number recognition up to 100, and some simple addition and subtraction. Their pre-writing skills will be strengthened. Our goal is to prepare them to be able to successfully make the transition to a kindergarten classroom.

All of our classes will receive Bible teaching as well. A Bible story or a biblical lesson will be offered every day. The same Bible story will be taught for the entire week, with one lesson in the morning, and one in the afternoon. Sometimes we'll simply read the story. Other times will do an art project or act the story out to make things interesting.

The 2 year olds on up will learn a Bible scripture verse every month. These verses will coordinate with our themes, and will be taught using a song or a finger play to help them be remembered.

Our goal is for children to realize that they have a God Who loves them, and is with them every moment of their day. He wants to be an active partner with them in their lives, helping them to make good choices and decisions.

Testing/Assessments

Four times during the school year, the staff at ECA will perform a developmental assessment screening on each child in all of our classes, infants through 5 year olds.

These screenings will help us identify what curriculum changes or additions need to be made to meet each child's needs.

Remember, each child develops at his or her own pace. At ECA, we want to help each child prepare for academic success by giving them a positive, first school experience. Our hope is that each child will believe "I **can** learn..." when they move on to kindergarten.

Holiday Curriculum

ECA's school year will include many lessons about holidays. We will have several class parties and even some family field trips based on holidays. However, we will not celebrate Halloween. The Christmas and Easter holidays will focus on Christ's life and ministry, and not on the secular holiday traditions of Santa Claus and the Easter bunny.

Family Field Trips

ECA Preschool and Childcare will take some field trips throughout the year in our 2, 3 and 4 year old classes. We will not be able to provide transportation for these field trips, so families will need to make arrangements for their child's transportation to and from these field trips. We will give you ample time to request a day off of work, or to make these arrangements for the field trips we will take during the school year.

Siblings and other family members will always be welcome to go on our family field trips. Family involvement adds to the enjoyment of the field trip, and helps take away any hesitation the children may have with these new experiences.