

The Church at Brook Hills Early Learning Center



2011-2012 Policies and Procedures

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Our Philosophy

The Church at Brook Hills Early Learning Center exists to provide support to the home and to extend the ministry of the Church at Brook Hills and to our community.

The Brook Hills Early Learning Center maintains that all children need to grow spiritually, mentally, emotionally, physically and socially.

We facilitate this by providing biblically based, age appropriate education for children in a safe, loving, Christian environment.

We believe in order to help children reach their highest potential in their development they must become aware of God and His importance in their lives.

It is our hope that every child's experiences here will be both fun and beneficial.

In order to make every child's experience as positive as possible, we will attempt to develop close and cooperative relationships with our children's parents.

In our endeavor to provide a safe, secure environment to teach and care for all children and students specific goals and requirements have been outlined in a separate "Child Protection First!" policy which has been adopted by The Church at Brook Hills.

"Lord give us the children of the world in such a way only you receive the glory"

Program Hours and Day

The ELC is open Monday through Friday from 9:00 a.m. to 2:30 p.m. Extended care is available in the morning and afternoon. Early Care begins at 7:00 a.m. and ends at 8:55 a.m. Late Care begins at 2:40 p.m. and ends at 4:30 p.m. A parent may choose for their child to attend on Monday/Wednesday/Friday, Tuesday/Thursday or Monday-Friday.

Registration

Admission

Applications are accepted for The Church at Brook Hills Early Learning Center through the year. Admission will be granted first to families with children enrolled in The Early Learning Center. Registration for the Church at Brook Hills and the community will be enrolled on a first-come basis. As a statement of our Christian conviction, The Church at Brook Hills Early Learning Center will not discriminate in the admission of children on the basis of race, gender, or religion.

Placement for children in the Early Learning Center classes will be determined by their age on **September 2nd** of the current school year. The September 2nd date is the same as that used in the Shelby County School System and has been chosen for educational reasons. For example: Your child must be three (3) years old by September 2nd in order to enter the three-year-old program.

The completed registration forms must be turned in along with the last month's tuition (pre-paid May tuition) and registration fee before your child can begin.

Children with possible or identified special needs shall be reviewed and admittance shall be based on our ability to meet the child's needs.

ALL children MUST be potty trained in order to participate in the three and four year old program.

Each child should be able to take care of their potty needs with minimal assistance from their teacher. However, if your child is unable to care properly for his/her potty needs, they will not be able to attend the program until they can do so. Pull up diapers are not an acceptable substitute.

Required Enrollment Forms

All parents are required to provide an Enrollment Application, Certificate of Immunization Record (blue form from your pediatrician), and Childs Preadmission Record before the first day of school. Your child will not be allowed to start school until the forms are on file. All forms must be updated yearly (and throughout the year should your emergency contact information change.) Parents are required to keep the blue form (immunizations record) up to date, as the health department has the authority to send children home if immunizations are not current.

In addition, parents are asked to complete other forms and surveys that provide information on their child and his or her relationship with the family. This information will assist Center staff in providing the best care and education possible for your child.

Daily Environment

Children are individuals who develop at different rates and each child is unique. Children grow and develop at their own pace and the ELC strives to know and understand how children grow and develop and to implement educational experiences that help children learn, develop and grow.

Children learn through active exploration of the environment through child-initiated and teacher-selected activities. Children learn through curiosity, imitation, play, repetition and relationships. The educational activities will provide opportunities for children to explore materials, engage in activities, interact with peers, interact with adults and construct their own understanding of the world around them.

Early learning and development is multidimensional and developmental domains are interrelated. Development in one domain influences development in other domains. For example, a child's language skills are related to the engagement in social interactions. All children are capable of positive developmental outcomes and there are high expectations for all young children

Infants and Toddlers are beginning to develop an understanding of the world around them through their senses and physical actions. To develop these skills, the infants and toddlers will experience age appropriate activities that help the child develop at his/her own speed. A child will experience activities in the areas of sensorimotor, psychomotor, language development, cognitive development, large and small motor skills and social and emotional development.

Two year olds are developing social skills, enlarging their vocabulary and testing their independence. The two year olds will explore and learn about their environment through individual and group activities. Toilet training, learning to deal with frustrations and encouraging self-help skills will be offered to provide a successful age appropriate experience.

Three and Four year olds are developing peer relationships, asking questions about the world around them and developing self-discipline and control.

Families are the primary caregivers and educators of young children and the ELC will make parents aware of the goals of the classroom and of the experiences that will be provided in the child's learning environment. Teachers will work collaboratively with parents to ensure that children are provided optimal learning experiences.

The ELC Basic Daily Schedule contains:

Enrichment

Field trips have been planned to benefit the units of study for children ages three and up. The children enrolled will participate in 1-3 field trips throughout the year. Information about the field trips will be shared with parents closer to the scheduled time.

All adults who accompany or drive on field trips must receive required clearance to work with children including a background check.

For safety and liability reasons, we discourage siblings from going on field trips due to responsibility levels of care that must be provided.

All children must have a parent/guardian attend the field trip with them or they may not

go. The ELC can't guarantee that care will be available at the ELC. Crawler, Toddler and Two Year Old classes will not take field trips.

Group Time Bible, Calendar (months, days of the week), Weather, Music and Spanish

Learning Centers Math, Language, Science, Art and Social Studies

Lunch/Snack Please plan for your child's lunch to be convenient as possible for both teacher and child. We do not heat or refrigerate food other than for Crawlers and Toddlers. Please send food in containers that are easy and neat for the children to open, eat and put away. Use your discretion when sending certain foods which may be messy. Remember that our staff is taking care of 1-12 children. No carbonated drinks. We strongly discourage sending drinks with red dye since they badly stain the carpet when spilled.

Snacks will be provided by the ELC for all ages. Our teachers will use snack time as a learning center and many days the children will prepare their own snack.

We are a peanut free environment so please do not send peanut butter and jelly sandwiches or any product, such as crackers, that contain peanut butter.

Since there is not a breakfast program, children must finish their breakfast prior to coming to the ELC. Exception: Crawlers, Toddlers and Twos.

Missions Around the World studies (study a different country every month)

Outdoor Play Games, free movement, and directed activities

Rest Time A weekday program longer than five hours per day is required to have a rest/nap time for children. Most children physically require a period of rest during the day. Each child in the ELC needs to have a mat for resting. Please purchase a nap mat before the first day of school.

Curriculum

Wee Learn and *ABeka* are biblically-based and developmentally appropriate curriculums that provide sequential instruction. The concepts, motor skills, pre-reading and pre-math skills are taught according to the age and ability of the child. Each level of instruction is based on thematic units. The units focus on topics such as the child, his/her family, the environment, the community and the world around them.

Backpacks

Backpacks are provided for children newly enrolled in our fall program. Please have your child bring his/her backpack to school each day. Include in the bag a labeled change of seasonally appropriate clothes for your child. We never know when an accident will occur. If your crawler, toddler or two year old is wearing diapers please send at least six diapers a day.

Please check your child's bag daily. Folders will go home with the children every day. You should empty the folder daily so that we know you have received any notes sent home. Please do not put notes, tuition, etc. in lunchboxes. Lunchboxes are not opened until lunchtime.

Clothing

Children should wear comfortable clothing that they can manipulate independently when they go to the restroom. Shoes need to be such that will allow them to move freely and not slide on the climbing bars. **For your child's safety, no cowboy boots, crocs or flip flops should be worn to school.**

Please do not send children in one piece outfits, as these are very difficult for the child to remove when they go to the restroom and for the teacher to remove when changing diapers.

Daily activities include active and messy play, and children should feel comfortable enough to enjoy themselves without worrying about their clothes. Therefore, please send them in clothes that can get dirty. Label all clothing and other belongings to help insure the return of all the proper possessions and clothing.

****Remember:** Accidents will happen so we ask that you not send your child to school in special or expensive clothing.

Toys

The Center will provide toys and equipment in sufficient quantity to allow for a variety of play and learning activities during the day. Please Do Not Allow Your Child To Bring Toys Or Stuffed Animals To The Center. Exceptions are made for a child’s initial adjustment period, sharing days as specified by your child’s teacher, and for special nap comfort items as approved by the teacher.

Teacher-Child Ratios

We require that our faculty be responsible and caring people with a regard for Christian convictions. We require that they have a passionate love for small children and knowledge of their development. They participate in a continuous program of in-service education and studies for professional advancement in order to remain alert to the ever-changing needs of today’s families and changes in our community. Our classroom-student ratio will meet or exceed the DHR standard below but not to exceed the DHR guidelines.

Group	Staff to Child	Group	Staff to Child	Group	Staff to Child
Crawlers	1 to 5	Young Twos	1 to 8	Threes	1-11
Toddlers	1 to 7	Older Twos	1 to 8	Fours	1 to 18

Parent Relations

We recognize the parent as the child’s “first and best” teacher. We make every effort to involve parents in our program – giving opportunities to plan activities, participate in being a room parent, evaluating our program and to share in making decisions that may impact your child.

The ELC has an open door policy for parents and parents are welcome at all times. Please check with your child’s teacher for the daily schedule for that classroom.

Parents are needed, and valued as an essential part of the educational process. Parents are welcomed into the classroom as observers or participants. Teachers will seek parental involvement in many ways, such as being resource persons within the classroom setting, accompanying classes on field trips, or assisting children and teachers with the various projects of the Center. We seek and value your active involvement and want to do all possible to achieve good communications between parents and care givers.

Parent Responsibilities

Parents must cooperate with the ELC in carrying out all governmental laws, rules and regulations affecting the operation. Any questions regarding the policies and procedures should be directed to the Director.

Complaints/Concerns

If a parent has a complaint, please speak to the Director.

Written Correspondence

Teachers will complete accident reports, incident reports, parent conference forms, etc. Written correspondence will be approved and/or signed by the Director.

All daily information (daily reports, letters, etc.) will be placed in the individual child's folder and placed in the child's backpack on a daily basis.

Verbal Correspondence

If your child is absent for two or more consecutive days, the teacher will call to check on your child.

Parent-Teacher Conferences

Parent/teacher conferences will be held for all children, as needed or at least once a year.

Portfolios will be kept on each child during the year (ex: developmental milestones, funny stories, art examples, pictures, etc.) and will be given to the parent during the conference.

Activity Involvement

All parents are invited to participate in classroom parties, field trips, programs (ex: Easter) and other events. We encourage parents to invite all children if a birthday party or other party is held away from the center on a night or weekend.

Parents are invited to be "Room Parents". Room parents will help plan parties, teacher appreciation and assist as needed.

All parents are a vital part of their child's school and are invited to take part in their child's preschool education by volunteering their time and talents. Each class asks for volunteers to help with in classroom and out of classroom activities, along with special events and field trips.

Contacting Teachers

Teachers need to be with their classes during the day. Emergency and short messages may be left in the ELC office 205.980.3053 or 313-7941. If the ELC Office line is busy, please call the church office at 205.313.7777 and they will contact us immediately.

Fundraisers

Box Tops

Box Tops for Education has helped America's schools earn over \$400 million since 1996. You can earn cash for the ELC by clipping Box Tops coupons from hundreds of participating products. The ELC Ministry Assistant has the forms needed to submit the tops. If you would like to receive a list of the products with box tops, please let us know. A percentage of the box tops will benefit the ELC.

Teddy Bear Portraits

School Portraits are taken in the fall and a percentage of the funds will benefit the ELC.

Health Guidelines

Illness

Parents will be asked to notify the center if their child is absent for any reason. A child showing symptoms of illness while at the ELC will be separated from the other children to avoid spreading the illness. Parents of all children will be notified of the contagious illness if it is a highly contagious illness such as chicken pox, head lice, ringworm and other illnesses as identified by the Director.

Exposure to contagious illnesses is a part of childhood and being in a child care setting. Common illnesses include colds, upper respiratory infections, ear infections and gastrointestinal issues. Infants and toddlers are particularly vulnerable to some illnesses because their general immune system is not fully developed.

It is expected the parents will keep their child's immunizations up-to-date and blue cards will be kept on file.

If a parent is notified of a sick child, the parent has one hour to pick the child up from the ELC. The teacher will complete an illness report before the child leaves.

It is imperative that parents make the teachers aware of a child's allergies. Please type up an explanation of the procedure needed to care for a child who may have an allergic reaction. With a signature from a healthcare professional, medication can be permanently stored for such cases (ex: Epi-pen, Benadryl).

Illness Guidelines for Common Illnesses:

Chicken Pox: Child can return six days after the onset of the rash or when the lesions have dried and crusted.

Colds: Can come to the center if fever is not present.

Diarrhea: Not contained by diapers or toilet use or stools that contains blood and/or mucus. If two or more loose bowel movements occur within an hour or 3 within 1 day, a child will be sent home and is unable to return to school until symptoms persist or the stool has been cultured and found to be negative. If diarrhea is followed up or accompanied with vomiting, a child will be sent home.

Fever: If a child has a fever of 101 or higher, the child cannot be in school until he/she has been fever free for 24 hours without medication.

Hand-and-Foot-and-Mouth Disease: A viral infection caused by a strain of Coxsackie virus. It causes a blister-like rash that, as the name implies, involves the hands, feet and mouth. The virus is spread by direct contact with nose and throat discharges, blisters and feces of infected people. Symptoms of fever, poor appetite, runny nose and sore throat can appear three to five days after exposure. A blister-like rash on the hands, feet and in the mouth usually develops one to two days after the initial symptoms. Child may return to the center once the rash is crusted over.

Head Lice: Child can return the morning after the first treatment.

Pink Eye: White or yellow discharge from the eyes not associated with full sinuses. Child can return once the pink eye has been treated with an antibiotic for 24 hours and the discharged has stopped.

Ring Worm: Must be treated for 24 hours and covered upon return to the ELC.

Strep Throat: Child can return 24 hours after treatment has been started and if the child is fever free.

Vomiting: One time in the previous 24 hours unless it has been determined that the cause is non-communicable (sensitive gag reflex, acid reflux, over-eating). Child may not return for 24 hours after the vomiting has stopped. If vomiting and diarrhea happen within 2-3 hours of one another, the child will be sent home.

In the event of a non-contagious situation, a child may return to the center with a doctor's note stating that the child has been seen by a physician and the child is not contagious and can return to the ELC.

“BABY DOUGLAS”-MEDICATION AND CHILD CARE

Legislation known as the “Baby Douglas law” was enacted in the state making it a felony to administer medications to a child with intent to drug the child or alter the child's behavior, beyond what is medically prescribed, or with reckless disregard for the health, safety, and welfare of the child.

In the event that medication is given to a child for *emergency purposes only* (*ex: allergic reaction*), only the Preschool Team Leader, Director or Ministry Assistant can administer medication. All medication will be stored away from children, in childproof containers and in a *locked* cabinet

DISCIPLINE

The philosophy of the ELC is based on spiritual growth and development. The belief is that children learn appropriate behavior through watching others, model teaching, growth of their spiritual relationship, self-concept and social relationships. The ELC works to instill self-control and autonomy in children. It is important that children are taught and understand limitations but more importantly, the children need to know that they are in a loving environment.

Prevention is the overall goal. Providing proper space, teacher/child ratio and well planned developmentally appropriate activities will normally prevent discipline problems. Distraction will be the next step in any age group and an explanation of why the behavior is inappropriate. If age appropriate, the teacher will help the child talk through his choices.

Example: Which is the good choice? Was what you did a good or bad choice? The idea is to help the child learn self-discipline in making choices for himself. We seek to always use positive discipline techniques.

A suggestion then follows that if the behavior happens again, then he/she will have to sit quietly and miss certain activities for a brief period of time.

Following through with the “Time Out” will be the next step. If unacceptable behavior continues, the child will be given a note to bring home to the parents, the child may be sent to the director's office and if it seems appropriate in the judgment of the director, a conference may be scheduled with the teachers, director and parents. Persistent behavior problems may be signals that the child may need to be evaluated by a pediatrician for a medical problem or by other pediatric specialists for some difficulty in development. In no case will corporal punishment be used. Likewise, scolding or shaming will not be used.

Conduct such as flagrantly abusive language, bullying, fighting, spitting, hitting, kicking, scratching, biting or attacking/harming other children or teachers will not be allowed. After following the above procedures and the child continues with these actions, the parents will be contacted. At this time the director will determine the appropriate next steps.

In extreme cases of inappropriate conduct, parents may be asked to remove the child from the program so as not to disrupt the learning environment for other children. Teachers are expected to devote time to all children, not neglecting others because one child requires constant supervision and/or attention. The ELC reserves the right to permanently remove a child from enrollment in the program at any time for serious discipline issues.

Unacceptable responses to discipline issues:

- 1) The use of corporal or physical punishment is prohibited, including but not limited to: spanking; shaking; slapping; kicking; pushing; biting; pinching; hitting; thumping; hair pulling; ear pulling;
- 2) The use of verbal abuse is prohibited, including but not limited to: yelling; shouting; name calling; shaming; making derogatory remarks about a child or a child's family; using language that threatens, humiliates, or frightens a child;
- 3) The use of discipline associated with food, naps, or bathroom procedures is prohibited, including but not limited to: withholding food as punishment; use of food such as hot sauce, lemon juice, vinegar, etc. or soap, as punishment; punishment for lapses in toilet training; punishment for not sleeping during nap/rest time;
- 4) The use of physical restraint as punishment is prohibited;
- 5) Punishment administered by another child is prohibited;
- 6) Rough or harsh handling of children, whether associated with discipline or not, is prohibited, including but not limited to: shaking, lifting or jerking by one or both arms; pushing; pulling, forcing or restricting movement; lifting or moving by grasping clothing; covering a child's head; etc.
Physical abuse, verbal abuse or corporal punishment of a child will result in immediate termination of employment with the ELC.

Ideas for Prevention of Discipline Problems

- 1) Prevention-Proper room arrangement, age-appropriate activities and toys and proper child-teacher ratios.
- 2) Distraction-If a child is waiting on a toy or waiting to do an activity, have a back-up activity in place. Children who have to wait long periods of time or share one toy may begin acting up.
- 3) Choices-Offer appropriate choices to a child and let him/her make a decision. If the child makes the choice, he/she will feel more responsibility for following through and will develop self-discipline techniques. The key to offering choices is to word them positively and offer only the choices you want offered. Ex: "Amy, I know that you are waiting on the tricycle. Until it is your turn, you have several choices: 1) You can play on the slide.; 2) You can swing.; or 3) You can stand beside me and wait for your turn."
- 4) Chill Out Chair-If a child loses control and has trouble regaining their self-control, offer a spot in the classroom where the child can "chill out". This is not to be used as a form of time-out but as a way for a child to regain control and the child makes the decision about when to come out of the chill out area.
- 5) Removal-Only as a last resort, a child who continues to misbehave in the classroom will be brought to the Director's office. If necessary, a parent conference will be scheduled.

Teachers will document all behavior issues on the "Behavior Documentation" forms. The form will be signed by the Director and placed with the administrative files. Documentation of discipline concerns will only be sent home if deemed necessary by the Director.

A common discipline concern is biting. Biting is very common in a group setting of children especially in children with emerging language skills and those under the age of 3. Remember that biting is a part of a young child's developmental process and biting can occur because of hunger, over-stimulation, boredom, frustration, We will take a proactive approach instead of a reactive approach. Confidentiality will be maintained between the parents of the biter and the child bitten. Children who bite are not 'bad'. It is important to find out what is behind the biting.

Pre-verbal children may bite because it is a quick, natural defense that communicates their wants or needs

quickly and immediately. Biting is not considered to be socially acceptable but it is normal and natural.

When Biting Occurs:

1. Respond immediately to the child who was bitten. Provide appropriate care for the bite including washing or a cold compress.
2. Quickly respond with a clear message to the biter, “No biting! Biting hurts! Please use your words!”
3. Recognize the biter’s feelings, “I know you are angry but I can’t let you bite.” Use this time as an opportunity to teach the child the words needed to express their feelings.
4. Suggest alternatives to biting, Next time, say, “MOVE!”
5. Do your best to focus most of your attention on the child who was bitten. Focusing too much on the biter can reinforce the negative behavior.
6. Reassure the biter that you care and love him/her despite the behavior.
7. Following the incident, the teacher will fill out a “Biting Incident Report”.
8. If biting continues in the classroom, a classroom assessment will be conducted to determine if classroom changes will help resolve the problem (ex: room arrangement, more age-appropriate toys, over-stimulation).

BILLING AND PAYMENT POLICIES

Early Learning Center tuition and Extended Care Fees are due by the 1st of each month for the current month expenses.

Responsible parties may make payments with cash, check, money orders or credit card (Visa, Master Card). Checks should be made payable to The Church at Brook Hills Early Learning Center (TCABH ELC) and should be placed in the green mailbox located near the ELC welcome desk. You are also welcome to mail your tuition payments to the church at the following address:

The Church at Brook Hills Early Learning Center
3145 Brook Highland Parkway
Birmingham, Al 35242

*Note: When mailing your tuition payment, please be sure to write ELC on both the envelope and the check to avoid confusion within the accounting department.
Tuition must be received in the office before the deadline.

*Note: If you would like to discuss your account please call and make an appointment with Alissa Simpson, (205) 313-7958, asimpson@brookhills.org or Melissa Brockman, (205) 313-7941, mbrockman@brookhills.org.

*Note: After one (1) returned check, the responsible parties must make payments with cash, credit card or money orders. The bank charge for each check will be reflected on the following statement. The center reserves the right to permanently remove a child at any time for non-payment of tuition and fees. Once the tuition is paid in full the child may be re-enrolled provided there is a spot available.

On the day that you register you accept responsibility for all tuition and fees that occur for your child’s spot on the predetermined start date. All fees are payable in advance and no refunds will be given for absences. Tuition must be paid for the weeks in which holidays are observed by the center.

The registration fee and the August and May tuition are due at the time of registration. The pre-paid tuition is used to base our upcoming school years budget. The tuition provides the teachers salaries, as well as other expenses that help provide a quality ministry. The Early Learning Center is a ministry of The Church at Brook Hills; however, this ministry functions completely on the income provided through tuition and fees.

The registration fee, supply fee, and Pre-Paid May and August Tuition are non-refundable, so think carefully and be certain before you enroll your child.

Class	Reg. Fee	Yearly Supply Fee	Monthly Tuition without EC	Tuition with EC or LC	Tuition w/EC & LC
Crawler T/TH	\$60	\$70	\$210	\$262	\$314
Crawler MWF	\$60	\$90	\$300	\$372	\$444
Crawler M-F	\$60	\$160	\$505	\$629	\$753
Toddler T/TH	\$60	\$70	\$205	\$257	\$309
Toddler MWF	\$60	\$90	\$285	\$357	\$429
Toddler M-F	\$60	\$160	\$480	\$604	\$728
Twos T/TH	\$60	\$70	\$195	\$247	\$299
Twos MWF	\$60	\$90	\$271	\$343	\$415
Twos M-F	\$60	\$160	\$457	\$581	\$705
Threes MWF	\$60	\$90	\$257	\$329	\$401
Threes M-F	\$60	\$160	\$433	\$557	\$681
Fours MWF	\$60	\$90	\$257	\$329	\$401
Fours M-F	\$60	\$160	\$433	\$557	\$681

*Other options for Extended Care are available, if needed. Example: If a child attends Monday-Friday but Late Care is only needed two days a week (must have specific days), parents can pay the base tuition plus other the Extended Care fees for those specific days, if space is available.

Extended Care Fees:

2 Days a week for either Early or Late Care: \$52 a month

3 Days a week for either Early or Late Care: \$72 a month

2 Day a week for Early and Late Care: \$104 a month

3 Days a week for Early and Late Care: \$144 a month

Tuition is due on the first day of each month unless otherwise noted on the payment schedule. You may opt to divide payments into ½ due on the 1st and ½ due on the 15th of each month. For the month of May, all Extended Care payments will be due on May 1st. A parent must choose which option will be used for the year although if the situation changes, a parent may change to the other option. However, a parent may not go back and forth each month on payment options. Tuition and Extended Care Fees are due on the following dates:

	December	January	February	March	April	May
Monthly Due Date	1 st	2 nd	1 st	1 st	2 nd	1 st
Monthly Late Date	2 nd	3 rd	2 nd	2 nd	3 rd	2 nd
Monthly Suspension of Care Date	5 th	4 th	3 rd	5 th	4 th	3 rd
Monthly Termination Date	6 th	5 th	6 th	6 th	5 th	4 th
1 st Bi-Weekly Due Date	1 st	2 nd	1 st	1 st	2 nd	1 st
1 st Bi-Weekly Late Date	2 nd	3 rd	2 nd	2 nd	3 rd	2 nd
1 st Bi-Weekly Suspension of Care Date	5 th	4 th	3 rd	5 th	4 th	3 rd
1 st Bi-Weekly Termination of Care Date	6 th	5 th	6 th	6 th	5 th	4 th
2 nd Bi-Weekly Due Date	15 th	16 th	15 th	15 th	16 th	15 th
2 nd Bi-Weekly Late Date	16 th	17 th	16 th	16 th	17 th	16 th
2 nd Bi-Weekly Suspension of Care Date	19 th	18 th	17 th	19 th	18 th	17 th
2 nd Bi-Weekly Termination of Care Date	20 th	19 th	20 th	20 th	19 th	18 th

***Due Date**-Payment must be received in the office by 4:30 p.m.

***Late Date**-Payment is considered late and the payment must include the Tuition, EC Fees and a \$10 late fee.

***Suspension of Care Date**-If payment is not received by this date, the child can't be dropped off until the payment is made. The late fee is \$20.

***Termination of Care Date**-If payment, along with the late charges, are not paid by this date, the care will be terminated. To restore care, if a spot is available, the tuition along with a \$30 late fee must be paid.

Extended Care

Extended Care is offered from 7:00 a.m. – 8:55 a.m. and from 2:40 p.m. – 4:30 p.m. A parent must request extended care upon registration so that the ELC can appropriately plan for staffing. A parent may request extended care during the year or on an occasional basis. If a parent requests early or late care on an occasional basis, the charge is \$7 per session. The charge will be included on the monthly financial statement. See Tuition for Extended Care fees.

For late care, children must be picked up by 4:30 p.m. Late fees will be imposed for parents who pick up late.

1st Occurrence: \$5 for the first minute and \$1 for each subsequent minute.

2nd Occurrence: \$10 for the first minute and \$2 for each subsequent minute.

3rd Occurrence: \$15 for the first minutes and \$3 for each subsequent minute.

After the 3rd occurrence, the parents will meet with the director to discuss the possible removal of the late care option.

Withdrawal & Re-Enrollment

A two week written notice is required when a child is withdrawn from the program for any reason. Otherwise, the parents are responsible for the following month's tuition. If a child is absent for more than two weeks without notification, we will assume the child has been withdrawn and we will proceed to register another child. If the child is withdrawn from the program and later wishes to re-enroll (if spaces allow) within a three month period, the registration fee will be waived. After a three month period, the full registration fee will be required.

Removal Policy

Unless prior arrangements are made, the center reserves the right to permanently remove a child from the enrollment of the center at any time for non-payment of tuition and fees, for unaccounted accumulated balances, extended absences without payment of fees, abuse of children, staff or property, disruptive or dangerous behavior or the center's inability to meet the child's needs. The center also reserves the right at any time to permanently remove a child from the center if the staff feels that the needs of the child are not being met or if the child becomes a danger to himself or other children. Teachers are expected to devote time to all children, not neglecting others because one child demands constant supervision and/or attention.

Outstanding Balances & Re-Enrollment

ALL outstanding balances must be paid in full before the upcoming school year.

Custody

In the event of divorce, parents need to supply the ELC with the custody order or page of the divorce decree pertaining to custody of the children.

DHR Exempt

As a church-related school, The Church at Brook Hills Early Learning Center operates under the guidelines of the Alabama Department of Human Resources (DHR). As a non-profit organization we receive a licensure exemption (renewed annually) from that agency. Certain paper work, procedures, inspections and files must be kept in order to meet the requirements of DHR for this exempt status. These three documents must be on file before your child can begin his/her first day:

- 1. A STATE OF ALABAMA BLUE IMMUNIZATION CERTIFICATE FROM YOUR PEDIATRICIAN.**
- 2. ALL REGISTRATION FORMS.**
- 3. A SIGNED AND NOTARIZED AFFIDAVIT IN REFERENCE TO THE CENTER'S DHR EXEMPT STATUS.**

Holidays & Special Occasions

The ELC will observe the holidays and other closed days of the Shelby County School System along with those observed by The Church at Brook Hills.

Holidays Observed

2011

Monday, September 5 th	Labor Day
Monday, October 10 th	Teacher Work Day
Friday, November 11 th	Veterans Day Observed
Wednesday, November 23 rd - Friday, November 25 th	Thanksgiving Break
Wednesday, December 21 - Tuesday, January 3 rd	Christmas Holidays (Reopen January 4 th)

2012

Monday, January 16 th	M.L. King, Jr. Birthday
Monday, February 20 th	Presidents Day/1 st Inclement Weather Day
Monday, March 19 th – Monday, March 26 th	Spring Break (Reopen Tuesday, March 27 th)
Monday, April 9	Easter Monday (Church Holiday)
Friday, April 20 th	Inclement Weather Day
Friday, May 18 th	Last Day of School

Other Closed Days

If the Shelby County School System is closed for the day, opens late or closes early for an inclement weather day (ex: snow), the ELC will follow the school system. The ELC will advertise on ABC 3340, CBS 42, Fox 6 and NBC 13.

In addition to being advertised on local stations, you will receive a phone call, text and/or email from the *One Call* system that will provide you with a message about the status of the school.

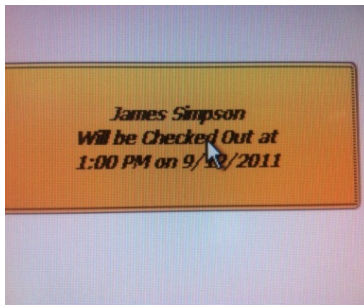
*Please note that if the school system opens on a previously scheduled day off (ex: Inclement Weather Day), the ELC will be open.

The school system follows a consideration designation of “Delayed Openings if the following occurs:

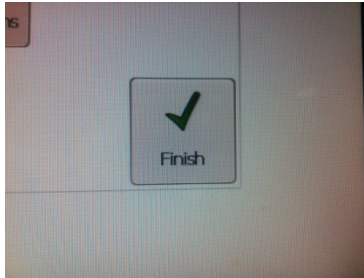
Visibility during pre-dawn hours. The delay helps avoid the limited visibility during pre-dawn hours which is when buses normally start their routes. This limited visibility can impair a bus driver’s ability to see ice patches.

Early/Delayed Dismissals

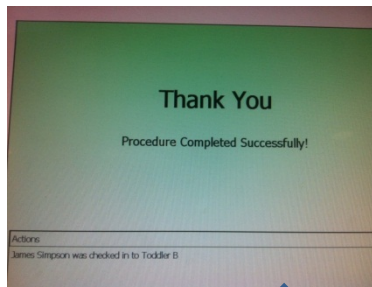
Early/Delayed dismissals system-wide and by individual schools can occur because of impending fast approaching weather such as ice, snow, severe thunderstorms, tornado warnings or by some type of facility failure such as a water main break or power failure. Utilizing all the resources mentioned above such a determination may be made by the Superintendent. Every effort will be made to notify parents utilizing the media listed above. In addition, schools will use their list serve email systems to alert parents. Students will remain under school system supervision until safely transported or picked up by a parent or guardian.



5. Click on Finish.



6. Please do not leave the computer until it says “*Thank You. Procedure Completed Successfully*”. Please also read under *Actions* that it correctly says if you are checking in or out.



Registration Forms

Child's Full Name: _____ Birth Date: ___/___/___ Boy ___ Girl ___
Child's Full Name: _____ Birth Date: ___/___/___ Boy ___ Girl ___
Child's Full Name: _____ Birth Date: ___/___/___ Boy ___ Girl ___
Child's Full Name: _____ Birth Date: ___/___/___ Boy ___ Girl ___
Child's Full Name: _____ Birth Date: ___/___/___ Boy ___ Girl ___

Address: _____ Home Phone: _____

City: _____ State: _____ Zip Code: _____

Email Address: _____

PARENT/GUARDIAN INFORMATION

Mother's/Guardian Full Name: _____ Home Phone: _____

Address: _____

City: _____ State: _____ PC/Zip Code: _____

Occupation: _____ Work Phone: _____ ext. _____

Name of Employer _____ Pager or Cellular Phone: _____

Business Address: _____ City: _____

Driver's License # _____ ELC ID Code: _____

Father's/Guardian Full Name: _____ Home Phone: _____

Address: _____

City: _____ State: _____ PC/Zip Code: _____

Occupation: _____ Work Phone: _____ ext. _____

Name of Employer _____ Pager or Cellular Phone: _____

Business Address: _____ City: _____

Driver's License # _____ ELC ID Code: _____

Parents are: Married ___ Living Together ___ Divorced ___ Separated ___ Widowed ___ Single ___

EMERGENCY CONTACTS/AUTHORIZED TO PICK UP

Primary Emergency Contact (other than parents or guardian)

Name: _____ Driver's License #: _____

Home Phone: _____ Work Phone: _____

Relationship to Child: _____

Address: _____

Email Address: _____

Driver's License # _____ ELC ID Code: _____

Secondary Emergency Contact (other than parents or guardian)

Name: _____ Driver's License #: _____

Home Phone: _____ Work Phone: _____

Relationship to Child: _____

Address: _____

Email Address: _____

Driver's License # _____ ELC ID Code: _____

Any Special Instructions on how to reach parents:

EMERGENCY/OTHER INFORMATION

1. Child's Physician: _____ Phone: _____

2. Preferred Hospital: _____ Phone: _____

3. Child's Dentist: _____ Phone: _____

3. Insurance Company: _____ Policy #: _____

4. Regular Medications: _____ 5. Blood Type: _____

6. Medicine allergic to: _____ 7. Food and other Allergies: _____

8. Any special dietary needs or health conditions: _____

CHILD PICK-UP INFORMATION

Please list below the people who have ***Permission*** to pick up your child.

***Note: Anyone picking up your child must have picture ID.**

Name: _____ Phone: _____
Relationship: _____ Driver's License #: _____
ELC ID Code: _____

Name: _____ Phone: _____
Relationship: _____ Driver's License #: _____
ELC ID Code: _____

Name: _____ Phone: _____
Relationship: _____ Driver's License #: _____
ELC ID Code: _____

Name: _____ Phone: _____
Relationship: _____ Driver's License #: _____
ELC ID Code: _____

Name: _____ Phone: _____
Relationship: _____ Driver's License #: _____
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ELC ID Code: _____

Name: _____ Phone: _____
Relationship: _____ Driver's License #: _____
ELC ID Code: _____

Name: _____ Phone: _____
Relationship: _____ Driver's License #: _____
ELC ID Code: _____

Name: _____ Phone: _____
Relationship: _____ Driver's License #: _____
ELC ID Code: _____

Please list those persons who ***Do Not Have Permission*** to pick up your child.
Please explain the reason below or talk to your caregiver so she is aware of the situation.

Name: _____ Phone: _____
Relationship: _____ Driver's License #: _____
Reason person is not allowed to pick up your child: _____

Name: _____ Phone: _____
Relationship: _____ Driver's License #: _____
Reason person is not allowed to pick up your child: _____

Name: _____ Phone: _____
Relationship: _____ Driver's License #: _____
Reason person is not allowed to pick up your child: _____

Name: _____ Phone: _____
Relationship: _____ Driver's License #: _____
Reason person is not allowed to pick up your child: _____

Name: _____ Phone: _____
Relationship: _____ Driver's License #: _____
Reason person is not allowed to pick up your child: _____

Name: _____ Phone: _____
Relationship: _____ Driver's License #: _____
Reason person is not allowed to pick up your child: _____

Name: _____ Phone: _____
Relationship: _____ Driver's License #: _____
Reason person is not allowed to pick up your child: _____

Name: _____ Phone: _____
Relationship: _____ Driver's License #: _____
Reason person is not allowed to pick up your child: _____

Name: _____ Phone: _____
Relationship: _____ Driver's License #: _____
Reason person is not allowed to pick up your child: _____

Name: _____ Phone: _____
Relationship: _____ Driver's License #: _____
Reason person is not allowed to pick up your child: _____

Name: _____ Phone: _____
Relationship: _____ Driver's License #: _____
Reason person is not allowed to pick up your child: _____

Permission & Agreements

Permission to Participate in ELC Activities

_____ I give permission for my child to participate in all of The Church at Brook Hills Early Learning Center activities (ex: Outdoor Play).

Authorization for Medical Care

_____ This authorization is for the purpose of securing benefits for the health and welfare of my minor child and expressly includes the authority to sign releases for physicians and hospitals or medical facilities, as selected by the staff, who may render medical care and service.

_____ I promise to assume liability for payment for all such professional services and facility fees, and to reimburse The Church At Brook Hills for any expenses that may be incurred for treatment, care, drugs, and other services for my minor child. In consideration for the above as well as in consideration for the supervision and discipline provided on my behalf and on the behalf of my minor child, I hereby agree to indemnify and hold harmless The Church At Brook Hills Early Learning Center, its agents, its employees for the results of any decision which they in their discretion shall make.

Liability Agreement

_____ I agree The Church At Brook Hills shall not be held responsible for any accident or misfortune which might occur and agree to indemnify and hold harmless The Church At Brook Hills Early Learning Center for any and all actions or inactions by The Church At Brook Hills Early Learning Center, its agents, or employees.

Photography Agreement (please check one)

_____ I give permission to The Church At Brook Hills Early Learning Center (ELC) to photograph and videotape my child during their regular day at the ELC, or at special ELC functions such as field trips or other ELC fellowships. These photos and videos will be used in news-letters, brochures, slideshows, child portfolios and other ELC publications.

_____ I do not give permission to the ELC to photograph or video my child for any reason.

Field Trips (please check one)

_____ I give permission for my child to participate in field trips with the ELC. I understand that I will responsible for transporting my child to and from the field trip location.

_____ I do not give permission for my child to participate in field trips with the ELC. I understand that if I choose to not allow my child to participate my child will not be able to attend on the field trip day due to care not being provided.

Parent/Guardian Signature _____ **Date** _____

ELC Administrative Signature _____ **Date** _____

To help us plan for your child's needs by providing the information requested. Our staff will have a greater ability to understand concerns and responses, along with offering support and encouragement to your child with the information you provide.

Please note: If you have more than one child, each child will need an individual form.

This information will be held confidential

Child's Name _____ Likes to be called _____

Name of Mother/Guardian: _____ Name of Father/Guardian: _____

Marital Status of Parents/Guardians: (please circle all that apply)

Friends Engaged Married Separated Divorced Widowed

Would a translator be needed for communication purposes? Yes No
If yes, please list the name and phone number of the translator(s) available.

Does this child have siblings? If yes, please list the names and ages.

Are there others living in the household. Please give relation to child and ages.

Have there been births, illnesses, deaths, adoptions or other changes in the family structure which have affected your child? If so, please describe briefly.

Does your family attend church? _____ yes _____ no _____ other

Would you be interested in information regarding ministries of The Church at Brook Hills? Yes No

Does your child have allergies documented by a physician? (food, etc.)

What does your child say when wanting to go to the toilet? (if language other than English, please write out pronunciation).

What are your child's favorite play activities?

What opportunities does your child have to play with other children?

Does your child have any pets? If yes, what kind and what are the names?

Is your child attached to a “special item” (blanket, toy, stuffed animal)?

Does your child have any special fears (animals, storms, etc)? Yes No
If yes, how does he/she express fear and what do you do to calm them?

What methods of discipline have you found most effective with your child?

How does your child react to new situations?

Any habits (nail biting, thumb sucking, etc.) or other issues that we need to be aware of?

Is there anything else we should know about your child or that you would like to share with us regarding your child?

2011 AFFIDAVIT

STATE OF ALABAMA
COUNTY OF SHELBY

Before me, a Notary Public in and for said State and County, appeared
(parent/legal guardian) _____ and is known to me, after being duly
sworn or affirmed, says as follows:

That affiant is the parent or legal guardian of the minor child/children) _____
_____;

That affiant has been notified by _____, a representative of The Church at Brook Hills
Early Learning Center, that said church/school has been filed notice and is exempt under law from
regulation by The Department of Human Resources.

(Parent; Legal Guardian) _____ sworn, or affirmed to and subscribed before me
the _____ day of _____, 2011.

_____ Notary Public

My commission expires _____

**Brook Hills Early Learning Center
Parent Contract 2011-2012 *Updated***

- _____ I have received the ELC 2011-2012 Parent Handbook (updated).
- _____ I understand and agree to abide by all the policies and procedures outlined in the ELC 2011-2012 Parent Handbook.
- _____ I understand and agree to abide by the ELC hours and days of operation.
- _____ I understand and agree to abide by the Admission and Required Enrollment Forms policies.
- _____ I have read the information about the Daily Environment.
- _____ I understand that my child will receive a ELC backpack and my child will have an extra set of clothes as well as diapers, if applicable.
- _____ I understand and agree to abide by the Parent Relations and I will be involved in my child's learning.
- _____ I understand and agree to abide by the health and illness policies outlined in the ELC handbook, including the Baby Douglas medication information.
- _____ I understand and agree with the Discipline philosophy.
- _____ I understand and agree that the Pre-Paid May and August Tuition and Registration Fees are non-refundable.
- _____ I understand and agree to abide by the ELC billing and payment policies outlined in the ELC handbook.
- _____ I understand and agree to abide by that non-payment of tuition and/or fees or an accumulated balance may result in my child's removal from the ELC.
- _____ I understand and agree to the ELC Tuition Schedule.
- _____ I understand and agree to abide by the policies regarding late pick-up during normal school hours and late pick up after the extended care hours have expired from the ELC.
- _____ I have received a list of the holidays and days closed for the ELC based on the Shelby County 2011-2012 school calendar (see handbook for dates).
- _____ I have submitted a current State of Alabama Certificate of Immunization Form (s).
- _____ I have signed and turned in the notarized Affidavit stating my knowledge of the ELC licensure exemption from DHR.
- _____ I understand and agree to properly check my child in and out according to the ProCare System.
- _____ I understand that all registration forms, medical information, emergency contact information, and blue immunization card must be turned in before my child is considered officially enrolled in the ELC.
- _____ I have read, appropriately marked and signed the *Permission & Agreements* information.

Parent Signature

Director Signature