

Family Handbook

2018-2019



“Jesus called for [His followers] and said, ‘Let the little children come to me, and do not stop them; for it is such as these that the kingdom of God belongs. Truly I tell you, whoever does not receive the kingdom of God as a little child will never enter it’” (Luke 18:16-17).



Daily Schedule

8:15—8:30	Arrival
8:30—8:45	Morning Meeting
8:45—9:15	Read Aloud—Language Arts, Letters, Sounds, Writing, Vocabulary
9:15—9:45	Centers—Blocks, Dramatic Play, Art, Math, Science, Computer, Library, Writing
9:45-10:10	Clean Up, Bathroom, and Snack
10:10-10:30	Math-Numbers, Counting, Comparison, Calendar, Shapes, Money, Colors, Size
10:30—11:00	Specials—Library, Art, Bible, Cooking, Music, Chapel
11:00—11:35	Gross Motor Development
11:35—12:10	Clean Up, Bathroom, and Lunch
12:10—12:30	Read Aloud and Daily Review
<u>Dismissal for Half Day Students</u>	
12:30—12:45	Transition to Full Day Care
12:45—1:15	Gross Motor Development
1:15—3:00	Bathroom and Quiet Time
3:00—3:15	Snack
3:15—3:45	Enrichment Block 1— Read Aloud, Acting, Puppetry, Current Events, Manners, Sign Language, Health
3:45—4:15	Enrichment Block 2—Arts, Crafts, Music, Movement, Photography
4:15—6:00	Centers—Blocks, Dramatic Play, Art, Math, Science, Computer, Library, Writing

Mission Statement

As a ministry of Tinkling Spring Presbyterian Church (TSPC), the Early Childhood Learning Center (ECLC) shares this purpose: to glorify God, to proclaim His saving grace, and serve others in love.

The ECLC pursues its Godly call by...

...providing an environment where children are nurtured in Christian love and service, and stories of faith are told and connected to children's experiences.

...guiding children through age appropriate educational strategies and curricula, to develop their God given gifts and potential so they will be equipped to excel in education beyond our walls.

...enhancing the development of children with opportunities for growth physical, social, intellectual, and spiritual growth.

...loving, nurturing, and encouraging children to see themselves as God sees them, as God's children, forever loved and

welcomed by the people of God through our Savior Jesus Christ.

The Tinkling Spring ECLC welcomes your child, your family, your support, and involvement. You are always encouraged to be a part of the TSPC family and any of our many ministries. Tinkling Spring Presbyterian Church and the ECLC are here to glorify God, proclaim His saving grace, and serve others in love.



The ECLC Ministry



Tinkling Spring Presbyterian Church has appointed a Ministry team to oversee the ECLC Ministry. This Ministry team reports to the Session of the church and formulates all policies for Session's approval. Ministry members are available for concerns and comments. The Director can provide contact information upon request or you may contact Scarlett Kiser, Ministry Chairperson, at 540-949-0559.

Religiously Exempt Code Compliance

In compliance with the code of Virginia, Tinkling Spring ECLC is exempt from being licensed and is classified as a "Religiously Exempt" child day center. The Code of Virginia, Section 63.0 - 196.3, allows child day centers operated by religious institutions the opportunity to file for an exemption from licensing by meeting documentation and other requirements specified within the exemption law. There will be a maximum of 40 students in the facility daily.

The Staff of Tinkling Spring ECLC is required by the State of Virginia to report any suspicion that a child may be subject to abuse, neglect or endangerment.





Developmental Early Childhood Learning Center

Tinkling Spring ECLC is not your traditional day care or preschool. We are an intentional early childhood

learning center. Our goal is to help young children, pre-kindergarten age, become lifelong learners. We desire to give them the tools and help they need to facilitate the excitement that comes from discovering more about themselves and God’s wonderful world. We want them to excel in life and educational endeavors. We are more than educators, we are all learners, helping each other to learn and grow as the children of God.

To help us achieve these goals, the ECLC follows “Virginia Foundation Blocks for Early Learning” as one of our academic standards; our reference for developmental standards is the Milestones of Child Development compiled by the Virginia Department of Social Services (VDSS). These goals are adjusted and made age appropriate for younger children. We strive to have your child ready for Kindergarten by the time he/she graduates from the ECLC!

Below are some examples of the standards used to help your child grow!

Literacy Concepts:

- ✦ Development of the knowledge base of environmental print as representation of written and spoken words.**
- ✦ Letter and sound recognition.**
- ✦ Knowledge of the alphabetic principle and understanding that letters in written words represent sounds in spoken language.**
- ✦ Print concepts and the connection between the spoken and written word.**
- ✦ Identification and generation of rhymes.**
- ✦ Detection of beginning sounds in words.**

Math Concepts:

- ✦ Number and number sense**
- ✦ Computation**
- ✦ Measurement**
- ✦ Geometry**
- ✦ Data collection and statistics**
- ✦ Patterns and relationships**

Science Concepts:

- ✦ Force, motion, and energy**
- ✦ Scientific investigation, reasoning and logic**
- ✦ Matter/physical properties**
- ✦ Matter/physical and chemical reactions**

- ✧ **Life processes**
- ✧ **Interrelationships in earth/space systems**
- ✧ **Earth patterns, cycles, and change**
- ✧ **STEAM and project based learning concepts**
- ✧ **Resources**

History and Social Science Concepts:

- ✧ **History/change over time**
- ✧ **Geography**
- ✧ **Economics**
- ✧ **Civics**

Health and Physical Development:

- ✧ **Skilled movement**
- ✧ **Movement principles and concepts**
- ✧ **Personal fitness**
- ✧ **Responsible behaviors**
- ✧ **Physically active lifestyle benefits**
- ✧ **Health knowledge and skills**
- ✧ **Health information access and use**
- ✧ **Community health and safety**

Bible Concepts:

- ✧ **Experience a loving and inviting environment in which to learn about God's care for your child**
- ✧ **Hear the great stories of the Bible, especially those about Jesus and His love for each child, while exploring God's word**

through various activities such as music, art, science, and movement.

- ✦ **Experience God's love and forgiveness.**
- ✦ **Develop an understanding of and experience sharing all that God has given: our time, our talents, and our gifts.**

Music Concepts:

- ✦ **Music theory**
- ✦ **Performance**
- ✦ **Music history and cultural context**
- ✦ **Analysis, evaluation, and critique music**
- ✦ **Aesthetics**

Visual Arts Concepts:

- ✦ **Visual communication and production**
- ✦ **Art history and cultural context**
- ✦ **Analysis, evaluation, and critique**
- ✦ **Aesthetics**

Library and Media Concepts:

- ✦ **Develop the knowledge base of environmental print as representation of written and spoken word.**
- ✦ **Print and book awareness**
- ✦ **Emergent reading concepts**
- ✦ **Reading as a joy**
- ✦ **Proper care and handling of books**
- ✦ **Introduction to different medias for storytelling**

Special Activities

Field Trips: Field trips within the surrounding communities will take place during the school year. The ECLC does not own any type of motor vehicle so the parents must provide transportation for each field trip. During transit, children are the responsibility of the accompanying parent. Children will be loaded and unloaded from safe areas. A first aid kit is provided for each field trip, and adults accompany the children. *Should the ECLC staff suspect that any adult is incapable of safely operating a vehicle due to intoxication, use of medication, and/or inappropriate behavior, that adult will not be allowed to accompany the ECLC on the field trip.*

Birthdays: Sharing this special day with ECLC friends is always fun for the children. After consultation with the teacher, families may send in a special snack for the entire class on the day of the birthday celebration. Please remember: Tinkling Spring ECLC is a peanut/tree nut free environment. Families must read the labels on all snack items and drinks to ensure that they do not contain peanuts/tree nuts and have not been processed on equipment used for peanut/tree nut products. and lifestyles.

The ECLC ministry and staff request that invitations for parties outside of the classroom not be distributed through the school or on the church grounds UNLESS every child in the class is being invited.

Fund Raisers: During the ECLC school year, families will have the opportunity to participate in fund raisers to defray expenses at the ECLC. No one is under any obligation to participate.

Conferences: Two parent/teacher conferences will be scheduled during the year; they are offered to help answer questions and address concerns you may have about your child's development. Families are encouraged to attend these conferences with their students.





ECLC Staff

Brian Otto

Director

Lead Teacher: Four-year-old program

M.A., Teaching/Early Childhood Education

B.S., Business Management

Years in Education: 14

Denise Stewart

Teaching Assistant: Four-year-old program

Lead Teacher: Morning Care

Child Development Associate (CDA) Credential

Years in Education: 20

Somer Warren

Teaching Assistant: Four-year-old program

Years in Education: 6

Bethany Wyatt

Lead Teacher: Two and Three-year-old program

Certificate in Pharmacy Tech

Years in Education:

Barbara Weems

Teaching Assistant

Years in Education: 10+

Glenn Martin

Lead Teacher: Full Day Program

B.A., Management/Organizational Development

A.A.S., Criminal Justice

Years in Education: 3

Latania Jones

Teaching Assistant: Full Day Program

Career Studies Certificate in Child Care

Years in Education: 4

Harriet Thompson

**Director of Christian Education and ECLC Bible
Teacher**

B.A., Religion/Conflict Management

Years of Christian education and preschool: 15

Enrollment and Admission



ECLC staff does not discriminate based on race, gender or ethnicity in administration of the admission

policies, educational policies and practices, and school programs. The ECLC does reserve the right to approve admission and/or maintain a student's enrollment based on the child's readiness and ability to participate in the preschool program, as well as the preschool's ability to meet the child's needs, the parent's commitment to the school's philosophy, objectives and policies, and the parent's willingness and ability to cooperate with the ECLC administration and policies. All enrollment decisions reside with the ECLC Ministry.

As with public schools, children must be the class age by September 30th of the school year. If enrollment is not at full capacity, the ECLC Ministry has the authority to place students in the preschool program whose birthdays fall after

the September 30th cut off and before December 31st of the current school year. *These placements will occur on a per student basis (first come, first serve) following a meeting between the parents/guardians, teacher, and the ECLC Director.* If the student is registered for the following school year, he/she will be enrolled in his/her school age class.



Registration

Registration Fee
\$75.00

All registration fees are non-refundable.

2017-2018 Tuition **Classes & Rates for Preschool**

4-Year-Old Program: Monday - Friday

Half Day: 8:30 am—12:30 pm \$265 per month

Full Day: 7:30 am—6:00 pm \$ 510 per month

3-Year-Old Program: Mon., Wed., and Fri.

Half Day: 8:30 am—12:30 pm \$175 per month

Full Day: 7:30 am—6:00 pm \$335 per month

2-Year-Old Program: Tuesday and Thursday

Half Day: 8:30 am—12:30 pm \$125 per month

Morning care from 7:30—8:30 am is included in our full day tuition and available to our half day students for an additional charge.

4-Year-Old— \$65 per month

3-Year-Old— \$45 per month

2-Year Old— \$30 per month

The payment of all fees is due no later than the 5th of each month, beginning with August 5, 2018 and concluding on May 5, 2018. A late fee of \$35.00 will be charged for payments five (5) calendar days late.

The ECLC is not responsible for payments made in cash. Families are strongly encouraged to pay by check. All payments must be enclosed in an envelope with the student's name clearly indicated on both envelope and check.

Additional Tuition Information

Should an extended absence occur, tuition payments are still required to secure your child's standing with the ECLC. Tuition payments are required until written notice of a student's withdrawal from the ECLC is received by the ECLC Director.

Student accounts that are 30



days in arrears will be subject to dismissal from the ECLC. A collection agency has been retained by the Tinkling Spring ECLC Ministry to recover moneys in arrears. If any financial hardships should arise causing difficulty with making the tuition payments, please contact the Preschool Treasurer, Kim Moffett at klmoffett@hotmail.com. We want to work with you.

Scholarships

If the tuition presents a financial burden that will cause your child not to be enrolled, please contact the ECLC Director for a scholarship application. Scholarships are awarded on a yearly basis and a new application must be submitted each year for which funds are being requested. *Please Note: Scholarship recipients will lose their scholarships if they incur late fees on their tuition payments.*

When a scholarship is awarded, the recipient agrees to the following:

- ☀ Legal guardians must submit in full their portion of the tuition by the 5th of the month.**
- ☀ In the event of the first overdue payment and if the legal guardian has contacted the ECLC Treasurer to discuss the status of the**

payment, the scholarship award may continue. If contact is not made by the legal guardians by the 5th day of the month, the ECLC Treasurer, Kimberly Moffett, will contact the legal guardian by telephone.

- ☀ In the event of a second overdue payment, if the legal guardian has contacted the ECLC treasurer to discuss the status of the payment, and also agrees to pay a \$35.00 late fee, the scholarship award may continue. If contact is not made by the legal guardian by the 5th day of the month, the ECLC Treasurer, Kimberly Moffett, will contact the legal guardians in writing requesting immediate payment of the tuition and late fee.**

- ☀ In the event of the third overdue payment, the scholarship award will be deemed void and the student awarded the scholarship will no longer be eligible for any scholarship funds awarded through the school. The legal guardian will be notified of this action through written correspondence from Kimberly Moffett, the ECLC Treasurer. Upon payment of the past due tuition and the late fees, the student may continue enrollment in the ECLC with the legal guardian being responsible for 100% of the tuition cost.**

- ✦ **Any information regarding the scholarship applications and awards must remain confidential by both the ECLC Ministry and the family of the recipient.**
- ✦ **Any questions regarding the scholarship funding will be directed to the ECLC Treasurer, Kimberly Moffett.**





Required Forms and Policies

Application Form: The application forms should be completed at the time of registration. Completion of the Early Childhood Learning Center's Application and payment of the registration fee will secure your child's placement on our list for the upcoming year. Acceptance into the appropriate programs will be based on a first come, first served basis. Any child not securing a spot in their appropriate age level will be placed on a waiting list for future available spots in the program.

Parents may request a certain classroom or teacher. However, a request does not guarantee placement preference. Class dynamics, size, as well as the child's learning habits, skills, and abilities are considered before a child is placed into a room. Our goal is to place students where they will thrive and have the best conditions for individual success and fulfillment of potential. Placement of all students is the sole discretion of the ECLC Director.

Emergency Form: Emergency Forms must always be kept current with the appropriate emergency contact and medical information. In the event of a medical emergency, if none of the emergency contacts on file can be reached, your child will be transported to Augusta Health via ambulance for treatment.

Birth Certificate and Immunization Record: The Tinkling Spring ECLC and the state of Virginia require a copy of every child's immunization record and birth certificate to be on file before the first day of school. While a complete physical is not required prior to the first day of school, it is required by September 30 of the current school year.

Authorized Pick Up: The Authorized Pick-Up Form contains a list of all persons authorized to pick up your child from the center. Persons authorized are responsible for providing photo I.D.; a copy of this will be made and kept in the student's file.

Field Trip Permission Form/Statements of Agreement: Educational field trips will be scheduled throughout the school year. Permission forms will be sent home and must be signed and returned to the Center by the given due date for the child to participate.

Parent Participation Form: The ECLC welcomes the involvement of family members in such activities as field trips, sharing of talents/hobbies (music, art, crafts, drama, science, storytelling, reading, animals, farming, etc.), assisting teachers with classroom preparations and activities, and bringing in items for special parties and programs. Parent participation forms are available in the Director's office.

The Director of ECLC, and/or the ECLC Ministry Team, reserve(s) the right to determine, and/or restrict the level of parental/family participation in all activities.

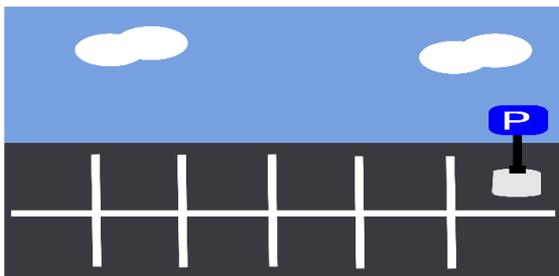
Attendance



The operating hours of Tinkling Spring Early Childhood Learning Center are from 7:30 a.m. – 6:00 p.m. The doors will open at 7:30 a.m. each day. After students have arrived, all doors will be locked no later than 8:45 a.m. and remain locked until 12:15 p.m. At 12:45 p.m., the door will be locked again. If families need to arrive during the time the doors are locked, they must ring the lobby doorbell to gain access to the school and classrooms.

Parents are responsible for insuring appropriate supervision/discipline of their children during times of drop-off and pick-up. The Center staff are not responsible for children outside of school hours. Children should be taken directly to their classrooms in the morning. Pick-up will occur at the classroom. Parents are asked not to interrupt class by entering the room. Teachers will finish promptly at 12:30 p.m.

All children must be picked up no later than 12:40 p.m. Any child that has not been picked up by 12:40 will be sent to the Full Day program and the fee for daily use of that program (\$20) will be charged.



Parking

Parking will be at the north end of the church by the cemetery wall. Please disregard the handicap parking signs during preschool hours of operation. Families will enter the building at the rear of the church through the school lobby door directly around the corner from the parking lot. As a safety precaution for students and staff, you may not drive on the gravel road behind the church during times of arrival and departure. Exceptions are made during inclement weather and days when church funerals are scheduled during the ECLC operational hours.

Authorized Pick-Up

Persons authorized to pick-up your child must be listed on the “Authorized Pick-up Form.” A picture I.D. is required. If your child is going home with someone not listed on the “Authorized Pick-up Form”, a written authorization must be given to the teacher as well as a



copy of their driver's license before your child can be released to go.



Attire

Please send children to school in appropriate play clothes and shoes. School is a time for play, exploration, and movement. Children need to be comfortable to enable participation. Closed-toed shoes are preferred. Students will play outside, weather permitting. Please dress your child appropriately for winter weather (boots, hats, gloves, warm coats, etc.).

At the beginning of the school year each student will need a complete change of clothing, marked with his/her name. This should include shirt, bottoms, underwear, and socks. As the seasons change, families may exchange what has previously been sent in for more weather appropriate clothing.



Meals

Children are required to bring one snack and lunch with them each day. If your child is attending the Full Day program, an additional snack is required.

Our school is a peanut/tree nut free environment. Families must read the labels on all snack items and drinks to ensure that they do not contain peanuts/tree nuts and have not been processed on equipment used for peanut/tree nut products. Please check with your teacher on any additional allergy requirements.



Absences

If your child will be absent from school for one or more days, please call the Early Childhood Learning Center's Director at 886-7974 or notify the school in advance.



Discipline

Discipline is administered in a fair, consistent, and professional manner. Helpful and appropriate behavior is acknowledged and affirmed. Inappropriate and/or disruptive behavior is addressed through natural consequences or temporary removal from the class activity. If an inappropriate and/or disruptive behavior must be addressed three or more times, the teacher will enlist the Director's help. When there is difficulty resolving a problem, parents are contacted. Parent/Teacher conferences will be scheduled to facilitate a way to work through these situations.

Any child threatening or inflicting physical endangerment or harm upon him/herself or another person (child or teacher) is subject to dismissal from the program at the discretion of the Director.

Alcohol/Tobacco Policy

For the health and well-being of all, Tinkling Spring Presbyterian Church and the Tinkling Spring ECLC is a tobacco and alcohol-free campus during school hours.

The entire church property is a tobacco and alcohol-free zone.

This policy applies to all ECLC staff, families, and visitors.



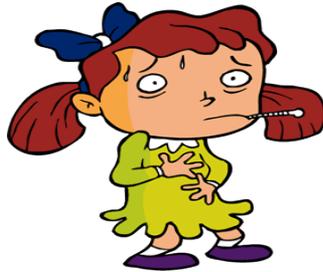
Sick Children Policy

If your child has any of the following symptoms please do not bring him/her to school:

- **Sore throat**
- **Cough that cannot be controlled**
- **Fever**
- **Rash**
- **Upset stomach**
- **Vomiting**
- **Diarrhea**
- **Sores on the body**
- **Pink eyes**
- **Running a fever of 98.6 degrees**
- **Other signs of not feeling well**
- **Is or could be considered contagious**

If a child has been contagious, he/she needs to be non-contagious and free of fever (98.6 degrees without medication) for 24 hours before

returning to school. If a child becomes ill during school or has a temperature above normal, parents and/or persons indicated on the child's emergency form will be called to pick up the child as soon as possible.



Head Lice Policy

Tinkling Spring Early Childhood Learning Center has a nit free policy. As a result, any child who displays signs and/or symptoms of head lice may not stay at school or return to school until he/she is nit-free. After the child receives treatment, it is the parent's responsibility to determine if the child is free of nits. However, upon returning to school, the infected child will be re-examined by a staff member before being able to proceed to his/her classroom. Any child found to still house nits will immediately be returned to his/her parents for further treatment.

First Aid

Tinkling Spring ECLC staff members are certified in First Aid/CPR/AED and several have completed Medicine Administration Training, (MAT). Simple external first aid will be administered when necessary. If you have any concerns or special treatment needs please alert the staff.



School Closings Policy

In the event of inclement weather, Tinkling Spring Early Childhood Learning Center (ECLC) follows the Augusta County Public School system's determination regarding early dismissal/closure. For example, if Augusta County Public Schools are closed, the Tinkling Spring Early Childhood Learning Center will be closed. However, if a two-hour delay is called by Augusta County Public Schools, our Center will have a one-hour delay for students. Parents will be notified by email and on Facebook. Please make sure all contact information and e-mail addresses are kept up to date.





Tinkling Spring Early Childhood Learning Center
30 Tinkling Spring Drive
Fishersville VA 22939
(540) 886-7974
ecLCDirector@gmail.com

**The beginning of a lifelong journey
of education and love for God!**

Notification of Receipt

Please sign this page, detach along the line on the left side, and return to the Director of the ECLC on your child's first day of school.

By signing below, I (we) verify that I (we) have received and read my (our) copy of the Early Childhood Learning Center's Family Handbook 2018-10 and understand all policies. I (we) agree to retain these policies for future reference and to observe present and future policies as they develop.

The Family Handbook is often revised due to the needs of the school, students, and parents. When revised, an effort will be made to provide a copy for all parents. It is understood that the most recent copy of the Family Handbook approved by the Early Childhood Learning Center's Ministry is the current handbook whether I (we) have a copy.

Failure of a parent/guardian to comply with any of the policies and/or procedures set forth by the Tinkling Spring ECLC Ministry may result in his/her child's dismissal from the school.

parent(s)/guardian(s) printed name

parent(s)/guardian(s) signature