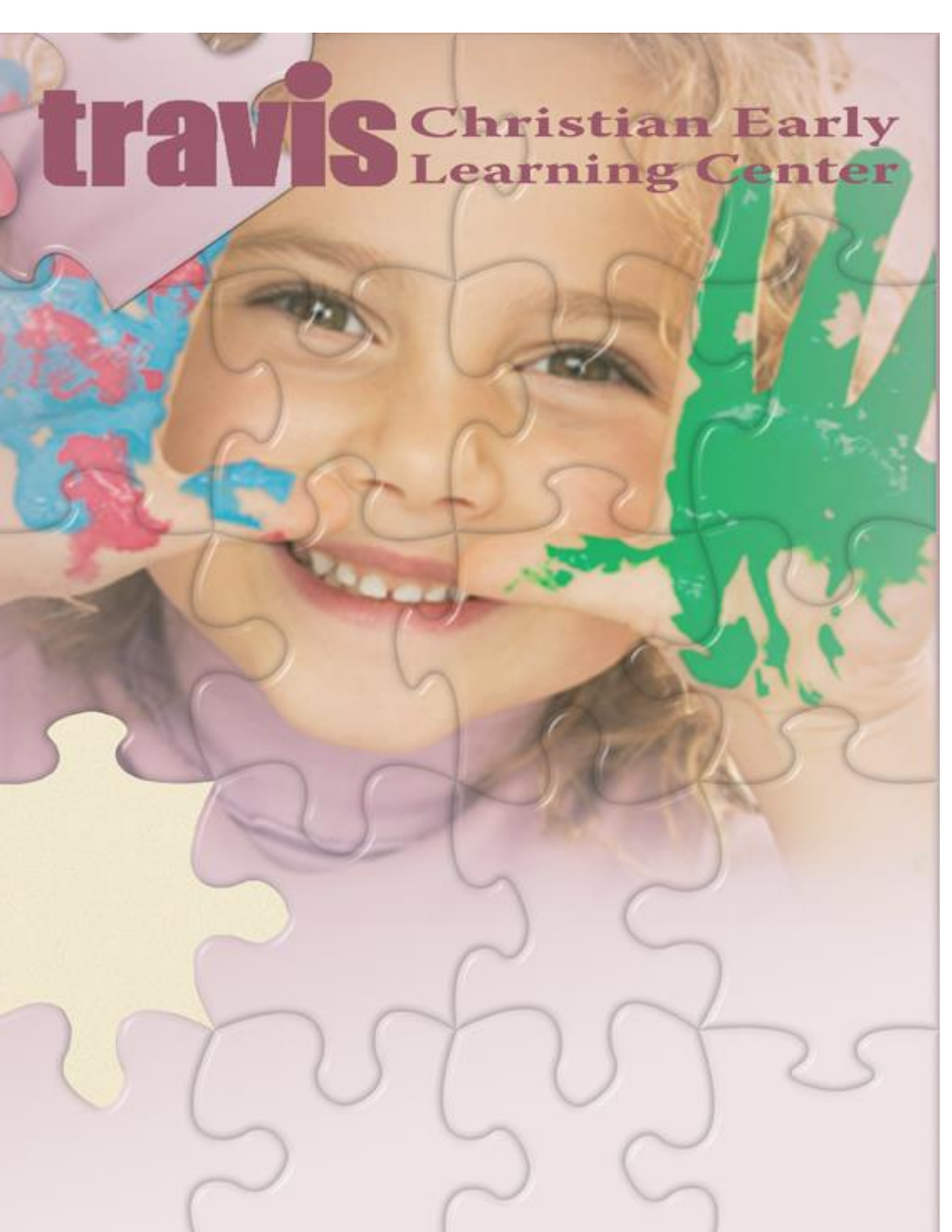


travis Christian Early Learning Center



Our CELC program was established to provide children with a God-centered education. The intent of the early childhood program is to stimulate creativity, curiosity, and interest in learning that continues beyond the preschool years. A healthy balance of work, play and rest allows children to experience comfort, enjoyment, and optimal success as they learn.

Philosophy

Travis Avenue Baptist Church offers preschool classes as a service to the families of the community and the church because the preschool years are a time of explosive learning and development. We want to serve you and your child to aid in the natural learning that occurs in your home. CELC is built upon biblical and educational approaches that will provide rich and warm learning experiences for your child. Our goal is to nurture, stimulate and encourage each child spiritually, mentally, physically, emotionally and socially by providing healthy opportunities to learn and grow. Our program does not discriminate on the basis of race, color, national and ethnic origin in any way.

Our goal is to help children:

- Realize that God loves them and that the Bible is God's Word
- Grow in independence
- Learn to interact positively with Develop self-control
- Gain control of and begin to understand and care for their bodies
- Understand and control the physical world
- Enjoy creative expression
- Learn to use language and other symbols

Curriculum

CELC will use the Lifeway Christian WEE Learn curriculum and Frog Street Press. These are a progressive scope and sequence curriculum that ensures children are prepared for school, biblically, academically and socially. In addition to the above referenced curriculum, the school offers ABC Music & Me, a music enrichment program created by Kindermusik. We also conduct Chapel, Kids Fit, Spanish, Science and Tech-Kidz, a computer program as well as Art, and Library time.

Our program is uniquely adapted to meet the needs and interests of the preschool child in a Christ-centered environment, and is designed to promote children's knowledge and skills in all developmental areas including cognitive, social/emotional, physical, and aesthetic in order to establish a foundation for lifelong learning. Our program reflects the belief that children are active learners, and build meaning and understanding through full participation in their learning environments.

Our program is designed to embed important educational objectives into the daily routine, to ensure the learning focus is relevant to the students, and to provide intentional instruction in a playful and joyful atmosphere.

A class schedule for each individual class will be provided. Each class will observe active play as well as rest periods. A typical day at CELC may be as follows:

Welcome/Arrival: Children are welcomed and then independently select activities as they arrive in the classroom.

Circle Time: Your child joins with classmates to talk about the day. Students are engaged in

writing, language and mathematics instruction.

Work Time: Children choose from activities in the centers which include dramatic play, table toys, blocks, art, sensory table, library and computers. Learning is child-centered through play facilitated by the staff.

Clean Up: Your child learns the importance of concluding activities, putting away materials and cooperating with others.

Small Group Instruction: Children receive intentional instruction on targeted objectives in a small group setting. Students are taught language, literacy, and mathematic concepts and skills through a variety of instructional strategies.

Outdoor Play / Indoor Learning / Activity Room: Energetic indoor play provides opportunities for children to develop large and small muscles, engage in social interactions, and just have fun. Children also learn self-management by following rules and safety guidelines.

Music and Movement: Your child will experience music and physical activities in the classroom and during chapel. Learning to follow rules and safety guidelines as well as building large motor skills will accompany the fun students enjoy. Simple songs and rhythm will enhance their love of music and aid their development of mathematical skills.

Story Time: Teachers read to children in both large and small groups. Reading enhances listening comprehension, stimulates thought-provoking questions and conversation, and develops concepts of print and vocabulary.

Bible and Chapel: Children will experience applicable Bible stories through songs and lessons designed to encourage their love of the God.

Rest Time: Children will be encouraged to rest and or nap if needed depending on age of class.

Dismissal: Children are encouraged to independently collect their belongings.

School Hours, Arrival and Dismissal Procedures

CELC hours are Tuesday, Thursday 9:30 a.m. – 2:00 p.m. Morning greeters will remain at the preschool area to provide access until 10:00 a.m. Upon arrival, please proceed to the check-in counter and sign in. Since we are in complete lock down at all times, if you are going to be more than 30 minutes late arriving, you will need to enter through the Welcome Center. Upon arriving at the classroom, parents are asked to knock and allow the teacher to greet them at the door. A window is conveniently located beside the door so you can discretely watch your child make the adjustment to the classroom. Please write down any instructions you need to leave with the teacher for that day, and give verbal instruction with the note.

Many preschool children have difficulty separating from a parent when initially arriving at school. Our teachers understand this and will do everything possible to help them transition into the classroom. We recommend that parents give their children a hug and kiss, smile and say goodbye. Parents may also want to reassure their children by telling them what time they will be picked up. Parents who are concerned after a “difficult” separation may e-mail the Director later in the morning to find out how a child is doing.

School will dismiss at 2:00 p.m. Once your child has been released by their teacher, you become responsible for their safety. If an emergency causes a parent to be late, the office must be called. This will help us to reassure the child who is waiting. There will be a late fee of \$1.00 per minute for children leaving after 2:05 p.m.

We cannot dismiss a child to anyone other than a parent unless we have written consent. If there is ANY change in your child’s transportation home, written notice *MUST* be given to the director. The alternate adult must then provide proper identification, before your child will be

released. If there is anyone who is legally unable to pick up your child we ask that we be made known of this concern.

CELC maintains its own school calendar, however, the school will observe all holiday and inclement weather days with the Fort Worth Independent School District. Note: if FWISD is scheduled for a delayed opening, CELC will remain closed **the entire day** for the safety of teachers traveling from surrounding communities. There are no make-up days due to bad weather.

Registration

A **non-refundable** \$100 registration fee is required in order to reserve a classroom spot for your child. There is a \$50 registration discount for each additional sibling. **NEW:** The \$130 program fee per child will be due at the beginning of the school year for the entire year. We will no longer collect a spring program/supply fee, but will collect the total in the fall.

Registration forms are accessible from the CELC section of the www.travis.org website. Parents of children enrolling in the program must submit:

- Completed Enrollment Form
- Completed Medical Release Form
- Payment of \$100.00 Non-refundable Registration
- Immunization Records or Medical Exemption.

The law allows physicians to write a statement stating that the vaccine(s) required would be medically harmful or injurious to the health and well-being of the child. Unless we have the written statement by the physician, immunization records must be submitted to the school. The exemption statement is valid for only one year from the date signed by the physician.

Conscientious/Religious Exemption: The law allows parents/guardians to choose an exemption from immunization requirements for reasons of conscience, including a religious belief. Instructions for the affidavit to be signed by parents/guardians can be found at www.ImmunizeTexas.com. The completed form must be submitted to the school. **Please note:** In the case of an outbreak, an unimmunized child may be prohibited from school attendance. This child must maintain a yearly physician statement stating your child has been examined within the year and is able to safely participate in a preschool environment.

Tuition

The tuition for one day is \$95 per month and two days \$185.00 per month. Payments are due by the first school day of each school month. After a nine day grace period each month, a \$15 late fee will be applied to the account. If the child's tuition is not made current by the end of the month, the child may not attend class until their account is made current. If there will be a problem with you paying tuition, please speak with the Director before the payment is late. Payments should be delivered to the CELC Director, not to the classroom teachers.

Checks or money orders should be paid to "Travis Avenue Baptist Church" or "TABC" with "CELC" written in the memo line. Cash is accepted. For credit card or debit card/bank draft payments, please ask for directions for the on-line payment system.

If it becomes necessary to withdraw your child from school, at least a two week notification to the director is required. If your child does not attend class for two full weeks and has not paid for that

month, we will remove the child from the class roster. The child will have to pay for the month(s) missed or pay a new registration fee in order to return to the program, if we have not filled the spot.

What to Wear?

Comfortable, washable play clothes are recommended. Appropriate outerwear should be sent with the children each day as outdoor play will be included in the daily schedule, except in extreme weather conditions. Everything that your child may take off **must be marked** with the child's name.

Children should wear shoes that are suitable for running and other types of active play. Clogs, mules, slides (shoes with open heels) are not safe for playtime and should not be worn to school.

What to Bring?

All preschool children should bring a book bag, tote bag, or backpack daily for all student work and information that goes home to parents. Standard size tote bags or backpacks are recommended. We ask parents to look at the items brought home at the end of the day so that important dates, events etc. will not be missed.

Toys may only be brought to school for teacher planned events or when there are special circumstances.

There is no refrigeration for lunches, so use a cold pack in the lunchbox as needed. It is the duty of the parent to ensure the children's lunches are nutritious.

If your child would like to bring a blanket and pillow it must be small enough to fit within the dimensions of their storage bin. We will not store pillows and blanket during the week. Please wash your child's pillow and blanket on a weekly basis. Please LABEL your child's blanket and pillow.

Food and Allergy Guidelines

Please be sure to send a lunch to school with your child. Please provide any allergies in writing and update files if new allergies are discovered. Use the following guidelines listed below when packing your child's lunch for CELC. If your child has been seen by a doctor and the allergy is diagnosed, we will need to have a physician written and executed Allergy Action Plan.

Toddlers and Preschoolers Lunches

We are a PEANUT FREE ZONE. No peanut products may be brought into preschool classrooms. If you send a different "nut butter" please put a note in your child's lunch box so we know it is acceptable. Please check for an "Allergy Alert" sign when you arrive to see if any food will be offered that day. Please label all drink and food containers that will be sent for lunch. Only clear liquid drinks (water, apple juice, etc.). No 'pop', red, orange or grape drinks. Please feed your children breakfast before arriving at school. Refrigeration and heating of food are not available. All food should be "ready to eat" Teachers are unable to cut up or prepare your child's lunch. Utensils should accompany all foods that require their use. Please do not include foods that can be choking hazards. Examples include: hot dogs, uncut grapes, popcorn, etc.

Infants

An Infant Feeding and Schedule Sheet must be provided for each session. No refrigeration is available for formula; no glass bottles will be accepted; plastic bottles should be labeled with the child's name, contents, and time to be given. Please make sure your clothing is sufficient in the cooler months as we do not use blankets in the bedding of children under the age of 12 months.

Sleep Exemption

When a health-care professional determines that it is medically necessary for an infant to sleep in an alternative position (other than sleeping on the infant's back), sleep in a restrictive device (such as a bouncer seat or swing), or needs to be swaddled to sleep, a **Sleep Exemption** form is necessary.

Medicine

CELC teachers and director will not dispense any medicine to children. If your child needs medicine during school hours, a parent must come to dispense it. If your child requires emergency medications to be on hand please speak with the director about the best way to keep these available at the school. We will have to have a form filled out by the parent as well as a labeled bottle or box of the medication dated when it was given to the CELC.

Party Treats:

Your child's birthday is a special day and we are glad to celebrate it with your child at school! Parents are welcome to bring a packaged, bakery-made cake or cupcakes for their child's birthday, with prior permission. Please do not send food that has been prepared at home. Reminder: We are a PEANUT FREE ZONE. Please read the labels on any food you wish to send to school to make sure there are no peanuts or peanut products.

Contact Information: Please notify us in writing or via e-mail with all contact information changes.

Sickness and Health

Our staff will greet each child in the morning and if your child exhibits any unusual symptoms, you will be consulted about the decision if your child should be in school that day.

If your child has been ill, be alert for signs of contagious symptoms (fever of 100.4, nausea, vomiting, diarrhea or rashes, sore throat, Pink Eye (Conjunctivitis)). **Children must be symptom free without the use of medicine, including fever reducers, for 24 hours before returning to school.** When children are sick at school with contagious symptoms, their parents will be called to pick them up immediately. The child who becomes sick will be taken the front office while waiting on the parent to pick the child up from school. Be sure to inform the teacher of any allergies or special physical needs your child has.

If your child develops a contagious disease such as chicken pox, please notify us so that we may communicate with other parents who may need to be watchful of their child for symptoms.

Minor injuries such as scrapes, scratches, and paper cuts are common occurrences at school. We treat such injuries with soap, water, and a Band-Aid if needed. When an injury is more serious, we notify parents, file an incident report, and appropriate action taken including calling 911 if needed.

Head Lice

This is a common occurrence in young children and has nothing to do with cleanliness. Lice are very easily transmitted. If head lice are found on a child, the following steps are taken: parents are notified and child must be picked up from school; child's head must be treated with a product formulated to remove head lice; nits must be removed with a special nit comb included in product; the child will be excluded from school the following day and upon returning to school examination of hair and scalp by school personnel before returning to classroom.

To avoid infestation, it is important to inspect all family members for two weeks and treat if infected. Nits on the scalp may be seen more easily on the hair at back of the neck and above ears.

Biting

As with any behavior, how biting is dealt with depends upon the ages of the children involved, the reason for biting (if it can be determined), and frequency of the biting. General guidelines for biting include: helping the bitten child feel better or providing appropriate first aid, if warranted; completing an Ouch Report for the parent of the bitten child; discussing the situation with the biter's parent; depending on the ages and circumstances involved; discussing a better solution with all children involved; separation of involved children; showing/giving the biter something appropriate to bite (teething ring); ensuring that the environment provides enough challenging activities; carefully observing the involved child to identify precipitating events and prevent recurrences; maintaining a log to track when behavior occurs; and conferences with parents to discuss the child's actions at home, parental discipline techniques, search for outside resources, etc.

Just as with any other behavior issue regarding a child, we will maintain the names of the children in order to ensure the privacy of the child and family and prevent bias from others enrolled in the school. We will keep you informed as to what steps are being taken and if bites are from the same or a different child. Informative handouts are given to parents regarding biting.

Children, who continue to bite after all options have been exhausted, will be asked to withdraw from the school.

Parent Visitation Guidelines

Parents may drop in to the school at any time to check on the quality of the school and their child's classroom experience. Parents must check-in with the director when they arrive at the school, unless it is a regularly scheduled drop-off or pick-up time. A director can check on a child for the parent or the parent can discretely look through the windows that are available in each room. For drop in visits, please come through the Welcome Center where the doors are manned at all times.

Discipline

We teach the "I-Care Rules" to our children. These rules are:

1. We listen to each other.
2. Hands are for helping, not hurting.
3. We use I-Care language such as please and thank you.
4. We care about each other's feelings.
5. We are responsible for what we do and say.

Our staff uses only constructive and positive techniques when disciplining. These include redirection, anticipation, modeling, natural consequences, elimination of potential problems and teaching children to resolve conflicts on their own in an appropriate way. Removal from the group will be used in severe situations (hurting someone, persistent disruptiveness) or when the child needs to gain control. If a child displays an unprovoked act of aggression (hitting, kicking, etc.) toward another child or staff member, the child must be picked up within 30 minutes of our phone call. If the disruptive behavior still exists after applying the above methods, the last attempt to correct the behavior will include a parent conference to come up with a behavior modification solution. When every attempt has been made and the problem is still taking place, the child will be asked to withdraw from the school.

Reporting to Parents and Communications

Our methods of communication may include newsletters, emails and text messages. Be sure to sign up for our 'text' service from Remind. Also please follow our Facebook Page and at Travis Ave Christian Early Learning Center to updates as well. Optional Parent conferences are held twice a year, in the fall and spring. The conference is an opportunity to report your child's progress, and for the teacher and the parents to discuss how they can work together to enable the child to have success in school.

Evacuation and Drills

Your child's safety is in our foremost concern to everything we do. We have an Emergency Plan that details everything from gas leaks to intruder alarms. A copy of this plan is kept in the office, if you would like to see our procedures. In the event of an actual emergency, once all children are safely relocated and accounted for we will contact parents both via email AND emergency phone numbers.

Fire Drills, Evacuation Drills and Tornado Drills will be conducted on a regular basis. Our teachers help the preschoolers to understand the need for fire drills.

Fire: When the fire alarm rings, signaling a drill, the students are calmly guided to a special meeting place outside to our designated point in our emergency plan.

Weather: In severe weather, the church's basement is our safe zone.

Safety: If the children must evacuate the preschool's premises to a safe place, the adjacent Mercy Clinic, 775 W. Bowie, Street, is our safe place.

Pets

Pets are not permitted at school unless it is as a part of a lesson and planned for in conjunction with a classroom teacher.

Confidentiality

It is important for you to know that CELC maintains the rules of confidentiality. Due to the intimate relationship that exists between school and home, information that you give to us concerning you or your child, will remain between us; persons not affiliated with the school will not have access to our files without your permission.

No Smoking: There is a NO-SMOKING POLICY in and on facility grounds.

No Transportation: We do not offer transportation.

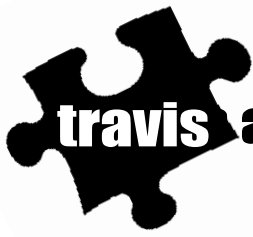
Field trips: Students will not participate in field trips.

CHILD ABUSE REPORTING OBLIGATIONS

In accordance with State law, school staff is obligated under penalty of fine and jail term to report the reasonable suspicion of physical abuse, emotional abuse, emotional deprivation, physical neglect, inadequate supervision, sexual abuse or exploitation. In this very serious and legally narrow area, the school will not notify parents/guardians in advance of making a report to the authorities, even though this would be the procedure followed in most other legal matters. The clear intent of the law, based on the seriousness of the crimes listed above, is to mandate that a report of reasonable suspicion be made. School staff will make such reports in the best interests of the affected child and do not, once reasonable suspicion is established, have any other legal alternative except to make a report with the proper authorities for their investigation and review.

Thank you for taking the time to read through this handbook. Please keep it as a reference for school policies and procedures. We all look forward to an exciting year ahead! Please take part in the school and its activities!

YOU ARE WELCOME HERE!!



travis avenue baptist church

CELC

2018-2019 Enrollment Form

Child's Name _____ Birthdate ____/____/____ Sex _____
mm / dd / yyyy

Parents' Relationship to Each Other: Married Divorced Separated Single

Child lives with (please check all that apply):

Mother and Father Mother Father Other _____

Father's Name _____ Home Phone _____
Home Address _____
City _____ State _____ Zip _____
Occupation _____ Employer _____
Work Phone _____ Mobile _____
Driver's License # _____ DL State _____ Expiration ____/____/____ Birthday ____/____/____
Email _____ @ _____
Church Affiliation _____

Mother's Name _____ Home Phone _____
Home Address (if different) _____
City _____ State _____ Zip _____
Occupation _____ Employer _____
Work Phone _____ Mobile _____
Driver's License # _____ DL State _____ Expiration ____/____/____ Birthday ____/____/____
Email _____ @ _____
Church Affiliation _____

Emergency Contact

List at least one local person who will be available to assume responsibility for your child in an emergency if parents cannot be reached.

Photograph or DL number of approved persons must be provided to the TABC CELC with this form.

Name _____ Relationship to Student _____
Home Address _____
City _____ State _____ Zip _____
Occupation _____ Employer _____
Work Phone _____ Mobile _____ Home Phone _____
Driver's License # _____ DL State _____ Expiration ____/____/____ Birthday ____/____/____

Release of Child

I authorize that my child _____, be released by Travis Avenue Baptist Church Christian Early Learning Center to the following persons, in addition to those already listed on this form. *Photograph or driver's license number of approved persons must be provided to the TABC CELC with this form.*

Name _____ Relationship to child _____
Address _____ City _____ State _____ Zip _____
Work Phone _____ Mobile Phone _____
Driver's License # _____

Name _____ Relationship to child _____
Address _____ City _____ State _____ Zip _____
Work Phone _____ Mobile Phone _____
Driver's License # _____

I, _____, the parent or guardian of _____, attest that the information given in this form is correct. I also understand that monthly tuition is due on the 1st of each month and late after the 10th of each month. I understand that if tuition goes more than one month late that it could result in withdrawal from the program.

Signature

Date

