

Parent Handbook



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Welcome to ECA Little Learners

ECA Little Learners is a non-profit faith-based ministry providing quality education for children 6 weeks to 5 years of age. The pastor and staff look forward to partnering with you in your child's education. Parents are always welcome in our school, and your questions, comments and/or feedback are greatly appreciated. Welcome to ECA Little Learners where kids blossom!

Vision Statement

"Empowering Hearts, Minds, and Souls: Striving for Excellence in Education Rooted in Christian Values"

Mission Statement

ECA Little Learners is committed to providing a safe and nurturing educational environment designed to instill self-confidence and a life-long desire for learning.

Our curriculum is designed to meet the needs of the whole child. We recognize that the cognitive, emotional, social and physical needs of each child are unique, and our programs are carefully designed to stimulate, engage and challenge the individual needs of each of our students.

Goals

Our goal is to empower children with the self-confidence, self-assurance, knowledge, and moral awareness necessary to establish a strong foundation for his/her future.

We observe low teacher/child ratios, furnish the classrooms with equipment and materials that are essential to an exceptional learning environment, employ quality staff and commit to excellence in the services we provide.

1. To train each student in the knowledge of God's Word and obedience to His Will. (Romans 12:1-2; 2 Timothy 2:15; Deuteronomy 26:16-17)
2. To provide each child with an excellent education in the basic fundamentals required for success and for preparation for life's work. (Ephesians 4:12)
3. To teach the student respect for and submission to authority from God's perspective. (Romans 13:1-7; Hebrews 13:17; Ephesians 6:1-3)
4. To provide each child with a high regard for America, while thanking God for a national Christian heritage and teaching them the foundations of good citizenship. (Romans 13:1-7)
5. To aid families in Christian growth and to help them develop Christ-centered homes.

Ephesians 5:22-33; 2 Peter 3:18)

Your Child's Day

ECA Little Learner's curriculum has been carefully designed to stimulate, engage and challenge each stage of your child's development. Our experienced team of early childhood education professionals implement this curriculum via programs that balance structured learning activities, physical activity, free play, and most of all, a lot of hugs. We offer fun, educational activities that instill a desire for learning!

Reading is a key factor in your child's education, and ECA Little Learner promotes literacy at an early age. We have a reading library in each classroom with an abundant selection of books that meet the interest of each child. Interactive reading is a part of the daily lesson plan and, when age appropriate, your child will be encouraged to read on his/her own.

Our curriculum enhances your child's imagination, creativity, social skills, and basic values while challenging him/her to build self-assurance and problem solving skills.

Daily Schedule

Children like having daily routines. Daily schedules are established and posted in the classroom. The schedule provides opportunity for small group interaction, independent learning in activity centers, and outside exploration and play. In addition, each classroom has scheduled meals, snacks, and rest times.

School starts at 9 and all students are required to be here by that time unless there is a pre-scheduled appointment. We also limit drop offs during nap time 12:00-2:30pm.

Here is a general idea of how our day will flow:

7:00-9:00am..... arrivals
7:45-8:45 am.....breakfast followed by free play/table toys
9:00-9:30am.....circle time
9:30-10:00am.....music & movement
10:00-10:15am.....story time
10:15-10:45am.....outdoor play/gross motor play
10:45-11:30am.....arts and crafts
11:30-12:00pm.....lunch
12:00-2:30pm.....nap time
2:30-3:00pm.....snack
3:00-3:30pm.....story time
3:30-4:15 pm.....outdoor/gross motor play
4:15-4:30pm.....centers
4:30-5:00pm.....free play
5:00-5:30pm.....table toys

Enrollment

Enrollment Eligibility

Initial and continued enrollment will be at the discretion of ECA Little Learners based upon the best interests of the child, the expectation that he/she will benefit from the program and the welfare of the other enrolled children. ECA Little Learners does not discriminate on the basis of a person's race, creed, sex, age, religion, national origin or disability when determining enrollment eligibility.

Enrollment Information

Information in a child's file must be kept current at all times. The parent is required by law to update the information furnished to ECA Little Learners as necessary, with changes initiated and dated by the parent and admin. A copy of a child's completed enrollment forms will remain in our files as long as the child remains actively enrolled at the school and shall be available for inspection by the parent(s) at any time. All information is kept strictly confidential. Enrollment does require you to provide a birth certificate, record of immunizations, a health form completed by your child's physician, permission to walk to the playground/sanctuary, sunscreen permission, photo permission/denial, handbook agreement, video surveillance agreement, and financial responsibility agreement .

Withdrawal

In the event that a child is permanently or temporarily withdrawn from ECA Little Learners, a withdrawal notice must be submitted in writing to admin a minimum of two (2) weeks prior to the child's anticipated date of withdrawal. Full payment of tuition and other fees is required until the designated date of withdrawal or two (2) weeks from the date in which written notice is received, whichever is greater. If proper notice of withdrawal is not provided, the parent shall be responsible for full tuition for two (2) weeks after their child's last day of attendance plus any and all late charges and/or penalties that accrue until full payment is received. The parent is also responsible for any and all expenses incurred by ECA Little Learners in pursuit of payment.

Upon the child's last day of attendance, enrollment will be terminated. Re-enrollment will be based on availability and all registration, tuition, activity and other fees shall be based on the then-current fee schedule.

ECA Little Learners reserves the right to disenroll a child without notice from a program should it become necessary.

Financial Requirements

Registration Fees

A, non-refundable registration fee of \$100 for each family is due upon enrollment..

Tuition Fees

Tuition fees are due on a weekly basis **in advance** for all anticipated fees to be incurred for the upcoming week. They can be paid in Brightwheel or in person by check or cash. Your account is charged each Friday for the week that services are to be provided and payment is due on that same day. Long-term prepayment plans may also be arranged.

If tuition fees are not paid Friday, a late fee will be assessed of \$30. Late fees and payment must be paid by Tuesday or your child may be suspended until payment is caught up. Nonpayment of tuition and other fees may result in suspension or disenrollment. We do understand that financial situations arise, so please communicate with the admin to develop a plan.

Infant	\$280
Toddlers (12-24 months)	\$220
Preschool (3's)	\$150
Pre-K (4-5's)	\$150
Preschool and Pre-K Only	
Part time (M/W/F)	\$100 weekly
Part Time (T/Th)	\$75 weekly

Absences and Vacations

Due to staffing requirements and operational costs incurred on the basis of fixed levels of enrollment that do not fluctuate when one child is temporarily absent, tuition and other fees must be paid in full without deduction for absences for any cause and without substitution of any other days of attendance as “make-up” days.

School Policies

Hours of Operation

Normal hours of operation are Monday - Friday from 7:00 a.m. to 5:30 p.m.

Holidays

ECA Little Learners will be closed in observance of the following holidays:

- New Year's Day
- Good Friday
- Memorial Day

Independence Day
Labor Day
Thanksgiving Day and the day after Thanksgiving
Week of Christmas
New Years Eve

If a holiday occurs on a weekend, the school will be closed on the weekday closest to the holiday. ECA Little Learners reserves the right to close early or on additional days in observance of holidays.

During weeks in which an observed holiday occurs, **full tuition** is still applicable.

Professional Development

We will close 4 times a year for staff training and professional development. Those days are posted on the Parent Info Board in the reception area. They are also posted in our newsletters.

Release Information

A child will be released only to the persons who signed the Enrollment Application or to authorized persons designated on the Brightwheel App. Authorized persons will be required to provide photo identification before the child will be released to his or her care.

Late Pickup

A late pickup fee is assessed for each minute after closing that the child remains on the premises at the rate of \$5 per minute.

If a child is still at the school 30 minutes after closing and a parent or authorized person has not contacted the school, the person in charge is authorized to notify the local authorities who will then assume custody of the child until the parent can be found.

Inclement Weather

In the event of inclement weather, the school may be closed, open late or close early. If this situation occurs, we will follow the procedure below.

- We will primarily follow Vigo County Schools for closing but typically won't have 2 hour delays. Parents will be notified via the Brightwheel app.

Emergency Situations

In the event of an evacuation of ECA Little Learners building the staff will evacuate the

children and first meet at our playground, located in the rear of the building, by the parent to account for all teachers and children at our location. A binder with emergency contact information for all the children and staff and a cell phone will be carried by the Director, or in her absence, the person in charge. Once the children and teachers arrive at the evacuation location, the director or person in charge will notify families and instruct them to pick up their child or children.

In the case of a tornado, the drill is to head to the innermost classrooms, and the teachers use themselves to cover the children's heads and wait for the warning to pass. In the event of an evacuation the staff will evacuate the children and meet at the playground. A binder with emergency contact information for all the children and staff and a cell phone will be carried by the director, or in her absence, the person in charge. Once the children and teachers arrive at the evacuation location, the director or person in charge will notify families and instruct them to pick up their child or children.

In the case of an intruder coming to the facility, the staff would be notified to lock all doors and call 911 immediately. If the intruder gets into the building we would evacuate all children to our safe location at Fuqua Elementary School where an armed Police Officer is located at all times. In case of a flood, we would call parents when the weather report declares and have the child pick up immediately. All Plans are located on the children's ministry bulletin board and each teacher is trained and has a yearly refresher course.

Parents' Right to Access

To promote the partnership between parents and ECA Little Learners, parents are permitted access to the school at all times during normal operating hours. Parents and visitors are required to check in at the front reception desk. If a meeting with a teacher or admin is needed, we ask that you please schedule so as not to disrupt the program schedule.

We invite you to visit the classroom frequently and to participate in any field trips or special events.

Staff

Exceptional staffing and training is an important factor in the implementation and continued success of our curriculum and programs. ECA Little Learners employs a staff of trained, experienced associates that sincerely care for children and want to contribute to your child's development. We have a strong investment in educating our teachers on an ongoing basis.

Staff / Parent Behavior

ECA Little Learners is committed to providing a safe and nurturing learning environment to all of the children in our care. We speak with all children respectfully, and we do not tolerate any form of ridicule, improper language or corporal punishment. We are a drug, alcohol, vape, and smoke free environment. Smoking/vaping is strictly prohibited on the

premises. We believe, because you as parents have chosen ECA Little Learners, you are also committed to these same standards of care. Therefore, we ask that you follow our philosophy when at our school.

Clothing

Children at ECA Little Learners will be very busy each day exploring their learning environment. We ask that parents dress their children each day in clothing that is comfortable and appropriate for that day's weather. Please understand that we engage in messy activities that may stain clothing. We also ask that each child be provided with an extra set of clothing in the event that a change of clothes becomes necessary. Their clothing should be in a large ziploc bag labeled with their name.

Personal Belongings

We ask that children not bring toys from home. On special show and tell days, children may be permitted to bring toys or belongings that will be shared at the appropriate times and then returned to personal storage areas until the end of the day. If your child has a special blanket or soft toy that is needed during rest time for comfort, he/she may bring those items to use during that time. It is important to mark all of your child's belongings with his/her name to avoid confusion when different children bring similar items to our school. We do not assume responsibility for any items (clothing, toys, etc.) that are brought from home.

Rest Time

It is important that all preschool children have the opportunity to rest each day. We have quiet time from 12:00-2:30 each day. We ask that no drop-offs occur during that time.

Meals

ECA Little Learners will provide breakfast, lunch, and snack for students based on the USDA recommendations of a balanced diet that will include a cup of milk. A menu is posted for parents to review. If you would like to bring meals from home, food must meet nutritional standards, and arrive at an appropriate temperature. A food transportation form must be on file to do so.

Discipline

Children learn how to get along with others and develop self-control and confidence through the use of positive discipline. ECA Little Learners believes in positive reinforcement of socially acceptable behavior. As such, we strive to provide a loving, supportive environment that is conducive to positive behaviors and situations where children can learn to problem solve amongst their peers.

If situations occur that require staff intervention, we may use a variety of discipline techniques. Redirection, verbal instruction, and logical and natural consequences are the most common methods of discipline that we use. Should a situation occur where these methods are not effective, the teacher will guide the child away from the group to give him/her a few minutes to calm down and stabilize his/her emotions. The teacher will use this time away from the group to assist the child in sorting out the emotions and feelings that caused the disruption.

Physical discipline, corporal punishment or yelling is not permitted at any time in our school. Keep in mind the word discipline means to teach not punish.

Birthdays

If you wish to celebrate your child's birthday at ECA Little Learners, please notify your child's teacher in advance. Our staff will be glad to assist you in making your child's special day a memorable occasion.

Field Trips

We take daily field trips to our playground across the street and our church sanctuary at the end of our building. A permission form is required upon enrollment to allow your child to do that. We also take an annual trip to Hog Wallow Pumpkin Patch for which parents are required to attend with their student(s) and provide transportation for them. A separate permission slip will be needed for that. If any other trips should be planned

Student Transportation

For insurance purposes, we are not to transport the children on field trips. We let families know well in advance to take the time off and transport the children. Any and all options are exhausted to not only make all field trips fun but at a low cost. The opportunities in the Wabash Valley are abundant and ready for our families to take part in

Photographs / Video Tapes/ DVDs

Photographs, video tapes or DVDs of children participating in our programs may be taken from time to time. They may be used in ECA Little Learners publications or promotional material, reproduced and used electronically and/or used for any other purpose. All parents are asked to give a photo release or let us know if your child is not to be photographed.

Your Child's Health and Safety

Security

The safety of your child/children is our primary concern. As such, best effort is made to ensure the safety of all children in our care. In addition to the operational policies described in this handbook, ECA Little Learners employs physical building security and safety training to its staff as well. We also have a school liaison that communicates security risks and procedures with us.

ECA Little Learners will keep the doors locked during operating hours.

Our staff receives CPR, First Aid training, universal precautions training and is required to maintain their certification.

We also have surveillance cameras in our classrooms and common areas for INTERNAL use only.

Immunization

In order to comply with state law, parents are required to provide ECA Little Learners with an immunization report, no later than thirty (30) days after enrollment and ongoing as the certificate expires. .

Illness

To protect the health of all the children in our care and to comply with requirements imposed by the state licensing agency:

- If your child appears ill, has a fever of 100 degrees or higher, is vomiting, diarrhea, or showing evidence of a communicable disease, please do not bring them to school.
- If your child is present at ECA Little Learners and exhibits illness symptoms, he/she will be extracted from the general population of children and you will be asked to pick him/her up immediately.
- In order to return to school, your child must be without fever or illness for 24 hours **without the use of Tylenol**, etc. Children who return to school following an illness must be well enough to participate in the full range of classroom activities, including outdoor play. If a child is sent home due to illness they are not able to attend the following day.

Admin reserves the right to ask for physician's approval before readmission will be authorized in certain cases.

Medications

Any child who requires medication will be required to have a signed consent form in their file explaining the exact name of the medication, dosage (times and amount), and

copy of a doctor's note or prescription if applicable. All medication must be in the original container, with the child's name on it. Over the counter medication will not be given to children unless it is prescribed by a physician. Staff will record the time and dosage. This policy pertains to all medications including but not limited to breathing treatments, inhaler treatments, and prescription medications.

Medications must be provided to the staff each day, stored appropriately, and must be taken home each night. Medication should not be left in your child's bag and/or taken into the classroom. Siblings may not share medication.

Any adverse reactions to a medication will be immediately reported to the child's parents and physician.

Accidents and Incidents

We strive to provide a safe environment for children, and best-effort precautions are taken to protect your child's safety. If an incident or injury does occur, first aid will be administered to your child by trained staff. An incident/accident post will be completed in Brightwheel for parents to review. Phone calls to parents will be made for more serious injuries.

Emergency Medical Procedures

Children who require emergency medical attention while at ECA Little Learners will receive immediate attention from our staff that is trained in First Aid and Basic Life Support. The person in charge will make the immediate decision as to whether or not further medical attention is necessary.

If a situation is not an emergency, you will be notified so that you can pick up your child for further medical treatment.

In the event that emergency medical treatment is necessary, your child will be transported to the closest hospital and you will be notified to meet your child and a member of our staff at that location.

Reporting Requirements

ECA Little Learners and its staff are mandated by Indiana law to report any suspected case of child abuse, exploitation, neglect or deprivation of any child in our care. Persons who fail to report according to state regulations can be held accountable by law. A child's best interests are taken seriously here.