

# PARENT HANDBOOK 2026-2027

## Tinkling Spring Early Childhood Learning Center



*“Jesus called for [His followers] and said, ‘Let the little children come to me, and do not stop them; for it is to 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

Regular General Daily schedule for the Students:

8:30 a.m.	Arrival
8:30-10:00 a.m.	Classroom time, bathroom breaks, and snack
10:00-10:30 a.m.	Three Year Old Specials (music, Bible, etc.)
10:30 am-11:00 am	Outside/Gym 3's Class
10:30 am-11:00 a.m.	Four Year Old Specials
11:00-11:45 a.m.	Outside/Gym, bathroom breaks 4's
11:45am-12:15pm.	Lunch
12:15 pm-12:30 p.m.	Pick up
12:30pm-1:00pm.	Aftercare outside.gym time
1:00pm-3:00pm	Naptime
3:00pm-3:15pm	Snack
3:15pm-3:45pm	Craft/ enrichment time
3:45pm-6:00pm	Freeplay/Outside/Gym time



## Statement of Purpose

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

The ECLC pursues this Godly call by...

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

...guiding children through age appropriate educational techniques and curriculum, 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 physically, socially, intellectually, and spiritually.

...loving, nurturing, and developing children to see themselves as God sees them, as God's children forever loved and welcomed by the people of God through our Savior.

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 is here for you to glorify God, proclaim His saving grace, and serve others in love.



## The ECLC Ministry

Tinkling Spring Presbyterian Church has appointed a Ministry to oversee the ECLC Ministry. This committee and our ECLC Director reports to the Session of the church, and handles all concerns of the day-to-day work of the ECLC.



## Religious Exempt Code Compliance

In compliance with the code of Virginia, Tinkling Spring ECLC is exempt from being licensed and is classified as an “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 children in the facility on a daily basis.

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



## We are a Developmental ECLC



TS 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 needed and help them

to develop the excitement that comes from discovering more about themselves and God's great world. We want them to excel in educational endeavors and in life. 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 TS ECLC follows "Virginia Foundation Blocks for Early Learning: Comprehensive Standards for Four Year Olds" for academic requirements. These goals are adjusted and made age appropriate for younger children. We strive to have your child kindergarten ready by the time your child graduates from TS ECLC!

Here are some examples of how we seek to help your child grow!

### Reading Concepts:

- Develop the knowledge base of environmental print as representation of written and spoken words.
- Letter and Sound recognition.
- Knowledge of the alphabetic principle and understand that letters in written words represent sounds in a spoken language.
- Print concepts and the connection between the spoken and written word.
- Identifying and generating rhymes.
- Detect beginning sounds in words.

For more reading standards please view the Virginia Foundation Block of Early Learning Standards.

### Math Concepts:

- Number and Number Sense
- Computation
- Measurement
- Geometry
- Data Collection and Statistics
- Patterns and Relationships



### Science Concepts:

- Force, Motion, and Energy
- Matter/Physical Properties
- Matter/Physical and Chemical Properties
- Life Processes
- Interrelationships in Earth/Space systems
- Earth Patterns, Cycles, and change
- Resources

### History and Social Science Concepts:

- Develop and awareness of 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 Assess and use
- Community Health Safety



### Bible Concepts:

- Explore and understand the Word of God through stories, songs, and movement as being absolutely essential to education and life

## Stretch N Grow

- Story-like adventures that grab & hold attention
- Physical activity that is specifically designed for children's bodies & abilities

## Library Program

- age appropriate books available to check out
- story time with use of puppetry, visual aids, and skills for using a library
- learning to love holding, reading, enjoying a good book

## Special Activities

**Field Trips:** Field trips within the community will take place during the school year. The ECLC does not own any type of motor vehicle so the staff and parents must provide transportation for each field trip. Please let your child's teacher know if you are able to drive. Children will be loaded and unloaded from safe areas. A first aid kit is provided for each field trip, and adults accompany the children at all times. *Please Note: All drivers are required to provide a copy of their drivers' license and proof of auto insurance, as well as a valid inspection sticker, the car color, and car model. 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.*

**Bible Time:** Each week, individual ECLC classes will have a scheduled Bible Time with Harriet Thompson, the Director of Christian Education at Tinkling Spring, where they will explore the Word of God through stories, songs, and movement.



**Library:** This time is scheduled to allow the children to get acquainted with library procedures, and they are encouraged to check out books from the ECLC library. Each book must be returned before another book is checked out. Your cooperation is helpful in seeing that the books are returned each week.

**Chapel:** Every other Wednesday, 10:00 am & 10:30 am., the ECLC will enjoy Chapel Mr John Dull (Director of youth & young adult ministries). The purpose of chapel is to emphasize one of Bible stories the children are working on in an age appropriate worship setting. We want to make sure all of God's children feel welcomed and appreciated in a worship setting.



### **Other Special Activities**

**Birthdays:** Sharing this special day with ECLC friends is always fun for the children. After consulting 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. Instead of providing goodie bags, please consider the gift of a book or resource to the ECLC, given in your child's honor.

The ECLC committee 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 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, and are offered to help answer questions and address concerns you may have about your child’s development. Families are encouraged to attend the conferences without the student.



## **ECLC Staff**

Bethany Wyatt, Director, 3's class teacher. Associates of Applied Science in Early Childhood Education; 20+ years of experience in childcare

Martha Daggy, 4's class lead teacher. BS in Elementary Education from Bridgewater College; Radford University Hearing impairment endorsement; Mary Baldwin University Learning Disability Endorsement; George Mason University Visual Impairment Endorsement; 30+ years in education

Barbara Weems, 3's class teaching assistant. 25+ years in childcare

Denise Sorrels, 4's class teaching assistant. 25+ years in childcare

Sandy Atkinson, 3's class teacher. Associates of Art & Science in Education; 30+ years in education/childcare

Addison Mayer, Aftercare teacher; Currently a junior in Mary Baldwin University majoring in Elementary Education

Sherry Harris, Aftercare teacher; 30+ years in education/childcare

## **Enrollment and Admission**

TS ECLC and its staff does not discriminate on the basis of 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 on the basis of 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 TS ECLC administration and policies. All enrollment decisions reside with the TS ECLC Committee.

As with public schools, children must be the class age by September 30th of the school year. In the event that enrollment is not at full capacity, the Director 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.

### **2026-2027 Classes**

Please contact the ECLC Director  
for exact days, times, and availability:

Three Year Old Class (3 Days)

Three Year Old Class (5 Days)

Four Year Old Class (3 FULL days)

Four Year Old Class (5 Days)

Morning and Extended Care (3 or 5 Days)



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**Annual Registration Fee**

\$80.00 Early Registration

**All registration fees are  
non-refundable after  
July 1st.**

**2015-2016 Tuition**

Three Year Old Program (3 ½ Days): \$310.00 per month

Three Year Old Program (3 Full Days): \$535.00 per month

Three Year Old Program (5 ½ days): \$410.00 per month

Three Year Old Programs (5 Full days): \$735.00 per month

Four Year Old Program (5 ½ days): \$410.00 per month

Four Year Old Program (5 Full days): \$737.00 per month

Four Year Old Program (3 FULL days): \$535.00 per month

Morning Care only 7:30 a.m.-8:30 a.m. \$ 5.00 per day

(This as well as aftercare are included in the full-time rate)

The payment of all installments is due no later than the 5th of each month, beginning with September 5, 2014 and concluding on May 5, 2015. A late fee of \$25.00 will be charged for payments 5 (five) calendar days late.

The ECLC is not responsible for payment made in cash. Families are strongly encouraged to pay by the auto-draft or check/money order. All payments must be enclosed in an envelope with students 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 Committee to recover moneys in arrears. If any financial hardships should arise causing difficulty with making the tuition payments, please speak with the preschool treasurer, Cyndi Michener, (434) 295-1028. 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 semester basis and a new application must be submitted for each semester 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 designated tuition due date;
- In the event of the first late payment, the scholarship award may continue IF the legal guardian has made contact with the ECLC treasurer to discuss the status of the payment. If contact is not made by the legal guardians by the 5th day of the month, the ECLC treasurer will contact the legal guardian by telephone.

- In the event of a second late payment, the scholarship award may continue IF the legal guardian has made contact with the ECLC treasurer to discuss the status of the payment and agrees to pay a \$25.00 late fee in order to continue the awarded scholarship. If contact is not made by the legal guardian by the 5th day of the month, the ECLC treasurer will contact the legal guardians in writing requesting immediate payment of the tuition and late fee;
- In the event of the third late 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 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 Scholarship Committee and the family of the recipient.





## **Required Forms and Policies**

**Application Form:** The application forms should be completed at the time of registration. Completion of the ECLC's Application and the payment of the Registration Fee secures your child's placement on our list for the following year. Acceptance into the appropriate programs will be based on a first come/first served bases. Any child not securing a spot in their appropriate program's roster will be placed on a waiting list for future available spots in the program.

**Emergency Form:** Emergency Forms must be kept current at all times with the appropriate emergency contact and medical information. In an event all emergency contacts cannot be reached and there is a medical emergency, your child will be transported to August 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. A complete physical is not required.

**Authorized Pick Up Form:** Authorized Pick up Form contains a list of all persons authorized to pick up your child from the ECLC. Persons authorized are responsible to provide photo I.D. A copy will be made of the photo I.D. and kept in the student's file.

**Field Trip Permission Form/Statements of Agreement:** Educational field trips will be schedule throughout the school year. Permission forms will be sent home and must be signed and returned to the ECLC prior to the field trip in order for the child to

participate.

**Parent Participation Form:** The ECLC welcomes the involvement of parents/guardians and 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 will be available the night of ECLC Orientation.

The ECLC Director, and/or the ECLC Ministry, retains the right to determine, and/or restrict the level of parental/family participation in all activities.

### **Attendance**



The operating hours of Tinkling Spring ECLC are from 7:30 a.m. – 6:00 p.m. The doors will remain locked. For entry please ring the doorbell and a staff member will come to open the door.

Parents are responsible for insuring appropriate supervision-discipline of their children during times of drop off and pick up. The ECLC staff is not responsible for children outside of ECLC hours. Children should be taken directly to the classroom in the morning.

All children must be picked up no later than 12:40 p.m. An automatic late fee of \$5.00 will be assessed for children picked up on or after 12:40 p.m. AND any child remaining after 12:50 p.m. will be sent to extended care and a full daily fee for extended care will be charged to your account.

### **Parking**

Parking will be at the north end of the church by the cemetery wall. Please disregard the handicap parking signs during ECLC hours of operation. Families will enter the ECLC at the rear of the church at the school lobbies door, across from the playground. As a safety precaution, 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. Written information must be given to the teacher if your child is going home with someone that is not listed on the “Authorized Pick-up Form.”

### **Attire**

Please send children to school in play clothes and tennis shoes. School is a time for play, exploration, and movement. Children need to be comfortable to enable participation. Closed toed shoes are preferred but not required. Students will play outside, weather permitting. Please dress your child appropriately: boots, hats, gloves, warm coats, etc., for winter weather.



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, jeans or long pants, underwear, and socks. As the seasons change, families may exchange what has previously been sent in for more weather appropriate clothing.

## **Snacks**

Tinkling Spring ECLC is a peanut/tree nut free environment as needed for our current students.

## **Absences**

If your child will be absent for one or more days, please email the director or contact your child's teacher on Class DOJO. Please be aware that the school day begins promptly at 8:30 a.m. Activities and field trips will not be delayed for late arrivals.

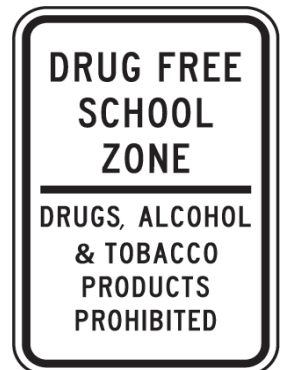
## **Discipline**

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 "time outs" or temporary removal from the class activity. If the inappropriate and/or disruptive behavior has to be address three or more times the teacher will enlist the Director help. When there is difficulty resolving a problem, parents are contacted. Parent/Teacher conferences will be schedule 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 wellbeing of all, Tinkling Spring Presbyterian Church and the Tinkling Spring ECLC is a tobacco and alcohol free campus. The entire church property is a tobacco and alcohol free zone. This policy



applies to all ECLC staff, families, and visitors.

### **Sick Children**

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, sores on the body, exhibits signs of not feeling well, 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 or persons indicated on the child's emergency form will be called to come for the child immediately.



### **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 nit-free. After receiving treatment it is the parent's responsibility to determine if their 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 their classroom. Any child found to still have nits, will immediately be returned to their parents for further treatment.

### **First Aid**

Tinkling Spring ECLC staff members are certified in First Aid/CPR/AED. Simple external first aid will be administered when necessary. If you have any concerns or special treatment needs please alert the staff.



### **School Closings**

Due to inclement weather Tinkling Spring Early Childhood Learning Center will base closing decisions by following the decisions of the Augusta County Schools. If Augusta County Schools are closed Tinkling Spring ECLC will be closed. However, if a two hour delay is called by Augusta County Schools, the ECLC will have an one hour delay for students. Parents will be notified by DOJO, Facebook, email, or WHSV. Please make sure all cellphone numbers and email addresses are kept up to date. Anyone not receiving notification, please notify the director and verify the above families information.





**Tinkling Spring Early Childhood  
Learning Center  
30 Tinkling Spring Drive  
Fishersville VA 22939  
(540) 886-7974  
[www.tinklingspring.com](http://www.tinklingspring.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,  
and return to the ECLC Director  
by 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 TSCP ECLC Parent Handbook 2015-16, 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 Parent 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 Parent Handbook approved by the TS ECLC Committee is the current handbook whether or not 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 Committee may result in his/her child's dismissal from the school.

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parent(s)/guardian(s) signature

