

EARLY LEARNING CENTER

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Church of the King

Where Children Flourish





Dear Parents,

We would like to welcome you to the Church of the King Early Learning Center (ELC). We are excited to have you and your child with us for the upcoming year! This handbook was prepared to communicate our vision, explain our policies and procedures, and to give you a reference to use throughout the upcoming school year.

Our program offers an engaging biblically-based environment for children ages six weeks to five years. Children learn science, math, social studies/emotional skills, and physical education. Our educational curriculum is built off of Louisiana's Birth to Five Early Learning Development Standards, which guide our students through our program to leave ready for kindergarten.

As a preschool ministry, we also strive for our students to grow up making wiser choices, building stronger relationships, and developing deeper faiths. One of the ways we do this is by implementing a weekly, web-based preschool ministry curriculum that provides us with tools for both school AND home to give kids a faith that will last forever and make our school a place they want to be.

We look forward to getting to know you and all the precious children in the upcoming months and thank you for entrusting us with them!

Cheerfully in Christ,

**Church of the King Early Learning Center Team**

[elckenner@churchoftheking.com](mailto:elckenner@churchoftheking.com)

# Admission Guidelines

## AGE

Children must be between 6 weeks and 4 years of age to be eligible to enroll for the ELC Program. In accordance with the current Louisiana public school policy, September 30th is the cutoff date to determine class placement for our 2-year-old - 4-year-old program. For example, a child turning 2 before September 30th will be placed in a 2-year-old classroom. Children with later birthdays will be placed in a 1-year old classroom until the previous school year. No children in these age groups will advance into an older class during the school year. Children under the age of 1 will be placed in our infant program until their 1st birthday. Once an infant turns 1, we will begin the transition process to the 1 year old class.

## ENROLLMENT

- Classes and extended care are filled on a first-come, first-serve basis according to the date of enrollment.
- Children will be placed on a waiting list once the class has been filled and these children will be notified first of any openings throughout the year.
- New registrations will be used to fill vacancies throughout the year once those on the waiting list have been notified.
- Registration for the following school year will be opened first to those who are currently enrolled in the program and then opened to the public.

## FORMS

The following forms need to be submitted by July 1 for children to be eligible to start the new school year on the first day. Registration or paperwork submitted after July 2 will be considered for a delayed start date which is a week later than the original first day of school.

1. Application for enrollment, which includes:
  - Confidentiality
  - Authorizations
  - Handbook acknowledgement
  - Play equipment policy
  - Illness policy
  - Getting to Know You and allergies

2. Emergency Card, Emergency Medical Treatment Consent, Third Party Release
3. Physician Report  
(completed and signed by Physician)
4. Immunization Records

## FALL/SPRING SCHEDULE

Church of the King ELC begins on August 7, 2023 and ends May 22, 2024. We follow the St. Tammany Public School Calendar, for the most part.

### Daily times | 8:45am-2:30pm

Pick-up and drop-off will be in the classrooms.

### Extended times | 8am – 5:30pm

(Parents are to bring the children into the classroom beginning as early as 8:00am and can pick up from the classroom anytime up to 5:30pm.) There is a \$1.00/minute charge if you pick up later than 5:30pm.

### 2 Day Program (Tuesdays & Thursdays):

available for ages 1-4

### 3 Day Program (Mondays, Wednesdays, & Friday):

available for ages 1-4

### 5 Day Program (Monday-Friday):

available for all ages

## TUITION AND FEES

The following fees and tuition apply to all ages:

Registration Fee	\$145
Supply Fee	\$200
Infant Reservation Fee	\$145

### MONTHLY TUITION:

2 Day Program	\$288
Extended (8-5:30)	\$370
3 Day Program	\$432
Extended (8-5:30)	\$550
5 Day Program	\$612
Extended (8-5:30)	\$810

## **TUITION AND LATE FEE**

Tuition is created with the total number of days care is provided divided equally among the 10-month school year. Tuition will not be prorated for holidays, family vacations, or absences from child illnesses. Tuition is due and payable on the first day of the month. Tuition not paid by the 10th of the month will result in the \$20 late fee. Tuition that is not paid by the end of the month will result in the suspension of the child from the program until tuition is collected. After a two-week suspension without revocation of the account, we reserve the right to dismiss the child completely from the program.

## **INFANT RESERVATION FEE**

The infant reservation fee reserves a spot in our infant program on behalf of the parents of an unborn child. This fee is nonrefundable; however, it will be applied to the child's Registration Fee once the child begins in our program.

## **REGISTRATION FEE**

Availability in our program is filled on a first-come first-serve basis. The registration fee reserves your child's spot in the program and is non-refundable.

## **SUPPLY FEE**

The supply and event fee will cover class resource books, curriculum, resource manipulatives, and any consumable supplies used in the classroom. It will also cover admission to all Church of the King Early Learning Center events including Grandparent's day, Christmas program, Spring art show, and Fun Day (only admission for 2). The supply fee must be paid at the time of registration. The supply fee is due at the time of registration and is non-refundable.

## **WITHDRAWAL**

Written notification addressed to the ELC Coordinator is required to withdraw a child from the Early Learning Center Program. A child is considered registered and will be charged accordingly until written notification is received.

## **DROP-OFF**

Early Learning Center hours are from 9:00am to 2:30pm. Morning drop off begins at 8:45am and will last until 9:00am. If you arrive after 9:00am, you will need to park and knock on the preschool doors to check in through the office. Afternoon pickup will begin at 2:30pm. We will open the main doors and parents will pick up their children from their classrooms. Your child should be picked up no later than 2:45pm. Aside from emergencies, a late charge of \$1.00 per minute per child will be paid each time a child is picked up later than 2:45pm.

\*\* Extended Program hours are 8:00am-5:30pm. Parents can begin walking their children into the class at 8:00am and can pick them up from the class any time up to 5:30pm. Aside from emergencies, a late charge of \$1.00 per minute per child will be paid each time a child is picked up later than 5:30pm. After three unexplained late pick-ups, Early Learning Center reserves the right to remove that child from continuing to utilize our Extended Program hours.

## **PICK UP BY NON-PARENT**

Please note that those written on the Third-Party Pickup release on the Emergency card is considered written permission and will be allowed to pick up your children at any time. Written permission or a call to the ELC Administration is required for any child to leave with any person that is not on the pickup release form. It is the parent's responsibility to make sure the Emergency card is up-to-date at all times. Proper identification of anyone (including parents) will be required for release of any children.

## **PARKING LOT CONCERNS**

Please do not park your vehicle and leave the engine running. When walking a child to or from a vehicle, hold the child's hand and do not let them run in or through the parking lot. A parent must walk the child completely into the building and deliver to the ELC office.

Younger or older siblings are never to be left alone in a vehicle. It is a Louisiana State Law that children are not left in a car unattended at any time and can result in a ticket or fine for such a practice. As a driver, please proceed through the parking lot slowly and with caution.

## **PARENTAL INVOLVEMENT AND ACCESS**

Parents are invited to participate in our Open House, Christmas Program and festivities, Art Show displays, and Fun Day. Parents are allowed to visit the classrooms during regular hours of operations.

## **FIRE AND TORNADO DRILLS**

Emergency Drills are held in accordance with the state guidelines to implement the safety procedures for the children and staff. Emergency procedures are reviewed with the staff frequently to ensure that any deficiencies are properly addressed.

## **EXTREME WEATHER**

ELC program will follow the Jefferson Parish School System with regard to school closings due to inclement weather (ex. Flooding, Hurricane, Tornados).

## **DAILY FOLDER/NEWSLETTERS AND NOTICES**

A daily folder is sent home each day. Please make sure to check your child's folder every evening for monthly calendars, daily reports, information from your child's teacher, as well as general news of what is happening at Early Learning Center.

## **CLOTHING**

Play clothes that are comfortable and appropriate for outdoor play should be worn. Please label all of your child's removable clothing items, especially sweaters and jackets. (Girls should wear shorts or bloomers under dresses or skirts). Closed toe shoes are required for safety purposes. Please no jewelry.

## **TOYS**

The ELC program provides ample toys and materials for children to share. We urge you to keep personal toys at home or check with your child's teacher before sending a special toy or comfort item to ELC. If acceptable, please mark the item with your child's name. The ELC program will not be held responsible for loss or damage of items. Please do not bring anything that has a large monetary value.

## **PHYSICAL ACTIVITY**

Children under age two shall be provided time and space for age appropriate physical activity for a minimum of 60 minutes per day. Children age two and older shall be provided a minimum of 60 minutes of physical activity per day that includes a combination of both teacher led and free play.

## **ELECTRONIC DEVICES**

Electronic devices including, but not limited to television, movies, games, videos, computers, and hand held devices shall adhere to the following limitations: prohibited for children under the age of 2; time allowed for children ages 2 and above shall not exceed 2 hours of screen time per day (with no longer than 1 hour of screen time per device); no computer access for any of the children; programs, movies, and video games with violent or adult content including but not limited to soap operas, television news, and sports programs aimed at audiences other than children, shall not be permitted in the presence of children. All television, video, DVD, or other programming shall be suitable for the youngest child present. PG programming or its television equivalent shall not be shown to children in our center. All video games are prohibited as well.

## **REST TIME**

Children under age 4 shall have a daily rest time of at least 75 minutes in programs operating more than 5 hours per day. Children age 4 and older shall be offered the opportunity for quiet time.

## **BIRTHDAY CELEBRATIONS**

Birthdays are recognized at ELC. Parents may bring refreshments and/or favors to be shared with the class. Please contact the teacher in advance if planning to bring a birthday treat so appropriate plans can be made. Please NO outside characters or balloons are allowed.

If your child is having a private birthday, please be sure to send invitations for EVERY child in that class.



## WHAT TO BRING:

Please label everything with your child's name. Your child needs to bring a backpack each day. Below is a list of items to include inside your backpack to make each day a successful one at ELC.

### INFANTS:

- Diaper Bag
- Bottles
- Diapers
- Formula/Breastmilk
- Baby Food
- Pacifier
- Water in bottle measured for formula

### ONE YEAR OLDS:

- Backpack
- Snack(s)
- Lunch (include utensils)
- Spill-proof sippy cup(s)
- Pacifier
- Rest mat and blanket
- Change of clothing (including socks)

### TWO, THREE, AND FOUR-YEAR OLDS:

- Backpack
- Snack(s)
- Lunch (include utensils)
- Rest mat and blanket
- Spill-proof sippy cup(s)
- Diapers
- Change of clothing (including socks, underwear, etc.)
- Diapers or pull-ups (Velcro sided only) for 2 year olds, if needed

Please do not bring peanut butter, almond butter, hazelnut spread or any foods containing nuts into the classroom. This includes Almond and Cashew milks. Carefully check the ingredients on all snacks. We do not accept any glass items in the classrooms. This includes baby bottles, jarred food and lunch containers.

We cannot serve hot dogs, meat sticks, grapes, or any other items that are not pre-cut into bite sized pieces. Popcorn cannot be served in our classrooms.

\*\*Extended day children should bring an additional snack for the afternoon.

# our Policies

## BEHAVIOR MANAGEMENT

We use positive behavior management to help the child learn acceptable behavior and is a form of constructive guidance. Children need patience and understanding if they are to establish acceptable behavior. The child's age, as well as his/her emotional make-up and maturity will be considered when guiding the child's behavior. To ensure the behavior management is fair and consistent.

When necessary, a teacher will:

- Redefine appropriate behavior and model when necessary.
- Remove child from situation or restrict activity.
- Use timeout if the above actions are unsuccessful except for children under age 2 and within the sight of the teacher. Time out will not exceed 1 minute per year of age.
- Remove the child from the classroom and engage the ELC Administration.

All unusual behavior that is not resolved after completing each of these steps listed above may result in ELC Administration implementing an action plan on a case by case basis.

While we are committed to doing everything possible, we do reserve the right to remove a child from our program when every manner of behavior management has been used and the child's behavior has not improved and is harmful to self or others. All unusual behavior will be documented and sent home for parent signature.

Biting – if a child bites another child, both children will be separated immediately. The parents of both children will be called and notified about the incident. If the bite has penetrated the skin, the bite area will be cleaned and covered. All biting incidents will be evaluated at the child's age appropriate developmental level, and if necessary, an action plan will be implemented.

As guided by Louisiana State Licensing, children will never be subject to physical or corporal punishment, which includes, but is not limited to yelling, slapping, spanking, yanking, shaking, pinching, exposure to extreme temperatures or other measures producing physical pain, putting anything in the mouth of a child, requiring a child to exercise, or placing a child in an uncomfortable position. Children will never be subject to verbal abuse which includes, but is not limited to, using offensive or profane language, telling a child to “shut up”, or making derogatory remarks about children or family members of children in the presence of children. Children will not be threatened; will not be disciplined by another child; bullied by another child; be deprived of food or beverages; be restrained by devices such as high chairs or feeding tables for disciplinary purposes; or having active playtime withheld.

For disciplinary purposes, except timeout may be used during active play time for an infraction that incurred during the playtime.

## ILLNESS POLICIES

In order to ensure a safe, healthy environment for our children, we request that parents ensure their children are not sick before attending Early Learning Center.

A child cannot attend ELC functions and should stay at home when any of the following illnesses or symptoms of illnesses are present:

- Fever – 99.0 – 100.0 axillary – May return to ELC with a doctor’s note stating that the child is not contagious;
- 100.1 and above axillary – 24-hour symptom free regardless of doctor’s note.
- Hand/Foot/Mouth – May not return until all blisters are fluid-free/scabbed over, regardless of doctor’s note.
- RSV/Severe Cold – May not return to ELC until a week from onset or 24-hour symptom free, whichever is first.
- Vomiting – 24 hours after last occurrence.
- Diarrhea - Diapered children – 2 uncontained episodes; Non-Diapered children – 3 episodes in toilet or 1 uncontained episode. May return to ELC 24-hour symptom free.
- Chicken Pox – May return to ELC when all sores are completely scabbed over and underneath.
- Croup – May not return to ELC until 3 days from onset or 24-hour symptom free, whichever is first, regardless of doctor’s note.

- Pink Eye – May return to ELC with a doctor’s note and antibiotic drops administered for 24 hours.
- Head Lice – May return to ELC when all units and bugs are completely gone.
- Mononucleosis/HIB Disease – May return when 24-hour symptom free and proof of non-carnage.
- Hepatitis A – May not return until one week after illness started and fever resolved.
- Aids/Auto Immune Disease/Cancer – may return to ELC when child’s health, neurologic development, behavior, and immune status is deemed appropriate by qualified persons including physician chosen by child’s parent/guardian and the center director.

Children who appear ill during ELC will be isolated, and parents called. If your child is sent home for any of the above symptoms, please refer to the above referenced times that your child may return to ELC. If your child contracts a childhood disease, please inform the ELC Administration so other parents may be notified to take preventive care. Once a parent is contacted about a sick child, they will have an hour to pick up their child. After an hour, the parent will be charged a late fee of \$1.00 per minute per child.

Teachers and other staff are not allowed to give medications to any child in the ELC program. However, in compliance with the Louisiana Department of Education, Early Learning Center Licensing Regulations, Bulletin 137, Title 28. A child believed to be having an anaphylactic reaction will be administered an auto-injectable epinephrine, 911 will be contacted and a phone call will be made to the parent/guardian immediately. Any serious allergies, problems, dietary restrictions, etc. should be reported to the ELC Administration and a plan will be created accordingly. Any routine medication administered to a child by a parent must be documented and approved in the ELC office.

If an outbreak of certain diseases occurs within our program or our area, students with vaccination exemptions will be restricted from our program until cleared by the Center of Infectious Disease Control.

# MEDICATION POLICY

Church of the King Early Learning Center staff will administer emergency medication only.

## Emergency Medication:

Before the Early Learning Center staff will accept emergency medication they must have all of the appropriate paperwork. Paperwork must be updated every 6 months. Any expired paperwork or prescriptions will be given back to the parents immediately. Early Learning Center staff will not throw away medication.

## Required Paperwork

1. Emergency Action Plan - written and signed by the child's prescribing physician
2. Medication with up-to-date prescription label and in the original container
3. Emergency Medication Authorization form - completed and signed by legal guardian

## Non-Emergency Medication

Students who are prescribed non-emergency medication that must be taken in the middle of the day may do the following:

1. Ask the doctor to prescribe a dosage that can be given twice daily.
1. Have a parent (or written approved guardian) come to the front office, complete paperwork, and administer medication. Medication must be in the original container and our staff must monitor the dosage, the route, and the time is what is prescribed or written on the medication. If the medication is over-the-counter and recommends to "ask a physician" we will need to see a prescription from the physician before being permitted to administer medication. If it is a new medication the guardian will be required to wait 30 minutes before the student may return to class.

Fever reducing medication will not be allowed to be administered during our program hours without a prescription. If your child is too ill or in too much pain to complete the day without medication we ask that you keep them home.

## **PROVISIONAL BACKGROUND CHECK POLICY**

In the event that an employee's background check returns with a provisional status pending determination from other CCCBC results and determinations, Church of the King Early Learning Center will follow the following protocol required by Louisiana State Licensing:

1. A monitor will be assigned to the provisionally-employed staff member.
  - Monitors must be an adult staff member for whom the center has a CCCBC-based determination of eligibility for childcare purposes.
  - Monitors will be physically present at the center at all times when the provisionally-employed staff member is present at the center.
  - Monitors will remain within close proximity to the designated provisionally-employed staff member.
  - A monitor shall perform at least one visual observation of each designated provisionally-employed staff member every 30 minutes.
  - At least one monitor must be physically present at all times in any room during naptimes if a provisionally-employed staff member is present.
2. A log or other written documentation will be kept of the monitoring of provisionally-employed staff members that identifies each provisionally-employed staff member, the designated monitor for each, and the times of the visual observations.

## **CHILD ABUSE AND NEGLECT POLICY**

As mandated reporters, all staff and owners shall report any suspected abuse or neglect of a child to the Louisiana Child Protection Statewide Hotline at 1-855-4LA-KIDS (1-855-452-5437). We cannot delay the reporting of suspected abuse or neglect in order to conduct an internal investigation to verify the abuse or neglect allegations according to Louisiana State Licensing Division.

## **DISCRIMINATION POLICY**

Discrimination by child daycare centers on the basis of race, color, creed, sex, national origin, handicap condition, ancestry or whether a child is being breastfed is prohibited.

## **ACCIDENTS/INJURIES POLICY**

In the unlikely event a child is injured seriously, parents will be notified immediately. If a child sustains a minor injury (i.e. bump, bruise, scrape), parents will be notified when the child is picked up through an incident/ accident report form. If a biting incident occurs, parents of both children involved will be notified of the incident. An Incident Report is completed for every incident/accident. These reports are signed and dated by the teacher and parent and is kept on file.

## **DISCLOSURE OF INFORMATION POLICY**

The Louisiana Licensing Division of the Department of Education is over the state licensing of our Type I center. You may view the licensing surveys/inspections, regulations and information regarding early learning centers at [louisianabelieves.com/early-childhood/child-care-and-development-fund-licensing](http://louisianabelieves.com/early-childhood/child-care-and-development-fund-licensing).

You may call or write to the Licensing Division if you have any significant unresolved licensing complaints to the LDE Licensing, P.O. Box 4249, Baton Rouge, LA 70821 or call 1-225-342-9905.

But I am like an olive tree flourishing  
in the house of God; I trust in God's  
unfailing love forever and ever.

PSALM 52:8

**CONTACT INFO:**

**Office:** 504-603-9915

**Email:** [elckenner@churchoftheking.com](mailto:elckenner@churchoftheking.com)



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OF  
THE KING**

[ChurchoftheKing.com](http://ChurchoftheKing.com)

1405 W Esplanade Ave,  
Kenner, LA 70065