

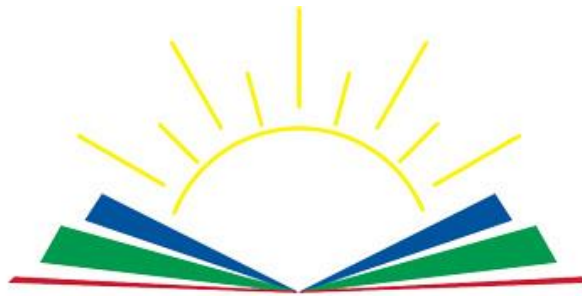
# Parent Handbook

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**New Orleans, LA 70126**

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**Early Learning Center**

NEW ORLEANS BAPTIST THEOLOGICAL SEMINARY



Dear Parents,

Welcome to the Early Learning Center of New Orleans Baptist Theological Seminary (ELC of NOBTS). We are dedicated to providing a caring Christian environment that is focused on providing your child with an education that is developmentally appropriate. We want to help your child develop emotionally, physically, and spiritually, and make the Gospel a focal point of the education that we provide. Bible stories are incorporated in weekly lessons. Worship and Missions education are also priorities of our program. We provide learning experiences that lay a foundation for your child's future.

We are pleased to have well-trained and experienced teachers. All of our teachers are committed to ensuring that your child receives a loving, encouraging, and engaging learning experience. Most of our lead teachers have or are pursuing a Child Development Associate Certificate, associate, or bachelor's degree. Teachers are also members of professional organizations such as the National Association for the Education of Young Children and Childcare Association of Louisiana. Our teachers receive continuing education to ensure that your child receives an education of value.

We are thankful that you have chosen the ELC to be the place where your child will be prepared for the journey ahead. We look forward to serving you and your family.

# NOBTS Early Learning Center Parent Handbook

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## Our Purpose

The Early Learning Center (ELC) exists to provide a quality education based on Christian values and traditions. By providing a developmentally appropriate, spiritually nourishing, and caring environment, we seek to instill the love of God and respect for self and others to the children of the NOBTS Campus and the surrounding community. The ELC also serves as a place for students of NOBTS to practice skills and gain experience in the field of children's and family ministry. The ELC of NOBTS strives to serve as a model for the community and partnering churches, Centers, and schools in the area.

## Our Vision

It is our vision to provide high quality early learning for children birth through age five based on the Great Commission found in Matthew 28:20. We exist to make the Gospel known through our interactions with children and their families. We strive to make disciples through the foundation of a Bible-based education for young learners. We envision our children becoming active participants in and shapers of the world as we help them grow socially, emotionally, cognitively, and globally through a Christ based, teacher-facilitated learning experience. We desire to be examples of what individuals of maturing faith looks by always keeping the Gospel at the core of everything we do at the center and in our personal lives. Based on

Deuteronomy 6:4-9:

*"Listen, Israel: The LORD our God, the LORD is One. Love the LORD your God with all your heart, with all your soul, and with all your strength. These words that I am giving you today are to be in your heart. Repeat them to your children. Talk about them when you sit in your house and when you walk along the road, when you lie down and when you get up. Bind them as a sign on your hand and let them be a symbol on your forehead. Write them on the doorposts of your house and on your gates."*

## Our Education Philosophy

We strive to provide a premium education in the best environment. We strive to ensure that our educational guidelines exceed set standards. Our classrooms are designed to provide the best possible learning and playing environment for our students. We implement educational practices and philosophies which align with those mandated by the Department of Education of Louisiana and by New Orleans Baptist Theological Seminary.

The following are standards we believe play an essential role in early childhood education:

1. *Children learn best through play.* The Early Learning Center is designed to allow children daily involvement in both structured and unstructured play activities.
2. *Children learn best when programming is developmentally appropriate.* Since a child's developmental level is not synonymous with his chronological age, our programming in each room is flexible enough to accommodate a range of developmental activities. The ELC uses a curriculum and activities which allow a child to progress spiritually, emotionally, cognitively, physically, and socially at his/her own rate.
3. *Children learn through a variety of learning avenues.* Since children learn in a variety of ways, concepts are presented in a variety of ways. The ELC encourages creative learning by appealing to auditory, visual, and kinesthetic learning styles and providing a variety of learning activities.
4. *Children learn best when they feel ownership for their learning experience and environment.* Children are encouraged to make developmentally appropriate choices involving their learning. By having choices and making decisions, children learn to take ownership of their learning and to be independent thinkers.
5. *Children learn best in an environment where they feel secure.* Security is best assured in an environment that is safe and predictable. This secure environment involves knowing: who his/her teachers are; what room he/she goes to when he/she arrives; who will greet him/her upon arrival;

what the consequences of his/her appropriate and inappropriate behavior are; and what the boundaries or limits are for behavior in the classroom.

6. *Children learn best in an environment where they are valued as unique and significant individuals created by God in His image.* In addition to feeling accepted, a child must also be valued. We believe each child has value in God's eyes, (Psalm 127:3 and Mark 10:13-16).

7. *Children learn best when their families are a part of the learning process.* We seek to develop a partnership between the child's teachers and his/her family by: frequent interactions; phone conversations; text messages, open-houses; parent-teacher conferences; parent workshops; written reports; center gatherings; and newsletters.

## Our Core Values

The core values of the ELC reflect those of the New Orleans Baptist Theological Seminary.

**Doctoral Integrity-** Knowing that the Bible is the Word of God, we believe it, teach it, proclaim it, and submit to it. The ELC works to teach the Word of God truthfully and faithfully in such a way that ensures it is understood by our students.

**Spiritual Vitality-** Keeping our spiritual lives healthy helps us to be better prepared to teach spiritual values to your children.

**Missions Focused-** NOBTS and the ELC of NOBTS do not only exist to provide quality education. We exist to prepare our teachers and students to live Great Commission lives. This means that we work, live and educate in such a way that the Gospel message and the command to go and make disciples is reflected.

**Characteristic Excellence-** We strive to do everything we do at the ELC of NOBTS in a way which reflects Christ and the message of the Gospel. We desire to give the children and families of our center the best of ourselves. We also believe in working to improve our character as a team and as individuals so that our love and dedication to what we do can be seen by those inside and outside of this center and this campus.

**Servant Leadership-** The ELC of NOBTS works to develop servant leadership in


our staff, students, and families. We want our teachers and staff to serve as an example to our children and families of what service for the benefit of others looks like. This means that no job is too small for anyone at the ELC of NOBTS. We work together to develop a sense of service between one another and to all who come into our center.

### Contact Information

Office landline: 504-816-8585

School cell phone: 504-418-8566

ELC Email: [preschool@nobts.edu](mailto:preschool@nobts.edu)

Find us on Facebook!  Early Learning Center of NOBTS

### **Our Program**

The ELC provides full time, year round care for children 6 weeks to PreK4 years old. We provide two different types of programs to fit your childcare needs: five days, or three days. Each of these programs has a specific tuition rate.

### **Policies and Procedures**

#### Daily Operating Hours

7:30 AM – 5:30 PM, Monday through Friday

No one except staff is allowed entrance to the building before 7:00 AM.

Holiday Closures:

The ELC follows the closing dates of the NOBTS Business Office. When the Seminary offices are closed, the center will be closed. Holidays include, but may not be limited to:

New Year's Day,

Martin Luther King, Jr's birthday,

Mardi Gras,



Memorial Day  
Juneteeth,  
Good Friday ,  
July 4<sup>th</sup>,  
Childhood Education Workshop (CEW)\* (annual teacher training)\*,  
Labor Day,  
Thanksgiving \*,  
Christmas\*

\*The ELC is closed for an extended time on these dates.

These dates are subject to change and if emergency closures occur, you will be notified. The above holiday closing dates can be found on the NOBTS calendar, and the ELC calendar. Notes will be posted prior to these closing dates.

### Emergency Closings—Severe Weather or Public Health Emergency

The ELC of NOBTS will follow the New Orleans Baptist Theological Seminary (NOBTS) in closing for severe weather or for public health emergency.

(If open during a public health emergency, the ELC's hours may be shortened.)



## **Our Teachers**

All teachers at the ELC of NOBTS must complete a specific number of training hours which are determined by the Louisiana Department of Education and by Louisiana Pathways. Lead teachers of



the ELC are pursuing or have obtained a Child Development Associate Credential or a bachelor degree in an Early Childhood related field of study. Having our teachers participate in regular training ensures that the education practices that take place in our program are current and most beneficial for the children who attend our center. Teacher training ensures that the children that attend the ELC of NOBTS will be prepared as they move on to elementary education programs.

All staff and administrators at the ELC of NOBTS have criminal background checks on file and must complete a specific number of training hours before being given the full responsibility of caring for and teaching the children in this center.

All teachers and staff are mandated reporters and as such, shall report any suspected abuse or neglect of a child to the Louisiana Child Protection Services hotline (8554LAKIDS). The staff shall not delay the reporting of suspected abuse or neglect. The teachers are not required to report suspected abuse or neglect to management before reporting to CPS.

All teachers and staff are CPR



## **Wait List, Enrollment, and Entrance Procedures**

### Wait List Procedure

Parents must fill out the waitlist form found on the ELC's website ([nobts.edu/elc](http://nobts.edu/elc) >>parent forms >>waitlist form). A completed Wait List Form must be on file before classroom availability is discussed with the family. You will be placed on the waiting list in the order in which the Wait List Form is submitted. When an opening becomes available, the first person on the list will be contacted and offered the opportunity to attend. Should the first person on the list refuse the spot, the next person will be contacted.

## Non-discrimination Policy

- ❖ The ELC does not discriminate on the basis of race, color, creed, sex, national origin, ancestry, ability or whether a child is being breastfed.

## Enrollment/Admission

- ❖ Enrollment is ongoing and granted based upon availability.
- ❖ Parents must schedule a meeting with administrators for an informational tour of the Center.
- ❖ Children six weeks through five years of age will be accepted for enrollment as space allows.
- ❖ Decisions regarding room placement of children is a responsibility of the ELC Director. Such decisions are based upon available classroom space, the age of the child, the abilities of the child, and the needs of the Center.
- ❖ When your child begins to attend the ELC, please contact the office staff to receive your account number. Use this number to make payments. This account number is also used to receive your parking decal.

The following items are required for enrollment:

- ❖ Waitlist form completed.
- ❖ A completed Application/Registration Packet, with all pages signed and dated.
  - A copy of your child's up-to-date immunization record, which may be emailed to the ELC.
  - A check or money order for the annual registration fee. Please refer to the fee sheet for the specific amount. You may pay online by credit card, debit card, or e-check. There is an additional percentage fee for online payments
- ❖ The Application/Registration Packet is to be updated annually.

## What to Expect On the First Day

### Entrance to Campus/Car Decals

Car decals are obtained through campus police. You will receive information on how to obtain a car decal on your child's first day of school so that you will not be detained as you enter campus. Decals are \$5 each that will be charged to your account. Decals will be changed each fall semester. Please follow the directions on the link below for decals-you will need your account number (NOBTS ID number), proof of registration, proof of insurance and driver's license for every car and driver.

The link for the decal is <https://www.nobts.edu/police/parkingpermit.html>

### Entrance to the Center\*\*

Upon entering the Center, please stop by the front office to receive a Login ID number and your ProCare registration number. For security purposes, the sign in system for the ELC is a two number punch system. When you drop your child off you will go to the computer located across from the front office in the hall and follow the posted instructions. The second security door will open after you have signed your child in or out.

If you encounter any problems with the system please let the office staff know. If your family uses Child Care Assistance please contact the office, your case worker, or the Department of Education for information regarding the additional process you must follow to sign your child in and out.

### Entrance to the classroom\*\*

Once your child is clocked into the system, you will take him/her to the classroom where teachers will welcome your child and introduce themselves. You are encouraged to share with the teacher how your child's previous night was and how his/her morning has been. This information helps the teacher know what to expect from your child and gives them insight on how to help your child have his/her best day possible.

You are encouraged to wash your child's hands when they enter the classroom. No child is allowed into a classroom if a teacher is not present.

(\*\*During the time of public health emergencies, drop off and pick up procedures will change. We will follow the guidelines set forth by the Centers for Disease Control (CDC), Louisiana Department of Health (LDH), and Louisiana Department of Education (LDE)).

\*\*\*We will keep you updated as public health emergency guidelines change\*\*\*

\*\*\*In addition, during the time of a public health emergency, it may be necessary to change program offerings. We will keep you updated as these changes are needed.\*\*\*

### Emergency Contact List

Anyone listed on the Emergency Contact Information and Pick Up Authorization page will be given a clock in –clock out number.

As per Louisiana laws and regulations, no one under the age of 18 can pick up or drop a child off at a center. This means that siblings under age 18 must be accompanied by a parent or designated adult during pick up and drop off times. If any additions or subtractions need to be made to an Emergency Contact List , please notify the office immediately.

If these additions or subtractions are due to legal proceedings between parents or legal guardians, the ELC cannot make the changes without proper documentation on file.

### Parental Access Policy\*\*

❖ Parents shall be allowed to visit the center anytime during regular hours of operation and when children are present.

### Security

The NOBTS campus is patrolled 24/7 by the NOBTS Campus Police. The campus is also monitored by a video system.

The ELC building has a security camera system with audio. These systems are monitored by the Director and other office staff. If you have any questions about this system please contact the Director.

#### Termination of Services

Students may be dismissed if fees are not paid. The ELC reserves the right to determine if services are beneficial to those enrolled and will counsel parents when an alternative plan is necessary

## **Tuition, Fees, and Payment Information**

### Financial Policy for the Early Learning Center of NOBTS

#### Registration

A registration fee is charged upon enrollment and at the beginning of each academic year. The registration fee is non-refundable.

#### Tuition and Due Date

The ELC tuition is a monthly rate. You will be billed on the 25th of every month for the upcoming month's tuition. Tuition is due by the fifth of each month.

The tuition rate at the ELC is for a continuous enrollment program, meaning that tuition amounts are not reduced for absence of any reason.

All accounts should be current by the 5<sup>th</sup> of each month. Newly-enrolled families should have registration and tuition current on the date of admission. The only exception to this will be the presence of a current, signed Payment Plan Contract.

#### Payment Plan Contract

Parents/Guardians can select a continuous or a one-time payment plan arrangement for monthly tuition. Each payment arrangement must indicate a plan to resolve the entire balance within the month of services. Example: If balance cannot be paid on October 5<sup>th</sup>, then the balance can be paid up to the last business day of October. A Payment Plan Contract must

be established and signed in order for the payment plan to be effective. Failure to make any of the payments agreed upon in the Payment Plan Contract may result in termination of the Payment Plan and implementation of internal collections procedure. Contact the ELC bookkeeper for more information regarding payment plans.

### Outstanding Balances

If a payment plan is not established and maintained, termination of services in the subsequent month could result. Any balance accrued from previous enrollment must be paid prior to re-enrollment.

### Payment Methods

Payments can be made via the following methods:

CREDIT CARD, DEBIT CARD, or E-CHECK: these methods can only be accepted online at <http://www.nobts.edu/elc/financial-information.html>. You will need your ID number for this method. Please note, an additional fee will be charged for echeck, credit, and debit card payments.

CHECK or MONEY ORDER: Make checks and money orders payable to NOBTS. Check or money order payments should be placed in the black drop box outside of the main office door to be processed by the Business Office Cashier. Please include your name, ID number, and a description of what the payment is for on all checks and money orders.

### Returned Check Fee

NOBTS ELC charges a returned check fee (due to NSF, etc.) of \$60.00 for each returned payment.

### Late Pick Up

The ELC hours are 7:30AM through 5:30 PM, Monday through Friday. A late fee of \$1.00 per minute per child will be charged after 5:30 PM. Upon pick-up you will clock your child out and sign the Late Pick-Up Form acknowledging your responsibility for the charge which will be posted to your account.

## Fees

- Annual Registration fee: \$145.00 per child. Payment is due by the date of first admission and at the beginning of each academic year.
- Late pick-up fee: \$1.00 per minute per child.
- NSF fee: \$60.00 per returned payment.
- Failure to provide a written two week withdrawal notice may result in a financial penalty.
- NOBTS students, staff, and faculty qualify for the seminary related tuition rates.

Seminary related refers to any individual(s) who work at staff or faculty and/or who are enrolled as students at NOBTS or Leavell College. Individuals who claim children as dependents for tax-related purposes are allowed to receive the seminary-related tuition.

## Summer Policy Waivers

- Parents can withdraw their child during the summer with assurance of guaranteed reenrollment.
- Families will be required to sign an Attendance Adjustment Notice form at least two weeks prior to the attendance change. Failure to provide a written two-week notice may result in a financial penalty.

## Child Care Assistance Program

Child Care Assistance Program (CCAP) is a reimbursement program.. Parents are expected to pay all Early Learning Center (ELC) charges not covered through the program. All qualifying parents/guardians are required to sign a CCAP Contract with the Early Learning Center. Parents are responsible for all tuition charges until the ELC receives the CCAP-12 document and any charges not covered by CCAP. These families may be dismissed based on delinquent account status.

## Foster Care

A foster care policy is available as needed. Speak with the ELC bookkeeper for more information.

## Release of Information

Without written request, client financial information will only be disclosed to the client, client's alternate contacts, ELC office staff, and NOBTS Business Office staff. Financial information includes, but is not limited to, current account status, updates on account balance, Child Care Assistance Program status, Foster Care status, and placement with an outside collection agency. NOBTS staff will not divulge confidential financial information to third-party entities unless the third party has written authorization, is an outside financial collection agency, or is a CCAP representative or Foster Care case worker.

The NOBTS ELC Bookkeeper will store and dispose of client records in a way that maintains client confidentiality.

## Questions

If you have any questions regarding your account please contact the ELC bookkeeper at 504-816-8005 or [preschoolbk@nobts.edu](mailto:preschoolbk@nobts.edu). (Please note: at this time the ELC bookkeeper is found in the business department of NOBTS. You should have the right person, even if they answer "business office".)

## **Health and Safety**

### Nutrition

The ELC provides lunch and two snacks a day for your child. We ensure that each meal and snack meet guidelines as put forth by the Louisiana Department of Education and those of the USDA so that the nutritional needs of your child are met. The ELC of NOBTS is recognized by Louisiana Department of Health (LDH) as a WellSpot. WellSpot is an initiative started by the LDH aimed at improving the health and wellness of Louisiana residents.



## Snack and Lunch Times

Snacks are served in the morning and afternoon. Lunch service begins at 10:45. Children who are one and older receive a hot lunch. Milk is served with lunch. Water or milk is served with morning and afternoon snacks. Menus are on a rotation. They are posted by the sign in computer and throughout the building. Families are emailed a copy of the menu each month.

## Allergies

All allergies (seasonal, food, medication, etc.) must be noted on the Application, and requires a doctor's note. Parents will provide suitable substitutes for food and/or beverage allergies or in the event of special dietary needs.

## Medications

The ELC does not administer or apply topical medications of any sort without the proper paperwork. An "Authorization for the Application of Topical Products" form is in the registration packet. The form should be renewed annually. If your child should need any type of prescription medication administered you must complete a Medication Authorization Form prior to administration of medication.

## Illness\*\*

The policies concerning illnesses are for the safety of all children at the ELC. The ELC appreciates parents for understanding.

□ Children with any of the symptoms on the following chart should be kept at home. The following list is part of the State Licensing and Department of Health and Hospitals requirements regarding illness. A written physician's statement or a 24hour WELLNESS period is required to return to class (unless otherwise noted below).

The following chart is directly from the health code that governs licensed programs in Louisiana and provides procedures which must be followed by staff and parents.

Illness/ Symptom	Excluded Until
Meningococcal Disease (Neisseria meningitis)	Well and proof of non-carriage.
Hib Disease (Haemophilus influenza)	Well or proof of non-carriage.
Diarrhea (two or more loose stools or over and above what is typical for that child)	Diarrhea has resolved or is controlled (contained in diaper or toilet).
Fever of unknown origin (100 degrees oral or 101 rectal or higher) and some behavioral signs of illness	Fever resolved or cleared by child's physician/health department
Chicken Pox	Skin lesions (blisters) all scabbed over.
Hepatitis A	One week after illness started and fever resolved.
AIDS (or HIV infection)	Until child's health, neurological development, behavior, and immune status is deemed appropriate (on a case by case basis) by qualified persons, including the physician, chosen by the child's parents and the center director.
Undiagnosed general rash	Well or cleared by the child's physician as non-contagious.
Any child with a sudden onset of vomiting, irritability or excessive sleepiness	Evaluated and cleared by child's physician.

2. If symptoms of contagious or infectious disease develop while a child is in care, the child will be separated from the other children until a parent or designated emergency contact or guardian has been reached.
3. Parents will be notified immediately if a child becomes ill, has an accident, or exhibits unusual behavior while in the care of the ELC. Parents must make arrangements for the child to be picked up within 60 minutes of notification.
4. The ELC posts a notice on the classroom door/in the ELC in the event of any exposure to a contagious disease.
5. When absences due to sickness are necessary parents are to notify the office.
6. If a child is too ill to participate in all scheduled activities parents need to make alternative plans for care.
7. All over-the-counter and prescription medication sent to the ELC must be in its original container with an expiration date and the child's name clearly labeled.

Children may be readmitted after illness:

- With a physician's statement that the child is free from communicable disease.
- If visibly free from communicable disease, fever free without benefit of fever reducing medications for 24 hours, and free of vomiting/diarrhea for 24 hours on a normal diet.

(During the time of public health emergency, the following policies are also in effect:

- Stay home if not feeling well.
- Sick policies will be strictly enforced.
- Temperatures will be checked

### Emergencies

If a child is injured or needs treatment immediately, the ELC will call 911 for emergency transportation to a hospital. A staff member will go to the hospital with the child and will take the child's records. The parents will be called to meet the child and staff person at the hospital. The staff person will remain at the hospital until the parent arrives and longer, if necessary.

□ The ELC will have at least two staff members trained specifically for administering auto-inject epinephrine to a child who is believed to having an anaphylactic reaction whether or not such child has a prescription for epinephrine. The ELC will have a supply of an auto-injectable epinephrine at the center in a secure and easily accessible to teacher, but inaccessible to teachers. (Note: If medication administration training has been completed, the staff member are considered to have the required training.)

### Accidents

In the event of accidents such as scrapes, bites, falls, or other injury, the ELC will call or text the parents listed on the Emergency Contact List. A picture may be sent with the text. The teachers will fill out an incident/accident report. Parents can sign the report at drop off or pick up.

### Hand Washing

Children's hands are washed when they enter the classroom, after messy play and outside activities, before snacks and meals and after using the restroom or diaper changes.

Teachers wash hands upon entrance to the center and before handling food, bottles or cups. Teachers must also wash hands after assisting children in the restroom and diaper changes, using the restroom, making contact with any body fluids, after outside activities, and after facilitating messy play. All teachers are instructed on proper handwashing techniques for themselves and for children so that germs and spreading of illness is minimized.



## Classroom Policy, Procedures and Expectations

### Daily Schedule

The following is a general schedule. A more detailed schedule is located inside of each classroom so that parents and guardians know when specific events occur for their child.

- 7:30 ELC opens
- 8:30 Morning snack is given
- 9:00 Group time, center activities
- 10:00 Outside time, weather permitting
- 10:45 Lunch service begins
- 12:00-2:00 Rest time
- 2:15 Snack
- 2:30 Outside Play, Free Play, Center Activities
- 4:00 Center play or Extended outside time, Bye-Bye Buggy
- 5:30 ELC Closes



## Expectations of Parents

- ❖ Each class follows a daily schedule which includes free play time, group time, activity time, snack time, bathroom time, outside time (as weather permits), lunch time, and naptime.
- ❖ Parents must escort students into the classroom and assist students in washing hands and making contact with the classroom teacher before leaving or when picking up students.
- ❖ Children rest on an assigned bed or cot, which is provided by the ELC. Parents will provide small blankets and a fitted crib sheet for children ages 1 and older. Please label all sheets and blankets. All sleeping material is taken home on Fridays to be washed or as is it soiled.
- ❖ Parents are to read the notes posted outside their student's classroom and read the Today Card which is provided daily. Parent communication also occurs through monthly emails and through text messages on the school cell phone.

## Educational Tools and Procedures:

The ELC is a Christian based educational program where children have opportunities for meaningful play that is based upon the child's individual needs, interests, and abilities, and that will contribute to their developmental needs.

Each classroom is designed with learning centers such as: Art, Blocks, Books, Home Living, Music, Nature, Puzzles, Manipulatives and Group Time.

- Art provides the child with the opportunity to create, feel, and express himself/herself. The value of the project is in the creating process not the finished product. The child develops a sense of accomplishment in a task completed.

- Blocks promote scientific trial and error thinking and problem solving. As children work, share, and talk with others they begin to develop a sense of responsibility. Physical coordination skills are refined.
- Books provide the child with a means of fostering imagination, introducing and exploring new ideas. Books open up a whole new world to explore.
- Home living provides children the opportunity to step into the world of adults as they role-play our work, feelings, and words. Through this activity of home living, children are able to bring together the things they are learning and feeling about themselves and the world in which they live.
- Music provides an avenue of self-expression. Children gain a sense of self-worth and personal wellbeing while listening to and participating in music. Music can be used as a tool to teach Biblical concepts, as well as being fun.
- Nature activities open up a world of excitement and wonder for a student who is learning about himself and the world around him. The five senses are used to explore and gain firsthand experience.
- Puzzles lay a foundation for later problem solving activities. The student must use mental ingenuity, patience, and physical coordination to accomplish the task. The student gains a sense of self-worth when the task is completed.
- Manipulatives help students develop fine motor skills. The students will use many skills such as critical thinking, patience, and ingenuity when using manipulatives.
- Group time is when teachers and students gather to share experiences, express individual ideas, and develop listening skills. Lifelong social skills are learned in group time.

Singing, conversation, storytelling, topical discussions, visual aids, and games are all part of the group time.

### Curriculum

WEE Learn Curriculum is used in the classrooms. Teachers are also encouraged to use additional resources which are approved by the director to meet the needs of the students in their classrooms. WEE Learn focuses on developmental learning through weekly topics and themes which cover a shape, letter, number, social emotional concept and Bible story. Parents are provided a copy of the year-long plan at the beginning of the school year or at the time of enrollment or upon request.

Learning centers in classrooms, books, and art projects are changed on a regular basis to reinforce the theme, topic, social emotional concept, and Bible story for that week. A lesson plan outline is posted outside of the classroom.



### Mission Friends

Mission Friends provides a time for preschoolers to learn about missionaries all over the world and helps them to develop a worldview which is built upon the Gospel. They learn about people groups located around the world and about organizations that work to provide the Gospel through the meeting of needs. Children engage in Mission Friends program once a week.

### Chapel

Chapel provides a time for our children to worship God through song, praise, prayer, giving, and a Bible story. Chapel provides students a worship experience which impacts the child's spiritual development.

### Music

Preschoolers 2 and older will participate in a weekly music class. The students will play instruments and learn songs and fundamentals of music at a level that is a level that is



developmentally appropriate. Music is an important aid in understanding math, language development, fine motor skill development, and gross motor skill development.

### ELC of NOBTS's Approach to Learning

The ELC is designed to meet the needs of the growing, exploring student. Teachers develop learning activities that promote physical, social, emotional, and spiritual development.

- Mental Development: Developing language, expressing ideas, solving problems, forming concepts, and discovering God's World.
- Social Development: Helping a student learn to be responsible to others and helping a student become a part of a group.
- Emotional Development: Developing a good self-image, sense of responsibility, and persistence in completing a task.
- Physical Development: Developing hand and body coordination, learning physical skills, and learning good health habits.
- Spiritual Development: Developing an awareness of God and a habit of giving thanks for enjoyment of life. To help increase the student's ability to make choices between right and wrong. Please also refer to NOBTS ELC's Educational Philosophy.

### Conferences

Lead teachers will conduct informal conferences in the fall and spring and at any time with a scheduled appointment.

## Classroom Ratios

Ages of Children	Staff/Children Ratio As licensure requires	ELC of NOBTS preferred ratios
Infants under 12 months	5:1	3:1
One year old	7:1	5:1
Two year old	10:1	5:1
Three year old	13:1	6:1
Four year old	15:1	6:1
Five year old	19:1	6:1

## Sanitizing

All toys, linens, and sleeping cots are cleaned and sanitized on a daily basis with deep cleaning of toy bins, shelving units, and cots occurring once a week. The floors and bathrooms of the building are cleaned every day by janitorial staff.



## Technology in the Classroom

### iPads

The ELC has iPads to introduce technology into the classroom. In all classrooms, iPads serve as a way to bring supplemental materials for lesson plans into the learning experience. This includes short videos, music and the use of apps which are preapproved by the Director or Assistant Director to help enrich the student's education experience. Students 2 years of age and older are occasionally allowed to use iPads in a way which relates to their lesson. Students will interact with apps that are rated "E" and that are approved by the Director or Assistant Director. Their hands-on time with iPads does not exceed 30 minutes per day. Electronic device usage for students under two is prohibited.

Teachers use iPads and laptops to make observational notes of the students in their classroom in accordance with the standards and expectation's set forth by the Louisiana

Department of Education. Teachers are to take regular observational notes to help measure the developmental and educational growth of the students in their classrooms. This information is used to ensure that our program is preparing the students that attend for the next stage in their education.

### Laptops

The ELC has laptops which are accessible to teachers and are to be used for lesson planning and to make observational notes. Students do not have access to laptops.

### Television

Videos and episodes of television shows approved by the Director or Assistant Director are shown occasionally in the classroom. Only G rated movies and television episodes are shown. Television time does not exceed 2 hours per week.

### Discipline/ Behavior Management Policy

- ❖ Time out is not used for students under the age of 2.
- ❖ Time out given to students over the age of 2 takes place with a staff member in sight and does not exceed 1 minute per age of the child.
- ❖ No student is subject to physical punishment, corporal punishment, verbal abuse or threats, which include but are 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. All of these actions are prohibited.
- ❖ Cruel, severe, unusual or unnecessary punishment is not inflicted upon students. Derogatory remarks are not made in the presence of children about family members of children in care or about the children themselves. Any form of punishment that violates the spirit of this standard of discipline is prohibited.

- ❖ Bullying is not permitted. The bullying student will be placed in time out and the parents of the student will be contacted by an administrator. Students shall not be disciplined by other students.
- ❖ No student shall be deprived of any meals or snacks for disciplinary reasons.
- ❖ A student shall not be restrained by high chairs for disciplinary purposes.
- ❖ Outside play will not be withheld from a student.

## **Supplies and Clothing**

### Clothing

The ELC does not require that our students wear a uniform. Play is an important part of our process, which means messy play and outside activities are involved. Children should wear clothing appropriate for outdoor and messy activities. Sending students in clothing that is comfortable allows them to move freely and is temperature appropriate for the weather. All children should bring two changes of clothes, including socks, to the ELC every day. Parents need to check that clothes fit and are seasonally appropriate. All clothing should be labeled. For children who are toilet training, wearing clothing which can be pulled up and down easily is important. Toilet training children should have at least four complete sets of clothing in their bag. Parents must permanently label all clothes. The Center is not responsible for lost items.

### Shoes

Students must wear closed-toed shoes at all times. For your child's safety and to help them enjoy outside play sandals, flip flops, boots, Crocs, dress shoes, open toed shoes, or slick bottomed shoes are not permitted. During water days, water shoes are recommended.

### Diapers and Wipes

Parents provide diapers and wipes for their infants and toddlers. Label the package of diapers and boxes of wipes. Teachers will notify parents when their child needs additional supplies.



## Emergency Preparedness and Policies

### Emergency Drills

Emergency plans for fire, weather, railroad, and other disasters are posted in each room. Practice drills will occur routinely throughout the year as drills help the students and the staff members to become familiar with the procedure. Plans are in place for various emergency situations. Emergency plans are available in the office.

### Closing

If the center needs to be closed, parents will be notified by phone call, email and/or text messages. Stay tuned to [www.nobts.edu](http://www.nobts.edu), WBSN FM 89.1, television station WWL Channel 4, or radio station WWL 870 AM for up-to-date weather information..

Parents will be notified when the campus has been approved to re-open based on the authority of NOBTS President Dr. Dew and by clearance of the NOBTS Campus Police. Parents can monitor the NOBTS website at [www.nobts.edu](http://www.nobts.edu) for up-to-date information. NOBTS Facebook pages may also have updates

We follow the recommendations of Louisiana Department of Health (LDH), Louisiana Department of Education (LDE), and the Center for Disease Control (CDC) in closing for public health emergencies. Parents will be informed by email and/or phone call of closing.

### Evacuation

If evacuation of the ELC is necessary, all students will be taken to the Student Center located at the entrance to campus. Parents will be contacted in the event of evacuation and must immediately pick-up their student from the Student Center.

## Lockdown

When directed to lockdown, each class enters the closet or bathroom located inside the class, with an emergency pack which contains snack, water, diapers, gloves, trash bags, and Band-Aids. Students and staff remain in place until the all clear is given.

## Lagniappe

NOBTS ELC holds several special events during the school year. These events provide an educational experience for the children as well as enrich parent, student, and teacher relationships. The ELC holds events which are culturally relevant and help students participate in a unique and fun way. (During a public health emergency, changes may be made to the event.) Check emails and postings for announcements on the special events. Special events include, but are not limited to the following:

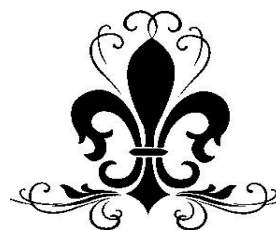
### Fall Festival

Family Thanksgiving Dinner

Mardi Gras Parade

Open House/Meet the Teacher

Holiday parties



## Parental Involvement Policy

Parents are offered at least two opportunities for involvement each year. Parents and family are welcome to participate in all events listed above.

## Birthday Celebrations

Celebration of birthdays with your child's class is encouraged. The best way to celebrate birthdays at the ELC is to send a special snack. Please contact the office the day before if you will be bringing something for the class. Commercially prepared snacks are

required. Celebrations take place during afternoon snack. Balloons are not permitted. Characters or mascots are not permitted. Guests are limited to parents and grandparents.

### Toys

Toys from home are not permitted. All toys necessary for an enjoyable experience are provided by the ELC. Toys brought from home will be kept in their bag and returned home.

### Volunteering

Volunteers 18 and older must have a Criminal Background Check from Louisiana Department of Education on file.

### Services and Therapy

The ELC works with Orleans Parish to provide services for preschoolers who need them. We work with occupational, physical, and speech therapists. We also work with Early Steps and Mental Health Consultants. All therapist and specialists have Criminal Background Checks on file. Parents must let the office staff know if their child is to receive services.

### Louisiana Child Care Assistance

The ELC accepts Louisiana Child Care Assistance (CCAP). For more information on this please visit the Louisiana Department of Education's website, [www.louisianabelieves.com](http://www.louisianabelieves.com).

### Grievances

Grievances or concerns should be submitted to the Director, who will respond in a timely manner. If you are not satisfied with the response you may submit a written grievance to Brett Allen, Associate Vice President for Business & Finance.

### Complaint Policy

The Licensing Division of the Louisiana Department of Education is the licensing authority for the Early Learning Center of NOBTS. Parents may call or write to the Licensing

Division should they have significant, unresolved licensing complaints at the address or phone numbers listed below.

#### Disclosure of Information Policy

Parents may visit [louisianabelieves.com](https://louisianabelieves.com) to find regulations and information regarding early learning centers from the Department of Education's website or <https://louisianaschools.com/> to find licensing surveys/inspections on the early learning centers in Louisiana regarding regulations.

Questions or concerns regarding regulations can be addressed to:

Louisiana Department of Education

1201 North Third Street

Baton Rouge, LA 70802-5243

Toll-Free 1.877.453.2721

<http://www.louisianabelieves.com/>

<http://www.louisianabelieves.com/early-childhood>



## Parent Resources

### MEDICAL

Children's Hospital  
935 Calhoun Street  
New Orleans, La, 7 0113  
(504)896-7200

1010 Common Street, 4<sup>th</sup> floor  
1-877-252-2447  
<http://www.dhh.louisiana.gov>

Ochsner  
1514 Jefferson Hwy  
New Orleans, La 70121  
(504) 842-3000

Medicaid  
1-888-342-6207

Daughters of Charity  
P.O. Box 4148  
New Orleans, LA 70178  
(504) 482-2080 Administration Phone  
(504)483-6016 Fax  
  
(504)2073060Appt

### DENTAL

Taylor Dental in New Orleans  
3057 Gentilly Blvd  
New Orleans, La 70122  
225-831-7843

### MENTAL HEALTH

LSU Behavioral Sciences  
Center  
  
2025 Gravier St  
New Orleans, LA 70112  
(504)412-1580

Leeke Magee Christian  
Counseling Center

New Orleans Baptist  
Theological Seminary  
  
(504)816-8004

Children's Bureau  
  
935 Calhoun St, Ste101  
New Orleans, LA 70130

[www.childrensbureauunola.org](http://www.childrensbureauunola.org)

Catholic Charities Counseling Services  
1424 Dante St  
New Orleans, LA 70118  
(985) 785-2113

### EARLY CHILDHOOD SERVICES

Louisiana Department of Education  
1201 North Third St  
Baton Rouge, LA 70802

### *Childcare Referrals & Parenting Resources*

Agenda for Children/Childcare Resources  
8300 Earhart Blvd. Suit 201  
New Orleans, LA 70130  
  
(504) 586-8509

[www.agendaforchildren.org](http://www.agendaforchildren.org)

### *Childcare Assistance & Food*

#### *Stamps*

Office of Family Support  
  
1-888-524-3578

### *Developmental Delays/Disabilities*

Metropolitan Human Services  
  
3100 General DeGaulle Dr  
New Orleans, LA 70114  
  
(504)568-3130

Louisiana Early Steps  
[earlystepscos@fhfnola.org](mailto:earlystepscos@fhfnola.org)  
  
(540)943-0343

Families Helping Families  
504-888-9111 Jefferson  
700 Hickory Ave  
Harahan, LA 70123  
Assistance for families with children who  
have special needs.

Zero to Three  
National Center for Infants, Toddlers, and  
Families  
2445 M St NW Ste 600  
Washington, DC 20037

(202)638-1144

[www.zerotothree.org](http://www.zerotothree.org)

### HEALTH DEPARTMENT

Louisiana Department of Health and  
Hospitals  
628 N. 4<sup>th</sup> Street  
P.O. Box 629  
Baton Rouge, LA 70802  
(225) 342-9500  
(225) 342-5568 (fax)