

Parent Handbook

SECOND PRESBYTERIAN EARLY CHILDHOOD LEARNING CENTER

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WELCOME

Dear Parents,

Welcome to ECLC. We are pleased your child is enrolled in the program. We ask that you look over this Parent Handbook, keep it at home for future reference, and share this with your family.

The purpose is to provide an organized source of detailed information your child and family will receive at ECLC.

The school has established several policies concerning program and classroom practices. These guidelines have been developed to comply with the Missouri Department of Health, Rules for License Exempt Child Care Facilities standards, and to reflect input from Second Presbyterian Church, the ECLC Board of Directors, teachers, and parents. The policies and procedures described in this handbook are written to provide a clear description of what parents shall expect of ECLC and what we will receive from our families. Our goal is to provide exemplary early childhood services for ECLC families.

ECLC wants your experience to be positive and for you to know your child is well cared for. We invite and encourage each parent and family to become actively involved in the program. At ECLC, we believe that working with families as a team is the key to a child's success later in life. We look forward to the opportunity to get to know you and your family.

ECLC Staff and ECLC Board Members

Website: www.secondpres.org/eclc

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OVERVIEW

Introduction

The Early Childhood Learning Center (ECLC) is sponsored by Second Presbyterian Church and is overseen by an advisory board made up of parents whose children attend the school and church staff. ECLC is a vital part of the Church's ministry. We welcome children of all backgrounds, faiths, and ethnicity between the ages of 9 months and 5 years of age. We provide a loving, safe environment for them to learn and grow. Throughout the year, ECLC families will be informed about upcoming events at Second that might interest families.

We continue to work towards our goal of making this program one of the best in the area. This is done through staff professional development, updating equipment, and integrating developmentally appropriate child-centered curriculum. We strive to be the best we can be, so we can offer the best quality program to our families.

Mission

Children are our priority! Build each child's foundation through academic and developmental activities in a loving and nurturing center where positive social interactions are encouraged and supported in an environment where all children are accepted, loved, and respected.

History and Philosophy

The program began in 1971 as a Parents' Day Out and has evolved into the program that it is today. We believe it is our responsibility to see each child as a unique individual with specific interests and needs. Within the classroom, our staff will encourage the development of respect for diversity within the classroom. Additionally, we strive to meet each child's social, emotional, intellectual, and physical needs through developmentally appropriate, child-centered curriculum. These goals are met by providing children with opportunities to explore, discover, and experience trial and error. In doing so, their curiosity is fed, and their creativity is encouraged. At the same time, communication, cooperation, and problem-solving skills emerge naturally through interactions with peers and teachers. Our classrooms are set up in centers with developmentally appropriate materials. The teachers vary them to meet the needs of the children.

Statement of Commitment:

- We will respect the needs of each child in the context of his/her family. We understand that families are the most important teachers in a child's life.
- We will strive, through a developmentally appropriate curriculum and a nurturing environment, to assist in a child's social, emotional, intellectual, and physical growth.
- We understand we are role models and that a trusting relationship is vital to a child's healthy development.
- We will encourage creativity, curiosity, cooperation, and problem solving through the design of daily classroom activities.
- We will promote independence and respect for diversity.

EDUCATION FRAMEWORK

PROGRAM QUALITY

Children who experience a quality program are more likely to have greater academic success, enhanced self-esteem, and increased self-control. ECLC aligns the program and curriculum with state guidelines and standards set by the Early Childhood Environment Rating Scale (ECERS), Infant/Toddler Environment Rating Scale (ITERS) and the Missouri Preschool Project Guidelines. Further, we will meet and exceed the statues of the Missouri licensed exempt childcare facilities.

CURRICULUM GOALS

The early years in a child's life set the tone for future learning. The goal at ECLC is to stay current on research in child development, so we can build a foundation that lasts a lifetime. ECLC utilizes the Creative Curriculum. The curriculum is designed with specific learning objectives for each age level and child, integrating assessments and portfolios, which guide the teacher's development/implementation of classroom activities, individualized learning, and a predictable yet responsive daily schedule. The curriculum is play based with the understanding that children should have the opportunity to investigate, explore, communicate, and create.

The classroom curriculum is implemented in a manner that incorporates the following:

- Developing safe and healthy habits in young children
- Encouraging the development of positive self-esteem
- Providing opportunities for creative expression
- Supporting the development of social skills
- Stimulating cognitive problem-solving skills
- Strengthening communication skills necessary for listening, reading, writing, and speaking
- Enhancing fine motor and gross motor skills
- Offering opportunities for children to learn individually and in groups according to their developmental needs and interest
- Assessing the individual needs of each child

ENROLLMENT AND ADMISSION

ENROLLMENT

Enrollment for new families shall consist of the following:

- a guided tour and opportunity to learn about the school
- the opportunity for the child and family to receive an introduction to staff
- a parent handbook which explains school's operations, schedule, calendar, health requirements, family events and discipline policy
- an opportunity to ask questions about the school
- an opportunity for a family to communicate their values, beliefs and childrearing and cultural practices
- an opportunity for families to share information about the child's development, strengths, likes, and dislikes and family's child-rearing practices

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ELIGIBILITY

Children enrolled are 9 months to 5 years old. Placement in a classroom is determined by a child's age on September 1st of the current school year.

*Infant/Toddlers Class - Children ages 9 months –2 years of age. Parents have the option of enrolling their children in one, two or three days per week: T/W/R

*Early Years Class- Children who are 2 by September 1st. Parents have the option of enrolling their children two or three days per week: T/W/R

*Preschool Class- Children who are 3 by September 1st and potty-trained. Children must enroll for 3 days per week.

*Pre-Kindergarten Class- Children who are 4 by September 1st of the current year and able to independently use the bathroom. Children must enroll for 3 days per week.

The number of classes and division of children will depend on demand, space availability, and mandated ratios.

RATIO

ECLC maintains developmentally appropriate teaching staff-child ratios within each group size to facilitate adult -child interaction and constructive activity among children. These ratios are applicable both indoors and outdoors.

The state mandated teacher/child ratio is:

Infant/Toddler -1:4

Early Years -1:8

Preschool -1:10

Pre-K -1:10

Each child is assigned a primary classroom with two staff members unless there are special circumstances and families are informed. We also have staff that float amongst the classrooms to assist as needed. We teach the children to refer to staff using social titles (for example Ms. Mary or Mr. John). We make every effort for all children to know and be known by all adults in the program, so they are comfortable interacting with and seeking assistance from any adult.

FINANCIAL

Fees are determined by the ECLC Board and are reevaluated each year. The fees for the 2021-22 school year will be as follows:

Registration fee (returning families)	\$ 50.00 non-refundable
Registration Fee (new families)	\$125.00 non-refundable
1 day per week (Infant/Toddler)	\$155.00 per month*
2 days per week (Infant/Toddler)	\$310.00 per month*
2 days per week (Early Years - 2-year-old)	\$265.00 per month*
3 day per week (Infant/Toddler)	\$465.00 per month*
3 days per week (Early Years, Preschool (3), PreK (4)	\$395.00 per month*
Supply Fee at the beginning of the school year	\$ 75.00 Annual
*Multiple child discount of \$25.00 per month	

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Tuition is expected for days your child may be absent due to illness, family emergencies, doctor visits, hospitalizations, vacations, or any other reason. Please note that tuition rates do not change in the event of a month including a holiday, winter or spring break, inclement weather, or number of days in a month. Therefore, the monthly tuition is always the same amount.

Registration occurs each January. Enrolled families at ECLC will have first choice at class placement. After a two-week period, Second Presbyterian Church members who are not currently enrolled in the program have second choice. Registration for new families will begin two weeks after. Placement will be made on a first come first serve basis determined by the date that all pre-registration paperwork has been turned in along with a non-refundable check or payment. When classes are full, a wait list will be developed and maintained for the current year only. Payment is due on the first school day of each month, except for September, when it is due June 1st of the previous school year. September tuition is also non-refundable.

Currently, ECLC can accept cash, checks or online through Pushpay. All checks should be payable to ECLC.

CANCELLATION OF ENROLLMENT

If you are canceling your child's enrollment, we ask for the notice in writing for it to be placed in the records. We ask for one month's prior notice.

EXTENDED CARE

If there is interest from several families and staff availability to meet state guidelines extended care may be provided from 8:30 – 9:00 am and/or 1:30 – 2:30 pm or 3:00.

OPERATIONS

HOURS

ECLC operates September through May on Tuesdays, Wednesdays, and Thursday from 9:00 a.m. to 1:30 p.m. The first day of school for children is the first Tuesday after Labor Day, and the last day of school is the Thursday before Memorial Day.

Occasionally, unforeseen situations arise that may make a parent late for pick up. Please call the Director if there are extenuating circumstances that may prevent prompt arrival time.

SCHOOL CALENDAR

Each family shall be provided with an ECLC School Calendar at time of enrollment.

HOLIDAYS/BREAKS

ECLC is closed on the Wednesday before Thanksgiving and Thanksgiving Day, a two-week Winter Break, and a one-week Spring Break. Refer to the ECLC School Calendar provided to families during enrollment. Reminders will be provided to all families.

SEVERE WEATHER CLOSING

As a rule, ECLC is closed when most private schools in the local area are closed. The Board and Director will make the decision and an email will be sent to families no later than 7:00 am. If severe weather or snow begins during school hours, you are welcome to pick up your child early. No tuition credit is given for any closings.

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CHECK IN/CHECK OUT PROCEDURES

Children must be escorted into and out of the building and accompanied to their classroom by an adult. Teachers will be available to receive and greet your child promptly at 9:00 am. To ensure that the learning activities begin shortly after 9:00am, we ask that your child has a clean diaper or has used the restroom, gotten a drink of water, and washed their hands prior to entering the classroom. Please assist us in this to promote a healthy environment.

Please check in your child by completing the sign-in/sign-out sheet provided each day and make any necessary changes to emergency contact information. It is extremely important that ECLC have your current work, home phone and/or cell number so you can be reached in case of an emergency. At the end of the school day, the teachers will open the classroom doors so you may receive and sign-out your child. Only adults on your child's authorized pick-up list may receive your child unless a written note from a parent has been provided. If the staff is not familiar with the adult, they will be requested to show a picture identification to verify that person is authorized to receive the child. In the interest of safety, children are never allowed to enter or exit the building without adult supervision.

CHILD RELEASE POLICY

ECLC cannot release any child to an unauthorized person; children are released only:

To an authorized parent

To a person authorized by permission from the legal parent

To an authorized person with a picture I.D. and/or other identification

To an authorized sibling 18 years of age or older

ECLC requires that any request for a new person to be added to a child's pickup list must be in writing, and provided by the legal parent

VISITOR POLICY

Any visitor to ECLC must check in and out at the director's office before entering the classroom and exiting the building.

ATTENDANCE/LATE POLICY

If your child has a health-related service or any appointment, please inform staff of the child's possible late arrival and/or absence. If you bring your child after 9:00 please contact the teacher and complete the sign-in sheet. This is a time when you can speak to the staff in your child's room and share any pertinent information regarding your child and/or family. If your child is sick or there is a family emergency or situation that prevents the child from coming to school, please phone ECLC to inform the staff of the absence.

DISCIPLINE/GUIDANCE METHODS

At ECLC the purpose of discipline is to teach the children valuable social skills, develop self-discipline and self control. Knowing what behavior is appropriate or acceptable in a situation is an important skill. We are committed to helping children learn to express feelings appropriately, to consider other people's feelings and to negotiate conflicts.

Challenging behavior is addressed first through staff observations. It is important to identify events, activities, interactions, and other contextual factors that predict and may contribute to the child's use of challenging behaviors. After the function of the child's behavior is assessed, positive and supportive strategies are then put into effect. If a child exhibits continually challenging, disruptive

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and/or unsafe behavior that is not resolved through appropriate behavior management strategies, the staff shall discuss the situation with a supervisor and the parent to develop an individualized action plan that supports the child's success. Staff shall keep parents informed of the progress made.

Discipline and Guidance is:

1. Individualized and consistent for each child
2. Appropriate to the child's level of understanding
3. Directed toward teaching the child acceptable behavior and self-control

Staff uses positive methods of discipline and guidance that encourage self-esteem, self-control, and self-direction which include at least the following:

1. Using praise and encouragement of good behavior instead of focusing only upon unacceptable behavior
2. Reminding a child of behavior expectations daily by using clear, positive statements.
3. Redirecting behavior using positive statements
4. Using brief supervised separation from the group to help a child accept and process their feelings

Teaching staff respond to challenging behavior, including physical aggression, in a manner that:

- (1) Provides safety of the child
- (2) Provides for the safety of others in the classroom
- (3) Is calm
- (4) Is respectful to the child
- (5) Provides the child with information on acceptable behavior

The following types of discipline and guidance are prohibited.

1. Corporal punishment or threats of corporal punishments.
2. Punishment associated with food, naps, or toilet training.
3. Humiliating, ridiculing, rejecting, or yelling at a child.

If a child becomes physically aggressive toward themselves or others, staff shall focus on keeping all children safe. When necessary, a child shall be removed from the other children to help the child calm down until they can safely rejoin the group.

CHILD ABUSE & NEGLECT

What is the Missouri Law?

The law requires that persons in specified roles report known or suspected child abuse and neglect. "Day care center workers or any other child or foster care worker" is listed among those mandated reporters. The State of Missouri law mandates us to report any suspected child abuse and/or neglect. Parents need to be aware that while their child is at ECLC, they are subject to be interviewed by personnel from the Division of Children and Family Services and Law Enforcement Agencies.

CONFIDENTIALITY STATEMENT

Staff members shall be committed to serving the best interests of the families served and to protect their right to privacy. Information about children, families, staff, or school administration is considered proprietary information and should be kept confidential.

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STAFF AND SUBSTITUTES REQUIREMENTS

Any qualified person may apply to the director who shall be responsible for the employment and promotion of employees as set forth within the standards set by the ECLC Board to meet state minimum standards. For various reasons, substitutes may be placed in your child's classroom. Employees who include substitutes at ECLC shall have a physical assessment, including a tuberculosis status assessment by a licensed physician or registered professional nurse. Employees and substitutes complete background reviews through the Child Maltreatment Central Registry and a nationwide criminal record check. Employees and substitutes receive an orientation session with the ECLC director before providing care for children. The session includes a discussion of state regulations, as well as identification and proper procedures for dealing with issues regarding medical conditions, food allergies, and procedures for health, safety, and appropriate childcare practices. Staff members are required to attend a minimum of 12 hours of early childhood education training each year to continue to improve their knowledge of current research and best practices for children. To provide safety to each child the teachers are certified by the American Heart Association or the American Red Cross in infant and child cardiopulmonary resuscitation (CPR) and First Aid.

VOLUNTEERS

ECLC provides opportunities for individuals and groups to participate in educational and developmental activities in the classroom and the school. Through these relationships, we feel that the children and the school have benefited through the generosity of these community minded individuals and groups who have provided their time, energy, and talents. Parents will be notified of special events regarding community volunteers. Volunteers do not have direct supervision of the children and are never left alone with a child. Volunteers are not provided confidential information regarding the child or family. The volunteers' role is to interact with the children under the supervision of the designated staff person, and ECLC staff.

CLASSROOM GUIDELINES

DAILY SCHEDULES

Staff organize time and space daily to allow children to work or play individually and in pairs, to come together in small groups, and to engage as a whole group. Each individual classroom has a daily schedule posted outside of the classroom and one shall be provided to the family.

WEEKLY LESSONS

Each teacher develops his/her own lesson plans around the emerging skills of the children in the classroom. The daily schedule is predictable yet flexible and responsive to the individual needs of the children. Activities encourage exploration, experimentation, and discovery while promoting interaction. Lesson reviews are posted in the classroom.

BIRTHDAYS/CELEBRATIONS/HOLIDAYS

Birthdays are very special to children, and we enjoy recognizing his/her special day. Please notify your child's classroom if you would like to bring a special treat so this can be scheduled on a specific day. Birthday celebrations will start at 1:15pm. Also check with your child's teacher regarding any specific food allergies in the classroom. Parents and their family are welcome to join the celebration. Unless the entire class is invited to a personal birthday party, we ask that invitations are not given at school to avoid hurt feelings.

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Classrooms celebrate holidays such as Halloween, Winter Holidays, and Valentine's Day. The classroom parents will provide sign-ups to coordinate the special activities arranged to celebrate the occasion. Parents are encouraged to attend, and parties shall be between 1:00pm to 1:30pm in each classroom. All classrooms excluding the infant/toddler room shall participate in birthday and holiday celebrations as specified on the school calendar.

BRINGING ITEMS FROM HOME

Children frequently want to share items and treasures from home with their class. Parents shall receive notice when the classroom is having a sharing day. On those days, items are welcomed. We ask families not to bring toys or personal property from home; although we understand that some children need an item of comfort such as a soft cuddly blanket. Please understand the ECLC shall not be responsible if these items are lost or damaged. ECLC does not allow toys of violence such as guns, sword, or violent action figures.

OUTDOOR PLAY

As a rule, children shall participate in outdoor play if the temperature or wind chill is 35 degrees or higher and other weather conditions are suitable. Outdoor play will not be offered if the heat index is 96 degrees or higher. However, in addition to the above guidelines each classroom will make their decision on participating in outdoor recess depending on the age of the classroom. The Infant/Toddler classes go outside twice per day for 30 minutes. Preschool and Pre-K go outside once per day for 45 minutes. In the event of inclement weather, an indoor play area for recess will be provided.

CHILDREN'S CLOTHING

Children should be dressed in play clothes that are durable, comfortable, and appropriate for play and for the season. Classes will go outside daily, weather permitting. Because there are a wide variety of activities, we recommend clothes that allow for freedom of movement. Many of the children's favorite activities may tend to be a little messy, such as finger painting and digging in the dirt. Therefore, parents are encouraged to send their child in clothing suitable for all play. At ECLC, children's safety is of great concern. Therefore, we ask that children to come to school wearing sturdy shoes that support the foot properly and protect the toes during outdoor play time. Sneakers with socks are the best. Parents are discouraged in sending children in open-toed sandals, clogs, boots, or flip-flops. Please send a complete change of clothing in case a situation occurs, and your child requires a change at the center. Please label your child's name on coats, hats, and mittens somewhere inside the garment.

NAPTIME

There is not scheduled naptime for children. However, for the infant/toddlers, there is an adjoining crib room where they shall be provided their own individual crib when needed. ECLC shall wash bedding items weekly unless additional washing is required.

FIELD TRIPS

ECLC does not participate in field trips outside of the property.

HEALTH & SAFETY

MEDICAL PLAN/HEALTH ASSESSMENT

In compliance with the Missouri's Department Health Standards for Child Care Facilities Department, within 30 days following admission into the program, every child must have a physical assessment report signed by a licensed physician or registered professional nurse on file at the facility. The report shall have been completed not more than 12 months before admission. Within the school year, ECLC shall also perform onsite speech and language and hearing screenings completed by a licensed speech pathologist. Current health assessment forms shall be maintained and kept in your child's personal file at ECLC.

Necessary medical information is available to all staff regarding individual children's allergies and chronic medical conditions. This medical information shall be provided verbally to all staff members and shall be posted in the classroom, kitchen and in the children's personal files.

IMMUNIZATION POLICY

Up-to-date immunizations are required by the Missouri Department of Health for all children who attend a childcare facility. A current immunization record shall be maintained and kept in each child's personal file at ECLC.

A child who has not completed all immunizations appropriate for his/her age may enroll, if-

1. Satisfactory evidence is produced that the child has begun the process of immunization; or
2. The parent has signed and placed on file with the director a statement of exemption which may be either of the following:
 - A medical exemption by a licensed physician that the immunization would seriously endanger the child's health or life; or
 - A parent exemption, by which a child shall be exempted from immunization requirements if one parent files a written objection to immunization with the director. Exemptions shall be accepted by the director when the necessary information as determined by the State of Missouri is filed with the director by the parent. Exemption forms shall be provided by the State of Missouri.

In the event of an outbreak or suspected outbreak of a vaccine-preventable disease in the school, the director shall follow the control measures instituted by the local health authority or the State of Missouri, or both the local health authority and the state.

ACCIDENTS/EMERGENCIES/FIRST AID

ECLC always works carefully to provide a safe environment for the children. However, part of growing up can include bumps and bruises. The school is equipped with first aid supplies. Classroom staff members maintain current child CPR and first aid certification. Each member of staff is responsible for maintaining the appropriate items in the first aid kit and for checking expiration dates in their area. First aid kits are available in the classroom and on the playground. Any child who is injured shall have immediate attention. If a child has a minor accident, the staff shall administer appropriate first aid to the child. Parents shall be notified of all injuries and provided with a written report. If a child has a serious injury, a staff member shall provide first aid and the parent will be contacted to pick up the child. Injuries that require the attention of medical personnel shall be reported to the parent

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immediately and to the State Licensing Unit. If a child needs to be transported by an ambulance, a staff member shall accompany the child if the parent or authorized person is not available. When the parent is unavailable, alternate names in the child's file are contacted as well.

NUTRITION

ECLC provides a nutritious snack each day for the children. Children need to bring a packed lunch from home in a non-disposable container. Water shall be provided during snack, lunch and throughout the day. ECLC encourages parents to choose foods that create a well-balanced healthy lunch. A cold pack can be sent into the child's lunch as the school does not refrigerate the children's food. Please do not pack any items with peanuts if your child attends the Infant/Toddler classroom. Each family will be notified if a child in the EY, Preschool, or Prekindergarten classroom is allergic to nuts. If there are not any food allergies the EY, Preschool, and Prekindergarten classrooms can bring nut items in their lunch.

INFANT FEEDING

Parents should provide all items necessary for the feeding of their infant. This would include, but is not limited to bottles, formula, breast milk, cereal, baby food, and snacks. All bottles must be labeled with the child's name. Parents shall make infant feeding instructions known to the teacher to ensure the child is given the proper amount at the appropriate times.

DIAPER CHANGING

Diapers will be changed in the I/T and EY room by staff when appropriate. We ask parents to supply diapers for their child. In accordance with day care licensing regulations, ECLC cannot clean or wash soiled clothing. Any soiled clothing shall be sanitarily bagged and sent home with your child. We ask parents to supply diapers for their child. ECLC will provide diaper wipes.

ILLNESS

When a child exhibit any of the following symptoms listed in the Missouri Department of Health for Child Care Facilities, a parent shall be contacted, and the child shall be sent home. Parent contact shall be recorded and filed in the child's records. Symptoms that require parental contact and send a child home are:

- More than one abnormally loose stool
- Red or blue in the face or makes high-pitched croupy or whooping sounds after coughing
- Difficult or rapid breathing
- Yellowish skin or eyes
- Tears, redness of eyelid lining or irritation, followed by swelling or discharge of pus
- Unusual spots or rashes
- Sore throat or swallowing difficulty
- An infected skin patch-crusty, bright yellow, dry, or gummy areas of the skin
- Unusually dark, tea-colored urine
- Gray or white stool
- Fever over one hundred one degree's F (101F) under the arm
- Headache and stiff neck
- Vomiting more than once
- A child is in the contagious period of a disease
- Severe itching of the body or scalp or scratching of the scalp which may be symptoms of lice or scabies.

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An ill child shall be kept isolated from the other children and a caregiver shall be near the child until a parent arrives. Families shall be notified when any reportable communicable disease occurs in the facility.

THE 24-HOUR 'SYMPTOM FREE' RULE

ECLC requires that a child be free of symptoms of illness without medication; fever, diarrhea or vomiting for at least 24 hours before returning to the classroom. If your child is sent home during the day because of illness, your child shall not return to school the next day because the 24-hour period will not have elapsed. ECLC reserves the right to require a doctor's statement before any child or staff can be re-admitted to the center.

MEDICATIONS

For medication to be administered by an ECLC staff the following guidelines must be met:

- All medication shall be given to a child only with the dated, written permission of a parent, stating the length of time the medication may be given.
- Prescription and nonprescription medication shall be in the original container and labeled with the child's name, instructions for administration, including the times and amounts for dosages, and the physician's name.
- All medication shall be stored out of reach of children or in a locked container.
- Medication shall be returned to storage immediately after use.
- Medication needing refrigeration shall be kept in the refrigerator in a container separate from food.
- Unused medication shall be returned to the parent or disposed of immediately after it is no longer needed.
- The date and time(s) of administration and the name of the individual giving the medication shall be recorded promptly after administration. This form shall be filed in the child's record after the medication is no longer necessary.

CHILDREN'S PRODUCT SAFETY

ECLC shall maintain the Consumer Product Safety Commission recall lists (CPSC) according to Missouri's Child Care Licensing Standards. It is mandated that no unsafe products are in the center or in the classrooms.

EMERGENCY PROCEDURES/DRILLS

ECLC places a high priority on being prepared for a variety of emergencies that may arise. We have set up an emergency plan as follows:

Stay informed. ECLC staff monitors any kind of status alerts. When an alert is in heightened state (for weather or otherwise) media and technology methods are checked regularly for breaking information.

Assess the situation and act. Upon receiving pertinent information and/or official notification, a decision is made to either move to a predetermined safe area of the building, evacuate, or conduct a shelter-in-place.

Communicate. Each classroom maintains an emergency contact list with information for each child. In the event of an emergency and after the necessary actions are taken, ECLC staff will inform parents of the status of the children and the situation. First aid kits are in each classroom.

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Evacuation. Fire and evacuation drills are held quarterly to acquaint the children with evacuation procedures. These practice drills are documented and monitored by the Missouri Child Licensing Specialist. Evacuation routes are posted in each classroom.

If the ECLC site must be evacuated, the children will be directed to the safest area nearby. In an extreme emergency ECLC shall take the children to the Early Childhood Program at Central Methodist on 51st and Oak, an on-site place of safety.

Weather Drills

Procedures and diagrams for emergency drills are posted in each room.

During Severe Weather or Drill

- Remain Calm
- Line children up and take a head count
- Calmly lead the children to the designated area
- Close the door to the classroom to avoid flying debris
- As the classroom arrives to the designated area have the children sit facing the wall, and covering their heads, necks with their hands and arms (This procedure shall be practiced also in the drill)
- The teacher is responsible for doing a head count to ensure that all the children are accounted for and are safe
- The teacher will bring the emergency contact information (a list of children's emergency contact numbers), along with the daily sign in log to the designated evacuation area to verify the children present on that day

Fire Drills

Procedures and diagrams for emergency drills are posted in each room.

During a Fire or Fire Drill

- Remain Calm
- Line children up and take a head count
- Calmly lead the children out the appropriate door depending on the location of the fire
- Close the door to the classroom
- If the designated area on-site is not a safe location, take the children to the designated evacuation area off-site
- As the children and staff are going to the designated area the teacher or supervisor is responsible for conducting head counts to ensure that all the children are accounted for
- Once each classroom arrives at the designated area the teacher or supervisor must again take a final head count to ensure the safety of the children
- The teacher will take the emergency contact binder along with the daily sign-in sheet to the designated evacuation area
- Each classroom will announce to a person in charge at the designated evacuation area that all children are accounted and safe
- The person in charge will also ensure that all staff in the school are accounted and safe

ECLC shall follow the safety procedures for all other emergencies as designated by Second Presbyterian Church.

PARENTS AS PARTNERS

ECLC staff aim to communicate regularly and effectively with families. We want to partner with families to ensure a high-quality experience for all. In addition to the detailed Parent Handbook, listed below are a few of the ways ECLC shall regularly communicate. ECLC encourages families to discuss any concerns they may have to their child's teacher and/or the director. If you are not comfortable with the results, the ECLC Board of Directors is available to assist in this matter.

FAMILY UPDATE

Each classroom has a bulletin board which consists of the weekly lesson plan, class list of children, and the daily schedule. Each family will receive regular newsletters from your child's classroom to inform the family on current activities your child has participated in and planned in the coming month. Information shall be shared to achieve consistency in the child's life at home and school.

FAMILY CONFERENCES

ECLC teachers shall offer a parent-teacher conference for families twice a year to review their child's progress. Each family shall have the opportunity to communicate views about childrearing and cultural practices. Conferences will be held through the months of November and April.

FAMILY FEEDBACK

Parent feedback is appreciated. Parents are encouraged to share input on how to work with their child and any ideas they may have regarding the classroom or the program. This feedback shall be documented to discuss with staff and board members.

FACE-TO-FACE INTERACTIONS

ECLC staff makes every effort to dialogue with families to plan strategies, resolve issues and provide assistance in a timely and effective manner. Please feel free to suggest ways we can strengthen our partnership with you as together we seek to provide a high-quality learning environment for families.

PHONE INTERACTIONS

Parents are encouraged to call the school and speak with the director at anytime to discuss any matters concerning their child, family, or the program. We ask you to call before 9:00am or after 1:30pm if you would like to speak directly to the classroom teacher. However, if there is information that needs to be communicated directly to the teacher, between the hours of 9:00am – 1:30pm, please feel free to call the office at 816-363-1358.

EMAIL/WRITTEN COMMUNICATION

Parents are encouraged to email or send notes to the classroom and/or director when needed. ECLC staff shall also send emails or notes to communicate to the parent relevant information.

Email addresses:

- Infant/Toddler Classroom Teachers – eclcinfant/toddler@secondpres.org
- EY2 Classroom Teachers – eclcey2@secondpres.org
- Preschool Classroom Teachers- eclcpreschool@secondpres.org

SECOND PRESBYTERIAN EARLY CHILDHOOD LEARNING CENTER

- PreK Classroom Teachers – eclcpre-k@secondpres.org
- Rainbow Classroom Teacher - eclcrainbowroom@secondpres.org
- Director - eclcdirector@secondpres.org

FAMILY EVENTS

ECLC has an “open door” policy for families in which we encourage visiting the school and participating in activities at any time, so you can see exactly what your child experiences every day. ECLC also welcomes extended family members to visit the classroom and/or special events/activities with parental consent. Families are invited to participate in routine classroom activities such as reading books, playing together in a free-choice center, or helping with projects. ECLC offers family social events throughout the year. Please refer to the calendar for the activities and dates. Throughout the year, families will receive specific details.

Some of these events include:

- Meet the Teacher
- Back to School Coffee and Donuts
- Pancakes and Pajamas
- Halloween, Winter Holiday, and Valentine’s Classroom Celebrations
- Family Fall Night
- Fire Truck Visit
- Graduation Ceremony for Pre-Kindergarten children.

ECLC observes traditional, national, cultural, and seasonal holidays with activities that are child-centered, educationally oriented, and developmentally appropriate. Every effort is made to be culturally sensitive. ECLC encourages parents to discuss if there are concerns to this practice for their family.

ECLC holds an annual fund-raiser in the spring for the school. Parents will be provided with specific details later how families can be involved.

ECLC FAMILY DIRECTORY

Every year, ECLC creates an online directory of children and families for the school year. It is a great resource for contacting other ECLC families. A form will be provided to approve the following specific personal contact information to be released:

- names of family members
- home address
- home phone number
- cell phone number
- and/or email address

Each family shall be provided with a consent form allowing ECLC to release the method(s) of contact to be compiled in the family directory. ECLC shall distribute the directory to all families.

PROGRAM EVALUATION

Parents are invited to participate in a program evaluation conducted annually. This process allows ECLC to measure progress toward program goals and objectives. The results are used as a basis for continuing successful activities and for changing those needing improvements. The Board and staff shall use data from the evaluation to develop a written plan for program improvement as needed.

PARENT POLICY AGREEMENT

ECLC appreciates the trust you have put in us in enrolling your child in the program and wants to make it a positive and rewarding experience for everyone!

As an ECLC parent, I have reviewed the Parent Handbook. I agree and shall support the ECLC policies and procedures.

Parent Signature: _____ Date: _____

Please sign and return it to the office.