

Introduction



Dear Parents,

I want to welcome you and your child to the *Early Learning Center at High Point Church*. You will find this is more than a place of child care, it is a privileged calling.

Our trained professionals are eager to provide your child with a progressive learning environment that is not only safe and secure, but also a lot of fun.

While at the Early Learning Center, you can rest assured that when Mommy and Daddy are away at work, your child is learning at an early age.

On behalf of our founder, April Simons, we realize you have a choice for your child care. Thank you for trusting your child with us. It is an honor we do not take lightly.

Sincerely,

Cami Barkley
Early Learning Center Director

The Early Learning Center (ELC) is a Christian-based organization that does not advocate nor allow discrimination for employment based upon age, disability, ethnicity, gender, marital status, or national origin.

Our **Parent Handbook** has been reviewed, and is in full accordance with the rules and regulations of the *Texas Department of Protective and Regulatory Services*.

ELC is a registered mark of the
HPC brand trademark of High Point Church, Inc.

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Mission Statement

Our Mission is educating children, encouraging parents,
and exhorting families with the love of God.

Vision Statement

The Early Learning Center is a child care agency unlike any other. By providing your child with an entertaining, healthy and safe environment, we can impact his or her life with godly principles at an early age.

Your child is our cherished priority. Goodness, grace, and above all, God, will be shared in a myriad of ways. We believe this will instill the same values you have begun at home.

From your heart to ours – ELC!

Belief Statement

1. **We believe** in one God – Father, Son and Holy Spirit.
2. **We believe** Jesus was the only begotten son of God. He was conceived of the Holy Spirit, born of a virgin, was crucified for the sins of mankind. On the third day, he resurrected from the grave and ascended into heaven where he sits at the right hand of the Father.
3. **We believe** the Bible is the inspired and infallible Word of God having supreme authority in our lives.
4. **We believe** in the resurrection of the dead, eternal happiness of the saved and the eternal fate of the lost.
5. **We believe** in personal salvation of believers through the shed blood of Jesus Christ.
6. **We believe** in sanctification through the Word of God and the regenerative powers of the Holy Spirit for the believer.
7. **We believe** in evangelism and missionary work in accordance with the “Great Commission.” (Matthew 28:19)

Attendance Policy

Enrollment

In compliance with State and local regulations and to ensure your child's safety, all enrollment requirements must be met **before** your child attends ELC. These requirements include completion of all enrollment forms, a current immunization and health record, a copy of your child's birth certificate, and a notarized custody declaration when applicable.

If re-enrollment is applicable, students currently attending ELC must re-enroll each spring for the next school term. A student is officially re-enrolled when the administration accepts the completed application. The administration reserves the right to withhold re-enrollment.

Attendance

Infants – K3

In order to maintain proper staffing, we request that you notify us if your child will be absent. Should a need arise to withdraw your child from ELC, an advance notice of **two weeks** is required.

K4

School Hours 8:30am – 3:30pm

ELC Office Hours: Monday through Friday, 8:00am-12:00pm & 1:00pm-5:00pm

Quality education requires regular school attendance. A student's level of success in school directly relates to class attendance and quality of work. Parents are encouraged to have their children in regular attendance and support them in achieving their educational goals.

K4 Schedule:

8:00am Students may begin to be dropped off.

8:15am Classrooms open for students.

8:30am School begins.

3:30pm Dismissal of School.

3:45pm Remaining students(not picked up at car line)are brought to the After Care room(**fees apply**).

Absences

K4

Parents are encouraged to ensure that students are absent *due only to illness or emergency*. Children with fever or contagious symptoms should be kept home so as not to infect others.

Parents should call the ELC office phone **by 9:00am** the morning the student will be absent. In addition, a note signed by the parent or legal guardian, should be brought to school the day of the student's return explaining the reason for the absence.

Partial Day Absences

Missing two hours of instructional time constitutes a half-day absence. The student must provide a written explanation by the parent, legal guardian or physician.

Attendance Policy Cont.

Excessive Absences – More than 15 absences during the entire school year are considered excessive. Our focus is the education of your child. Therefore we believe the integrity of our curriculum is compromised if said absences.

Visiting Procedures

We have an “open-door” policy in the ELC. Visitation is permitted only by the parent or legal guardian during the center’s hours of operation. All other persons authorized to pick-up or drop off the child will only permitted to stay in the lobby.

Infants - K3

All persons picking up and dropping off a child are required to sign them in and out each day.

Group Placement

Following the **September 1** deadline, your child will be placed in an appropriate class, as determined by the *Arlington Independent School District*. Final placement is at the discretion of the ELC@HPC director.

Holidays

Infants – K3

New Year’s Day

Good Friday

Memorial Day

Independence Day

Labor Day

Thanksgiving Day

The day after Thanksgiving

Christmas Day

When one of these holidays falls on a Saturday, the center will be closed on Friday. Should the holiday fall on Sunday, the center will be closed on Monday. Since fees are calculated on an annual basis, there is no reduction in tuition for these holidays.

Optional Closings:

(i.e. weather, safety concerns, terrorism, building problems, etc.)

K4

Students will follow The High Point Preparatory Academy (HPPA) school calendar.

Inclement Weather

Closings, late openings and dismissal of classes during times of inclement weather and hazardous driving conditions will follow the ruling of *High Point Preparatory Academy*. All ELC closings will be listed as “High Point Preparatory Academy” or “HPPA”.

Listen to your local radio and television stations for announcements.

Tuition

Application Fee

Not required for returning students **\$100.00**

Registration Fee (Discounts available for multiple student families)

- Returning student (**prior to March 1st**) **\$200.00**
- Returning student (**after March 1st**) **\$300.00**
- New Student **\$500.00**

Registration fees are required to hold a student's place. Under no circumstance shall it be refunded.

Curriculum and Supplies (Payable no later than July 1st)

- Infants – K3 **\$200.00**
- K4 **\$300.00**

Tuition

- Infants (0-12 months) **\$185.00 *weekly**
- Toddlers (12-24 months) **\$175.00 *weekly**
- K-2 & K-3 **\$150.00 *weekly**
- K4 **\$5,200.00 *annual**

Infants – K3

Tuition will consist of the care, meals and daily expenses on the days ELC is open throughout the month, regardless of if your child has attended everyday or not. Tuition is based upon registration and enrollment, not daily attendance.

K4

Tuition may be paid annually, semi-annually, or through monthly installments. Rates are based on your commitment to The Early Learning Center for the entire school year. Our teachers and support staff are hired based upon your annual commitment; therefore, all students are obligated for the **full annual fee**. If the child is withdrawn or dismissed for any reason, liability for the entire payment still falls upon the parent. These fees are standard for all ELC elementary students.

Tuition Cont.

Late Fees

Infants – K3

Weekly tuition payments are due each Friday for the following week's tuition. A **\$15.00 late fee** is assessed if tuition is not paid by **6:30pm on Monday**. If tuition and fees are unpaid one week after the due date, your child will not be admitted to attend the ELC until full payment is made.

K4

Monthly tuition payments are due on or before the First (1st) day of the month. Monthly accounts not paid by the end of the fifth (5th) day of the month will be considered delinquent. Each delinquent account will be charged \$25.00. If payment has not been received by the 20th day of the month, an additional charge of \$25.00 will be billed to the account. Students whose accounts remain delinquent for thirty (30) days will be subject to dismissal from school until all outstanding balances have been paid.

Late Pick-Up Fees

Infants –K3

ELC is open from 6:30am until 6:30pm. Please call 817-394-3150 if you will be late picking up your child. A late pick-up fee of \$1.00 per minute will be charged after hours (6:30pm). All fees must be paid at the time your child is picked up. If your child is not picked up by 7:00pm, Child Protective Services will be called.

Vacation Days

Infants – K3

You will have 2 full weeks and 2 half weeks per calendar year as Vacation Time. This option allows you to keep your child out of school for that week and not be required to pay tuition that week. Unused vacation weeks will be lost beginning January 1st of the following year. You will also be entitled to 2 weeks of ½ tuition. If your child attends 2 days or less in a week you may pay ½ tuition for that week. Just remember, this option is **limited** to use up to 2 times in a calendar year. The ½ rate weeks will not rollover from year to year either. When exercising these options, please make sure to contact the Early Learning Center office at 817-394-3150, or email Cami.Barkley@HighPointChurch.com by the Monday of that week.

Withdrawals and Refunds

Students withdrawing must pay all tuition due and all other school debts before any official records or grades are released to the parent or another school. Parents of expelled students are liable for all outstanding balances on their child's account as per the terms of their contract.

Returned Check Policy

If a check is returned due to insufficient funds, a **\$30.00 returned check fee** will be assessed to your account. Payment (cash, money, or credit card) must be received in full the following day after you are notified of this matter. **Once your account has had two returned checks, we will no longer accept a personal check for payment on your child's account for one full year.**

Authority

*The Early Learning Center advocates the **MATTHEW 18 PRINCIPLE** for all conflict resolution.*

In the event a parent has a challenge with a teacher, we request that the parent make an appointment to see the teacher personally. If there is still no resolution, the principal or executive director should be called in. The HPPA School Board is the final point of conflict resolution. This is the model established for the church in **Matthew 18:15-17**. When believers are seeking peaceful resolution of conflict, it works.

Conversely, there are actions that impede conflict resolution. Talking to individuals other than the one who has a conflict is counterproductive because it is not consistent with Biblical principles. The faculty will not make the classroom uncomfortable for a student because the parent has approached the teacher about a challenge. Parents are asked not to take their issues to other parents.

At ELC, we have an “open-door” policy. The administrator is readily available to consider suggestions for strengthening parent/teacher relationships.

Nondiscriminatory Policy To Students

“There is neither Jew nor Greek, there is neither slave nor free, there is neither male nor female; for you are all one in Christ Jesus.” Galatians 3:28 NKJV

ELC admits students regardless of race, color, or national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. Likewise, ELC does not discriminate in the administration of our admission and educational policies and other school administered programs. We are children of God, who created us and loves us all. We follow His commands and love one another.

Discipline

K2-K3

ELC provides consistent, positive discipline with an emphasis on reinforcing positive behavior and redirecting inappropriate behavior. A “time out” method of discipline is used when necessary. No use of physical punishment will be allowed in the Early Learning Center.

K4

Each teacher has a discipline management system in place, (Card Pulling System) which is facilitated by the student pulling a card from the conduct chart each time a rule is broken.

K4 Academic Policies

Academic Grades

Report Cards reflecting the student's progress are issued every nine weeks. The student is responsible for the delivery of the report card to his or his parents. The official AHPC school calendar will indicate the days when report cards will be sent home. Report cards should be returned to the teacher, after being signed by the parent, within one week after the issuance date. Our grading system is:

S+	Excellent
S	Satisfactory
S-	Needs to Improve
U	Unsatisfactory

Health

Health policies will be strictly enforced to lessen the spread of viruses and illnesses among our children and staff.

For the protection of your child and other children, parents or legal guardians MAY NOT leave a child in ELC with one or more of the following symptoms:

- **Fever** – A child should be free of fever for a minimum of 24 hours prior to admission.
- **Vomiting/Diarrhea** - A child should be free of either for a minimum of 12 hours prior to admission.
- **Cold** – Any symptom of the “common cold” (e.g. sore throat, croup, fever, colored nasal discharge [a.k.a. “green nose”], and persistent cough) should be attended to prior to attendance.
- **Rash/Skin Infection** – A child can be admitted with any rash or skin infection only if it has been diagnosed by a physician.
- **“Pink Eye”/Eye Infection** – Should be under treatment, but if it is a lingering infection, we will request diagnosis.
- **Allergies** – Only if these symptoms cause colored nasal discharge will ELC require a signed statement from the child's physician that it is not contagious.

The following policy is from the Minimum Standards and Guidelines of Day Care Centers, per the State of Texas:

An ill child must not be admitted for care if one or more of the following exists:

1. The illness prevents the child from participating comfortably in facility activities.
2. The illness results in a greater need for care than the staff can provide without compromising health, safety and supervision of the other childre

Health Cont.

3. The child has any of the following:
 - a. Oral temperature 100.4 degrees or greater; rectal temperature 101.4 degrees or greater; armpit temperature 99.4 degrees or greater; accompanied by behavior changes or other signs or symptoms of illness until medical evaluation indicates that the child can be included in the facility's activities.
 - b. Symptoms and signs of possible severe illness such as lethargy, uncontrolled breathing, uncontrolled diarrhea, vomiting illness – two or more episodes in 24 hours, rash with fever, mouth sores with drooling, wheezing, behavior change, or other unusual signs until medical evaluation indicated that the child can be included in the facility's activities.
4. The child has been diagnosed with a communicable disease until evaluation determines That the child is no longer communicable and is able to participate in the facility's activities.

In order to protect the health of all children and staff at ELC, our health policy will include the above state law plus:

If a Child Becomes Ill While attending ELC

1. The child's parent will be called and asked to pick the child up within one hour of the time of the call.
2. Appropriate attention and care will be given to the child until the parent arrives to remove the child from the center.
3. A child sent home with a temperature exceeding 100.4 degrees (oral), 101.4 degrees (rectal), or 99.4 degrees (armpit) MAY NOT return to school the following day. A child's temperature must be normal (98.6) for 24 hours before the child returns to school. Lowering a child's temperature with medication such as aspirin, Tylenol or Motrin is not a substitute for normal temperature. Medication provides symptom relief only and does not cure a child of his or her illness.

No exceptions will be made unless a physician has released the child to return to school because the fever resulted from a non-contagious illness such as an ear infection, vaccination, teething, etc. The physician must sign a physician's release which must indicate a date on which the child is allowed to return to school.

Health Cont.

Medications

State law requires that prescription medications be in the original container labeled with the child's name, a current date, directions, and the physician's name. The center will administer the medication according to the label directions following approval by the child's parent on a "Medication Authorization" form. Nonprescription medication must be in the original container and will be administered according to label directions approved in writing by the child's parent. If the label does not include a dosage for your child's specific age, a doctor's instructions are required.

Medicine should be left with the child's teacher each morning and should be picked up each evening. We can not store medication overnight.

We are here to assist with medication by administering the mid-day dose if necessary. If your child's medication specifies three times a day, we can assist with the mid-day dose only. If the medication specifies once a day or twice a day, please administer the medication at home.

Texas Standards

A copy of the minimum standards is available for review when needed. By State law, you may also request a copy of these legal standards from your local *Child Care Licensing Office*. A list of these offices can be found on the TDS (*Texas Department of Protective and Regulatory Services*) Web site at www.tdprs.state.tx.us or by calling the State Child Care Information Line at 800-862-5252.

Communicable Diseases

No student will be admitted to class if he or she has been diagnosed with a communicable disease. The student will be re-admitted when medical evaluation verifies that the child can return to school. Communicable diseases that require exclusion from attendance, according to the Texas Department of Protective and Regulatory Services, include (but are not limited to):

Chickenpox	Rubella
Head Lice	Measles (Rubeola)
Type A Hepatitis	Meningitis (Bacterial)
Impetigo	Streptococcal sore throat
Mumps	Tuberculosis
Pertussis	HIV
Ringworm of the scalp	Influenza

Reporting Child Abuse

The state of Texas has a toll-free number that is answered 24 hours a day/7 days a week at [800-252-5400](tel:800-252-5400).

Arrival and Departure

Infants – K3

To ensure the safety of your child, you must escort your child to his or her classroom. A sign-in sheet will be provided and must be signed each day upon the child's arrival departure.

Authorized persons picking up your child must be named with all the necessary information noted on enrollment application. **No other person is allowed to pick up your child.**

In case of emergency, if you can not reach any authorized person to pick up your child, a phone call to the ELC Director is mandatory. **There are no exceptions to this procedure.** This is for your child's safety. You will be called back to verify all information regarding the person picking up your child.

Upon arrival at the center, we will photocopy the driver's license of the person you have authorized by telephone to pick up your child. **That person will also be asked to state the last four digits of your social security number.** Then, and only then, will your child be released to an unauthorized person.

K4

The HPPA campus opens at 7:00am for those utilizing before care services. Otherwise, children may begin arriving at 8:15am. All students must be escorted to their classroom daily and may enter the ELC security coded entrance door located on the East side of the building.

Teachers will walk their students out to designated spots for afternoon pickup. The **right (or curb)** lane is to stop and pick up your child. **Under no circumstance should you leave your car unattended!** Your cooperation is for the continued flow of traffic and is essential to the safety of our students.

Should you need to pick up your child early from school, parents or legal guardians must sign out their children on the register in the school office. Students who leave during the day for doctor's appointments or other necessary reasons should bring a written note in the morning to their teacher, stating time and reason for leaving.

Any student remaining on campus after 3:45pm should be picked up in the assigned after-school room.

Tardiness

K4

Any student not in class by 8:35am is considered tardy. Students coming in after 8:35am should report to the office to receive a tardy slip. Three tardies constitute an absence. Promptness is encouraged for all ELC students. Coming in late interrupts the flow of the entire class. ELC clocks are synchronized with the local time at 817-277-4000.

Meals

K1 – K3

Breakfast can be brought from home and ELC staff will serve it from 6:30am – 8:30am. Lunch is a hot, well-balanced noon meal that is provided by a local catering company. Menus are provided monthly. Snack is served in the afternoon at 2:30pm each day. Should your child have an allergy to anything, please notify their teacher. If your child will not eat a particular meal, you are welcome to send an alternative for that day.

K4

A daily hot lunch is provided and is included in the monthly tuition costs. Lunch menus are provided monthly. Students need to bring a light morning snack and water bottle and will be permitted to partake between learning activities each day. Proper table manners and appropriate conversations are essential at each lunchroom table. **Children do not share food.** Your child is welcome to bring a lunch from home . If so, please do not send food in cans, including those with pull lids, and send non-carbonated drinks only. All packaging needs to be able to be opened by the child.

Parents and family members are welcome to join their student for lunch. Other student visitors must have prior permission and be appropriately dressed. All visitors should register at the administrative office, wear a visitor's badge and sit at the visitor's table with their host.

Parents are encouraged to provide a nutritious, mid-morning snack for their children. Fruits, vegetables, cheese, and whole grain crackers are some examples of appropriate snack items. Students will not be allowed to consume any food with high sugar content until lunchtime. Students are encouraged to bring bottled water to drink in the academic schedule.

Naptime

Children will rest every afternoon on a WATERPROOF mat, furnished by ELC. “Security blankets”, approximately no larger than 3x5, are encouraged to accompany the children from home and to use during rest time. Should your child need a pillow during naptime, ELC recommends a travel size pillow only.

Infants – K3 Clothing

Infants – K3

To prevent lost items and the assurance of personal security, Label every item for your child. Please dress your child comfortably for play.

If your child is in diapers or pull ups, please provide them daily, along with a full change of clothing, including socks.

Your child's shoes need to be rubber soled for their safety. Sandals, flip-flops, and backless shoes are not permitted.

K4 Dress Code

General Guidelines

1. Student dress, hairstyle and accessories must be in good taste and not be excessive or disruptive. Any appearance which results in more than ordinary attention from staff or students, will be considered inappropriate and inadmissible to class.
2. When tops are layered, dress code guidelines must still be met.
3. Belts must be worn where belt loops are present. Belt loops may not be removed. All belts must be black or brown.
4. Coats and jackets for outside wear are matter of preference and are not addressed in the dress code. Sweaters and jackets worn in the classroom must come from HPPA uniform list.
5. Parents are responsible for purchasing the appropriate specified clothing for school. Uniforms purchased from other vendors are not permitted. Only uniforms which have been purchased from our official uniform supplier are acceptable.
6. It is the responsibility of the parents to be sure their student(s) is in dress code when leaving home in the morning.
7. Parents are responsible for purchasing clothing that is appropriately sized. No over sizing is allowed. Clothing that is too tight will not be permitted. The decisions of the administration are final in these matters.
8. Sandals and backless shoes are not permitted.
9. Tennis shoes with flashing lights and/or characters on them are not permitted.
10. Boots may be worn **only** with long pants.
11. All shoes/boots must be of colors that coordinate with the uniform.

Personal Appearance

1. Boy's hair must be conservatively cut (neat, clean and combed out of the face at all times). Hair length must be no longer than the top of a collared shirt and should be cut evenly across the bottom. Ponytails are not permitted. Any style reflective of a subculture that rejects Biblical values is not acceptable.
2. Boys may not wear earrings.
3. Students must have well groomed, neat, clean hair.
4. Grooming will occur in the restrooms only.
5. Tattoos, decals, body painting or other piercing are not allowed for either boys or girls. Girls may have pierced ears only. Earrings must be of a conservative length and size.
6. Sunglasses, caps, and hats are not to be worn inside.
7. Hair scarves, bandanas, and kerchiefs may not be worn inside.
8. Jewelry must be in good taste and should not call undue attention to the student. Girls may wear hair accessories such as bows and clips that coordinate with uniforms.
 - "Coordinate" means that the component must be either a neutral color such as black, brown, white, clear, or it must be one of the colors in the uniform. This does not include pink, lime green, or orange components.
9. Elementary girls may not wear lipstick or makeup. Clear lip balm is permitted.

K4 Dress Code

Cooperation

Cooperation is essential to the employment of the standardized dress code of HPPA. The administration has final determination in all matters pertaining to dress code and appreciates students, parents and faculty working together to make it effective. Those who violate dress code will be sent to the front office with an infraction slip. The parent will be called and required to bring the proper uniform component in order for the student to return to class.

All polo shirts, sweatshirts and sweaters worn in the classroom should have the school monogram and be purchased by the school vendor. Specified styles have been selected for the students to wear.

Toys

Children are not allowed to bring personal toys from home unless they are for naptime security. This practice eliminates sharing and sanitation problems.

Field Trips

Children four years and older may participate in activities away from school. It is required to have both a *Liability Release* signed, notarized and on file prior to participation. An additional *Permission to Participate* form will be sent home prior to each off-campus trip. *Emergency Medical Release* forms will accompany students on all field trips.

ELC does have the right to refuse a child from attending a field trip due to extenuating circumstances.

Transportation Policy

1. All students participating in school events and traveling the school to that event must ride in vehicles designated by ELC unless a signed Liability Release has been provided.
2. All students will return to the specified area (school or meeting place) after a school event in the designated school vehicle unless they leave with their own parents.
3. Students are the responsibility of ELC while attending school events and they must remain under the supervision of staff at all times while at the event.
4. Upon returning to school after the event, ELC is no longer responsible for transportation of the student. The parent must arrange for the student's transportation.
5. Students not agreeing to the above policies will not be allowed to participate in school events involving transportation.
6. No unauthorized vehicles are to be left on school property overnight.

Parent Conferences

Open communication with parents is welcomed and encouraged. Parents who desire a conference with a teacher should send a note to the teacher or call the ELC office(817-394-3150) to arrange a suitable time. Conferences are not scheduled before school since teachers are either on duty or in prayer time. Teachers will contact parents by telephone or by note requesting a conference should there be a need to discuss student's work or conduct.

Safety Drills

- Fire drills will be conducted once a month.
- Severe emergency weather drills will be conducted every six months.

Class Parties

Because of the strong, secular emphasis placed on these days, the Early Learning Center chooses to celebrate their true meanings with respect to celebrate and emphasize:

- **Valentine's Day** – Students show God's love to one another.
- **Resurrection Day** – Emphasis on the death and resurrection of Jesus Christ.
- **Thanksgiving** – Gratefulness to God for family and country.
- **Christmas** – Emphasis on the birth of Jesus. Exchanging gifts will be permitted, at the teacher's discretion. Gifts should not exceed \$5.00.
- **Birthdays** – Parents may send single portion treats along with any necessary paper goods to their teacher to determine a convenient time frame. Invitations to off-campus parties may be passed out at school if the entire class is invited. The only exception would be if the celebration was a "girls only" or "boys only" party.