

• EARLY LEARNING •

P R O G R A M

**Welcome to the Guts Church
Early Learning Program!**

**Parent Handbook
2018-2019**

Program Director:

Tara Trevino

Contact Information:

Phone: 918-809-2027

Email: earlylearning@gutschurch.com

Our Purpose

We seek to provide each child with the best opportunity to discover God's love and His importance in their lives by offering experiences that will enhance his/her development mentally, physically, socially, emotionally, and spiritually in a nurturing, Christ-centered environment.

We hope to convey through everyday life experiences, classroom curriculum, play, music, art and Bible stories that each child is a treasure from God and that He has a wonderful plan for their lives. We consider it a privilege to assist you in the education and nurturing of your child.

Curriculum

Our early learning program follows the WEE Learn (Weekday Early Education) curriculum. We have a bible based curriculum designed for all the ages we teach. It is activity based, provides choices, and allows for physical activity. Throughout the school year we will have many different themes students will be learning about.

Your child will participate in a variety of learning center activities which include art, books, blocks, puzzles and manipulatives, nature, music, and dramatic play. Social skills are developed through sharing, taking turns, thinking, reasoning, and solving problems. Bible stories and verses are included in each teaching unit.

Days and Times

Guts Church Early Learning Program is in session on Tuesdays, Wednesdays, and Thursdays from 9:00a.m. – 2:00p.m.

Please see school calendar for special holidays.

Ages

We enroll children ages 3 months – Pre-Kindergarten. The age cut-off for each classroom is September 1st. We also follow the state licensing guidelines for classroom ratios. All students will stay in the same classroom throughout the year.

The classrooms and ratios are as follows:

Koalas:	3 months-12 months (1:4)
Monkeys:	1 year olds (1:6)
Kangaroos:	2 year olds (1:8)
Lions:	3 year olds (1:12)
Tigers:	4-early 5 year olds (1:15)

Registration

A completed enrollment packet, enrollment/supply fee, and 1st months tuition must be turned in to Guts Church Early Learning office before your child is enrolled.

Monthly Tuition

Tuition is calculated on the basis of the entire school year; therefore, no reductions can be made for vacations, school holidays or days missed due to weather conditions. Reductions cannot be made for tuition for absence during the school year. If a student leaves the school for any reason during the school year, or enters after the school year has begun, charges are pro-rated according to the actual number of days enrolled.

Tuition Rates are as follows:

Koala Class (3-12 month olds)

1 day/week - \$170/ month

2 days/week - \$220/ month

3 days/week - \$270/month

All Other Classes

1 day/week- \$120/month

2 days/week- \$195/month

3 days/week- \$235/month

Enrollment and Supply Fee- \$50 non-refundable (per child)

(Due with enrollment forms and 1st months tuition before your child can begin attending)

All fees and payments should be paid using the following options

1. Pay online at www.gutschurch.com/give
2. Pay at the Guts Early Learning Program check in counter (CC, Cash or Check)
3. Text your Guts Early Learning Program tuition into us by texting the amount (space) Guts (space) LEARN to 45777

Example: \$225 Guts Learn

Please **DO NOT** make any payments for Guts Church Early Learning Program during church services or in the offering.

Tuition is due by the 15th of each month.

There is a \$10 late fee (per child) after the 15th of the month. Tuition is considered late starting on the 16th day of the month.

Any overdue tuition past 15 days is a reason for suspension from the Guts Early Learning Program until all fees (tuition and late fee) are paid in full.

Withdrawal

A two-week written notice is required to withdraw your child from the program.

You will be responsible for paying tuition for that two-week period.

Parents are responsible for two weeks tuition from the signed date of the withdrawal notice.

Facilities

Guts Church Early Learning Program is located in the pre-school hallway of the main building. Families should arrive and depart through the West entrance of the building next to the small playground area.

Communication

Newsletters, upcoming events, and all other information will be sent home through your child's teacher. Parents should check their email daily for additional information and reminders. Updates and photos will also be available to view on the Guts Church Early Learning Program Facebook page.

Absences

It is important for the teachers to know when your child will not be coming to school so they can plan accordingly. Please notify the Early Learning Program staff as soon as possible by calling the church at 918-622-4422 or by emailing earlylearning@gutschurch.com.

No reduction in tuition can be made for absences. While we are sympathetic regarding illness and understand offseason vacations, our obligation with school expenses is contracted for the entire school year.

Arrival/Departure

All children may be dropped off no earlier than **8:55 a.m.** Parents need to check in their children through the computer system using their key fob. These are located across from the Guts Early Learning Program check in counter. In the event a parent forgets their key fob, the Guts ELP director or assistant can check the child in.

Persons dropping off or picking up a child will need to confirm that a staff member is aware of the child's arrival or departure.

Please keep in mind that most children do better if you make drop-off as quick as possible. If your child has a hard time with separation, it is easier for the teachers to get them started in classroom activities that will take their mind off saying good-bye if parents do not delay leaving in order to comfort.

Guts Church Early Learning Program shares the same classrooms that are used for church services throughout the week. Please be mindful that the teachers must be prompt in setting up in the mornings and cleaning up in the afternoons in order to return the rooms to the way they need to be for services. If you need an extended period of time to discuss anything with your child's teacher, conference times can be set up on an individual basis.

Please pick up your child promptly at 2:00pm. There is a Late Fee of \$1/minute for anyone picking up after 2:05pm. Late fee slips will be handed to a parent in the classroom at the time of pick up. Please sign the late fee form and return promptly with the late fee to the Guts ELP Director by the next day.

Authorized Pick-Up

Your child will only be released to persons listed on the Enrollment Form. If you wish to have someone pick up your child who is not on the list, you must make a note on the Child Sign In/Out sheet and inform an office staff member and your child's teacher of the change. All persons picking up for the first time will be asked to show I.D.

Personal Belongings

Please label **ALL** of your child's personal belongings. Water bottle/sippy cup, diaper bag, clothing, lunch box, jacket, and rest mat.

Do not allow your child to bring personal toys into class unless it is a stuffed animal for rest time. The stuffed animal will be kept in their cubby until rest time begins and will be put back in the cubby after rest time ends.

Food/Drink

Please bring a labeled water bottle/sippy cup for your child to have at snack time and also after outside play. Your child's teacher will send their water bottle home each day with their backpack for it to be washed and returned the next school day.

Children will need to bring their own lunch and drink with them each day. Keep the lunch simple and include **NO microwave items**.

All lunches must include an ice pack, as lunches will not be refridgerated.

Please limit sugary juices and sugary dessert items. No carbonated drinks please. Each child's water bottle or sippy cup will be filled and available to them for lunch.

Food should be appropriately cut up and packaged for your child's eating abilities. This will help to prevent choking hazards. Even if your child is able to eat food which has not been cut up, a child sitting next to them may not handle whole foods well.

PLEASE SEND ALL FOOD IN ONE EASY TO OPEN CONTAINER - see attached lunch form for additional information

A fork or spoon should also be packed, if needed.

Parents of infants: please provide bottles (with water if using formula) and baby food in a lunch box, as needed for your child.

We will provide a simple morning and afternoon snack. Graham crackers, gold fish crackers or something similar will be served.

Rest Time

All children will have rest time after lunch. Parents of children one year old and older will need to supply a labeled, tri-fold mat for your child* (available at Wal-Mart and Mardel). Small blankets and stuffed animals are allowed and items must fit inside a diaper bag or back pack. No sleeping bags please.

*If your child is in the Monkey Class (one year olds), you may bring a pack-n-play (to store at school) if you wish to do so in lieu of a tri-fold nap mat.

Clothing

Dress your child for action! Since we paint, play outside, and participate in many exciting and sometimes “messy” activities, casual clothing that allows free movement is encouraged.

All clothing should be comfortable, washable and easy to manage (buttons in front, elastic waistband) as we want your child to feel a “sense of pride” in managing his /her clothing.

No flip flops are to be worn unless they have a strap across the back of the ankle. Velcro shoes are encouraged.

Please bring at least one extra weather appropriate outfit (shirt, pants, socks, underwear) in your child’s backpack each day in case of an accident.

Diapers are provided by parents. Diapers are changed at least 3 times per day and more when needed. Please make sure there are at least 4 diapers in your child’s bag each day. Baby wipes are supplied by the program.

Potty Training Children

If your child is in the process of potty training we ask that you please send them in Pull Ups until they can successfully and effectively verbally communicate that they need to use the restroom.

Please take into consideration that your child may successfully go at home with you there keeping a watchful eye, but in a classroom setting with 15 other students, they are easily distracted with playtime and forget to tell someone, or simply just go while they are playing.

We do take scheduled potty breaks which your child may participate in, but using Pull Ups helps to ensure less accidents, until your child can let the teacher know they need to use the restroom.

Please also send Pull Ups for your child to use during nap time to help them avoid an accident while resting.

We want your child to succeed at potty training and having a successfully dry day helps with their success!!

Outdoor Play

The children at Guts Church Early Learning Program go outside every day, weather permitting. On extremely hot or cold days, outside time will be shortened. Please dress your child appropriately. If the temperature or wind chill is below 32 degrees, we will not go outside.

Health and Safety

Please notify the Guts ELP office at 918-622-4422 if your child will not be attending due to health issues. **There are no refunds for absences and make up days are not available.** In the event of an extended illness, please speak with the Director

You will be called to pick up your child if he/she appears to have symptoms of illness during the day. In that event, please come quickly to ensure the comfort and safety of your child and others.

Teachers may not administer medication. Parents may come to Guts ELP to administer medication in appropriate situations. If your child has special medical needs, please speak with the Director.

Please keep your child home if any of the following applies:

- Has a fever of 100 or has had one during the past 24 hours
- Has a constant cough
- Has vomited or had diarrhea in the last 24 hours
- Has a cold that is less than 4 days old
- Has symptoms of a possible communicable disease
- Has been exposed to a contagious condition such as chicken pox, measles, strep throat or other contagions
- Has discharge from eyes
- Has a runny nose that is green or yellow in color
- Has evidence of living lice or nits (Please note: In an event of lice, you **MUST** notify Guts ELP Office immediately)

Discipline/Biting/Aggressive Behavior

We believe that the best way to help a child is by rewarding positive behavior. When a child misbehaves, the teacher will redirect the child. Teachers remind the child of what is expected.

If the child continues to behave inappropriately, they will have the choice between behaving correctly or a “time out”. If the child chooses “time-out” they will be able to re-enter the group when they choose to correct their behavior. Every effort is made to reassure the child that they are loved even though their behavior was not appropriate. Spankings will not be given.

We realize that biting is a developmental stage some children go through. However, due to the risk of the spread of infection we will not be able to let a child remain in class if he/she bites another child more than 3 consecutive times. You will be asked to pick up your child from school the day of the 3rd incident. Your child may be asked to miss an additional day if biting continues.

Extreme Behavior/Aggressive Issues:

If a child exhibits inappropriate physical behavior towards any students, teachers, or staff (ie, biting, punching, kicking, etc.) and is not able to correct that behavior through redirection and timeout, they will be removed from the classroom until they are able to calmly return under their own power and the parents will be notified. If the child is physically inappropriate a second time, they will be removed from the classroom for the day and the parents will be notified to pick up their child from school. If the child is physically inappropriate a third time, the parents will be notified and they will not be able to return to school.

Accidents

In case of accidental injury, we will attempt to contact a parent immediately. If needed, we will take your child to St. Francis hospital. If your insurance requires you to use another hospital please indicate this on the medical release form. Parents will be expected to assume responsibility for any resultant expense. Any minor accidents will be documented on the Child Accident Form and the parents will be notified.

Birthdays

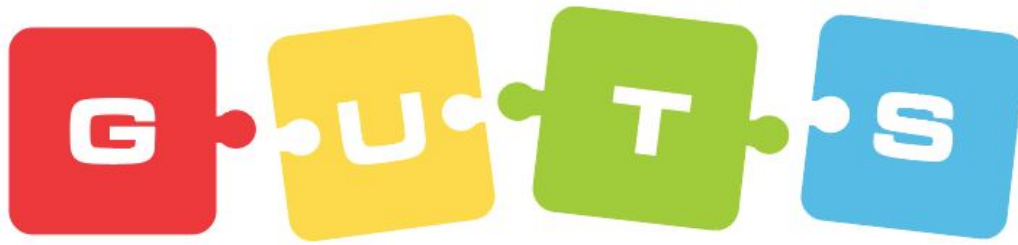
We love birthdays! If your child would like to bring a treat for their class please let us know ahead of time so we can be prepared. We ask that you please bring birthday cookies, donuts, fruit snacks, or muffins, etc. instead of cupcakes as these are much easier for the children to eat.

Holidays

We love to celebrate Holidays! We have three holiday parties during the school year; Fall, Christmas and Valentine's Day. A sign-up sheet will be available for parents to sign up to bring food and paper goods for each party. Each party begins after rest time at 1:30p.m. and all parents are invited to join the fun!

Inclement Weather

We will follow Union Public Schools closing for inclement weather. In the case that we must cancel a school day due to inclement weather, we will make that day up at the end of the year.



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PROGRAM

I, _____, whose child _____
is enrolled in the _____ school year of the Guts Church Early
Learning Program, have received a copy of the Parent Handbook. I
have read and understood the policies and guidelines as described in
the Handbook, and I agree to abide by them.

(Signature of Parent/Guardian)

(Date)

Please sign and return this form to the Guts Early Learning Program
office.

