

Early Learning Center

NEW ORLEANS BAPTIST THEOLOGICAL SEMINARY

Parent Handbook

4148 Providence Place

New Orleans, LA 70126

504-816-8585

preschool@nobts.edu



Dear Parents,

Welcome to the Early Learning Center of New Orleans Baptist Theological Seminary. We are dedicated to providing a caring Christian environment that is focused on providing your student with an education that is developmentally appropriate. We want to help your student develop academically 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.

ELC teachers and staff are committed to providing an education that helps students grow intellectually, physically, emotionally, and spiritually. We provide learning experiences that lay a foundation for their future.

We are proud to have well trained and experienced teachers. All of our teachers are committed to ensuring that your student receives a loving, encouraging, and engaging learning experience. All of our lead teachers have or are pursuing a Child Development Associate Certificate, associate, or bachelor degree in a field related to Early Education. Teachers are also members of professional organizations such as the NAEYC and CCAL. Our teachers receive continuing education to remain current with what they need to provide your student with an education of value.

We are thankful that you have chosen the ELC to be the place where your child will become 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 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, 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 real world experience in the field of children's and family ministry. NOBTS ELC also strives to serve as a model for the community and partnering churches, centers and schools in the area.

Our Vision

The ELC provides high quality early learning for children birth through five by connecting practice with research. Our vision is 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 for our children to become active participants in and shapers of the world and to grow socially, emotionally, cognitively and globally through a Christ based, teacher facilitated learning experience. We also desire to be examples of what an individual of maturing faith looks like to a child by always keeping the Gospel at the core of everything we do at our center and in our personal lives, as based on Deuteronomy 6:4-9 which states:

"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 Core Values

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

Doctorial Integrity- We believe that the Bible is God's Word. We believe it, proclaim it, teach it and work daily to live in a way in which it is evident. We also work to teach it truthfully and faithfully in such a way that ensures it is understood by our students.

Spiritual Vitality- As part of the community of NOBTS we believe that worship is an important part of the spiritual life. We encourage our employees to be involved in local churches and to take time to worship the Lord personally. We celebrate and worship the Lord corporately and on an individual level. Keeping our spiritual lives healthy helps us to be better prepared to teach spiritual values to your children.

Missions Focused- NOBTS and NOBTS ELC 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 NOBTS ELC 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- NOBTS ELC 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 NOBTS ELC. We work together to develop a sense of service between one another and to all who come into our center.

Contact Information

Phone: 504-816-8585

Fax: 504-816-8485

Director's Email: preschool@nobts.edu

Assistant Director's Email: preschoolasst@nobts.edu

Our Program

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

Our 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 7:30 a.m.

Holiday Closures:

The Center follows the closing dates of the NOBTS Business Office. This means that when the Seminary offices are closed, our center will be closed. The holidays when the Seminary and center will be closed are:

New Year's Day,

Martin Luther King, Jr's birthday,

Mardi Gras (Tuesday only),

Good Friday,

July 4th,

Childhood Education Workshop (CEW)* (annual teacher training),

Labor Day,

Thanksgiving *,

Christmas *

*The center is closed for two days in July for teacher training (CEW). These dates will also be posted.

*The ELC closes Wednesday before Thanksgiving at noon and is closed the Friday after Thanksgiving and reopens the following Monday.

*The ELC is closed for an extended time between Christmas and the New Year.

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.

Our Teachers

All teachers at NOBTS ELC 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 have obtained a Child Development Associate Certificate 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 NOBTS ELC will be prepared as they move on to elementary education programs.

All staff and administrators 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.

What to Expect On the First Day

Entrance to Campus

If you have not already been given a car decal for your vehicle, you will have to sign in at the guard house located inside the gates of the NOBTS campus. Please make

sure to have your driver's license and insurance card available for our campus police. Car decals are obtained through campus police. You will be given 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.

Entrance to the Center

When you enter the Center please stop by the front office to receive your Login ID number. You can use this number as your clock-in and clock-out numbers for our sign-in system. The sign-in system for the ELC is a 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.

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

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

Emergency Contact List

Anyone listed on the *Emergency Contact List* is considered an authorized person to drop off and pick up your child. Everyone listed on the *Emergency Contact List* 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 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 make sure to 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.



Our Education Philosophy

At the ELC we strive to ensure that our children receive 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 work to implement educational practices and philosophies which line up with those mandated by the Department of Education of Louisiana and by New Orleans Baptist Theological Seminary.

The following are standards that 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 through development at his or her own rate. Our program also works to help the child spiritually, emotionally, cognitively, physically, and socially. This approach ensures that our program aids in developing the whole child.

3. *Children learn best when accommodation is made to their learning style.* Since children learn in a variety of ways, concepts are presented in a variety of ways. The program seeks to accommodate the children rather than asking the children to accommodate the program.

4. *Children learn best when they feel ownership for their learning experience and environment.* The ELC provides an environment where children are encouraged to make developmentally appropriate choices involving their learning. By having choices and making decisions, children learn to be in control of their own learning and to be independent thinkers.

5. *Children learn best in an environment where they feel secure.* Security is best developed in an environment which is safe and predictable, yet flexible. This 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.* It is not enough for each child to be accepted, he/she must also be valued. At the ELC, we believe that because each child has value in God's eyes he/she must have value in our eyes (Psalm 127:3 and Mark 10:13-16).

7. *Children learn best when their families are a part of the learning process.* At the ELC, 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 conferences; parent workshops; written reports; center gatherings; and newsletters.



Enrollment, Wait List and Entrance Procedures

Enrollment

- ❖ 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 you enter the Center please see the book keeper to receive your account number. Use this number to make payments.

Non-discrimination Policy

- ❖ The ELC does not discriminate on the basis of race, color, creed, sex, national origin, ancestry, ability or against breast-feeding mothers.

In order for your child to attend NOBT ELC the following items are required:

1. A completed Application, with all pages signed and dated.
A copy of your child's up-to-date immunization record, which may be faxed to the ELC.
2. A check or money order for the annual registration fee. Please refer to the fee sheet for the specific amount.

Wait List Procedure

A completed *Wait List Form* must be on file. 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 then we will contact the second and so forth.

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 Assistant Director. If you have any questions about this system please contact the Director.

Termination of Services

Students are dismissed when 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. The balance on your account is due by the fifth of each month.

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

All accounts should be current by the 5th of each month. Newly-enrolled families should bring their accounts current on the date of admission. The only exception to this will be the presence of a current, signed Payment Plan Contract.

Payment Plans

Parents/Guardians can select a continuous or a one-time payment plan arrangement. 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 5th, 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. Please contact the ELC bookkeeper for more information regarding payment plans.

Outstanding Balances

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

Payment Methods

Payments can be made via the following methods:

- By CASH: cash can only be accepted at the *NOBTS Business Office* in the Hardin Student Center at the front of campus. Please let the cashier know that you are making a payment for ELC services and provide your ID number.

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

-By CHECK or MONEY ORDER: please make checks and money orders payable to NOBTS. Check or money order payments can be placed in the black drop box outside of the main office door, processed with the *Business Office Cashier*, or left in the *drop box* located in the Business Office. Checks and money orders may also be mailed to: NOBTS Early Learning Center, 3939 Gentilly Blvd., New Orleans, LA 70126. *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 \$50.00 for each returned payment.

Late Pick Up

The ELC hours are 7:30a.m. through 5:30p.m., Monday through Friday. A late fee of \$1.00 per minute per child will be assessed after 5:30p.m. 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

- Registration fee: \$135.00 per child. Payment is due by the date of admission as well as at the beginning of each academic year.
- Late pick up fee: \$1.00 per minute per child.
- Returned check (NSF, etc.) fee: \$50.00 per returned check or payment.
- Failure to provide a written two-week withdrawal notice may result in a financial penalty.

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 contract with the Early Learning Center. After ELC enrollment, each family is responsible for all charges until the ELC receives the CCAP-12 document. These families may be dismissed based on delinquent account status.

Foster Care

A Foster Care policy is available as needed. Please 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 504-816-8048.

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 our children are met.

Snack and Lunch Times

Snacks are served in the morning and afternoon. Lunch service begins at 10:45. Students 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 four week rotation. They are posted in the bulletin board and throughout the building.

Allergies

Any and all allergies (seasonal, food, medication, etc...) must be noted on the *Application*, please provide a doctor's note as required. 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. 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 following symptoms 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 24-hour 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 our 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.
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
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 person 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 event of any exposure to a contagious disease within the classroom.
5. When absences due to sickness are necessary parents are to notify the office.
6. If a child is too ill to participate in scheduled outdoor activities parents need to make alternative plans.
7. All over the counter and prescription medication sent to the ELC must be in its original container, with an expiration date, and clearly labeled with the child's name.

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.

In Emergency Cases

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.



Hand Washing

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

Teachers wash hands upon entrance into the building, before handling food, bottles or cups. They must also wash hands after assisting children in the restroom and after diaper changes. Teachers wash their hands after 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 outside of each classroom so that parents and guardians know when specific things occur for their child.

7:30 ELC opens

8:00 Morning snack is given

8:30-9:00 Morning outside time

8:45 – 9:00 Group learning time begins in classes

9:15 Mission Friends and Chapel

9:30 Lunch count taken (to ensure that your child is included in the lunch count please contact the office if arrival will be after this time)

10:45 Lunch service begins

12:00-2:00 Rest time

2:15 Snack

3:00-3:30 Outside time

4:45-5:15 Center play/ Extended outside time

5:15 to 5:30 Classroom center play or Bye-Bye Buggies



Parent Expectations

- ❖ Each class follows a daily schedule which includes free play time, group time, activity time, snack time, bathroom time, outside time (when weather permits), lunch time, and nap time.
- ❖ 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.
- ❖ Students rest on an assigned bed or cot, which is provided by the ELC. Parents provide small blankets and a fitted crib sheet for children ages 1 and older. All sleeping material is taken home on Fridays to be washed.
- ❖ Parents are to read the notes posted outside their student's classroom and read the *Today Card* which is provided daily.

Educational Tools and Procedures:

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

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

- Art provides the student 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 student develops a sense of accomplishment in a task completed.
- Blocks promote scientific trial and error thinking, and problem solving. As students work, share, and talk with others they begin to develop a sense of responsibility. Physical coordination skills are refined.

- Books provide the student with a means of fostering imagination, introducing and exploring new ideas. Books open up a whole new world to explore.
- Home living provides the student the opportunity to step into the world of adults as they role-play our work, our feelings, and our words. Through this activity of home living, students 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. Expressions of emotions are inevitable in the music experience. Students gain a sense of self-worth and personal wellbeing. Music can be used as a tool to teach Bible concepts, as well as being just plain 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 are problem solving activities which lay a foundation for later problem solving. 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 problem solving, patience, and ingenuity when using manipulatives.
- Group time is a time when teachers and students gather to share experiences, express individual ideas, and develop listening skills. Lifelong social skills are learned in the group experience. 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 other resources which are approved by the Director to help meet the needs of the students in their classroom. This curriculum focuses on developmental learning through weekly topics and themes which cover a shape, letter, number, social emotional concept and Bible story.

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



Mission Friends

Mission Friends provides a time for students to learn about missionaries all over the world and helps them to develop a worldview which is built upon the Gospel. Students learn about people groups located around the world. Students will also learn about organizations that work to provide the Gospel through the meeting of needs. Teachers incorporate the Mission Friends once a week into their learning time.

Chapel

Chapel provides a time for our Students to worship God through songs and through learning from the Bible. Bible stories are told and songs are sung to provide students with a time to participate in corporate worship and an opportunity to learn more about worship and develop spiritually.



Music

Students that are 2 and older will participate in a weekly music class. The students will play instruments, learn songs, and learn fundamentals of music at a level that is age and developmentally appropriate. Music has shown to be an important aid in understanding math, language development, fine motor skill development, and gross motor development.

Story Time

On the last Thursday of the month, a story teller from the New Orleans Public Library comes to have an interactive story time with the 3 and 4 year olds. This time will include a story and a craft for the students to do.

NOBTS ELC'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 – discovering God's World.
- Social Development: Helping a student learn to be responsible to others – helping a student become a part of a group.
- Emotional Development: Developing a good self-image – developing a sense of responsibility – developing persistence in completing a task.
- Physical Development: Developing hand and body coordination – learning physical skills –learning good health habits.
- Spiritual Development: Developing an awareness of God – and a habit of giving thanks through prayer of things enjoyed in life. To help increase the student's ability to make choices between right and wrong

Please also refer to NOBTS ELC's Educational Philosophy on pages 8-10.

Conferences

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

Classroom Ratios

Ages of Children	Staff/Children Ratio As licensure requires	NOBTS ELC ratios
Infants under 12 months	5:1	3:1
One year old	7:1	5:1
Two year old	11:1	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, beds and cots occurring once a month. 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 pre-approved 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 relate to their lesson. Students will interact with apps that are rated “E” and that are approved by the Director or Assistant Director. Student’s hands on time with iPads does not exceed 2 hours per day. Students under the age of two do not have hands on interaction time with iPads in the classroom. In classrooms with students older than two the iPads are used to show approved videos that enhance the lesson. Electronic device usage for students under two is prohibited.

Teachers will also 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 educational lives.

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 rated G movies and television show episodes are shown. Television time is 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. All of these 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 process, which means messy play and outside activities are involved. You are to send your student in clothing that you are comfortable with them getting dirty. The ELC recommends sending students in clothing that is comfortable for the child, allows the child to move freely and is temperature appropriate. All children should bring two changes of clothes including socks to the ELC every day. Parents need to check that clothes still fit and are seasonally appropriate and all clothing should be labeled.

For children who are toilet training it is especially important to wear clothing which can be pulled up and down easily. Toilet training children should have at least four complete sets of clothing in their bag. Parents must permanently label all clothes, bottles, and blankets, etc. **The Center is not responsible for lost items.**

Diapers and Wipes

Parents are to provide diapers and wipes for their infants and toddlers. It is best to bring a large package of diapers and a box of wipes. Please label the package of diapers and boxes of wipes. Teacher will notify parents when their child needs more of either one of these items.

Shoes

Students must wear closed toed shoes at all times. For your student'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.

Classroom Supplies

The ELC will provide parents with a supply list. The ELC does provide many supplies for the classroom but specific supplies are required by teachers. Please have supplies back to school within two weeks of the list being issued.



Emergency Preparedness and Policies

Accidents

In the event of accidents such as scrapes, bites, falls, or other injury, the ELC will call or text the first person listed on the *Emergency Contact List*. If the ELC is unable to contact one or both parents, the staff will call starting with the first person on the list of authorized persons and any emergency number provided by the parent.

In the event that emergency care is needed, 911 will be contacted first. If a student is transported to a hospital, a staff person will accompany the child and the parents will be contacted to meet them at the hospital. Written authorization for emergency transportation will be obtained during the registration process before the child enters the program.

Emergency Drills

Emergency plans for fire, weather, railroad and any other possible natural disaster are posted in each room. Practice drills will occur routinely throughout the year

and the drills help the students and the staff members to become familiar with the procedure and not be frightened by the process. There are plans in place for various emergency situations, if a parent wishes to see the ELC's emergency plan, please contact the director.

Closing

In cases of inclement or dangerous weather, should the campus need to be closed or evacuated, parents will be notified by phone call or email. The ELC follows the New Orleans Baptist Theological Seminary policy for severe weather. If the seminary closes, we close. Stay tuned to WBSN FM 89.1, television station WWL Channel 4, radio station WWL 870 AM or www.nobts.edu for up-to-date weather information.

Parents will also then be notified when the campus has been approved to re-open based on the authority of Dr. Kelley and by clearance of the NOBTS Campus Police. Parents can also monitor the NOBTS website at www.nobts.edu for up to date information.

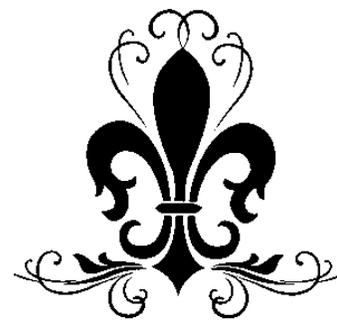
Evacuation

If evacuation of the ELC is necessary, all students will be taken to the Hardin Student Center located at the entrance to campus. You will be contacted in the event of evacuation and must come pick-up your student from the HSC.

Shelter in Place

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

Lagniappe



Special Events

NOBTS ELC holds several special events during the school year. These events provide an education experience for the student as well as enrich parent, student, and teacher relationships. The ELC also holds events which are culturally relevant and help students participate in a unique and fun way.

Parental Involvement Policy

Parents are offered at least two opportunities for involvement each year.

For all events, parents and family are welcome to come and participate.

Our annual events include, but are not limited to the following:

- Fall Festival
- Family Thanksgiving Dinner
- Mardi Gras Parade
- Open House
- Holiday parties

Birthday Celebrations

Celebration of birthdays with your student'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. Due to allergies, store bought goodies are recommended. Celebrations take place during afternoon snack. Balloons are not permitted. Characters or mascots are not permitted. Guests are to be limited to parents and grandparents.

Toys

Toys from home are not permitted. All toys necessary for an enjoyable experience are provided by the ELC.

Volunteering

We welcome parents and siblings of our students to volunteer in our center. For anyone 17 years and younger, approval by the director must be given before the

volunteer hours begin and proper paperwork must be shown.

For volunteers, 18 and older the ELC must have a Criminal Background Check on file. Volunteers that are under the age of 18 will not be placed in contact with students.

Services and Therapy

The ELC works with Orleans Parish to provide services for students 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.

If your student receives any of these services, please let the office staff know so that teachers can be notified.

Louisiana Child Care Assistance

The ELC does accept Louisiana Child Care Assistance. For more information on this please visit the Louisiana Department of Education's website, www.louisianabelieves.com.

Grievances

Grievances or concerns should be submitted to the Director. The Director will respond in a timely manner. If you are not satisfied with the response you may submit a written grievance to Pattie Shoener, Vice President, Human Resources.

Complaint Policy

The Licensing Division of the Louisiana Department of Education is the licensing authority of 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 to find regulations and information regarding

early learning centers from the Department of Education's website or
<http://carefacility.doe.louisiana.gov/index.aspx> 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, 70113
(504)896-7200

LaChip
Orleans Parish:
1010 Common Street, 4th floor
New Orleans, LA 70112
1-877-252-2447
<http://www.dhh.louisiana.gov>

Medicaid
1-888-342-6207

Daughters of Charity
P.O. Box 4148
New Orleans, LA 70178
(504) 482-2080 Administration Phone
(504) 483-6016 Administration Fax
(504) 207-3060 Appointments

Gentilly Office
100 Warrington Dr.
New Orleans, LA 70117
(504) 207-3060 Phone

DENTAL

Just Kids Dental
410-3051

LSU Dental
(504) 941-8174

Kool Smiles
888-205-1639
3057 Gentilly Blvd.
New Orleans LA 70122

(504) 523-3755

LSU Behavioral Sciences Center
3450 Chestnut St. (3rd floor)
(504) 897-8558

MENTAL HEALTH

Leeke Magee Christian Counseling Center
New Orleans Baptist Theological Seminary
Childcare Bureau
400 Lafayette Street, Suite 140
(504) 525-2366

www.childrens-bureau.com
New Orleans, LA 70130

Catholic Charities Counseling Services
1000 Howard Avenue
New Orleans, LA 70113

EARLY CHILDHOOD SERVICES

Childcare Referrals
Agenda for Children
1720 St. Charles Avenue
New Orleans, LA 70130
(504) 586-8509

Childcare Assistance

Office of Family Support
3150 General Meyers Avenue
New Orleans, LA 70114
1-888-524-3578

Developmental Delays/Disabilities

Metropolitan Human Services
400 Poydras St., Suite 1800
New Orleans, LA 70130
(504) 568-3130

Louisiana Early Steps Program
Jessica Rodrigue, Program Director
SPOE
1010 Common Suite 2000
New Orleans, LA 70112
Phone (504) 595-3408

PARENTING RESOURCES:

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

www.agendaforchildren.org

FAMILIES HELPING FAMILIES

504-888-9111 Jefferson
504-943-0343 Orleans

Assistance for families with children who have special needs.

Zero to Three

National Center for Infants, Toddlers, and Families
2000 M Street NW, Suite 200
Washington, DC 20036
(202) 638-1144

www.zerotothree.org

FOOD STAMPS:

OFFICE OF FAMILY SUPPORT

ORLEANS - MIDTOWN
1661 Canal Street
P.O. Box 51870
New Orleans, LA 70151-1870
(504) 599-1700
FAX: (504) 599-1816
EMAIL: ofsmidto
DIVISION: Family Assistance
REGION: [Orleans](#)

INPATIENT HOSPITALS

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

HEALTH DEPARTMENT

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