

The Early Childhood Center Northeast Houston Baptist Church

Philosophy Statement

*Teach the child in the way he should go, and when he is old he will never part from it.
Proverbs 22:6*

- The Early Childhood Center (ECC) provides a Christian based Mother's Day Out/preschool. Our faculty and staff view the learner as a "whole child" striving to meet each child's developmental needs in terms of spiritual, mental, physical, and social education.
- Our teachers are committed to educational goals of excellence. Education is provided in a safe, loving, and God-pleasing setting that adheres to the Holy Scriptures.
- We teach from a carefully chosen curriculum enhanced with creative teaching techniques and varied learning opportunities.

Objectives

- The ECC seeks to carry out the command of our Lord Jesus Christ to "feed my lambs" by providing quality care in a Christian setting by using loving, creative, and purposeful means to train and nurture each child.
- Our concern is for the total personality of the child: physical, social, mental, emotional, and spiritual.

Non-Discrimination Policy

The ECC does not discriminate on the basis of gender, race, color, religion, or national ethnic origin in admittance, education, or other administrative policies and extends to all the rights, privileges, programs, and activities generally made available to students at the school.

Religious Policy Statement

- Our program offers Biblical experiences to the children at their level of understanding.
- An age appropriate "Bible Time" with lessons, prayers, and songs based on the Bible will be taught.
- Preschool children will also participate in chapel services each day of school.
- Snacks and meals will begin with a prayer of thanks.
- Teachers will speak lovingly and naturally with the children about their faith and love for the Lord in both formal and informal teaching times.

Enrollment

- The child must be one by September 1, 2010, to be enrolled in the one year old class. This is the guideline for every age group.
- Rare exceptions are made when a child misses the date by a few days.
- Three and four year olds must be potty trained in order to be enrolled into the program.
- Upon acceptance of enrollment, ECC requires that an information packet be completed for our files (medical consent form, allergy information, immunization records, emergency phone numbers, etc.
- All immunization records must be updated with the director on or before September 30th of each year. Failure to do so may result in a child's removal from the ECC program.

Hours / Arrival / Pick-up

- Our school times are Tuesday and Thursday from 9:30 a.m. until 2:30 p.m.
- The doors will be opened for drop-off at 9:20 a.m.
- Our regular school year runs September through mid-May of each year.
- We follow the Humble ISD school calendar with few exceptions.
- Parents are to accompany children to the classroom to insure safe arrival.
- Children must be signed in and out each day.
- We have found it is best for parents to leave immediately after drop-off to help ease transition into classrooms.
- Please supervise any siblings who may accompany you at drop-off or pick-up.

Tuition and Fees

- All tuition and fees are due on the 1st of the month and late after the 7th of the month.
- A late fee of **\$25.00** will be charged to your account if payment is made after the 7th of the month.
- Payments can be mailed directly to NEHBC, dropped in the locked offering box located by the south door entrance of the building, or paid online.
- All payments mailed or dropped in the locked offering box should be sealed in an envelope and clearly labeled as ECC payment and include the name of the child.
- A late pick-up fee will be charged if your child has not been picked up by 2:40 p.m. A dollar a minute will be added to the fee for every minute after 2:40 p.m.
- There is no credit given for absences due to vacation, illnesses, or holidays.

Termination of Enrollment

- If tuition is in arrears and late notices have been ignored, the parents will be notified that the child will not be admitted to school until account payment is current.
- If a parent decides to withdraw a student for any reason, a written letter of intent and explanation is required thirty days in advance. Otherwise, parents have the responsibility of paying one additional month of tuition.
- The Registration Fee is never refunded.
- Children may be terminated as a result of behavior issues. The school reserves the right to terminate enrollment if after two incidents and parent consultation, the child continues to bite, scratch, kick or exhibit behavior that the Director deems to threaten the safety of other children or the teacher.
- The ECC strives to meet the needs of the students; however, when a child's needs cannot be met, The Early Childhood Center reserves the right to terminate enrollment.
- Written notification of the effective date will be sent or given to the parents.

School Closures

- In the event of severe weather, the ECC may close.
- Announcement of school closure can be found on the home page of the school website or heard on the news.
- If Humble ISD cancels classes, our ECC classes will also be cancelled.
- NEHBC Early Childhood Center reserves the right to cancel classes for any reason.
- In the event that classes are cancelled, we will attempt to schedule a make-up day.
- Partial refunds will be issued when three or more days have been cancelled and cannot be rescheduled.
- If the Humble schools open 1 hour late, we will open on time.
- If the Humble schools open 2 hours late, we will be closed.
- In case of school closing due to bad weather, flooding, or disaster, parents are asked to pick up their children as soon as possible.

Release of Children

- Children will only be released to parents/guardians unless written permission is given for someone else to pick-up the child.
- Any person given permission to pick up your child will be required to show a photo ID.
- ECC teachers will not transport children in their private cars unless requested by the director to do so in an emergency situation
- In case of such emergency, two ECC or NEHBC staff members of the same sex will accompany the child in the car.

Illness

- Please remember that the ECC is designed for well children.
- Children will not be permitted at the ECC with any of the following conditions:
 - Fever of 100 degrees under arm (auxiliary) or higher, and if they also have one or more of the following: diarrhea, earache, signs of irritability or confusion, sore throat, and/or rash.
 - Vomiting on two or more occasions within the past 24 hours.
 - Diarrhea (three or more watery stools in a 24-hour period).
 - Draining rash or undiagnosed rash over a 24-hour period.
 - Eye discharge or pink eye (children can be readmitted after medical diagnosis to rule out bacterial or viral infections, or 24 hours on antibiotic treatment).
 - Fatigue that prevents participation in regular activities.
 - Head lice (until treatment is effective and a follow-up check has been made by school personnel).
- In case of a minor injury or accident, a staff member will administer basic first aid.
- All injuries or illnesses not requiring immediate parental notification will be documented and reported to parents when the child is picked up at the end of the day.
- In case of medical injury requiring immediate professional care (emergency), the staff will call 911.
- Parents will be notified immediately.
- If parents are unavailable, those individuals designated as emergency phone contacts will be notified.
- All children must have an emergency medical release on file in case of such an emergency.
- In case of an injury or accident in which 911 is not needed, but immediate professional care is required, the staff will contact the parents.
- If parents are unavailable, those individuals designated as emergency contacts will be notified.
- Health forms are required to be completed at the time of enrollment showing any allergies, physical handicaps, and a current immunization history. The parent must update these records as needed.

Medications

- The ECC does not administer medication.
- Please inform your physician that your child is in preschool and that you prefer to give medications at home, morning and evening. Knowing this, many doctors will give longer acting medications.
- In the case of allergic reaction, we will administer Benadryl, inhaler or other emergency allergy medication with the parent's permission. This emergency medication will be stored in the director's office.

Security

- Your child's safety is important to us. The doors will remain locked during our hours of operation.
- All parents will enter the school using the south entrance.
- If you drop off your child late, the door will be locked and you will have to press the buzzer to be admitted to the building.

Field Trips

- Field trips are designed for our four year olds.
- Every attempt will be made to scheduled field trips for the beginning of the school day.
- Parents are asked to transport their child to the field trip destination and attend the field trip with the child.
- In the event the parent can't attend the field trip, a caregiver designated by the parent may attend in the place of the parent.
- When the field trip session is over, parents/caregivers will then transport the child to campus.
- ECC tee shirts are worn on the days of field trips.

Birthdays

- Most children like to celebrate special events with their preschool friends.
- Parents may send a treat to share with the class.
- Please make arrangements with the teachers several days in advance.
- Teachers will provide guidelines and suggestions for birthday treats based on the needs of the children in the class.
- The teacher will also need to know what you are bringing to avoid foods that particular children in the class may not be able to eat.

Parties

- The ECC will have several holiday parties during the year.
- Parents will be asked at the beginning of the year to sign up as "room mothers" to assist in organizing the parties.
- The holiday parties are for the enjoyment of the ECC students. Our classrooms are small and will not accommodate extra people.
- School aged children (kindergarten and older) should not attend ECC holiday parties.
- We encourage all moms helping with parties to secure childcare for younger siblings on the day of the party if at all possible. This will allow the parent to devote her attention to the preschool event.

Meals

- Provide a “sack” lunch and drink each day for your child.
- Please provide a nutritious, healthy lunch including a sandwich or other main course along with fruit, vegetables, crackers, or similar foods.
- The staff is not able to refrigerate or heat student lunches.
- Provide food that the children can easily feed themselves.
- One and two year olds will need considerable teacher assistance with lunch.
- Three year olds may need some assistance.
- Four year olds will be encouraged to open lunch boxes and prepare for lunch independently.

Clothing

- Children must have a complete change of clothing, clearly marked with the child’s name, left in the backpack at all times.
- Accidents can happen even for the older preschoolers when they wait too long before going to the bathroom.
- Warm clothing must be worn in cooler weather to accommodate daily outdoor playtime.
- Please dress your child for the weather.

Outdoor Play

- Outdoor play is a regular part of the daily routine at the ECC, and children should be prepared to play outside some part of everyday.
- Please do not request that your child stay indoors. Children too sick to play outside should not be at school.

Nap Time

- Supervised rest periods are provided for all children less than four years of age.
- Please bring a nap mat or clean blanket and sheet for naptime.
- You may also bring in a special blanket, pillow, or small stuffed animal if desired.

Open Door Policy

- We welcome parents and church staff members at any time in any areas of the school.
- We encourage parent involvement on field trips and class parties.
- Parents are welcome to attend chapel on any day.
- Children will sit with their class during chapel and not with the visiting parent.

Behavior Management Policy

- Understanding that each child is loved by God and made in his image, ECC views discipline as a process of developing appropriate behaviors.
- We begin our behavior management by providing an interesting learning environment for our students.
- We provide a challenging environment that allows experimenting, learning, physical activity and quiet times. This blend prevents boredom and promotes good behavior.
- The ECC uses **indirect guidance** techniques such as these:
 - We give advance warnings: “You have five more minutes to play before it’s time to clean up.”
 - We give choices: “You may paint with the other children or you may read a book.”
 - We have regular routine: “We always wash our hands before lunch. After lunch is story time.”
 - We avoid nagging: We tell children what we expect just once, follow it by asking the child if he/she remembers what we just asked, and then offer to help the child do what was asked.
 - We’re consistent: We do things the same way each day so the children know what to expect and learn to trust and feel safe in their environment.
- We use **direct guidance** techniques such as these:
 - We use affirmatives: “We use walking feet indoors: rather than “Don’t run!” or “Use your words to tell us you are angry” rather than “Don’t hit!”
 - We get the child’s attention by crouching down on his/her level, making eye contact, speaking quietly, and asking the child to repeat directions.
 - We attempt to be fair. We examine our expectations to make sure they are age appropriate, and we don’t make rules just because an activity is too noisy or too messy.
 - We avoid arguments by following through with solutions that address the problem, but also offer the child a way to exit gracefully from the problem: “You can choose a quiet place to calm down or I can choose one for you.”
- We pray for the children and families in the ECC program.
- We use prayer with children, asking God’s guidance in all of our daily activities.
- One-on-one prayer is used with children in difficult times, asking God to open our hearts to His will.
- If a child is unable to demonstrate self-controlling behavior, a brief time-out will be administered to allow quiet time for the child to regain control.
- Time-out occurs only when other measures fail, and is used to allow the child to re-group, not as a punishment.
- At the ECC, the discipline goal is educating and redirecting children. Our emphasis is cooperation.
- Some negative behavior is best ignored since its goal is to get attention.
- Ignoring the poor behavior is effective for some disruptive behaviors and it minimizes mimicking activity by other children

School Wide Classroom Discipline Plan

In order to provide a nurturing and positive learning environment for our students, we will be using an assertive discipline system. This system will focus on redirection of undesired behavior, setting clear expectations, visual charts, rewarding positive behavior, and use of quiet spots/time outs.

Redirection

- Young children generally respond positively when choices are given rather than an order. For example, if the teacher notices that Emily has moved from the block center to the home center the teacher will go to her and say, "Emily, you should be in the block area. You may either return to the block center or you may sit in the quiet spot for the rest of your play time."
- This form of discipline allows for the child to be in control of their behavior choices.
- Other forms of redirection will gently guide a child back to the desired activity or location.

Set Clear Expectations

- Clear expectations will be set from the beginning.
- We will spend time discussing expectations, reading books that showcase manners and good behavior themes, and practicing what is expected.
- Teachers will work with the students to set rules together. This will encourage accountability and also allow children to have ownership in the classroom.
- Having each student sign their name to the rules sheet will serve as a visual reminder that the students helped make the rules.

Visual Charts

- Children also respond well to visual stimuli.
- We will use a color coded plate system with a purple happy face, green happy face, yellow serious face and a red sad face.
- Each child's name will be written on a clothespin. Every new school day the child will begin with his/her clothespin on the green happy face plate.
- If a child acts inappropriately, his clothespin will move to the yellow face with a warning.
- If the child chooses to act inappropriately again his clothespin will be moved to red and a consequence for the action will be given such as time out, or missing a few minutes of recess or free play time.
- The purple happy face is reserved for students who have exceptional behavior. This will be used as a form of praise for those students who have recurring excellent behavior.

Rewarding Positive Behavior

- Rewarding a child for good behavior is essential in promoting a positive learning environment. Use of verbal praise, stickers, stamps, prizes or special responsibilities all encourage the success of the students.

The Quiet Spot / Time- Out

- Each classroom will have a designated quiet spot where a student can go when he has acted inappropriately. This spot can be a chair, rug or pillow. The quiet spot should have a three-ring binder with paper and crayons. The student may sit quietly independently or with teacher assistance and draw their feelings about the inappropriate behavior.
- At other times it may not be necessary to address the students' feelings but rather give them a moment to collect themselves. This time should be one minute per age of the child.

Remember, in order for any discipline plan to work consistency is key. By creating a school wide policy, the students will be able to move through the ECC program with clear expectations and will not have to re-learn a new system each year.

Removal of a Student

- If a child is unable to gain control and requires more individual attention than can be given within child-to-staff ratios, we will contact a parent.
- A child who consistently requires one-to-one attention may have to leave the center temporarily for safety's sake.
- Repeated uncontrollable behavior can lead to discontinuation of ECC services.
- Any behavior that causes injury to a student or staff member is taken very seriously. Examples of this behavior are biting, hitting, scratching, kicking, etc.
- Depending on the severity of the injury, the director has the option of removing the offending student for a period of two weeks.
- If the student returns and continues any behavior that is unsafe for the children or staff members, then the student will be removed from the program for the remainder of the year.
- We go to great lengths to work with the parents to avoid removal, but the safety of all children is a priority.

Parent Responsibilities

- There are several things that you can do to help us maintain the best possible teaching atmosphere for your child:
 - Do not allow children to bring personal toys to school. The ECC will not be responsible for lost or broken toys. The one exception is the small stuffed toy allowed for one, two, and three year olds for nap time.
 - Communicate any concerns regarding our program or your child immediately to the director or the teacher.
 - Pick up and read all notices and information left for you in your child's folder.
 - Pick up your child's papers and projects daily. Their work is very important to them and provides another means of communication between parent and child; discussing the work helps the parent share in the child's day.
 - Periodically check on your child's supply of extra clothing. Please take home soiled clothing promptly.
 - Because children quickly learn to model behavior, we ask that you govern your speech and conduct with Christian values.