



Early Learning Center

Inspired Teaching & Purposeful Play

FAMILY HANDBOOK

2025-2026

U UNIVERSITY
BAPTIST CHURCH



Welcome to the University Baptist Church Early Learning Center!

It is our goal to provide your child with well qualified teachers and a safe, loving environment in which to grow spiritually, physically, mentally, emotionally, and socially. We keep our class ratios below state standards in order to better meet these needs.

As family members, you play a vital role in our ministry to your child. This handbook is designed to help you understand our program, its mission, and the guidelines under which we operate. You are always welcome to visit, ask questions, and make suggestions. Cooperation between families and staff will contribute to a successful experience for your child as we partner together.



The ELC partners with the Children's ministry of University Baptist Church. Our church values children and believes in families. We sponsor this weekday early education program as a ministry of the church to provide a learning environment that will help preschoolers grow as Jesus grew. "And Jesus grew in wisdom and stature, and in favor with God and man." (Luke 2:52) Children attending the ELC are always invited to attend the weekly Sunday morning and Wednesday evening programs of UKids, as well as the events throughout the year. Information on all events can be found on the website and at each check-in station. It's our prayer that our church and ministry can minister to you and your family.

Blessings,

ELC Staff



LEADERSHIP



Martha Harvey
Childrens Minister

Martha Harvey has been serving in Childrens Ministry for over 16 years. Originally from Texas, she has her BM from Baylor University and an MFA from Boston Conservatory. She completed her teaching Certification through Rutgers University and is currently attending Southwestern Baptist Theological Seminary. Martha is married to Dallas and they have two amazing kids, Eloise and Bo. Martha and Dallas are passionate about ministering together to families, children and the church. They have served together in ministry for over 8 years in various roles such as worship, youth, adult discipleship, communications, and their favorite- kids and families! Martha loves to see kids come to know Jesus as their Savior and help equip parents to be the primary disciple maker of their children. She also loves a good iced latte, beach vacay, musical, and trip to Ikea so she can decorate and transform spaces. Matthew 5:16

Maddie serves at University Baptist Church as the Director of the Early Learning Center. She has lived in Fort Worth and attended UBC since 2017. Maddie and her husband, Matt, have 5 children, Lucy, Alice, Penelope, Francine & Jude, via foster care, adoption and bio. Prior to landing in Fort Worth, Maddie attended UTA and received her Bachelors degree in Interdisciplinary Studies with an emphasis in sociology and psychology. She has always found her way to be involved in children's ministry of different aspects since she was a young teenager. She has a heart for children and helping shepherd them to the Lord. Each of her kids has had the opportunity to go through the ELC and be loved on by so many wonderful teachers over the years. This program has blessed her family greatly and she is excited to have the privilege to be in a leadership role at the ELC.



Maddie Bowen
ELC Director



Ashley Simon
Assistant Director & Curriculum Coordinator

Ashley serves at University Baptist Church as the ELC Assistant Director and Curriculum Coordinator. She has been a member of UBC since 2018 when her husband, Jason, was led to serve as UBC's Minister to Students. Ashley and Jason have two boys, Davis and Sheppard. She graduated from Oklahoma State University with a Bachelors degree in Elementary Education. She has taught children of all ages, whether in a classroom setting or at church programs. She has a passion for working with children as they grow and develop while guiding them toward the love of Christ. Ashley loves being a part of the ELC and UBC Kids Ministry as she has seen firsthand the impact it has made on many kids, including her own.



University Baptist Church Early Learning Center

Purpose

The purpose of the Early Learning Center at University Baptist Church is to teach your child in a loving, Christian environment while helping them to grow physically, socially, emotionally, spiritually, and mentally. We strive to provide a well-balanced program that not only benefits your child but also supports, encourages, and ministers to your family.



Curriculum

Our teaching staff is dedicated to making the ELC program a positive learning experience for preschoolers. Our classrooms are arranged in play-learning centers where children can make choices and participate in small group activities. By using the Christian-based curriculum "WEE Learn" we are promoting hands-on experiences that are meaningful to young children. We also supplement our Bible stories and scripture learning with First Look by Orange.



Important Information

Drop-off & Pick-up

Be sure to drop-off and pick-up your children on time. It is to your child's advantage to arrive on time so they may participate in all planned activities. Late pick up will result in a \$15 charge. Drop off time for children not attending Early Care is 9:00 am. Pick up time for all students is 2:15 - 2:30 pm.

Children arriving before 9:00 must attend the Early Care class. Please do not drop off your child in their homeroom prior to 9:00. This is the teacher's time to prepare for the day.

If you are going to be late picking up your child, please alert your child's teacher on Brightwheel so they can sign your child into after care. Please see the tuition schedule for Early Care rates.

Brightwheel

Brightwheel is the platform we use at the Early Learning Center for all real-time communication, reminders, billing, registration paperwork and signing your children in and out of care each school day. All parents/caregivers need to have the app downloaded and allow for push notifications on their personal devices. Parents are able to send messages to teachers and admins through the app. Throughout the school day, as they are able, teachers post pictures as they are able, nap and potty updates, minor incident reports and respond to parent communication. Note that some features must be done through a web browser.

School Days & Hours of Operation

Tuesday & Thursday 9:00 am-2:30 pm. We are open September through May. We offer Before Care from 8:00 am-9:00 am for an additional charge. We follow the FWISD calendar for school holidays. During summer months, the ELC offers reduced hours of care. Check our website for a list of what our current summer offerings will be. www.ubcfortworth.org/elc

Closings

The ELC follows the FWISD schedule for weather-related closings. If the ELC is closed for an unexpected reason, you will receive a message on Brightwheel informing you of the closing.



School Security Procedures

It is the purpose and intent of the Early Learning Center to provide a safe, secure environment to teach and care for the children in our program. To maintain safety to the best of our ability, all paid staff within University Baptist Church are required to complete a background check and a training through Ministry Safe. These are both ongoing and updated yearly. An additional in class safety measure we abide by is to have two teachers in each class at all times.

Entry into our building during ELC hours requires a key fob.

Your child will only be released to persons listed in Brightwheel as approved for pick-up. For guidance on how to add an approved pick-up person, please reference Brightwheel's own YouTube page. (This link can be found on the ELC website as well.) If you need further assistance, reach out to the ELC Director. Please notify the teacher if someone different is going to pick up your child. We will not release your child to anyone who is not listed in our records. We will check the driver's license of anyone who is unfamiliar to us.

Key Fobs

Each family will be issued 1-2 key fobs to allow entry to the building and preschool areas. Additional key fobs are available with a \$20 fee.

Key fobs are assigned to individuals, not to families. Please do not share keys so that we will have an accurate record of who enters the building.

Key fobs must be returned for inventory and maintenance at the end of the spring, summer session, and or upon withdrawal. A \$20 replacement fee will be charged to your account for each missing key fob. The outstanding balance of replacement fees must be paid in full prior to enrolling for the following year.





Lunches & Snacks

Children will have a snack each morning that is provided by the school. Occasionally your child's teacher may ask for help in providing a special theme or party snack. If your child has any dietary restrictions that prevent him/her from having the snacks regularly provided, parents will be asked to provide their child's daily snack.

In general, classes will have lunch between 10:45 and 11:30 am. Please provide finger food that is ready to eat and that children can feed themselves. It is important to pack healthy food options for your child's lunch as it will provide them with the necessary nutrients to go on and have a successful school day. A note will be sent home with students to remind parents of the importance of providing balanced meals for their children's overall health and well-being when needed.

Please label your child's lunchbox and all containers.

Students are invited to bring a store-bought treat to share with their friends on or near their birthdays. We ask that you communicate what you intend to bring ahead of time to teachers.

We handle food allergies on a classroom basis. It may be necessary for some classrooms to adjust what they are permitted to bring in their lunches. This will be communicated through Brightwheel. While we cannot guarantee that children will never come into contact with an allergen, we do ask for the help of all families in making the ELC safe for all children.

Rest Time

The one, two, and three-year-old classes will have a nap time after lunch. Mats are provided for these classes. Parents are encouraged to provide a sheet or blanket. The pre-kindergarten class will have a quiet, read aloud time after lunch. These students must bring their own blanket, towel or nap mat. All students may bring a soft nap time security item.





Personal Toys

Children should not bring toys or personal items to school unless the teacher makes a special request or it is an item for rest time. The ELC is not responsible for lost or stolen items.

Diapers & Potty Training

Please send your child in disposable diapers or disposable pull-ups until they are potty trained. Let the teachers know when your child begins to use the potty so we can partner with you in the potty training process. We ask that your child be accident-free for 3 days prior to sending them to school in underwear. If your student has consistent accidents at school we will require the use of pull ups or diapers. Note that we can only accommodate potty training for those that are in our classrooms with bathrooms attached. These rooms ages fluctuate, however, are typically 18 months+ at September 1st.



Clothing

Please dress your children in comfortable, washable play clothes. Children will use paint, glue, markers, water, and other materials in classroom activities. The children go outside every day, weather permitting. Dress your child appropriately to enjoy God's beautiful world. Closed shoes such as tennis shoes must be worn at school in order to protect children's feet.

All children must have a complete change of clothing in their bags every day. Please be sure all diapers, clothes, cups, and other personal items are labeled with the child's name.



Health & Illness

State law requires us to have an updated immunization form or waiver from the state for each student. Please send a copy of any new immunizations that your child receives throughout the year to be added to your child's Brightwheel profile.

To preserve a healthful atmosphere, families should notify the Early Learning Center if the child contracts or is exposed to a contagious disease. Likewise, the Early Learning Center will notify the parents if the child has been exposed to a contagious disease while in attendance.

A child is considered sick if, within the previous 24 hours, they had a fever of 100.4 or higher, vomited, or had new cases of diarrhea. If your child has lingering diarrhea symptoms and you intend to send them to school, you must also upload to Brightwheel a note from their doctor releasing them to come back to school with those symptoms. If you are not sure but suspect that your child may be sick, please do not send them to school. If you

Children who have a contagious illness or exhibit signs of illness (fever, diarrhea, vomiting, or a suspicious-looking rash) may not attend. Exceptions can be made with appropriate notes from the child's doctor.

Teachers will notify the director if they suspect a child to be ill. If your child becomes ill during the school day, he or she will be isolated from the group and you will be notified to pick them up.

In case of an accident involving your child, we will notify you promptly.

Medical Emergencies

While all precautions will be taken to ensure the safety of your child on campus, accidents do occur. Please note that all injuries are documented. If your child is injured at school, you be notified verbally and/or in writing via a Brightwheel report.

In the event of an accident, the teacher or staff will administer the needed first aid for minor injuries. If it is necessary, paramedics will be called. Parents are finically responsible for the emergency services, including, but not limited to, ambulance and emergency room costs. The Early Learning Center is covered with appropriate liability insurance.



Discipline

Loving, caring, and understanding discipline is very important in the preschool years. We accept each child as a person of worth who is created in the image of God. We provide limits and guidelines to help young children develop self-control.

Each child has certain rights and privileges and will be treated as a person of worth. 1 Peter 2:17 says, "Show proper respect to everyone." Although children's misbehavior can be frustrating, it is an opportunity to teach proper behavior and model self-discipline and character. Emotional development, like other learning, takes time and opportunities for learning.

The ELC staff is committed to providing a positive learning environment and we will use discipline procedures set by program policy to achieve this goal. As a basic rule, we use the following order:

- Redirect the child to a more positive behavior
- Remove the child from an activity
- Separate the child from the group
- Ask the director for assistance
- Call a family member, though parents will be in the know of what behaviors we are seeing in the classroom earlier than this step.

Your child's behavior and development as well, as the behavior and development of each student in the class, is of utmost importance to us. Therefore, if your child is struggling to display appropriate behavior, we will contact you to schedule an appointment to discuss how we can partner to help them succeed.



REGISTRATION & ENROLLMENT

The ELC admits newborns (4 months or older) through 5 years old. All other ages are admitted on a case-by-case basis. Placement in classes is based on child's age on September 1st of the current school year.

The ELC does not discriminate based on race, national, or ethnic origin.

Your child will not be considered enrolled until all appropriate fees are paid. A waitlist will be taken at the beginning and through out the school year to fill vacancies for the current year only. Waitlists do not carry over.

Registration steps:

- Complete the registration application form found on our website
- You can expect to be notified within 7 days. We will notify you if your students spot has been confirmed or if they were placed on our waitlist.
- Once their spot has been confirmed you will receive an email from Brightwheel with updated billing and fee requests. Those will be due upon receipt.
- Additional enrollment forms will be added to your students Brightwheel account.
- Once the forms have been submitted and the fees paid your student has successfully enrolled into the ELC!

TUITION

Payment is due on the 1st of the month. We request that each family set their payments on auto-draft through Brightwheel billing. After the 5th day of the month a \$10 late fee will be added to bills that have not been paid. A supply fee of \$100 will be collected in September & January. To see more details of our tuition please see our "Fee Schedule" found on our website.

There is a tuition discount of \$10 per sibling per month that can be requested.

If it becomes necessary to withdraw your child from the program, at least 30 days notice must be given in writing. Registration and supply fees are non-refundable. There is no fee reduction for holidays or snow days. Tuition reimbursement will not be given during the month of May.

The monthly tuition remains the same each month as it has been amortized over the nine months. Because staffing and other operational costs are incurred on the basis of enrollment, these costs must be assessed even when a child is temporarily absent. You are paying for the space reserved, not the child's attendance.

**We look forward to partnering
with your family at the
Early Learning Center.**



UNIVERSITY

BAPTIST CHURCH

2720 WABASH AVE
FORT WORTH, TX
76109

WWW.UBCFORTWORTH.ORG
817-926-3318
ELC@UBCFORTWORTH.ORG

