



PARENT HANDBOOK

2024-2025 SCHOOL YEAR

The Early Childhood Education Center (“ECEC”) is a ministry of First Presbyterian Church (the “Church”) and is governed by the Session of the church. Our program is open to all families in the community and the surrounding area.

Each teacher is required to have CPR and First Aid training, as well as 24 continuing education hours each year. Teachers attend a monthly planning/training meeting each month. Background checks, fingerprint clearance, Protect My Ministry online training, and drug screenings are administered.

Volunteers are needed for room parent, class parties and other special activities. Volunteers are required to submit a background check and complete Protect My Ministry online. We believe that when families and school work together, we set a healthy example for children.

Parents may review and discuss with the director any questions or concerns about the policies and procedures of the ECEC. Parents may also review a copy of the ECEC’s most recent licensing inspection report by setting up an appointment with the director.

Parents may visit the ECEC at any time during operation hours to observe their child, the child center’s program activities, the building, the premises, and the equipment without having to secure prior approval.

Our Purpose and Goals

Our purpose is to provide young children with a Christian environment where they can grow spiritually, socially, emotionally, physically, and intellectually. Our goal is to support the development of each child to his or her greatest potential. We believe this happens in a nurturing environment which fosters mutual respect and appreciates the unique qualities of each individual. We will help your child to:

- grow in independence by making decisions and choices;
- grow in assuming basic personal responsibility for self;
- develop language skills and communicate ideas and feelings;
- develop self-control and get along with others as they work and play together;
- develop a feeling of self-worth and self-confidence;
- be curious, think, reason, and problem solve;
- develop the idea that school and church are happy and safe places; and
- develop a familiarity with the stories of the Bible.

Our Philosophy and Curriculum

We adhere to developmentally appropriate practices established by the National Association for the Education of Young Children, (NAEYC); children learn while they play. Our curriculum focuses on the process of learning rather than the finished product. Teachers act as facilitators for learning by providing a carefully planned environment that is appropriately challenging for each age level and gives children the opportunity to make choices and direct their learning. Many valuable learning experiences will take place as language develops and social skills are enhanced. The teacher's role is to model, observe, reinforce, encourage divergent thinking by asking open-ended questions, and to provide information the children cannot discover for themselves. We will make use of the child's natural curiosity and desire to learn through indoor and outdoor self-directed activities, teacher-directed group and individual activities, development of fine and gross motor skills, art experiences, music, and stories which will be appropriate to each age level.

With infants and toddlers, emphasis is placed on positive interaction with the teacher and exposure to educational toys. We believe that a nurturing environment where the child's needs are met promptly by caring teachers is vital to the development of our youngest children who are learning to trust. It is important to us that they feel happy and secure while they are in our care.

The teachers foster a stimulating environment which includes open-ended activities, language experiences, art experiences and open centers. There is an outside play time each day, and the music teacher visits classes weekly.

- Our music teacher meets with babies, toddlers, two-year-old, three-year-old, and four-year old classes that attend our two day a week program.
- Our three day a week program offers music every Tuesday and Thursday and STEM every Wednesday.
- Three-year old classes and four-year old classes go on field trips.
- Educational Guests are invited to visit our classrooms and share resources with the children.
- Children have a time reserved weekly in the gymnasium with gross motor activities provided.

Research shows these early years to be critical to the child's later development. To help each child build a positive self-image, opportunity for success will be built into all that we do. As the child sees the value of him/herself as a person, he or she can grow in positive directions. In an atmosphere of Christian love, our teachers will give children the opportunity to explore, discover, and create as they learn more about their world and develop a greater awareness of God.

Spiritual Development

Foundations for moral and spiritual development, as in all other areas of development, are laid during the early years of a child's life. It is our goal to contribute to these foundations in the lives of children by teaching simple Bible truths about helping friends, being thankful for God's provision, caring for the things in God's world, loving other people, and loving Jesus. The

awareness that God made each person special and unique, helps the child value her/himself and others as persons of worth. We will guide the children to develop a feeling of security that is associated with God's love and care.

- All of our classes study a monthly Bible story from our Orange Curriculum and a monthly memory verse.
- The love of Jesus is demonstrated to our babies as their needs are met promptly and lovingly, and Bible thoughts and songs are incorporated into their day and activities.
- Toddlers, two's, three's, and four-year-old's are provided Bible story time in their classroom each day. Bible stories and activities are age appropriate.

Here, Christian education is interwoven into our day. During play and learning activities, children will have an opportunity to sing and/or hear (or hear sung) songs about God and Jesus, hear short thank-you prayers, and hear simple verses from the Bible.

When a child hears a Bible verse related to what he or she is doing, it then takes on deeper meaning. As we care for your children, we will share God's love with them through positive words and actions as they work and play in a safe and nurturing environment. We are committed to providing experiences to help them grow as children of God and become the person that God created them to be.

ECEC POLICIES AND PROCEDURES

The ECEC Program begins in September and ends in May. Meet the Teacher will be held before school starts. This is a time for parents and children to visit the classrooms, meet the teachers and for parents to sign up to help volunteer for special activities.

ECEC OFFICE HOURS

The ECEC office hours during the school year are Mondays from 9:00- to 2:00 and Tuesday, Wednesday and Thursday from 8:30 to 3:00. Our offices are closed on Fridays.

CHILDREN SERVED

The ECEC offers a two-day a week program on Tuesdays and Thursdays from 9:00 a.m. to 2:00 p.m. for students ages 6 months-4 years and three-day a week to students ages 2 years old, 3 years old and 4 years old. Our classes begin in September and end in mid-May. Children are accepted who are six months old by September 1st (of the registration year) through 4 years old.

TUITION AND FEES

Tuition is \$270 per child per month of enrollment for two day a week classes and \$400.00 per child per month for three-day a week classes. A non-refundable registration fee of \$125.00 per child will be charged at the time of registration and must be paid through our on-line portal.

A \$50 supply fee per semester (September and January) per child will be paid at the beginning of each semester or at registration if enrolling after the semester has started for our two-day a week program. A \$75.00 supply fee per semester (September and January) per child will be paid at the beginning of each semester or at registration if enrolling after the semester has started for our three-day a week program.

Upon acceptance, your child's placement within the program will only be secured with completion of all registration paperwork, current immunization record, and payment of the last month's tuition for the school year (May 2025) through ACH draft. This ACH draft is done in March 2024 to finalize your student's registration.

If our classes are full, you may still register online and be placed on the wait list. Parents will be contacted once a spot opens up. In order to secure your spot payment of tuition, supply fee and May 2025 tuition will be required.

May 2025 tuition will be refunded if withdrawal of your child takes place before May 1 of 2024. Request must be emailed to the ECEC director for our financial records.

TUITION PAYMENT

All tuition payments are collected through ACH (Automated Clearing House) where tuition is automatically taken from an account provided by you. You will have the option to have tuition drafted one time for tuition payment for the whole school year, twice for tuition payment by semester or monthly. The ACH form is available online through our website and must be completed to finalize and secure placement for the 2024-25 school year. A new ACH form must be submitted each school year for continuing students. Fall and spring supply fees will be drafted from the account on file at the beginning of each semester for those paying by month and semester. For those paying by year Fall and Spring supply fee will be drafted in September.

The schedule for ACH withdrawals for the 2024-2025 school year will be as follows:

Wednesday, March 27, 2024-May 2025 Tuition

*Friday, September 6, 2024

Friday, October 4, 2024

Friday, November 1, 2024

Friday, December 6, 2024

**Friday, January 3, 2025

Friday, February 7, 2025

Friday, March 7, 2025

Friday, April 4, 2025

*For those paying by year both fall & spring supply fee will be drafted in September. For those paying monthly or by semester fall supply fee will be drafted in September.

****For those paying monthly or by semester spring supply fee will be included in this account debit.**

For students enrolling after March 2024, May 2025 tuition will be drafted on the dates below, depending on registration date. Semester supply fee will be drafted at the time of students first month of tuition.

Wednesday, April 10, 2024
Wednesday, May 8, 2024
Wednesday, June 12, 2024
Wednesday, July 10, 2024
Wednesday, August 14, 2024
Wednesday, September 11, 2024
Wednesday, October 9, 2024
Wednesday, November 13, 2024
Wednesday, December 11, 2024
Wednesday, January 8, 2025
Wednesday, February 12, 2025
Wednesday, March 12, 2025
Wednesday, April 8, 2025

SCHOOL CLOSURE PAYMENT POLICY

In the event that the ECEC temporarily closes for reasons beyond our control (one month or longer) tuition will be billed per child at a rate of fifty percent. Tuition collected during school closures helps maintain our teaching staff and your enrollment spot. If your family is unable to meet the financial obligations during school closures, please notify the director. The ECEC may be able to offer hardship/scholarship aid to those who qualify. It is the ECEC's goal to work responsibly and safely for our community, children, and teachers.

REGISTRATION

Registration for the next school year will be held in January. A non-refundable registration fee of \$125.00 is due when you register. Registration will begin first with existing students in the ECEC program, then open up to siblings of existing students followed by active First Presbyterian Church members and finally registration will open up to the community. The \$125.00 registration fee is nonrefundable. If you withdraw after May 1, 2024, then the May 2025 tuition is non-refundable.

After all posted registration periods close, online waitlist registration will be available on the Church's website under "Early Childhood Education Center" about 30 days thereafter. The \$125.00 registration fee will still be required to be paid to be placed on the waitlist and is nonrefundable. The parent/guardian will be contacted when a spot becomes available. If a spot is offered to a child on the waitlist, in order to secure the spot for the child, the registration/supply fee, and May 2025 tuition must be paid within a stated period of time, along with their first month's tuition, if the school year is in session.

WITHDRAWAL: BEFORE THE NEW SCHOOL BEGINS IN SEPTEMBER

If you withdraw your child after August 1, 2024, then you are responsible for September 2024 tuition. Exceptions cannot be made. Notice of withdrawal must be emailed to the ECEC director for our financial records.

WITHDRAWAL: DURING THE SCHOOL YEAR

If you withdraw your child from the program during the school year, you are required to give a one month notice in writing by the first (1st) of the last month your child attends, or you will be responsible for the next month's full tuition. You must email the director with your intent to withdraw. Example: If you are not returning in December, notice is due November 1. Note: This notice does not apply to May 2025 tuition. May 2025 tuition is refundable only if you withdraw by May 1, 2024.

If you withdraw your child after attending only a portion of the month, tuition for the remainder of that month is non-refundable. You will be held financially responsible as long as your child is enrolled in the program even if the child does not attend. Financial obligations cease when you give official notice of withdrawal in writing following the guidelines of the withdrawal policy.

ARRIVAL AND DEPARTURE

- School doors open at 9:00 am for drop-off. Welcoming activities begin from 9:00 to 9:15. Instruction begins promptly at 9:15. Please have your child(ren) in class ready to go before 9:15. Prompt arrival and departure is important to allow children time to successfully engage in the planned classroom activities. ECEC "A" street doors unlock at 1:30 p.m. to begin pick-up. The school day officially ends at 2:00 p.m.
- Parents must accompany their child to the classroom and make the teacher aware of the child's arrival and sign their child in. For the safety of the children, there can be no exceptions.

SIGN-IN AND SIGN-OUT

All children must be signed into their classrooms by a parent/guardian. Please make the teacher aware of your arrival. All children must be signed out at the end of the day by a parent, guardian or authorized person on the pick-up list.

RELEASE OF CHILDREN

If anyone other than the parent is picking up the child, they will need to stop by the ECEC desk and check-in, to make sure they are on the permission to pick up form and provide us with a copy of their driver's license so we can verify identity. We will copy it and place it on file in the front office and the child's classroom attendance folder before the child will be released. A child will not be released to anyone other than parents or guardians without a form on file and a copy of identification. The front office will give a permission to release form that must be given to the teacher before the child is released.

GUIDING THE DEVELOPING CHILD

Discipline (positive guidance) will be based on an understanding of the individual needs and development of the child. Teachers will encourage acceptable behavior and inner control over actions by praising appropriate behavior and redirecting inappropriate behavior. In some cases, we will use the positive strategy of withdrawing the child from a situation for a brief time.

If your child is not ready for the group experience, if his or her needs are not best met in the group setting, or the child is not able to follow the programs guidance, the director reserves the right to remove the child after a confidential conference with the parents. It is our desire for every child to have a positive experience, and we do not believe the child should remain in the program unless he or she can benefit. We desire for parents to be pleased with their child's experience, and they must abide fully with policies and procedures if their child is to remain in the program.

BITING

Biting is a phase that some children go through and all eventually outgrow. It is a fact that biting sometimes occurs when young children are placed in group care or in a classroom setting. We are genuinely concerned whenever biting occurs in our classrooms. Parents will receive a written notice of a bite incident, the child who has been bit as well as the one who has bitten will receive a written notice. We do not share the name of the child involved in the biting incident with parents. If the child biting continues their behavior, the director will conference with their parents to work together to cease the child's biting behavior. If at any time you have questions regarding biting, please see the director.

REMOVAL FROM ECEC

The ECEC program reserves the right to permanently remove a child from the enrollment of the program at any time for non-payment of tuition, and/or fees, or for extended absences without payment unless prior arrangements are made with the director. The director also reserves the right at any time to permanently remove a child from the program: if the needs of the child are not being met, if the child becomes a danger to himself/herself or others or if the child's behavior is consistently impeding the educational process of the other children in the classroom. Teachers will be expected to devote time to all children; not neglecting others if one child requires constant supervision and/or attention. Children should not take away from the educational process of other children in their class.

POTTY TRAINING

Children who will be three years old by September 1 of the new school year are required to be fully potty-trained.

For our children under 3 and younger, if you begin potty-training your child during the school year, please let us know so that we can help support and assist in this process.

SPECIAL NEEDS

Parents have a responsibility to inform the director of any problem, special need, or physical disability a child might have prior to enrollment. We reserve the right to refuse admission if the situation is one our program is not designed for.

IMMUNIZATIONS

TX Licensing requires each child enrolled in the ECEC to have a current immunization record on file. It is the responsibility of the parent to update records each time the child receives an immunization. Parents must give close attention to keeping immunization records current.

Families who chose not to immunize their child must provide an immunization exemption wavier form. Forms can be found on <https://co-request.dshs.texas.gov/> A completed and notarized copy of this form must be provided before the child can be admitted into the ECEC program.

TX Licensing requires ECEC staff to follow employee immunization guidelines. ECEC employees are not required to provide immunization records.

HEALTH

Your cooperation is needed to help maintain high health standards in our program and to help protect all our children from unnecessary illness. Parents are asked to keep their child home when the child:

- Has an ear temperature of 100 degrees or higher;
- Has sore or discharging eyes;
- Has had vomiting or diarrhea within the last 24 hours;

If you suspect your child is sick; do not bring your child to school until he or she has been without fever for 24 hours without the use of fever reducing medicine.

Parents will be called to pick up their child immediately if he or she becomes ill at school. Please pick up your child as soon as you are called.

State licensing requires us to notify families and staff when a student has been diagnosed with a communicable disease, contagious infection, or virus. Failure to notify the school of your child's illness may result in your child being removed from our program. If your child is diagnosed with a communicable contagious disease/virus, you must speak with the director confirming that your child is ready to return to school. A signed statement from the doctor may be requested and presented to the director for the child to return.

Examples of Contagious Infections, Diseases and/or Virus include but are not limited to:

- Flu
- Pink Eye
- Hand, Foot, and Mouth
- Chicken Pox
- COVID – 19

We cannot, under any circumstances, administer medication of any kind to a child. We are not licensed to administer medications to children. The only exception is a prescribed Epi-Pen.

ALLERGIES/MEDICAL ISSUE

It is the responsibility of the parent to inform the teacher and director of any allergy or medical issue your child may have. If your child develops an allergy or any other medical issue during the school year, after paperwork has been submitted, please submit in writing along with parent signature your child's updated health information. Each student with a suspected or diagnosed allergy must have an updated and current FARE (Food Allergy & Anaphylaxis Emergency Care Plan) form on file that has been signed by a physician and parent, both signatures are required for licensing.

If your child has an Epi Pen prescription, please make sure that an Epi Pen is supplied to the ECEC for the school year, along with a trainer pen or instructions, labeled with the child's name. Epi Pens will be evaluated for expiration date and labeled prescription to the student. Epi-Pens are stored in emergency Go Bags and will be administered by the director, assistant director or lead teacher. Reporting the use of the Epi Pen on the student will be given to the parent by a member of the ECEC administration. All Epi Pens not picked up at the end of the last day of school will be disposed of.

APPLICATION OF SUNSCREEN & OINTMENTS

Permission to apply Vaseline, sunscreen, insect repellent and non-medicated ointment for diaper rash is given to the ECEC with the authorization of a completed registration form. All items must be provided by the child's family and labeled with their first and last name and the date of purchase. All items not picked up at the end of the last day of school will be disposed of.

HEARING AND VISION SCREENING

Students who are four years of age must be screened each year for Vision and Hearing per licensing within 120 calendar days of the start of enrollment. Parent permission slips will be sent out to families and the fee for Vision and Hearing screening is paid by the ECEC. Results will be sent home to families upon completion of screenings.

PROMOTION OF PHYSICAL ACTIVITY

Licensing requires that children in a child care center have 60 minutes of physical activity for the development of gross motor and social and emotional learning. The ECEC provides 2 playground times for students each school day to meet this standard. During inclement weather children will use the gym and their classrooms. Outdoor weather play will be determined by the director per the current local weather forecast. Outdoor temperature of 40 degrees Fahrenheit or higher is the minimum temperature for outdoor play. In inclement weather or a temperature lower than 40 degrees Fahrenheit children may be kept inside. Children will play outside daily, make sure your child is dressed appropriately for outdoor play.

PARENT COMMUNICATION

Each Monday families will receive the Family Connection email to the email address on file through my FPC, our online portal. This email has important information for the week about events taking place at the ECEC. It is the responsibility of each family to update the ECEC if there is a change in their email address. Illness notices and classroom updates are sent to the email on file. In the event an ECEC policy has been updated or a new policy implemented parents will be notified through email and written notice.

PERSONAL BELONGINGS

Please label (first and last name) all personal items of clothing, lunch boxes, cups, blankets, bottles, pacifiers, diaper bags, etc. that you bring for your child. Please do not allow your child to bring his or her own toys to school. Purses, etc. should be left at home. Do not allow your child to bring candy, gum, toy guns, or money.

FOOD

For the health safety of students and staff with nut allergies we are a nut/seed free school. All kinds of nuts and seeds are prohibited, this includes peanut butter, sunflower butter, almond butter etc. Please do not send any food in your child's lunch or for classroom snack that contains nut or seed products. It is not our intention to be extreme. We would, however, rather error on the side of caution, then take risks with children and staff who have severe allergies.

Send a well-balanced, nutritious lunch for your child that does not have to be warmed in the microwave. Please send water to drink.

Children's lunches are stored in their cubbies. Please send food that does not need to be refrigerated. Food and drinks that need to stay hot or cold should be sent in a thermos or with an ice pack.

For infants, send plenty of bottles and baby food with exact instructions as to how and when your child is to be fed. If you send an extra bottle for emergency purposes, please label it. There is a refrigerator and microwave in the infant room.

Children choke easily on hot dogs, and grapes. If you must send hot dogs or grapes, be sure that you cut them into small pieces which are not round. Apples should be peeled and cut into small pieces. All food should be ready to serve.

Please do not send breakfast for your child to eat at school. This applies to children of all ages, including infants and toddlers. Teachers are very busy receiving infants and toddlers at the beginning of the day, and schedules do not allow time for feeding breakfast.

SNACK TIME

Parents are asked to take turns providing snacks for the class. A snack suggestion list will be provided at Meet the Teacher. Some foods are not appropriate for young children, so please read

this list carefully. A sign-up for snacks will be organized by your child's classroom teacher. Napkins will be provided by the school for daily snack.

CLOTHING

Bring at least one change of "seasonally appropriate" clothes in the diaper bag each school day for your infant or toddler. For two-, three- and four-year-old's, please bring a "seasonally appropriate" change of clothes including socks to be left at school. This should be in a Ziploc bag and clearly labeled with your child's name. We have a limited supply of extra clothes at school. If your child needs to change clothes at school and does not have extra clothing and the school does not have something that will fit, parents will be called and asked to bring clothes to school immediately.

Children should wear washable clothes that are comfortable and in which they can play and move about with ease. Simple play clothes and two-piece outfits are easier for children and teachers to manage. Many of our creative activities are messy. Even our youngest children use paint, markers, and glue, and they play in water tables often.

We recommend tennis shoes for active play.

Children will play outside daily, except during inclement weather or if the temperature is below 40 degrees Fahrenheit. We reserve the right to keep children indoors when the wind chill is 40 degrees Fahrenheit or lower. Make sure your child is dressed appropriately for this.

DIAPERS AND BABY WIPES

Parents are required to provide diapers and wipes for their own child. If your child is in a class in the nursery wing, please send a large box of sensitive skin wipes when school starts in September. When our supply is low, your teachers will post a note asking you to send more.

REST TIME

Licensing requires that students in school 5 hours or more are provided a rest time. The ECEC will provide rest mats for each student. Students may bring a blanket or "lovey" for this time. Children are not required to sleep during this time and an alternative activity such as reading books will be provided for those that do not sleep. Rest time is approximately 15 minutes minimum and will not exceed more than three hours.

FIELD TRIPS

Educational and enriching field trips will be planned for three-and four-year-old's during the school year. Each child must have a field trip permission form signed by their parent or guardian, on file before leaving school

Transportation will be in the church bus. Teachers who drive are required to attend a 2-hour transportation safety class each school year.

Parents are responsible for properly strapping their child's car seat in the assigned bus the morning of the field trip. They are also expected to remove the car seat from the bus at the end of the school day. The car seat needs to have the child's name marked on it. Each child is buckled into his or her own car seat. Emergency information files, first aid equipment, fire extinguish, a field trip t-shirt that must be worn identifying the child is a student at the ECEC and stamp on each child featuring the name and phone number of the church are the precautions taken to ensure safety.

BIRTHDAYS

This is an exciting time in the life of a young child. You are welcome to celebrate your child's birthday at school by providing a special snack which you have discussed with the teacher. Please do not provide lunch, pizza, party favors, balloons, clowns, etc. Please do not send birthday party invitations to school unless all children in your child's class are invited. We cannot share class parent information such as phone numbers and email addresses for birthday parties.

EMERGENCY PREPAREDNESS

Emergency Information and Evacuation Routes are posted in each classroom and on our parent information board. TX licensing requires the ECEC to practice a fire evacuation drill each month using a primary or secondary route. The ECEC will also participate in 4 safety shelter drills each year such as a lock down or tornado drill.

In the event of offsite evacuation, parents will be notified through our my FPC online portal and through teacher messaging where to pick up their child. Children will only be released to an individual listed on our student permission to pick up form after verification of a valid ID. The following locations are the ECEC off site evacuation locations. Hospice-911 West Texas Avenue, First Presbyterian Bus Barn-908 West Indiana Avenue and Helen L. Greathouse Children's Center at Midland College-3600 North Garfield.

SECURITY

For the safety and security of the children the "A" Street outside access doors to the ECEC, the doors from the Church Commons area to the ECEC, and the doors leading from the main hall of the Lynn Building to the nursery area, will be locked during school hours except when parents are dropping off or picking up their children. All doors where the children are cared for can be opened without a key from the inside to allow for emergency exits. Parents are asked to enter the building through the Texas entrance when the "A" Street doors are locked. Parents may ring the doorbell located at the ECEC "A" street entrance during school hours. If you need access to the nursery wing during the time the doors are locked, office staff will be glad to help you. If you have a late drop off or early pick-up staff will bring your child to you in the ECEC lobby. Please know that we have the safety and security of your children in the highest priority.

Door Schedule

9:00 a.m.- 9:30 a.m. -Doors Open for drop off
1:30 p.m.-2:15-Doors Open for pick- up

PREVENTING & RESPONDING TO ABUSE & NEGLECT

In accordance with Texas State Law Chapter 42 of the Human Resource Code for Child Care Regulation, the staff at FPC ECEC must report any form of suspected child abuse. This includes any signs or evidence of sexual abuse, physical abuse, emotional abuse, or neglect signs/behaviors of abuse, or suspicion of abuse. FPC ECEC does not condone, hide or tolerate any type of child abuse.

GANG FREE ZONE

Gang-related criminal activity or engaging in organized criminal activity within 1000 feet of the ECEC is a violation of Chapter 42 of the Human Resource Code section 42.064 and is therefore subject to increased penalty under state law.

INCLEMENT WEATHER

If the Midland Independent School District (“MISD”) is closed or delayed because of inclement weather, the ECEC will also be closed or delayed. Canceled days will not be made up. The ECEC will send out an email through My FPC portal to alert parents of our schedule during inclement weather. It is the responsibility of the parent to check our website, your listed email, texts, or local news regarding school closures or a delay start.

FUNDRAISERS

The ECEC sponsors annual church-wide fundraisers so that the school may purchase new equipment, teaching materials, and provide a high-quality program while keeping your child’s tuition to a minimum. Parents are encouraged to participate in the fundraisers.

PARKING

Parking is available for the ECEC in the south parking lot across Texas Avenue from the church and in the east parking lot across “A” Street from the church. To ensure safety, please use crosswalks when crossing these streets. You may also park in the parking lots on Texas south of the big playground. This will give you direct access to the church without having to cross the street. Handicap parking is available in the “A” Street circle drive.

THE EARLY CHILDHOOD MINISTRY (ECM)

The purpose of the Early Childhood Ministry (the “ECM”) is a parent volunteer group to assist the Early Childhood Education Center in its ministry by setting policies and developing the program. Members must make a two-year commitment to serve on this committee. They are required to attend the monthly Monday meeting of the committee. Members must be available to help on some Tuesdays and Thursdays.

Some of the duties are:

- Organize all school fundraisers.
- Assist with school pictures.
- Serve as contact person for Room Parents.
- Organize parent volunteers.
- Organize Teacher Appreciation.

- Assist and support teachers and directors as needed.

If you are interested in serving on this ministry or assisting this ministry, please let the ECM director know. We welcome and value parent participation, and it is not our intention to overlook any parent who wishes to be involved in our program.

SCHOOL PARTY GUIDELINES

The ECM is in charge, with assistance from the room parent, of the class parties. Information about party details will be given out at Meet the Teacher Day before school starts. Parents are needed to help with the parties. The room parent will volunteer at all parties to lead activities. Party days will be shown on the school year calendar.

- We sincerely appreciate your help.
- It is always a pleasure to have parents involved in our school activities

ROOM PARENT RESPONSIBILITIES

Each classroom will have one (1) room parent. The room parent will serve as a line of communication between the ECM and the classroom parents. Each room parent will have a specific contact person on the ECM. When special events require assistance from parents, the room parent will receive a call/email/text from the ECM contact person. The room parent will then inform their classroom parents and ask for volunteers if needed. Room parents must be present at all parties and lead activities. The ECM contact person will also contact the Room Parent before each class party.

If you would like to serve as room parent, you will find a place to sign your name on the party sign-up form posted in your child's classroom at Meet the Teacher.

HOW PARENTS CAN HELP

Talk about the program as a happy place. If your child cries when you bring him or her to class, it is usually best for you to leave your child with the teachers as soon as possible. Children usually stop crying before the parent reaches the car. In most cases, the longer the parent stays the more difficult it is for the child to separate. Should your child's crying persist, we will let you know. Feel free to check on your child by calling the ECEC office at (432) 683-0851.

Please make every effort to have your child in the classroom on time so that teachers can get the class settled and begin the day's activities.

Please be sure your child gets enough sleep the night before and eats a nutritious breakfast before coming to school.

You are encouraged to communicate regularly with your child's teacher. If unusual circumstances arise at home, please let us know. We can be a much stronger resource for your child if we are aware of developments that change your child's routine or significantly affect his or her life.

Please carefully read all notices sent home. Refer often to your Parent Handbook. Be aware of teacher communication through classroom postings and group text messages.

If you have questions or concerns, please discuss them with the teacher or director as soon as they arise. We welcome your suggestions for improvement and growth. Early childhood should be a wonderful part of that God-given process called “growing up”. When families and school work together, we set an example for children. Our door is always open, and you are always welcome.

Thank you for trusting us to provide your child with a loving-caring-learning experience. We are looking forward to the time we will spend with your child at this very special time in his or her life.

FIRST PRESBYTERIAN CHURCH
Early Childhood Education Center

I, _____ parent/guardian of

_____ have received, reviewed, understand
and read the policies and procedures of First Presbyterian Church Early Childhood Education Center.

I agree to abide by all policies and to pay all fees incurred while in the program.

Signed _____

Date _____

This form must be signed and submitted at the time of enrollment.