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## General Information

### **I. OWNER AND OPERATION INFORMATION**

- A. Highland Baptist Church, 2513 N. 7<sup>th</sup> Avenue, Laurel, MS 39440
- B. Phone Numbers:
  - 1. Church Office - 601-428-8493
  - 2. Highland Learning Center - 601-425-4225
  - 3. Church Fax - 601-428-8495

### **II. STAFF INFORMATION AT HIGHLAND BAPTIST CHURCH**

- A. Ministerial Staff
  - 1. Rev. Gene Douglas, Senior Pastor
  - 2. Rev. Tony Harman – Senior Associate Pastor, Music and Media
  - 4. Mrs. Shannon Jordan - Director of Preschool Ministries
  - 5. James and Angie Jolly- Director of Children Ministries
  - 6. Mrs. Shannon Jordan - Director of Highland Learning Center

### **III. PROGRAMS**

- A. Full-Time Child Care: Eight weeks to five years of age
- B. Half-Day Preschool: Pre-3 through Pre-4
- C. After School Care: Five Year Kindergarten - 6<sup>th</sup> Grade
- D. Summer Day Camp: Completed K5 - 6<sup>th</sup> Grade

### **IV. HOURS**

A. Child Care: 7:00 a.m. - 5:30 p.m. Holiday Hours 7:30 – 5:30 (Spring Break, Summer, and school closings)

B. Preschool: 8:00 a.m. - 11:30 a.m. (August - May)

C. Summer: 7:30 a.m. - 5:30 p.m. (June-July)

D. Aftercare: 3:00 p.m. - 5:30 p.m. (Public Schools Schedule)

## V. PURPOSE

The purpose of the Highland Learning Center is to provide a Christian environment in which your child is given opportunities to grow and develop socially, emotionally, physically, intellectually, and spiritually. Through hands-on experience, your child will develop a creative and inquiring mind, a wholesome attitude toward himself/herself and others, and loving awareness of God.

## VI. CURRICULUM

Today we try to teach the whole child; that means we provide activities that develop the mind, body, and spirit. We know that until people feel good about themselves, they cannot feel good about others and cannot learn to develop their potential. Most early childhood teachers believe their primary task is to help each child feel good about who he is.

The curriculum used in our child care is MS State University Early Childhood Institute.

## VII. DAILY PROGRAM - Pre-3 through Pre-4

A. Free Play: 7:00 - 8:00 a.m.

B. Class Time / Special Activities / Playground: 8:00 - 11:30 a.m.

C. Snack Time: 9:00 a.m.

D. Preschool Dismissed at 11:30 a.m.

E. Transition to and from Lunch: 11:30 a.m. - 12:30 p.m.

F. Rest Time: 12:30 - 2:30 p.m.

G. Snack Time: 2:45 p.m.

- H. Outside / Activity Time: 3:00 - 5:00 p.m.
- I. After School Care and Snack: 3:15 p.m.
- K. Movie Time: 5:00 - 5:30 p.m.

## **VIII. GOALS FOR CHILD**

### A. Promote spiritual growth by:

1. Helping each child grow in the knowledge of, and appreciation for God, Jesus Christ, the Holy Spirit, and the Bible.
2. Helping each child develop positive and wholesome feelings toward the church and Christian people.
3. Helping each child believe he/she is a person of worth.
4. Laying a foundation for later religious commitment when the child reaches accountability.

### B. Promote intellectual growth by:

1. Providing each child a base for interpreting and understanding by his continuous encounters with the social and physical world.
2. Expanding each child's curiosity about himself and his world.
3. Encouraging each child to think of himself, to solve problems, to follow suggestions, and to carry out planned procedures to the best of his ability at his own speed.
4. Helping each child cultivate attitudes, habits, and appreciations that will enable him to live in his environment.

### C. Promote social growth by:

1. Helping each child develop his ability to have satisfying experiences in working and playing with others of his own age as well as associating with adults.
2. Guiding each child's growth and ability to cope with individual and group problems.

3. Helping each child to learn to respect others and their rights, ideas and property.
4. Helping each child become a friendlier, likable, thoughtful and helpful person.

D. Promote physical growth by:

1. Helping each child achieve good muscular development and coordination, eye-hand coordination, visual discrimination, and an awareness of spatial relationships.
2. Guiding each child to establish desirable health and safety habits.
3. Helping each child grow in understanding of, and appreciation for his body, its resources and its limitations.

E. Promote emotional growth by:

1. Helping each child mature in his emotional responses, express emotional responses in acceptable ways and overcome emotional problems.
2. Guiding each child in awareness of his unique, creative potential.
3. Assisting each child in building self-confidence.
4. Stimulating each child to be responsive to beauty in all of its many manifestations.

## **IX. GOALS FOR PARENTS**

1. To represent Christ and Highland Learning Center in a Christian manner.
2. To help meet the needs of the community for quality early childhood Christian education and child programs.

## **X. DISCIPLINE POLICY**

- A. At Highland Learning Center, children are treated with love and respect by our staff, never punished, embarrassed or criticized. Appropriate behavior is expected from the children, but we know there will be incidences which

require attention. It is our desire to give children the reasons behind behaving a certain way. This is appropriate discipline - teaching acceptable behavior and self control.

B. Disciplinary practices shall:

1. Teach the child acceptable behavior.
2. Build the child's self-esteem.
3. Appropriate to the child's level of understanding and individuality.
4. Never be humiliating, frightening or physically harmful to the child.

C. Discipline Techniques:

1. Three basic rules in all classes at the center are as follows:
  - a. You cannot hurt others
  - b. You cannot hurt yourself
  - c. You cannot hurt the property

If a child is openly defiant or willfully rebellious toward the teacher or misbehaves in such a way the he/she is invading the rights of the other children (i.e. hitting, biting, kicking, using foul language, etc.) or disrupts the classroom so that teaching is interrupted our teacher will follow the policy of...

2. Kindly, but firmly, the teacher will explain the correct way to handle a problem that is causing the child to misbehave. Many times, simply, giving the child acceptable choices, or redirecting their attention will correct the behavior.
3. The second time the teacher will let the child take a "time out" to either "cool off," regain control, and/or think about his or her behavior. If the child cannot gain control, or refuses to make the acceptable choice for correcting his/her behavior, the director may be asked to intervene. She will follow the same steps as the teacher.
4. If the child does not correct his/her behavior, the parent will be called to help with the situation by offering help from home and/or suggestions.
5. If three occurrences occur, the child will be sent home for a day.

6. In extreme cases where the child repeatedly causes harm to other children or staff and/or refuses to cooperate with the teacher, a conference will be arranged with the Director, Parents, and Child Care Committee to determine what action is needed. If the decision is made that it is in the best interest of the child and the center that the child be dismissed, every effort will be made to help the parents and the child locate adequate services.

Punishment, corporal or verbal, will not be used at this center. Punishment refers to negative consequences to control behavior through fear and intimidation. Punishment causes poor self-esteem, and it does not teach children acceptable behaviors or self control.

## **XI. BITING POLICY**

- A. Biting is not an uncommon occurrence with children, specifically Toddlers. It can occur for many reasons including being tired, frustrated, hungry, teething, lack of self control, invasion of space, or even for attention - positively or negatively. Biting, also, tends to be impulsive, therefore, they do not think about what they did as being hurtful. Care givers in the class give their undivided attention to the children, but often times in a classroom setting, biting happens so quickly that it is difficult to prevent.
- A. When biting occurs, the Care giver will focus their attention to the victim, rather than the child who bit. By doing this, they avoid reinforcing negative behavior (biting) with attention. Secondly, the Care giver will clean the bite with antiseptic and apply a bandage, even if the bite does not break the skin. Applying an ice pack for a few moments will also help. The Care giver should allow the biter to stroke the victim, showing how to treat their friends lovingly. This allows both children to learn appropriate ways to touch and relate to each other. Parents will be notified if the bite is of a serious nature or is in a prominent place, such as the cheek. The one bitten will receive an accident report, the parent of the biter will also receive one. This matter, as other matters in our center, will be treated with confidentiality.
- C. Our goal is to lovingly teach the appropriate behavior which is (1) we can not hurt our friends, (2) we cannot hurt ourselves, (3) we cannot hurt toys, belongings, etc. The Care giver will not take away toys, privileges, food, or place the biter in time out. Children will not be physically (bite them back, etc.) or verbally punished for biting. We simply teach the children how to love each other and treat our friends. The Care giver also shows the biter where he/she hurt his/her friend and made him/her sad. If a biter is present, the Care giver will closely monitor the child's interaction with other children, redirecting him/her as needed. Should a biter have two occurrences in one day, the parents will be called as a warning. Once a child has bitten three times in one day the parent will need to pick up the

child immediately. Should the child bite for three consecutive days, the parent will need to keep the child home for the next two days, at which time a probationary period will be determined.

## **XII. PARENT COMMUNICATION**

Parents of Pre/3-Pre/4 will receive a weekly progress report containing information about the child's behavior if necessary or requested. Notes will be made by the teacher concerning areas the child may be having difficulty. You may schedule a meeting with the teacher at any time to discuss the information on the report. Parents of Infants and Toddlers will receive their child's report daily. Please do not discuss progress or concerns in classroom when children are present. This also disrupts the classroom time.

## **XIII. DAYS OPEN**

Monday through Friday except holidays (see holiday schedule)

## **XIV. FEES AND TUITION**

### **A. Registration/Supply Fee (non-refundable)**

1. \$250.00 for each child
2. \$75.00.00 for After Care

### **B. Tuition**

As of January 17, 2017, tuition must be paid year-round to assure a spot for your child. Therefore, if your child doesn't attend June and July, you are responsible for tuition during this period. However, you may send your child to school when needed by reserving a spot within a two week notice.

1. Pre-3 through Pre-4 (a.m. only)
  - a) Five days: \$270.00 per month (August - May)  
(8:00-11:30)
2. Child Care (full day)
  - Pre-3 through Pre-5
  - a) Five days: \$450.00 per month
  - b) Three days: \$370.00 per month
3. Toddler I
  - a) Five days: \$450.00 per month
  - b) Three days: \$370.00 per month
4. Toddler II
  - a) Five days: \$450.00 per month

b) Three days: \$370.00 per month

5. Infant

a) Five days: \$450.00 per month

C. **After Care**(for Kindergarten – 6th Grade)

1. Afternoons: \$55.00 per week, per child (No exceptions except for Spring Break, Thanksgiving and Christmas Holidays.)

D. **Lunch:** \$4.50 daily

F. **Sibling Discount:** 10% for more than one child enrolled in full time childcare. Aftercare students do not receive a discount. They are considered part-time.

G. **Summer Day Camp Program** (School Age): June - July - 8 weeks

1. Registration Fee: \$250.00 for children enrolled in the summer program only.
  2. Tuition: \$ 450.00 per month.
- \* Tuition must be paid in advance for the entire summer. Payment is due June 15<sup>th</sup>.

H. **Late Pick-Up**

1. A charge of \$15.00 for late pick-up will be assessed after 11:45 a.m. for Preschool students unless arrangements are made in advance.
2. Late pick-up fee will be \$5.00 for every minute after 5:30 p.m.
3. Late pick-up fee will be \$25.00 after 5:35 p.m. and \$5.00 for each additional minute after.

## XV. PAYMENT POLICY

A. Payment is to be made in advance on the fifth (5th) of each month.

B. Late Fee:

1. All balances must be paid in full by the fifth (5<sup>th</sup>) of each month. There will be a late fee of \$30.00 assessed to the account for any payments received after the 5<sup>th</sup> of each month. If the 5<sup>th</sup> of the month falls on a holiday or weekend, the balance is due by Friday before the 5<sup>th</sup>. If payments are not paid in full by the 15<sup>th</sup> of the month, parents/sponsors will need to find care elsewhere.

C. Returned Check Fee:

A returned check fee of \$35.00 will be assessed when a check is returned to the Child Care Center for any reason.

**XVI. HOLIDAYS - CENTER CLOSED- See Office****XVII. INSURANCE COVERAGE**

The Child Care Center is covered under Highland Baptist Church of Laurel with a liability policy. This is only to be used if the child is not covered under a personal family policy.

**XVIII. ADMISSION REQUIREMENTS**

- A. Completed application for admission with parent signatures.
- B. Up-to-date Immunization Form #121 from physician or Health Department.
- C. Registration Fee Paid (non-refundable)
- D. One (1) change of clothes including underwear and socks to keep at the center.
- E. HLC bags available for \$10.00 each (no backpacks). Each child is required to have a HLC bag.

**XIX. WITHDRAWAL / CHANGES OF SCHEDULE / DISMISSAL POLICY**

- A. Withdrawal
  - 1. The Parent will give two weeks notice in writing stating the reason for withdrawal and the last day the child will attend.
  - 2. The Parent is responsible for payment of two week's tuition if notice is not given.
- B. Changes of Schedule
  - 2. Any changes in your child's schedule must be given to the Director in writing two weeks prior to the change.
- C. Dismissal Policy
  - 1. A child may be discharged from the Child Care Center if the parents And/or child do not or cannot comply with the handbook policies.

2. A child may be discharged from the Child Care Center if it is determined by the Director or Child Care Committee that the child has behavioral problems, physical problems, and/or learning difficulties which the staff is not equipped to handle. Every effort will be made to help the parents and child locate adequate help.

## **XX. ARRIVAL AND DEPARTURE OF CHILDREN**

- A. The center will open for students at 7:00 a.m. and will close promptly at 5:30 p.m.
- B. Parents may park in the parking lot to bring their child into the center. **THE DRIVE-THRU IS FOR LOADING AND UNLOADING CHILDREN ONLY.**
- C. Children ages 3 and up who arrive before their teacher arrives should go to the receiving room. Each child's teacher will pick up her class when she arrives for her schedule.
- D. Toddler and Infants should be taken to their room when they arrive.
- E. Children must be dropped off by 9:00 a.m., unless center is notified in advance.
- F. When you pick up your child for the day, please check with the teacher on duty so that the child is signed out properly. Parents are to pick up at the gate of the playground or the classroom doors. If parents need to speak with the teacher or director, please make an appointment.
- G. Your child will be sent home only with persons known by the staff or authorized and listed on the registration form. This is for your child's protection. We only accept written permission for someone other than persons listed on the registration form to pick up you child. Phone calls will not be accepted.

## **XXI. TRANSPORTATION POLICY**

- A. Arrangements for transportation to and from the Childcare Program and Half-Day Preschool are the responsibility of the parent.
- B. School buses do make stops at Highland for After Care, but the parent is responsible for making the necessary arrangements.
- C. Highland does pick up at North Jones elementary and West Jones Elementary Schools for After Care, depending on available space, but the parent is responsible for making the necessary arrangements.
- D. It is required that the parent calls the center if his/her child will not be picked up from school by the Highland Van.

## **XXII. CLOTHING**

- A. Mark each item such as jackets, sweaters, etc., with your child's name to avoid loss or confusion.
- B. We suggest that your child wear comfortable, washable school clothes appropriate for doing various playing and learning activities.
- C. Tennis shoes (Velcro fasteners are very helpful when dealing with several children), with socks are generally most appropriate and comfortable for a long day of play on the playground.
- D. Shoes must be worn at all times.
- E. Cowboy boots and thong sandals, crocks or flip flops will not be permitted.
- F. One (1) extra change of clothing (complete, including socks and underwear), are to be left with each child everyday. For Toddlers (and or children in diapers), parents must provide diapers and wipes upon request, and for Infants, parents must provide diapers, wipes, and food.

## **XXIII. TOYS**

- A. Please AVOID bringing toys from home. Sometimes a Special Treasure is lost or broken and feelings get hurt. The staff will not be responsible for any toys or equipment brought from home.
- B. If your child has a Special Treasure he/she would like to share with others, the parents should first talk to the teacher and/or director and secure permission before allowing the child to bring anything to the center.

## **XXIV. VISITORS**

Parents or adults interested in observing a classroom may visit by appointment. We welcome parental involvement, but we want to insure the safety of the children and that their routine is not disturbed.

## **XXV. OUTDOOR PLAY**

- A. We spend some time outdoors each day as long as the weather is not too cold, hot, or rainy. When your child's group goes outside, he/she will be expected to go. If your child is too sick to go outside, the child is too sick to be at school.

- B. Outside play is required by State regulations when weather permits.
- C. Because brisk outside play, even in cold weather, has been proven to reduce the risk of upper respiratory illnesses, etc., you are responsible for sending warm outer garments to layer your child in for outside play during the winter months. Label each item of extra clothing with your child's name.

#### **XXVI. NAP AND REST POLICY**

- A. Each child (Toddler - Preschool) will be expected to rest and/or sleep from 12:00 - 2:00 p.m. each day. Children are not required to sleep, but they must rest quietly as to not disturb those that do sleep.
- B. Mats are not provided by the center. You must send a nap pad.
- C. You will be required to send a blanket to be used during nap time. The blanket will be returned each Friday for you to wash and send back on Monday.

#### **XXVII. BIRTHDAYS**

- A. Help make birthdays a special occasion at school for your child. You may visit and provide refreshments, if desired. Please notify the teacher a few days in advance.
- B. NO Birthday gifts are given at the Child Care Center; and NO party invitations are passed out UNLESS EVERY CHILD in the class is invited.

#### **XXVIII. MEALS AND SNACKS**

- A. Infants
  - 1. For infants, bring all necessary baby food and formulas which have been prepared and clearly labeled. Bring written instructions concerning the child's feedings.
  - 2. All bottles should be plastic.
  - 3. Each infant's individual feeding schedule will be posted and will be followed as closely as possible.
  - 4. Meals for infants will be provided by the parent until the child can eat the food on the programs menu.
  - 5. Infants will be held while being bottle fed. When infants are old enough they may feed themselves without being held.
  - 6. PLEASE FEED YOUR INFANTS BEFORE COMING TO THE CENTER; we

do not have adequate staff to feed each infant as they come into the center.

A. Toddlers through Preschool

1. A hot lunch, a morning and afternoon snack will be served each day. Our meals and snacks meet the nutritional standards as prescribed in The Minimum Standards of Nutritional Care in Childcare Facilities, as published by the Mississippi State Department of Health. Morning snack is not considered breakfast, therefore children should be fed before coming to the center.
2. Refreshments may be provided by parents only on the occasion of a child's birthday or other special celebration such as: Valentine's Day, Easter, Christmas, etc.
3. Our lunch menu is sent home with the child the first of the month.
4. CHILDREN SHOULD EAT BREAKFAST AT HOME OR BEFORE HE/SHE ENTERS THE CENTER. FOOD IS NOT ALLOWED AT THE CENTER UNLESS PRIOR ARRANGEMENTS HAVE BEEN MADE.
5. MORNING SNACK IS NOT CONSIDERED BREAKFAST FOR YOUR CHILD.

## XXIX. HEALTH

- A. We accept only WELL children. We are depending on you to help us maintain this policy.
- B. You must keep your child at home if he seems to show any signs of illness, such as:
1. Fever over 100 degrees
  2. Vomiting and/or diarrhea (within the last 24 hours)
  3. Any unexplained rash
  4. Common cold, from onset through one week
  5. Sore throat
  6. Any skin infection, e.g. boils, impetigo and etc.
  7. Pink eye or other eye infections
  8. Any symptom of the usual childhood diseases such as chicken pox, croup, measles, scarlet fever, etc.
    - The Director will take pictures for proof of any illnesses occurring with any child at HLC.
    - If your child is sent home due to any of these illnesses they must remain out for twenty four hours or have a Doctor's excuse.
- C. Please advise us of any medical problems, any allergies, or chronic illness your child

may have. A note from the doctor will be attached to the records.

- D. A CHILD WITH A FEVER SHOULD NOT RETURN TO THE CENTER UNTIL He/She HAS BEEN WITHOUT FEVER/SYMPTOMS FOR A 24 HOUR PERIOD.
- E. Should he/she have a contagious disease, virus, head lice, pink eye, or any other condition, please let the teacher know immediately so that the other parents can be notified.
- F. A CHILD WHO HAS BEEN ABSENT BECAUSE OF A CONTAGIOUS DISEASE MUST BRING A WRITTEN STATEMENT FROM HIS DOCTOR THAT HIS ILLNESS IS NO LONGER CONTAGIOUS.
- G. If your child becomes ill at school, you will be notified and expected to pick him up immediately. We do not have a nurse on staff, thus, cannot be responsible to care for sick children. If he leaves with a fever or vomiting, he should NOT return the next day.

### **XXX. MEDICINE POLICY**

- A. As of 6-1-2010 HLC does not give medication. If your child is ill and requires medication during school hours you may come administer it or keep them at home.

### **XXXI. EMERGENCY PLAN**

- A. Fire drills and evacuation drills are practiced every month. A complete plan has already been arranged and is posted in each classroom.
- B. In the event of a fire, you will be notified to pick up your child at the Highland Activities Center. Please do not rush to the church as you may cause traffic problems and further confusion.
- C. In the event of a tornado or severe weather conditions, do not come to pick up your child. You may further endanger his/her life by trying to beat the elements. The Director will notify you when it is safe to pick up your child.
- D. In the event of industrial disaster, your child will be transported to a church in our area away from the disaster. You will be contacted by the Director as to when and where you can pick up your child.
- E. If your child is hurt or injured and needs medical attention, you will be notified by the Director immediately. You will be told where to go and what to do.
- F. IN THE CHANCE OF DISASTER, PLEASE GIVE US A CHANCE TO CALL

YOU. PARENTS CALLING IN ON THE PHONE LINES WILL KEEP US FROM GETTING TO YOU AS SOON AS POSSIBLE.

### **XXXII. SEVERE WEATHER CLOSINGS**

- A. There may be times during the year when it will be advisable to close the center because of weather or road conditions. Please listen for any announcements on the radio and/or television. If the Jones County Schools close Highland Learning Center will close.

### **XXXIII. FIELD TRIPS**

- A. Parents will be notified prior to each field trip in order to give permission for their child to participate. A permission form for each child for each trip will be signed by the parents. No child will leave the center without parent's signature.
- B. Parents are responsible for the cost incurred.
- C. Please help us by reminding and explaining to the children about canceling and rescheduling trips due to bad weather conditions or slippery roads.

### **XXXIV. RELEASE OF PERSONAL INFORMATION**

- A. In compliance with rules of confidentiality, information concerning children and families will not be available.
- B. Personal information regarding the children and their families will not be released except in the event of possible neglect or abuse. If a teacher or director suspects abuse, he/she must contact Social Services directly and information released. This is mandated by law.

### **XXXV. PARENT / CENTER COMMUNICATION**

- A. The parent(s) or guardian can come into the center and visit at any time. Please remember that all children react and act differently when you are present. Also teachers will not be able to talk to you, unless you make an appointment in advance.
- B. Conferences
  - 1. Director - Any parent who has a concern, suggestion, or complaint may call the Director's office to schedule an appointment with the Director during regular office hours.

2. Teacher - Any parent who wishes to discuss their child's progress may schedule an appointment in advance with his/her teacher.

C. Parent Meetings / Open House

1. Parent Meetings / Open House are scheduled once each semester. Please take this opportunity to visit your child's classroom.

- D. Notify the office immediately if any changes in the information on the child's application such as address, phone number, immunization, and authorization for transportation, contacts, or other changes.