



Early Learning Center Policies

ENROLLMENT REQUIREMENTS (rev 3/2020)

Covenant Academy Early Learning Center is open to all children regardless of race or religion.

Ages

Classes are offered for students ages 2 1/2 – 5. Students entering the four-year-old preschool class should have their 4th birthday on or before August 15th.

Applications

In order for a student to be enrolled parents must:

- complete and submit an application
- submit an immunization record for their child
- a copy of the child's birth certificate
- sign and submit a medical release form
- meet with the Director for orientation

Insurance

All students must be covered by a provider for medical and hospitalization. School insurance will serve as a secondary insurance.

Restroom

Students must be **fully potty trained**. Our definition of "fully" potty trained is that the student can go to the bathroom on his own, clean himself, and get dressed afterward to return to the group.

Eating

Students should be **able to feed themselves**. Teachers will help with heat ups or difficult packaging, but students should not have to be spoon fed.

Curriculum and Supply Fee

Every student will need to pay a registration fee at the beginning of each school year or at the date of registration if the student joins us during the school year. This fee is for curriculum, class supplies, and other items that are needed to participate in the classes each year. This fee will be reassessed at the beginning of each school year for re-enrolling students.

PREPARATION FOR ATTENDANCE

Clothing

Be sure that your child's clothing

- is comfortable, washable, and appropriate for play indoors or outdoors.
- is easy to manage when taking care of bathroom needs.
- includes shoes that are appropriate for play, preferably sneakers.
- is appropriate for the season (shorts worn May through September only).
- includes an emergency change of clothing (labeled with child's name) to remain at school in case of accidents.

Materials Needed

Students will need the following items from home each day:

- lunch box or bag labeled with student's name
- towel to cover mat at nap time
- blanket to cover child at nap time

ELC ATTENDANCE POLICIES

School Calendar

The Early Learning Center daycare will operate on a year round basis. We will be closed on the following days:

- *three in-service days immediately preceding beginning of school*
- *Labor Day*
- *Thanksgiving Day and the following Friday*
- *three days for Christmas*
- *New Year's Day*
- *Martin Luther King Jr's Day*
- *Good Friday*
- *Memorial Day*
- *Fourth of July*

The ELC calendar with holidays and scheduled events can be found on the website www.mcoventacademy.net.

Snow/ Emergency Days

There may be days when the weather makes travel difficult. On these days, children enrolled in the childcare programs can depend on Covenant Academy ELC to be open except in the most extreme circumstances. Parents should follow MCA Early Learning Center on www.mcoventacademy.net or sign up for group texts on **Remind** from the ELC. If an early closing becomes necessary because of severe snow or ice, parents will be contacted and asked to pick up their children early.

Sickness

When a student becomes ill, a parent/guardian will be notified, and the child must be picked up immediately. If a parent cannot be reached, we will call the emergency contact(s) listed on the application. Children are not to be sent to school when ill. Whenever an antibiotic is prescribed, a child must have taken the antibiotic for at least 24 hours and be fever and diarrhea free before returning to school. Please notify the school immediately in the event of exposure to a communicable disease.

Medications

All medications, prescription or non-prescription, are to be administered by parents. ELC staff will **not** be giving any type of medication to students.

Parent Participation

Parents are encouraged to visit and volunteer in the classroom. Your teacher will appreciate the help. If you have a special interest or talent that you would like to share with the class, please notify the teacher so she can schedule a time for you to come. Another need that parents can help with is to be additional chaperones when we walk to the park or visit the splash pad. Please let staff know in advance when you are available to help.

Arrival/ Departure

- Students may arrive no earlier than 7:00 a.m. and must leave by 5:30 p.m.
- Students must be signed in and out each day and will only be released to a registered parent or guardian. If an unregistered person arrives to collect your child, we **cannot** allow your child to leave with him.
- Parents must park in the large parking lot and enter through the front door on the lower level of the Early Learning Center to bring or collect their children.

Lunch/ Snacks

All lunches and snacks are parent provided. Students need to have a nutritious, cold lunch in a box or bag labeled with that child's name. It is possible to order pizza for lunch on Mondays and Thursdays at \$1.00 per slice. Orders for pizza should be submitted when the child is checked in on Monday and Thursday mornings. If students will be present for scheduled snack times in the morning and afternoon, then snacks should also be included in the child's lunch box each day.

Attendance/ Fees

Regular Daycare (children who either come before 7:45 a.m. or stay later than 3:30 p.m.)

- \$150 per student for curriculum/supply fee to register (early registration \$100 before June 1)
- Families must pay weekly (on first day attended each week) or monthly (on first day attended each month) **in advance.**
 - Full time student (4 or 5 days/wk) \$110/ week \$440/ month
- For two students in the same immediate family:
 - Fulltime students \$190/ week \$760/ month
- For three students in the same immediate family:
 - Fulltime students \$250/week \$1000/month
- Families paying by the week will have two-weeks vacation time for which they will not be charged from August 1 through July 31 each year. “Week” is interpreted as the number of days per week your child is registered to attend. Families paying by the week are responsible to pay for 50 out of the 52 weeks in the year to continue to be enrolled.

Preschool Hours Only (students who attend the same hours and days as MCA students)

- \$200 registration fee for curriculum and supplies (early registration \$150 before June 1)
- Families may pay for the year or each semester in advance:

○ One student	\$3200 (year)	\$1600 (semester)
○ Two students	\$5100	\$2250
○ Three students	\$6700	\$3350
○ Four students	\$7700	\$3850
○ Five students	\$8200	\$4100
- Families may pay monthly from August through May:

○ One student	\$352 (month)
○ Two	\$561
○ Three	\$737
○ Four	\$847
○ Five	\$957

Preschool students following the MCA calendar and times must pay additional fees for Extracare as needed (see below).

- **Extracare** (Preschoolers who arrive before 7:45 or leave after 3:15 p.m.) This fee must be paid weekly before the beginning of the next week.

○ One child	\$7/day	or \$35/week (in advance)
○ Two children	\$12/day	or \$60/week (in advance)
○ Three children	\$15/day	or \$75/week (in advance)

DISCIPLINE POLICIES

Proverbs 10:17 tells us, “He who heeds discipline show the way to life, but whoever ignores correction leads others astray.” We want Covenant Academy students to be salt and light in the world, showing others the way to live rich, full lives.

To help them become self-disciplined, teachers and caregivers will be teaching them the expectations for appropriate behavior and encouraging them to live and act accordingly. Disruptive behavior which negatively influences the environment and the program of instruction of the Early Learning Center will be dealt with appropriately and positively.

Disruptive behavior would include:

- requiring constant attention from the staff
- inflicting physical or emotional harm on others
- disrespect for people or materials
- disobeying established rules
- verbally threatening others
- verbally or physically diverting attention away from the activities of the group

Our discipline policy will consist of any of the following strategies:

- facilitating children in settling their own disputes with other children
- redirecting behavior when this seems potentially effective
- separating a child from the group for one minute per each year of age
- counseling children individually about their behaviors
- sending a child to the director’s office
- making parents aware of disciplinary concerns
- completing an incident report regarding any behaviors that directly impacted others and how the situation was resolved to share with parents when the child is picked up
- scheduling a parent conference regarding chronic or extreme behavioral issues
- suspension from preschool for an appropriate period of time

Reasons for dismissal could include:

- a parent’s failure to adhere to school policies or procedures
- repeated negative behavior or extensive special needs that prevent the staff from providing adequate care
- failure to pay fees

PRESCHOOL LIFE

At MCA Early Learning Center we want to partner with parents to help children learn to trust God and to grow academically. The preschool program is designed to spark each child's interest, meet individual needs, and foster the development of skills, attitudes, and abilities that will prepare children for ever increasing spiritual and academic understanding.

Young children learn through play, observation, trial and error, and by doing things themselves. We have a curriculum in place (Abeka and Creative Curriculum) to make sure all fundamentals are covered; however, the style of learning will be flexible, open-ended, and child-led to cater to the wide range of interests, needs, and abilities in a preschool classroom.

In Early Childhood classrooms, children are encouraged to

- express themselves and communicate with others
- understand basic concepts that help them understand the world
- develop self-confidence
- make friends
- share and cooperate with others
- develop physical skills
- develop a positive attitude toward learning
- become familiar with a "classroom" setting that will prepare them as they move on to school

Early childhood education is not babysitting; it is about the development of important skills needed in everyday living, in relationships with other people, and in being prepared for success in school. All children learn differently; some are auditory learners, some kinesthetic, and some visual. We want to tap your child's strengths and build a program to address their specific needs.

A child's play is his work. It is the avenue through which children make sense of the world around them. Through interaction with others they develop socially, emotionally, intellectually, physically, and spiritually. We do not expect all children to be at the same level at the same time, but we will endeavor to capture the learning interests and curiosity of each individual child and create an environment where each child feels free to explore, inquire, and test the world around him without fear of failure.

Contact Information:

Hazel Cooper
MCA School Administrator/
ELC Director
(423) 587 – 3247
hazel@mcoventacademy.net

School Supplies:

- 1 box of double zipper sandwich bags
- 1 box of double zipper snack bags
- 1 pencil pouch
- 2 small blankets for quiet time
- 1 towel or mat cover
- 1 rest mat 1" thick
- 1 backpack
- 1 pack of colored pencils
- 1 pk washable markers
- 1 pk unscented wipes
- 1 4 pk of playdough
- 1 pk of #2 pencils
- 4 glue sticks
- 2 boxes crayons (24 count)
- 3 boxes of Kleenex
- 1 container of Clorox wipes
- 1 poly composition book
- 1 pk dry erase markers with erasers
- Lunchbox
- Drink cup spill proof