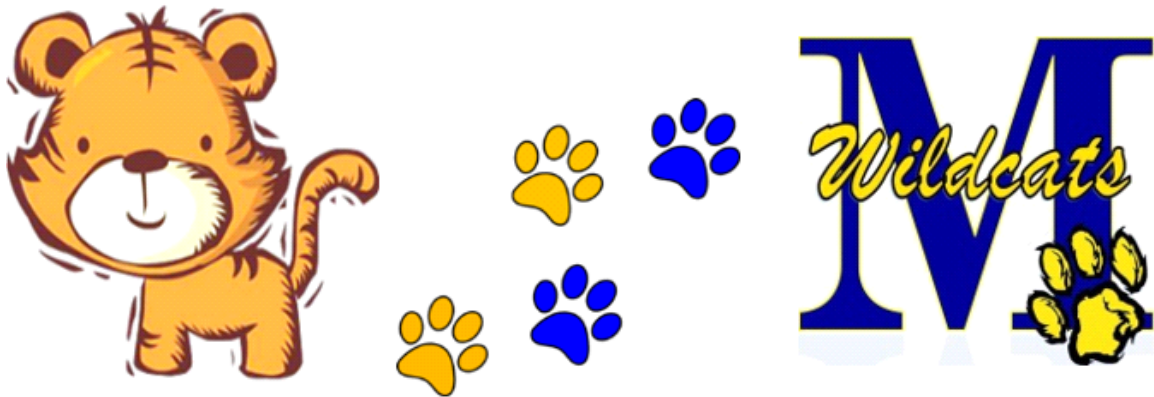


# Memorial Baptist Early Learning Center



## Handbook

Head of Schools: E. Jerry Riggs  
Early Learning Center Director: Heidi  
Bock  
5701 Veterans Memorial Blvd.

Metairie, LA 70003  
ELC: 504.455.7635  
www.mbsmetairie.org

Director's Email: hbock@mbsmetairie.org

### OUR MISSION

Memorial Baptist Early Learning Center is dedicated to providing children with a quality education from a Christian perspective.

In keeping with this tradition, our foundation for academic excellence and Christian character training is achieved by following the A Beka curriculum. Founded more than 25 years ago, the A Beka curriculum's primary goals are to develop Christian character traits, train children in the Bible, and provide learning experiences for total development in traditional subject matter.

Our objectives are to see that each child grows spiritually, emotionally, intellectually, physically, and socially. We are looking forward to working together with you and your child to provide a nurturing and educational foundation.

*Train up children in the way they should go and when they are old they will not depart from it. Proverbs 22:6*

### TUITION PAYMENTS

- Tuition for the ELC is paid monthly (August-May).
- Payments may be made through the TADS app. or cash or check may be sent to school in an envelope. Make checks payable to Memorial Baptist ELC.
- Tuition is collected on the 1<sup>st</sup> of each month.
- Tuition is considered "late" after the 5<sup>th</sup> of each month and a late fee of \$50 will be charged.
- Please make sure your child's name and the purpose of the payment is on the front of the envelope.
- If paying by cash, please have the exact change. We do not keep cash in the ELC building.
- Registration Fee of \$250 is due at the time of registration. **No part of this fee is refundable.**
- Student records WILL NOT be released, nor will a student be allowed to

participate in events (end of the year programs, parties, field trips, etc) if an account is delinquent (this includes lunch fees and early/after care fees).

- Credit card convenience fee – Due to our incredibly large credit card processing fees, it has become incumbent upon MBS to charge a 3% convenience fee on all credit card transactions beginning August 1<sup>st</sup>. Checks and Cash do not apply.

### **WITHDRAWAL POLICY**

I understand that my submission for withdrawal must be submitted to the Director in writing. In the event of withdrawal prior to February 28, prepaid tuition will be refunded. Written notice should be given to the Director at least two weeks prior to withdrawal. A half month's tuition will be charged for early withdrawal. Any past due tuition must be paid before any student records can be released. Reminder: **Registration fees are not refundable.**

### **SCHOOL HOURS FOR ELC 6 WEEKS–PK-3**

#### **HOURS OF OPERATION (MONDAY-FRIDAY)**

- 7:00am-8:15 am Early Care
- 8:15am-3:15pm School Day
- 3:15pm-6:00pm After Care

ELC students should arrive no earlier than 8:15 a.m. unless they are going to Before School Care. Teachers are unable to accept any children in their rooms before 8:15 a.m. **All ELC students must sign in noting when the child arrived and whether or not that child is ordering lunch for that day.**

#### **TARDINESS**

We begin our day at 8:30 a.m. It is important, especially for the 3 yr olds, to be here on time. **Children arriving after 9:00 will require a doctor's note for admission.**

#### **DISMISSAL**

ELC student dismissal is 3:00-3:15p.m. Parents will need to **sign them out each day**. Any child not picked up by 3:15 p.m. will be in After School Care and the parent will be charged accordingly.

*Students may be picked up only by those persons whose names appear on their child info sheet. If someone else is to pick up your child, a written note or email must be sent to the office and that person must bring a valid driver's license with them at time of pick up. No one under the age of 18 is allowed to sign a student*

*in or out of school.*

### **BEFORE AND AFTER SCHOOL CARE**

- Before and/or after school care is offered for students currently enrolled in the ELC.
- Before school hours are 7:00 am to 8:15 am.
- After care starts at 3:15 sharp
- After school hours are 3:15 pm to 6:00 pm. Children must be picked up by 6:00 pm.
- **Any child that is not picked up by 6:00pm will be charged a late fee of \$5.00 a minute for the first 10 minutes and \$10.00 a minute for each minute thereafter.**

### **VISITOR CHECK-IN**

***ALL VISITORS MUST SIGN IN AT THE ELC OFFICE UPON ENTERING THE SCHOOL.***

### **ADMISSION REQUIREMENTS**

#### **NON-DISCRIMINATORY ADMISSION POLICY**

Memorial Baptist ELC does not discriminate against students of any race, color, creed, sex, national origin, handicap, ancestry or whether or not a child is being breastfed.

#### **IMMUNIZATIONS**

The Louisiana Health Department requires that all immunizations be **up-to-date**. A copy of the **updated immunization record** from the doctor and a copy of a **birth certificate** are required before the first day of school. No student is allowed in our school without these documents. The immunization record is invalid and will not be accepted without a proper expiration date and physician signature. Please bring an updated immunization sheet when your child gets new shots.

#### **COURT DOCUMENTATION OF DIVORCED OR SEPARATED PARENTS**

Divorced or separated parents, by law, are entitled to certain rights of their children, even if they do not have custody of their child, unless there is a court order or other legal document denying them access to their child's records. ***The custodial parent MUST provide a copy of such court documentation for our ELC.*** This will be placed in your child's records. Without this documentation we cannot assist you in protecting your legal rights of custody.

#### **STUDENT RECORDS**

- All information concerning the child is kept secure and confidential.

- Center staff is prohibited from disclosing or knowingly permitting the disclosure of any information concerning the child, the family either directly or indirectly to any unauthorized person.
- All student records are kept confidential. The records are for the use of our ELC only, unless ordered by the State or Federal courts.

### **ENTRANCE REQUIREMENTS FOR PK-3**

#### **AGE**

In order to be accepted into the 3 year old ELC program, the child must be 3 by or on September 30. This age classification is established in keeping with the age requirements of the Jefferson Parish School Board for entrance into local public schools.

#### **POTTY TRAINING**

***All children in the PK-3 PROGRAM MUST BE POTTY TRAINED!*** We are not always able to leave the classroom to change a child or clean them up after they have an accident. We do not have facilities available to wash them down if he/she has a messy accident. If "accidents" persist, a parent may be called to change the child.

Please put your child in clothes that are easy for them to pull up and down. Please no belts. Children should also be able to stay dry at naptime. No pull-ups or diapers are allowed in the PK-3 program.

#### **ILLNESS POLICY**

**Students should not be sent to school if they are ill.** Children should be "fever free" **without fever medication for a twenty-four hour period before returning to school.** For example, if your child is sent home sick they should not return to school the next morning. If your child is vomiting, please give it 24 hours, clear of vomiting, before returning to school. Examples of illnesses that would prevent your child from using this facility are as follows:

- Excessive cough
- Ear infection with fever
- Sore throat
- Excessive runny nose
- Vomiting and diarrhea
- Skin rashes
- Eyes with discharge/pink eye
- Fever 100 degrees or higher

Following a contagious disease, ***a permission slip signed by the doctor must be***

**presented to our ELC office before the child is able to come back to class.**

If a student becomes ill, the parent will be contacted. If a parent cannot be reached, the emergency contacts will be called.

You will be called the first time your child has a diarrhea incident. After the second diarrhea incident you will be notified that you may have to come get your child. After the third diarrhea incident you will have to come pick up your child.

For PK-3 students you will be required to pick your child up after the first diarrhea incident.

In case of an illness or accident at school, the child's parents will be notified immediately. If the parents cannot be notified, the school will contact one of the persons listed as an emergency number on the registration card.

Don't forget to notify our office of any change of address or phone number.

***For further safety and protection of a child Memorial Baptist ELC also reserves the right to call an EMS if we cannot reach the parent or guardian.***

*Parents, if we call you to come pick up your child, you must pick them up **within 30 minutes** of the call. Our intent is not to inconvenience you but to look after the welfare of your child, other students and our staff.*

### **LICE**

Along with other childhood maladies, "head lice" can be an annoying problem. Although lice do not pose a serious health hazard, they are a nuisance and are highly contagious; their presence can cause major disruptions in the classroom. If a child is detected as having head lice, the following procedures will be followed:

- The parents will be called to pick up their child immediately.
- The parents are to secure the necessary medication as recommended by their family physician or pharmacist and follow the instructions as indicated.
- Students may return to school only after all "nits" have been removed and deemed "nit" free by the administrator.
- The child is not allowed to go directly to class the first day back from head lice treatment. He/she MUST sign in with the director.

### **PHYSICAL ACTIVITY TIME**

All MB-ELC students (ages 6 weeks– 3 years old) are allowed throughout our day to move about the classroom, hallway, or play yard. All MB-ELC students are provided at least 60 minutes daily for physical activity.

### **SLEEP & REST**

6 weeks–3year olds will be given a proper amount of time to nap daily.

State requires all children 5 and under have rest time each day.

\*You may be asked to pick your child up if he/she is not able to rest quietly on their mat and are disrupting other children's rest time.

## **LUNCH**

### **NEW FOOD GUIDELINES**

The Louisiana Dept. of Education Licensing department has made some changes to the list of foods that we **cannot** serve in the center and **will not** be able to be brought to school. We will not serve the following foods: whole hot dogs, hot dogs sliced in rounds (must be cut in quarters), raw carrot rounds, whole grapes (grapes must be cut in quarters), hard candy, nuts, seeds, raw peas, hard pretzels, chips, peanuts, popcorn, marshmallows, and chunks of meat larger than what can be swallowed whole. These foods pose a choking hazard for children under the age of four and **will not** be served at the center. If you are unsure if a food is acceptable, please check with the child's teacher or the Director **before** sending it.

We offer a Hot Lunch to all our ELC students through Piccadilly Restaurant.

- Menus are sent out on the first of the month.
- If you are going to order lunch for your child, **the order must be placed by 8:45 AM.** If you are going to be late, please call the ELC office before 8:45 to order lunch.
- If your child forgets his/her lunch, we will order a hot lunch for your child if it isn't too late and you will be charged the regular lunch fee. Otherwise, after 8:45 AM you will need to provide a lunch for your child.
- You may send a lunch for your child. If a lunch is sent for an ELC 3 year old, PLEASE send one that does not require heating. Small thermos bottles work great for keeping the food hot. Make sure it is a balanced, nutritious meal.
- ELC 6 weeks, 1's & 2's lunches may be reheated-**not cooked.**
- No carbonated drinks, tea, or fast food may be brought to school.

## **TRANSPORTATION**

Memorial Baptist ELC does not provide transportation services to and from school.

All cars must park in the **front** parking lot. As a precaution please lock your car and bring your purse into school with you. **Cars should never be left running and children should never be left unattended inside the car. Please make sure to hold your child's hand in the parking lot. Please do not park in the handicapped spots if you do not have a handicap tag.**

## **PARENT PARTICIPATION POLICY**

### **PARENTAL ACCESS POLICY**

At Memorial Baptist ELC we have an open door policy. Parents are allowed to visit the center anytime during its regular hours of operation and when children are present.

### **PARENTAL INVOLVMENT POLICY**

Parents shall be offered a minimum of two opportunities for involvement each year, which may include but are not limited to, an open house, parent education session, parent and staff conference, holiday party or parent / grandparent day.

### **PARENT NIGHT**

In September, Parent Night will be held in the evening. It is a time to visit with your child's teacher and to see what your child has been working on for the first few weeks of school. Parent night is for parents only.

### **PARENT CONDUCT**

When entering our building please refrain from talking on your cell phone. If you are coming for a scheduled conference, please give the teacher the courtesy of turning off your phone. Parents/guardians: remember that there are many little listening ears around our campus. We ask that you keep your language and mannerism suitable for our little ones. It is a Church environment first and secondly an ELC. Please refrain from offensive language or conduct.

### **VOLUNTEER WORK**

We really appreciate when our parents volunteer. If you would like to volunteer please contact your child's teacher.

### **FIELD TRIPS**

We normally take one field trip a year to the Pumpkin Patch. It is mandatory for a parent or guardian to chaperone their children on the Field Trip.

### **BIRTHDAYS**

Your child's birthday may be recognized at school. With permission from the teacher parents may bring **a store bought cookie cake or mini cupcakes or doughnuts**. Personal gifts may not be brought to school. If you are planning an off campus party and distributing invitations to your child's classmates, they may only be distributed in the classroom if EVERY child receives an invitation.

## **CLOTHING AND PERSONAL POSSESSIONS**

## **CLOTHING FOR 6 WEEKS-PK-2**

- 6 weeks-Pk-2 do not need to wear uniforms.
- **All Infants-PK-2 students will need a school tote which may be purchased through the Memorial Baptist Online Store.**
- **All “walking’ children must wear socks and closed-toe Velcro shoes.** No sandals or shoes with shoestrings please.
- Please send your child in comfortable, climate appropriate clothes.
- Children who are potty-training need to wear easy on/off clothes to assist their needs.
- Please keep in mind that the teacher will be changing **ALL of the children** in the classroom so please try to eliminate clothing with lots of snaps or buttons. They add extra time and stress to the teachers day.
- **Always make sure that your child has two complete sets of extra clothes in his/her cubby.**

## **CLOTHING FOR PK-3**

- **Students in our PK-3 classes MUST wear a uniform every day unless otherwise specified.**
- **Uniform shirts are required for all PK-3 students. Shirts are available for purchase through the Memorial Baptist Online Store.**
- **Khaki pants, shorts or skirts must be worn.**
- **Please label all removable clothing such as coats and sweaters with the child’s name.**
- **ONLY VELCRO TENNIS SHOES MAY BE WORN.**
- **All PK-3 students will need a school tote which may be purchased through the Memorial Baptist Online Store.**

## **PERSONAL POSSESSIONS**

Pets, toys, books, and other personal possessions should not be brought to school except with special permission from the teacher. Please do not send your child with expensive jewelry such as rings, necklaces, bracelets or hair barrettes. WE CANNOT BE RESPONSIBLE FOR LOST ARTICLES. No jewelry except stud earrings.

**Make sure your child's lunch kit, sippy cups, clothes, jackets, and any other items are clearly marked with your child's name.** (name labels are available through amazon for a great price)

## **MB-ELC STAFF**

ELC administration, faculty, staff and substitutes have complete background

checks done by the State of Louisiana. 100%+ of ELC faculty are CPR/First Aid Certified.

All ELC staff and substitutes attend and are credited for 15 hours of training per school year.

### **BEHAVIOR MANAGEMENT POLICY**

At Memorial Baptist ELC discipline measures are directed to the positive training necessary for acceptable and responsible behavior. The school cooperates with the home in establishing these rules of behavior.

- We must use kind and gentle words
- We should never hurt others.
- We should always be obedient to those in charge of us.
- We should always be honest and truthful.

Memorial Baptist ELC does not use time-out. The following list provides examples of actions which the school may take in trying to manage behavior:

- Redirecting the child to another activity.
- Giving choices when there is an opportunity.
- Telling the child what he or she CAN do.
- Establishing eye contact and light touch to emphasize the importance of what is being communicated.
- Embracing the child until he or she gains control.
- Rewarding good behavior.
- If a child continues to disobey he or she may lose their turn with the activity they are choosing.
- Derogatory remarks of any kind shall not be made.
- No child or group of children shall be allowed to discipline another child.
- No child should be deprived of meals or snack for disciplinary reasons.
- We do not allow bullying of any sort.
- Memorial Baptist ELC does not use corporal punishment.
- We do not restrain a child using high chairs or feeding tables for disciplinary purposes.
- We do not withhold the child's playtime unless the behavior occurs during playtime.
- If the undesired behavior continues and the child is having a hard time listening a conference will be set up to discuss an action plan to correct the behavior.

**Note: Any child that is physically aggressive with a teacher/staff or another child is subject to dismissal from this school.**

### **BITING POLICY**

If a child is bitten, the wound will be washed with soap and water, and ice will be applied. The child will be consoled, and the child's parent will be called. For the biter; After the first biting incident a behavior report will need to be signed. Upon the second biting incident, the parent will be called for a consultation. After the third biting incident, a shadow could be required and the cost deferred to the parent. If a child bites the fourth time, he/she may be removed from school indefinitely.

- This is at the discretion of the Director based on the severity and time frame of the instances.

### **CHILD ABUSE AND NEGLECT POLICY**

- As mandated reporters, all staff and owners shall report any suspected abuse or neglect of a child to the Louisiana Child Protection Statewide Hotline (885) 4LA-KIDS {885-452-5437}
- An early learning center shall not delay the reporting of suspected abuse or neglect to the Child Protection Statewide Hotline in order to conduct an internal investigation to verify the abuse or neglect allegations: and
- An early learning center shall not require staff to report suspected abuse or neglect to the center or management prior to reporting it to the Child Protection Statewide Hotline.

### **ELECTRONIC DEVICES**

#### **NEW GUIDELINES**

**Teachers are no longer allowed to communicate with parents through text message or phone calls on their personal phone. All parent teacher communication will be done via email or through "The Band" app. The teachers will have a school device in their room to check emails periodically. As always you may also call the front office if needed. We thank you in advance for your understanding with this matter.**

Activities involving electronic devices, including but not limited to television, movies, games, videos, computers and hand held electronic devices, shall adhere to the following limitations:

- Electronic device activities for children under age two are prohibited.
- Children are not allowed to bring electronic devices to school.
- Time allowed for electronic device activities for children ages two and above shall not exceed two hours per day, with the exception that television, DVD, or video viewing shall be limited to no more than one hour per day.
- Our ELC students DO NOT have access to computers.

#### **Programs, movies, and video games policy:**

- All television, video, DVD, or other programming shall be suitable for the youngest child present.

- Only G rated programming will be viewed in the ELC.

### **CONSENT TO RELEASE**

The center shall obtain written consent from the parent prior to releasing any information, recordings, or photographs from which the child might be identified, except to authorized state and federal agencies. This one-time written consent shall be obtained from the parent and updated as changes occur.

### **CONFIDENTIALITY**

The center shall maintain the confidentiality and security of all records of children. Center staff is prohibited from disclosing or knowingly permitting the disclosure of any information concerning the child or the family of the child, either directly or indirectly, to any unauthorized person.

### **COMPLAINT POLICY**

In the spirit of Christian accountability, every effort should be made to resolve any differences or criticisms of any classroom teacher in private conference with that teacher. Once that step has been taken, any internal or external complaints or unresolved issues may be directed in writing or by conference with the Preschool Director. If unresolved differences still occur you may also make an appointment with Mr. Riggs our Head of Schools. Parents be advised that you may call or write the Licensing Division should you have significant, unresolved licensing complaints or checking our compliance:

Louisiana Department of Education P.O. Box 4249 Baton Rouge, LA 70821  
(222) 342-2498

[ldelicensing@la.gov](mailto:ldelicensing@la.gov)

## **EMERGENCY EVACUATION PROCEDURES POLICY**

### Severe Weather or Emergency Closing

In case of weather such as hurricanes, flooding, snow, etc. log on to MBS Facebook page for information or our website [www.mbsmetairie.org](http://www.mbsmetairie.org). We will also send out an email and a text to notify you of any school closures.

#### **1. HURRICANES**

As stated in the handbook. We will send out an email and a text to notify you of any school closings. Also, check the MBS Facebook page for updates.

#### **2. FLOODS**

If parents are unable to travel to the school, children are to remain in the building under teacher supervision until parents are safely able to pick up their children.

Lockdowns, Fire, Hazardous Materials, Assaults, Bomb Threat, Intruders, Weapons, Shootings, etc. procedures are addressed in our Emergency Preparedness Handbook located in the front office.

*If for any reason our students and staff are ordered by officials to evacuate our campus, we will transport the children in vehicles provided by or mandated by the authorities to a meeting place. A Memorial teacher or staff will contact you, as soon as we can, alerting you to our location and situation.*

*Note: Fire drills, Tornado drills (March–July), and Intruder drills are mandated by the State of Louisiana and are also regulated by the Louisiana Department of Social Services. In following these mandates, Memorial Baptist ELC conducts these drills accordingly.*

**Memorial Baptist Early Learning Center  
Student Handbook Parent Contract**

I have read and understand the contents of the Memorial Baptist Early Learning Center Parent Handbook. I agree to abide by all the centers policies: Behavior Management Policy, Illness policy, Admissions Policy, Withdrawal Policy, Parental Involvement Policy, and Emergency Evacuation Procedures Policy. I will work closely with the staff and Director to maintain open communication with them.

**Permission Authorization:**

I give permission for employees of Memorial Baptist ELC to take photographs and videos of my child while enrolled in Memorial Baptist ELC for Memorial Baptist ELC social media, website, and/or advertisement use.

Yes \_\_\_ No\_\_\_ Initial \_\_\_\_\_

Child's Name \_\_\_\_\_

Mother/Legal Guardian  
Signature \_\_\_\_\_ Date \_\_\_\_\_

Father/Legal Guardian  
Signature \_\_\_\_\_ Date \_\_\_\_\_

If you have any comments or suggestions, please feel free to add them in the following space provided.

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Please remove this sheet from your handbook, sign it, date it, and return it to the ELC Office immediately. It will be placed in your child's office file.