

**Greenwell Springs Baptist Church  
Early Learning Center**

19421 Greenwell Springs Road  
Greenwell Springs, LA 70739

**Church Office (225) 261-2246 or Leave a message at (225) 663-2905**

**Hours of Operation: Monday – Thursday 9:00 am – 2:00 pm  
Friday 9:00 am – 12:00 pm**

**ELC/Preschool Coordinator: Beth Browning  
Beth@greenwellsprings.com**

**Greenwell Springs Early Learning Center (ELC)** is a ministry of Greenwell Springs Baptist Church and is under the direction of the Children's Ministry. If you do not have a church home, we invite you to visit us.

**GSBC Director of Children's Ministry: Deleece Nichols**

**Sunday Worship Schedule**

8:00 am Morning Worship  
9:15 am Sunday Morning Bible Study  
10:30 am Morning Worship  
Preschool Church  
Children's Church  
6:00 pm Evening Worship

**Wednesday Worship Schedule**

4:45 pm Wednesday Evening Supper  
6:15 pm AWANA Clubs (Ages: 3 years old - 5th Grade)  
Epoch Middle School Ministry (Grades 6<sup>th</sup> – 8<sup>th</sup>)  
Student Worship Service (Grades 9th-12th)  
6:15 pm Adult Choir Rehearsal

For more information, go to [www.greenwellsprings.com](http://www.greenwellsprings.com) or contact the church office at (225) 261-2246.

# Registration and Financial Information

## Registration

Registration for 2019-2020 begins in March of 2019.

### **Registration Packet** includes:

- 2019-2020 Registration Form
- Parent Agreement
- Parental Release for Emergency Medical Care
- Audio/Video Photo Release
- Copy of Current Immunization Record
- 2019-2020 Parent Handbook

### **Fees:**

#### **Registration Fee:**

\$150.00/child (This **non-refundable annual** fee will reserve your spot for the 2019-2020 school year and is due at registration.)

#### **Supply Fee:**

\$100/child for Fall semester (Due September 1, 2019)

\$100/child for Spring semester (Due January 1, 2020)

#### **Monthly Tuition:**

3 Day Classes (Tuesday, Wednesday and Thursday) \$225/month

5 Day Classes (Monday – Friday) \$300/month

Infants and PreK-4 are only available in 5 Day a week classes.

### **Multi-Child Discount:**

There is a \$15/month discount for a second child and a \$25/month discount for a third child enrolled in the 5-day program.

## Fee Policies

- Tuition is due on the 1<sup>st</sup> ELC day of the month.
- All checks should be made payable to Greenwell Springs ELC.
- No refunds or reduction of fees are given for holidays, illness, vacations, bad weather days or emergency closures.
- A late fee of \$5.00 per day will be assessed for any tuition not received by the 5<sup>th</sup> of the month. Children will be subject to removal from ELC when an account becomes one week past due.
- There is a \$35.00 charge for all NSF checks. After two NSF checks, only cashier checks or money orders will be accepted.
- Late fees (\$1.00/minute) will be assessed for pick-up after 2:00 p.m. (Monday – Thursday) and after 12:00 p.m. (Fridays).

## **Arrival and Departure**

### **Arrival:**

The ELC hours are Monday thru Thursday from 9:00 a.m. to 2:00 p.m and Friday from 9:00 a.m. to 12:00 p.m. **Please arrive on time.** Children are to arrive for 9:00 a.m. Our teachers plan a busy day and want to make every moment count. Please help your child take advantage of these opportunities and have them here early!

### **Departure:**

Children should not be picked up before 1:50 p.m. (Monday – Thursday) and 11:50 a.m. (Fridays) unless prior arrangements are made. Early pick- ups disrupt the entire class and often upset preschoolers. Please be considerate of all of the children. For your child's safety, only authorized persons will be allowed to pick them up.

### **Rainy Day Carpool:**

Carpool will be on rainy days only.

-When dropping off on rainy mornings please have child unbuckled and ready to exit on the right side.

-When picking up on rainy afternoons drivers must exit the vehicle and buckle the child in their car seat before driving off.

### **Cell Phone:**

Please refrain from cell phone usage when dropping off and picking up your child so that you may communicate with the teachers and your child.

## Guidelines and Procedures

### Illness:

The ELC is for well children. *Please keep your child home when:*

- 1) FEVER – 100 DEGREES OR HIGHER - The child should be fever free for 24 hours prior to returning to school.
- 2) VOMITING - A child who has vomited should wait 24 hours before returning to school.
- 3) DIARRHEA – A child who has had a runny stool should wait 24 hours before returning to school.
- 4) STREP THROAT – Requires written clearance from child's doctor before returning to school.
- 5) RASH – Unexplained rashes must be cleared or accompanied by a note from a doctor before returning to school.
- 6) DRAINAGE – Any drainage from nose, eyes, wounds/sores, or rashes must be accompanied by note from doctor or have subsided before returning to school.
- 7) LICE – Must be nit free before returning to school.

### First Aid:

Minor cuts and scrapes will be cleaned and bandaged. Parents will be notified of any injury to the head that occurs while the child is at ELC.

### Clothing:

Dress your child for safe play and easy independent pottyng. Shoes need to buckle or tie for safety when running and playing. No flip flops. Parents must provide an extra change of clothes for emergencies/accidents. If no spare clothes are provided, parents will be called to pick up child.

### Personal Items:

Please label all items brought to school including backpack, lunch bag, nap mat, and all jackets and extra clothing. Toys are not to be brought unless specified by teacher for particular emphasis.

**Lunches and Snacks:**

- Babies need to bring the appropriate food, spoon and/or plastic bottles (all properly labeled).
- Parents are to provide a lunch of ready to eat **finger foods** along with a beverage. **Do not bring nuts, whole grapes (should be cut lengthwise), glass bottles, or carbonated drinks in a thermos.**
- Snacks will be provided for all ages. Children with food allergies will need to provide their own snacks.
- Please let teacher know when planning to send birthday treats for the class.
- Party foods may be sent for particular party days.

**Rest Time:**

Infants and babies rest in beds. Toddlers and older children will need a nap mat and blanket for rest time. Mats will go home for cleaning and must be returned each week.

**Behavior and Discipline:**

Preschoolers need to be encouraged and directed into making wise choices and to control their own behavior. If uncontrolled behaviors become a routine then it may be necessary to make an action plan to help bring forth acceptable behaviors. This plan will include parents, teachers, and administration.

**Curriculum:**

ELC uses the A Beka curriculum and also supplements with age appropriate instruction and material. Children are also taught through centers, exploration and outside play.

**Photographs, Videos, and Television:**

ELC children may be photographed and videoed as part of our church's ministry. You will be asked to sign an Audio/Video and Photographic Release as part of your registration packet.

**Withdrawal:**

In the event a student needs to withdraw from ELC, we would appreciate a two week notice.

**Abuse and Neglect:**

Any suspected case of abuse and/or neglect of any child brought to Greenwell Springs ELC must be reported by us in accordance with La. R.S. 14:403 to the local Child Protection Agency. All teachers have been instructed to report any possible signs or symptoms of physical, emotional, or sexual abuse or neglect to the ELC Director, who will document and date each incident. Observations made on a consistent basis will result in a report being filed with the local Child Protection Agency who will conduct a thorough investigation.

**§ 403. Abuse of children; missing or abused children; reports; immunity; central registry; investigations; definitions; waiver of privilege; penalties**

- A. Purpose. The purpose of this Section is to protect children whose physical or mental health and welfare are substantially at risk of harm by abuse, neglect, or sexual abuse, and may be further threatened by the conduct of those responsible for their care and protection or by any other person, by providing for either mandatory or permissive reporting by certain persons having reasonable cause to believe that any child is so endangered. It is the intention to provide professional screening of these reports which will minimize unnecessary interference with family privacy and yet, will authorize the protective and preventative intervention needed to safeguard and enhance the health and well being of the children. This Section shall be administered and interpreted to provide the greatest possible protection as promptly as possible for such children.

**Non-Discrimination Policy:**

Greenwell Springs ELC does not discriminate on the basis of race, color, creed, sex, national origin, handicap, or ancestry.

**Notice:**

Greenwell Springs Baptist Early Learning Center reserves the right to dismiss any child whose behavior is a detriment to them, another student, staff, or administration.