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**EARLY LEARNING CENTER**



**Growing in faith,  
Learning with Joy**





# PARENTS

Dear Parents,

Welcome to Church of the King Early Learning Center (ELC)! We are thrilled to have your child join us for the upcoming school year. It is a joy and honor to partner with you in providing a Christ-centered early learning experience where children can grow spiritually, academically, and socially.

Our Handbook has been carefully created to communicate our vision, expectations, policies, and procedures. This handbook will serve as a valuable reference throughout the school year.

Our program offers an engaging, play-based environment designed for children ages 6 weeks to 4 years old. Through hands-on experiences, children will develop socially, emotionally, physically, and academically. Our curriculum is built upon the Louisiana Birth to Five Early Learning Development Standards, ensuring that each child is prepared for kindergarten and beyond.

At Church of the King Early Learning Center, we believe in building stronger relationships and deeper faith. One way we do this is through our weekly preschool ministry curriculum, which provides resources for both school and home to help reinforce biblical truths.

We look forward to getting to know you and your precious children in the months ahead. Thank you for trusting us with their care and education. If you have any questions, please don't hesitate to reach out.

Yours in Christ,

Church of the King  
Early Learning Center Team

# ADMISSIONS GUIDELINES

## AGE

Children must be between 6 weeks and 4 years of age to be eligible to enroll for the ELC Program. In accordance with the current Louisiana public school policy, September 30th is the cut off date to determine class placement for our 2-year-old through 4-year-old program. For example, a child turning 2 before September 30th will be placed in a 2-year-old classroom. Children with later birthdays will be placed in a 1-year old classroom until the previous school year. No children in these age groups will advance into an older class during the school year. Children under the age of 1 will be placed in our infant program until their 1st birthday. Once an infant turns 1, we will begin the transition process to the 1 year old class.

## ENROLLMENT

- Classes and extended care are filled on a first-come, first-serve basis according to the date of enrollment.
- Children will be placed on a waiting list once the class has been filled and these children will be notified first of any openings throughout the year.
- New registrations will be used to fill vacancies throughout the year once those on the waiting list have been notified.
- Registration for the following school year will be opened first to those who are currently enrolled in the program and then opened to the public.



# FORMS

The following forms need to be submitted by July 1 for children to be eligible to start the new school year on the first day. Registration or paperwork submitted after July 2 will be considered for a delayed start date which is a week later than the original first day of school.

## **Application for enrollment, which includes:**

- Confidentiality
- Authorizations
- Handbook Acknowledgement
  - Play Equipment Policy
  - Illness Policy
- Getting to Know You and Allergies

## **Emergency Card, Emergency Medical**

Treatment Consent, Third Party Release

## **Physician Report**

(completed and signed by Physician)

## **Immunization Records or Vaccination Exemption form**

*Please be advised that in the event of an outbreak of a vaccine-preventable disease at Church of the King Early Learning Center, the administrators of Church of the King, upon the recommendation of the Office of Public Health, may exclude any child from attendance until the incubation period has expired or parent present evidence of immunization.*



# FALL/SPRING SCHEDULE

Church of the King Early Learning Center will begin on August 7, 2025 through May 20, 2026. We will observe **most** of the St. Tammany Parish Public School holidays.

## **Daily Times | 9:00 am - 2:30pm**

Car line begins each morning at 8:45 a.m. and the drop off area is under the covered driveway of the south entrance of the building and ends at 9:00 a.m.

## **Extended Care Times | 8am – 5:30pm**

Parents are to bring the children into the classroom beginning at 8:00 am and can pick up from the classroom anytime up to 5:30pm. There is a \$1.00/per-minute charge if pick-up is later than 5:30pm.

2 Day Program (Tuesdays & Thursdays)

1-4 years old

3 Day Program (Mondays, Wednesdays, & Friday)

1-4 years old

5 Day Program (Monday-Friday)

Infant-4 years old

## **TUITION AND FEES**

The following fees and tuition apply to all ages:

Registration Fee: \$145

Supply Fee: \$200

## **MONTHLY TUITION:**

2 Day Program \$260

Extended Care (8-5:30) \$325

3 Day Program \$400

Extended Care (8-5:30) \$520

5 Day Program \$550

Extended Care (8-5:30) \$750

# WHAT TO BRING

Please label everything with your child's name. Your child will need a backpack large enough to support a folder, lunch kit and snack each day. Please be advised that **preschool-aged children, typical backpack size should be no wider than their torso and not hang more than four inches below the waist.** Below is a list of items your child will need for school.

## **INFANTS:**

*(all items should be labeled)*

- Diaper Bag
- Bottles (***no glass bottles***)
  - Diapers (6 daily)
  - Formula/Breast-milk
- Baby Food or table food (***no glass containers***)
  - Pacifier
- Water in bottle measured for formula (if applicable)

## **ONE YEAR OLDS:**

*(all items should be labeled)*

- Backpack • Nap mat
- Snack(s) • Change of clothing (***including socks***)
  - Lunch (include utensils)
- Plastic spill-proof sippy cup(s) - ***No stainless steel cups***
  - Pacifier (***will be used for nap time only***)

## **TWO, THREE, AND FOUR-YEAR OLDS:**

*(all items should be labeled)*

- Backpack
- Change of clothing (including socks and underwear)
  - Snack(s)
  - Lunch (include utensils)
- Diapers or pull-ups - (***Velcro sided only***)
  - Nap mat
- Spill-proof cup - ***not to exceed 12-14 oz***

We are a “**nut-free**” facility. Please do not bring peanut butter, almond butter, peanut butter cookies or crackers and/ or any foods containing nuts into the classrooms. Please read ingredients.



## **TUITION AND LATE FEES**

The annual cost of care is divided evenly across the 10-month school year. Payments are due on the first of each month and are not adjusted for holidays, family vacations or absences from child illness. A \$20 late fee will be added if payment is not received by the 10<sup>th</sup>. If the balance remains unpaid by the end of the month, Church of the King Early Learning Center reserves the right to suspended care until the account is brought current.

## **REGISTRATION and SUPPLY FEE**

Availability in our program is filled on a first-come-first-serve basis. This registration fee reserves your child's spot in the program and is non-refundable. The supply fee will cover class resource books, curriculum, resource manipulatives, and any consumable supplies used in the classroom. This fee must be paid at the time of registration and is also non-refundable. It will cover admission to all Church of the King Early Learning Center events including Grandparent's day, Fall Fest Activities, Christmas Program, Spring Art Show, and Fun Day (**parent and student only**).

## **WITHDRAWAL**

Written notification addressed to the Early Learning Center Coordinator is required to withdraw a child from the Early Learning Center Program. A child is considered registered and will be charged accordingly until written notification is received.





At Church of the King Early Learning Center, the safety and well-being of every child is our highest priority. To help us maintain a smooth and secure morning routine, we kindly ask that families use car line for drop-off. For the safety of the children, we are not able to allow parents to walk students up to car line while vehicles are moving. During this time, our teachers are carefully escorting small groups of children in a structured and attentive way, and are unable to pause the flow of the line safely for walk-ups.

### **Morning Drop-Off:**

- Morning car line begins at 8:45 AM and ends at 9:00 AM.
- We ask that parents remain in their cars when in car line. ELC staff will unbuckle and remove your child from their car seat
- If you arrive after 9:00 AM, please park and walk your child to the front office for check-in.

### **Afternoon Pick-Up:**

- Car line begins at 2:30 PM and ends at 2:45 PM.
- Children must be picked up no later than 2:45 PM.
- In the case of inclement weather, you will receive a text message informing you “inclement weather car line” day, but please be patient as this process may take a bit longer. This decision will be made as closer to 2:10 pm as possible. Please make sure to have your license ready. ***We will walk your child to you, for you to place in their car seat.***

### **Late Pick-Up Fees:**

- A late fee of \$1.00 per minute, per child will be charged for any child picked up after 2:45 PM (or after 5:30 PM for Extended Program).
- You will receive a text if your child is not picked up on time and taken to the front office.

### **Extended Program Hours:**

- Available from 8:00 AM to 5:30 PM.
- Parents can walk children to class beginning at 8:00 AM.
- Please plan accordingly, as repeated late pick-ups may result in removal from the Extended Program.

Thank you for helping us maintain a safe and structured environment for our students and staff



# DROP -OFF / PICK-UP

## **PICK UP BY NON-PARENT**

Please note, for the safety of all children in our care, please be advised of our policy regarding third-party pick-up. If a name is listed on the release section of your child's emergency card, that individual is considered authorized to pick-up at any time without additional written permission. If you need to update or make changes to your child's authorized pick-up, please contact the office as soon as possible.

Written permission to the ELC Administration is required for any child to leave with any person that is not on the pick-up release form. It is the parent's responsibility to make sure the emergency card is up-to-date at all times. Proper identification of anyone including parents if necessary will be required for release of any children.

## **SEAT BELT/CAR SEAT**

For the safety of all, children must be in a car seat and remain buckled at all times while in carline. Once the vehicle has stopped and **in park**, a teacher will unbuckle the child and remove them safely from the vehicle.

The Louisiana State Police emphasize that correct restraint use significantly reduces the risk of serious injury or death in a crash. Louisiana law requires all vehicle occupants, regardless of seating position, to be properly restrained at all times. Proper use of seat belts and child safety seats can truly be the difference between life and death.

If you are ever unsure about your child's car seat or booster seat installation, please consider visiting your nearest Louisiana State Police Troop or contacting the Louisiana Highway Safety Commission to find a certified fitting station. Ensuring that car seats are correctly installed and used is one of the most important steps we can take in protecting our children.

As always, we urge all families to drive carefully, stay alert, and follow all safety guidelines. Thank you for helping us continue to prioritize the well-being of every child in our care.

## **CELL PHONE USE**

For the safety of our children, staff, and families, we kindly ask that you refrain from using cell phones while in car line during drop-off and pick-up. Your full attention is essential to ensuring a smooth and secure process for everyone.

## **PETS**

To ensure the safety of the children and ELC Staff, pets not in carriers are not allowed in the vehicle at any time. If for any reason a pet is in the vehicle and not in a pet carrier, we ask that you park and walk into the building to bring the child or to sign the child out.

# GENERAL INFORMATION

## **PARKING LOT CONCERNS**

Please do not park your vehicle and leave the engine running. When walking a child to or from a vehicle, hold the child's hand and do not let them run in or through the parking lot. A parent must walk the child completely into the building and deliver to the ELC office.

Younger or older siblings should never to be left alone in a vehicle. It is a Louisiana State Law that children are not left in a car unattended at any time and can result in a ticket or fine for such a practice. As a driver, please proceed through the parking lot slowly and with caution.

## **PARENTAL INVOLVEMENT AND ACCESS**

Parents are invited to participate in our Open House, Grandparents Day, Christmas Program and festivities, and Fun Day.

## **FIRE - TORNADO - LOCKDOWN DRILLS**

Emergency Drills are held in accordance with the state guidelines to implement the safety procedures for the children and staff. Emergency procedures are reviewed with the staff frequently to ensure that any deficiencies are properly addressed.

## **EXTREME WEATHER**

ELC program will observe ***most*** of the St. Tammany Parish School System with regard to school closings due to inclement weather (ex. Flooding, Hurricane, Tornados).

## **DAILY FOLDER/NEWSLETTERS AND NOTICES**

A daily folder is sent home each day. Please make sure to check your child's folder every evening for monthly newsletters, daily reports, information from your child's teacher, as well as general news of what is happening at Early Learning Center.

## **CLOTHING**

Play clothes that are comfortable and appropriate for outdoor play should be worn. ***Please label*** all of your child's removable clothing items, especially sweaters and jackets. (*Girls should wear shorts or bloomers under dresses or skirts*). Closed toe shoes are required for safety purposes. *Please no jewelry.*

# GENERAL INFORMATION CON'T

## TOYS

The ELC program provides a wide variety of toys and materials for all children to enjoy and share throughout the day. We kindly ask that personal toys are kept home unless the teacher has approved a special comfort item.

If an item is approved, please make sure it is clearly labeled with your child's name. The ELC is not responsible for any items that may become lost or damaged during the school day. Please do not bring items of significant monetary value or any item larger than their school bag.

## PHYSICAL ACTIVITY

Children under the age of two shall be provided time and space for age appropriate physical activity for a minimum of 60 minutes per day. Children ages two and older shall be provided a minimum of 60 minutes of physical activity per day that includes a combination of both teacher led and free play.

## ELECTRONIC DEVICES

Electronic devices including, but not limited to television, movies, games, videos, computers, and hand held devices shall adhere to the following limitations: prohibited for children under the age of 2; time allowed for children ages 2 and above shall not exceed 2 hours of screen time per day (with no longer than 1 hour of screen time per device); no computer access for any of the children; programs, movies, and video games with violent or adult content including but not limited to soap operas, television news, and sports programs aimed at audiences other than children, shall not be permitted in the presence of children.

All television, video, DVD, or other programming shall be suitable for the youngest child present. ***PG programming or its television equivalent shall not be shown to children in our center. All video games are prohibited as well.***

## REST TIME

Children under age 4 shall have a daily rest time of at least 75 minutes in programs operating more than 5 hours per day. Children age 4 and older shall be offered the opportunity for quiet time

## BIRTHDAY CELEBRATIONS

Birthdays are recognized at our Early Learning Center. Parents may bring refreshments and/or favors to be shared with the class. Please contact the teacher in advance if planning to bring a birthday treat so appropriate plans can be made. Please NO outside characters or balloons are allowed. If your child is having a private birthday, please be sure to send invitations for every child in that class.

# OUR POLICIES

## **BEHAVIOR MANAGEMENT**

We use positive behavior management to help the child learn acceptable behavior and is a form of constructive guidance. Children need patience and understanding if they are to establish acceptable behavior. The child's age, as well as his/her emotional make-up and maturity will be considered when guiding the child's behavior. To ensure the behavior management is fair and consistent.

### **When necessary, a teacher will:**

- Redefine appropriate behavior and model when necessary.
- Remove child from situation or restrict activity.
- Use timeout if the above actions are unsuccessful except for children under age 2 and within the sight of the teacher. Time out will not exceed 1 minute per year of age.
- Remove the child from the classroom and engage the ELC Administration.

All unusual behavior that is not resolved after completing each of these steps listed above may result in ELC Administration implementing an action plan on a case by case basis.

While we are committed to doing everything possible, however, we do reserve the right to remove a child from our program when every manner of behavior management has been used and the child 's behavior has not improved and is harmful to self or others. All unusual behavior will be documented and sent home for parent signature.

### **Biting**

If a child bites another child, both children will be separated immediately. The parents of both children will be called and notified about the incident. If the bite has penetrated the skin, the bite area will be cleaned and covered. All biting incidents will be evaluated at the child's age appropriate developmental level, and if necessary, an action plan will be implemented.

## BEHAVIOR MANAGEMENT CON'T

As guided by Louisiana State Licensing, children will never be subject to physical or corporal punishment, which includes, but is not limited to yelling, slapping, spanking, yanking, shaking, pinching, exposure to extreme temperatures or other measures producing physical pain, putting anything in the mouth of a child, requiring a child to exercise, or placing a child in an uncomfortable position. Children will never be subject to verbal abuse which includes, but is not limited to, using offensive or profane language, telling a child to “shut up”, or making derogatory remarks about children or family members of children in the presence of children. Children will not be threatened; will not be disciplined by another child; bullied by another child; be deprived of food or beverages; be restrained by devices such as high chairs or feeding tables for disciplinary purposes; or having active playtime withheld. For disciplinary purposes, except timeout may be used during active play time for an infraction that incurred during the playtime.

# ILLNESS POLICY

In order to ensure a safe, healthy environment for our children, we request that parents ensure their children are not sick before attending Early Learning Center.

A child cannot attend ELC functions and should stay at home when any of the following illnesses or symptoms of illnesses are present:

- **Fever** – 99.0 – 100.1 axillary – May return to ELC with a doctor’s note stating that the child is not contagious;
- 100.1 and above axillary – 24-hour symptom free regardless of doctor’s note.
- **Hand/Foot/Mouth** – May not return until all blisters are fluid-free/ scabbed over, regardless of doctor’s note (including, but not limited to boils, ringworm, impetigo, thrush).
- **Unexplained Rash** – May return to ELC 24-hour symptom free or doctor’s note stating rash is not contagious.
- **RSV/Severe Cold** – May not return to ELC until a week from onset or 24-hour symptom free, whichever is first.
- **Vomiting** – 24 hours after last occurrence.
- **Diarrhea - Diapered children** – 2 uncontained episodes; **Non-Diapered children** – **3 episodes in toilet or 1 uncontained episode**. May return to ELC 24-hour symptom free.
- **Chicken Pox** – May return to ELC when all sores are completely scabbed over and underneath.
- **Croup** – May **not** return to ELC until **3 days from onset or 24-hour symptom free**, whichever is first, regardless of doctor’s note.
- **Pink Eye** – May return to ELC with a doctor’s note and antibiotic drops administered for 24 hours.
- **Head Lice** – May return to ELC when all units and bugs are completely gone.
- **Mononucleosis/HIB Disease** – May return when 24-hour symptom free and proof of non-carnage.
- **Hepatitis A** – May not return until one week after illness started and fever resolved.
- **Aids/Auto Immune Disease/Cancer** – may return to ELC when child’s health, neurological development, behavior, and immune status is deemed appropriate by qualified persons including physician chosen by child’s parent/guardian and the center director.

Children who appear ill during ELC will be isolated, and parents called. If your child is sent home for any of the above symptoms, please refer to the above referenced times that your child may return to ELC. If your child contracts a childhood disease, please inform the ELC Administration so other parents may be notified to take preventive care.

Once a parent is contacted about a sick child, they will have 1-hour to pick up their child. After 1-hour, the parent will be charged a late fee of \$1.00 per minute per child.

## ILLNESS CON'T

Teachers and other staff are not allowed to give medications to any child in the ELC program. However, in compliance with the Louisiana Department of Education, Early Learning Center Licensing Regulations, **Bulletin 137, Title 28**. A child believed to be having an anaphylactic reaction will be administered an auto-injectable epinephrine, 911 will be contacted and a phone call will be made to the parent/guardian immediately.

Any serious allergies, problems, dietary restrictions, etc. should be reported to the ELC Administration and a plan will be created accordingly. Any routine medication administered to a child by a parent must be documented and approved in the ELC office.

If an outbreak of certain diseases occurs within our program or our area, ***students with vaccination exemptions will be restricted from our program until cleared by the Center of Infectious Disease Control.***

# BIO CONTAMINANTS

Staff shall properly dispose of all bio contaminants to safeguard against the spread of infectious disease. Rubber gloves will be discarded that come into contact with a bio contaminant after each use. Additionally, tissues, paper towels, disposable wipes, and similar products that come into contact with a bio contaminant will be discarded.

**Soiled disposable diapers** shall be in a closed container that is lined with a leak-proof or impervious lining, remove the soiled disposable diaper from the facility and place them in a closed garbage receptacle outside the building on a daily basis.

Place **soiled non-disposable diapers** in a sealed plastic container that has been labeled with the child's name and return to the child's parent at the end of the day.

Place **soiled clothes** in a sealed plastic container that has been labeled with the child's name and return the clothes to the child's parent at the end of the day.

# MEDICATION POLICY

Church of the King Early Learning Center staff will administer emergency medication only.

## **Emergency Medication:**

Before Church of the King Early learning Center staff will accept emergency medication, we must have all of the appropriate paperwork. Paperwork must be updated every 6 months. Any expired paperwork or prescriptions will be given back to the parents immediately. The Early Learning Center staff will not throw away medication.

### **Required Paperwork are listed below:**

- Emergency Action Plan – written and signed by the child’s prescribing physician
- Medication with up-to-date **prescription label** and **in the original container**.
- Emergency Medication Authorization form – completed and signed by legal guardian

## **Non-Emergency Medication:**

Students who are prescribed non-emergency medication that must be taken in the middle of the day may do the following:

- Ask the doctor to prescribe a dosage that can be given twice daily.
- Have a parent (or written approved guardian) come to the front office, complete paperwork, and administer medication.
- Medication must be in the original container and our staff must monitor the dosage, the route, and the time is what is prescribed or written on the medication.
- If the medication is over-the counter and recommends to “ask a physician” we will need to see a prescription from the physician before being permitted to administer medication. or have Pharmacist print a label with clear instructions.
- If it is a new medication the guardian will be required to wait 30 minutes before the student may return to class.

Fever reducing medication will not be allowed to be administered during our program hours without a prescription. If your child is too ill or in too much pain to complete the day without medication, we ask that you keep them home.

# PROVISIONAL BACKGROUND CHECK POLICY

In the event that an employee's background check returns with a provisional status pending determination from other CCCBC results and determinations, Church of the King Early Learning Center will follow the following protocol required by Louisiana State Licensing:

1. A monitor will be assigned to the provisionally employed staff member.
  - Monitors must be an adult staff member for whom the center has a CCCBC-based determination of eligibility for childcare purposes.
  - Monitors will be physically present at the center at all times when the provisionally employed staff member is present at the center.
  - Monitors will remain within close proximity to the designated provisionally employed staff member.
  - A monitor shall perform at least one visual observation of each designated provisionally employed staff member every 30 minutes.
  - At least one monitor must be physically present at all times in any room during nap times if a provisionally employed staff member is present.
2. A log or other written documentation will be kept of the monitoring of provisionally employed staff members that identifies each provisionally employed staff member, the designated monitor for each, and the times of the visual observations.

## **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 at 1-855-4LA-KIDS (1-855-452-5437). We cannot delay the reporting of suspected abuse or neglect in order to conduct an internal investigation to verify the abuse or neglect allegations according to Louisiana State Licensing Division.

## **DISCRIMINATION POLICY**

Discrimination by child daycare centers on the basis of race, color, creed, sex, national origin, handicap condition, ancestry or whether a child is being breastfed is prohibited.

## **ACCIDENTS/INJURIES POLICY**

In the unlikely event a child is injured seriously, parents will be notified immediately. If a child sustains a minor injury (i.e. bump, bruise, scrape), parents will also be notified. When the child is picked up, parents are asked to sign the incident/ accident report form. If a biting incident occurs, parents of both children involved will be notified of the incident. An Incident Report is completed for every incident/accident. These reports are signed and dated by the teacher and parent and is kept on file.

# DISCLOSURE OF INFORMATION POLICY

The Louisiana Licensing Division of the Department of Education is over the state licensing of our Type I center. You may view the licensing surveys/inspections, regulations and information regarding early learning centers at [louisianabelieves.com/early-childhood/child-care-and-development-fund-licensing](http://louisianabelieves.com/early-childhood/child-care-and-development-fund-licensing).

You may call or write to the Licensing Division if you have any significant unresolved licensing complaints to the LDE Licensing, P.O. Box 4249, Baton Rouge, LA 70821 or call 1-225-342-9905.



**Jesus said, "Let the little children come to Me, and do not forbid them; for of such is the kingdom of heaven."  
Matthew 19:14 NKJV**



**EARLY LEARNING CENTER**

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