

SOUTH  
TULSA  
BAPTIST  
CHURCH

elp



EARLY  
LEARNING  
PROGRAM

parent handbook

2018/2019





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## OBJECTIVE AND PURPOSE

South Tulsa Baptist Early Learning Program is an academic preschool/kindergarten. Our purpose is to provide a variety of early childhood learning experiences which will help young children develop academically, socially, physically, mentally, emotionally and spiritually. We seek to provide, in all age groups, the type of environment in which the child may learn concepts through concrete "hands-on" activities. Through the use of learning centers and special classes we provide a well rounded foundation for growth.

## CALENDAR AND OPERATING DAYS

We are in session on Tuesdays and Thursdays from 9:30 a.m. to 2:30 p.m. Our Kindergarten and PreK classes are Tuesday/Thursday/Friday. Ones-Threes have optional Fridays from 9:30 a.m. to 2:00 p.m. Our current calendar is published each June and distributed at the Open House in the information packet. We begin in the middle of August and close in the middle of May. We will follow Bixby and Jenks school calendars for major holidays.

## AGES SERVED

Children 12-15 months (as of September 1 of enrolling year) make up our youngest class. We have three classes in each age group of Ones, Twos, Threes and PreK. We divide each age group according to their birthdays and development into young, middle or older classes. Our PreK5 class is excellent for those children who miss the kindergarten cut off date and/or are just not ready developmentally for kindergarten. One more year of preschool can work wonders in helping a child mature. Our Kindergarten has a maximum of 20 students and two certified teachers for a teacher to student ratio of 1:10.

We do require that children entering the three-year-old program be potty trained. If this presents a problem, please discuss it with the director.

## PRESCHOOL STAFF

A competent Christian staff has been chosen to give loving, gentle care to your young children. These teachers have chosen to teach at ELP because of their love of children and their enthusiasm for teaching preschoolers. Many of our teachers have education degrees, and all have experience teaching preschoolers. Our teachers attend monthly planning meetings and continue their education by attending training workshops offered by professional education organizations, as well as being certified bi-annually in CPR, First Aid and child abuse awareness.

# CURRICULUM

Each month ELP has a general theme that the teachers are able to explore in a manner that is appropriate for their age level class. An example would be “I’m Big Enough” which is the September theme. Different classes will talk about coming to school, making new friends, being a helper and that God made each child special. Teachers will share songs, stories, teaching pictures, Bible thoughts and conversation as they provide activities in the learning centers. The learning centers include art, blocks, books, manipulatives, nature and home living. Because our students often have ample exposure to computers in their homes, we have chosen not to incorporate them in our curriculum. We believe that interaction with Christian teachers will be a greater benefit to the students.

Along with the monthly theme, the Threes and Fours will introduce or reinforce letters of the alphabet and the sound they make, shapes, numbers and colors, as well as math and science activities. The younger classes will also have fun activities that help them in beginning to learn shapes, numbers and colors. Please remember that all children learn at a different pace, and our goal is to expose your child to these skills in a fun environment. Our three day PreK classes are designed to prepare children for Kindergarten classes the following year. With 15+ hours of instruction each week, much time is dedicated to prereading, math and science activities as well as intense language and school readiness development. Basic Spanish vocabulary is introduced as a part of the whole language instruction. Our Kindergarten class uses Saxon Phonics and Math plus individualized reading programs.

The daily schedule includes a balance of active and quiet play, indoor and outdoor activities and group and individual experiences. Teachers are flexible and sensitive to the needs of their class and plan accordingly for the academic level of their class.



# SPECIAL CLASSES

At ELP we offer some very special extras!

**MUSIC AND BIBLE STORY TIME** – Each age group has a special time with our music and Bible story teachers. They will enjoy a variety of simple songs, fingerplays, musical instruments and activity records. Through the use of books, flannel boards, stories and fingerplays children learn biblical truths such as: “Jesus loves me,” “I am special” and “be kind to others” from real Bible stories. We incorporate one Bible character each month in the curriculum, which is reinforced in the classroom as well.

**MOTOR ROOM** – The toddlers through Twos have a special play room that is prepared to help them use their large muscles. They are given the space to run and jump, throw balls, ride on riding toys, slide and pop bubbles that the teachers love to blow for them.



The Threes through Kindergarten have a structured time with our motor room teacher. They do warm-up activities and then many large motor skills games with the parachute, hoops, bean bags, balls, balloons and balance beams.

**CHAPEL** – PreK and Kindergarten classes attend on alternating Tuesdays at 9:40 a.m. Led by the South Tulsa preschool minister, students get an opportunity for kid-friendly, corporate worship with peers. Parents are invited to attend any time.

## ADMISSION PROCEDURES

Beginning January 1, families new to ELP may contact the director at 918-299-0900 or at [southtulsa.org](http://southtulsa.org) to schedule a personal tour to view the ELP facilities, discuss the program and any individual needs of the child for Fall enrollment. Classrooms viewed during the tour will be potential options for each child, not guaranteed placement.

Enrollment for the next Fall/school year of current ELP families is held during the last week of January. New families will be notified about availability of space and potential class assignment beginning February 1. All new students enrolling in the PreK-Kindergarten classes must complete a readiness evaluation prior to class placement. The most appropriate and beneficial class assignments for the new year are determined from year-end teacher evaluation and assessment of returning students and through the pre-enrollment assessments of new students. The class assignments are made by and at the discretion of the ELP staff and director. Class assignments/lists are made public via email in early August.

Enrollment is complete when the proper forms have been filled out, registration fee of \$40 (non-refundable), first month's tuition and supply fee are submitted.

As space/availability permits, admission and enrollment during the school year follows the same procedure of touring, assessment and notification of enrollment. All fees must be paid prior to student beginning classes.



# CANCELLATION/WITHDRAWAL OF ENROLLMENT

If written notice of Fall enrollment cancellation is received by March 15, 50% of paid tuition and supply fee will be refunded. Withdrawals from March 16–May 1 allow for 50% refund of tuition and fees AFTER SPACE IS FILLED. NO REFUNDS FOR WITHDRAWAL OF FALL ENROLLMENT AFTER MAY 1 of the current year. Refunds for cancellation after MAY 1 will be at the discretion of the ELP Director and ELP Leadership Team.

Withdrawal from Early Learning Program during the school year requires a WRITTEN TWO-WEEK NOTICE to the ELP Director and OBLIGATION OF PAYMENT of the two weeks.

## MONTHLY TUITION

Tuition envelopes will be issued at open house with payments through August 1 recorded.

Tuition envelopes will be passed out on the last day of each month through your child's class.

Please return the envelope with payment to the tuition basket that is located on the table next to the office. Tuition may also be paid online at [southtulsa.org](http://southtulsa.org).

Tuition is always paid one month in advance. August tuition is due at the time of registration, September is due the first of May, October is due the first of September, November is due the first of October, etc.

**LATE TUITION** – Payment is due the first week of the month and is considered late after the 10th of the month. **A late fee of \$25/week/child will apply to all tuition payments received after the 10th.** Tuition plus late charge not paid by the first of the following month will result in interruption of the child's attendance at preschool. Please respect this policy. Unusual circumstances must be cleared by director of program.

**RATES – 2 DAYS:** \$195 (1A-1C); \$190 (2A-2C); \$185 (3A-PreKB); **ALL 3 DAYS:** \$265 (1A-PreK5); \$300 (Kindergarten). Not included in the payments are any vacation days such as Christmas Break and Spring Break. The total amount is divided into 9.5 monthly payments. THERE IS NO DEDUCTION IN TUITION FOR ABSENCES. TWO WEEK WRITTEN NOTICE REQUIRED FOR WITHDRAWAL/ REFUND OF TUITION.

**DISCOUNTS** – A discount is offered to any child whose tuition is paid in full for the entire year by September 10 of the current school year. Please check with ELP for information regarding tuition discounts. A 10% discount will be given to the third child of a family if all three or more are enrolled.

**SUPPLY FEE** – A \$40 (2days) / \$60 (3days) / \$75 (PreK) / \$100 (Kindergarten) supply fee will be charged per child and is payable with August tuition at enrollment.

## ATTENDANCE

PRESCHOOL begins at 9:30 a.m. and ends at 2:30 p.m. (2:00 p.m. on Friday). Please arrive at classrooms NO EARLIER THAN 9:25 a.m. as your child's teachers need this time to prepare the room and take part in teacher prayer and announcement time. IT IS VERY IMPORTANT FOR A CHILD TO ARRIVE IN A TIMELY MANNER SO THAT THEY DO NOT MISS OUT ON ANY OF THE PLANNED ACTIVITIES. A child that is consistently late will have a harder time making friends and adjusting to the routine. Please pick up your child by 2:35/2:40 p.m. unless prior arrangements have been made with ELP office.

KINDERGARTEN begins at 9:05 a.m. with car drop off service from 9:00-9:15. Pick up is inside west atrium at 2:35 p.m. Friday dismissal is at 2:10 p.m.

**A late charge of \$5 will be charged for every 10 minutes late in picking up your child after 2:35/2:40 p.m. Please call 918-299-0900 to make us aware of a pick up problem or to inform us if your child is going to be absent due to illness.**



## EXTRA CARE

We have a reservation, fee-based program to extend the ELP day for one hour. Occasional reservation rate is \$8 per day; standing reservations are \$6 per day, with fees deposited in advance, then "debited" each day to avoid collection each day/week. Standing reservations are limited to 25 students/day, with maximum capacity of 34. We will strive to keep the teacher/student ratio at 1:7. If students are moved to Extra Care without a reservation, fees may double the normal reservation rate to \$16 per day. Cancellations must be given to office personnel, not to teachers.

## REST TIME

All students will be allowed a rest time following lunch for 20-30 minutes to rest their bodies from the day's activities. This time allows the sleepers a chance to get to sleep. The non-sleeping children will then be allowed to look at books on their mats during the remainder of quiet time. Your child's teacher will let you know what you will need to bring for your child's rest time. Please DO NOT bring sleeping bags.



## TOYS AND PERSONAL ITEMS

We request that parents not allow a child to bring personal toys to play with in the classroom.

We do, however, encourage a child to bring a personal item which is needed for security or is required at rest time. Occasionally teachers will ask parents to help children bring certain items for show and tell, nature activities or for special days. Parents will need to check with teachers before bringing pets, insects or other animals.

## SCHOOL RECORDS

Because emergencies may arise, please keep the school up to date on home, business and emergency phone numbers. After checking in at computer kiosk in front of the Preschool Welcome Center, you will also sign in at the door of the classroom EACH DAY with the best phone number where you may be reached that day. In case of an accident, every effort will be made to contact a parent or guardian. Should we not be able to contact a parent, in an emergency, we will use the "Emergency Authorization Form" that you have signed on your child's information sheet.

The health and safety of your child is of major importance. Your child's immunizations need to be updated according to his or her age. We require a copy of your child's immunization record that we will keep with your child's information sheet. Please give us an updated copy each time your child is immunized.

## CHILD PICK UP

As previously stated, we ask that you sign in at the door each morning as you bring in your child. We also ask you to note who will be picking the child up at the end of the day. If someone other than yourself will be picking up your child at the end of the day, we ask that you do three things:

1. Sign in the name of the person picking up
2. Verbally tell the teachers who will be picking up
3. Make sure the person picking up has the appropriate card that you will have been given at the beginning of the school year.

If this designation changes during the day, please call the ELP office (918-299-0900) so that we may inform your child and teachers about the change. Please make sure the new person picking up the student knows to come through the Preschool Welcome Center and be ready to show identification at the door of the classroom. We must have proper authorization before we will let a child leave the school with anyone other than the parent.

## FIELD TRIPS

Our PreK/Kindergarten classes may take field trips that extend the unit theme being taught. A permission card must be on file before a child will be allowed to participate. Parents are always notified in advance and asked to serve as drivers and/or riders for each field trip. All children will be seat belted or in personal car seats.

## ILLNESS/MEDICATION REGULATIONS

Please notify the school at 918-299-0900 if your child will not be attending due to illness. You will be called to pick up your child if they appear to have symptoms of illness during the day. Teachers may not administer medication of any kind, prescription or over-the-counter. Parents may come to school and give it in appropriate situations.

### PLEASE KEEP YOUR CHILD HOME IF ANY OF THE FOLLOWING APPLIES:

- Has a fever or has had one during the previous 24 hours.
- Has a cold that is less than 4 days old.
- Has heavy nasal discharge or a constant cough.
- Has vomited or has had diarrhea in the last 24 hours.
- Has symptoms of a possible communicable disease.



## BITING AND INAPPROPRIATE BEHAVIOR POLICY

We realize that biting is a developmental stage that some children go through. However, due to risks and hazards, we must deal strongly with a biting child. A variety of different behaviors may fall into the category of “inappropriate behavior” such as biting, hitting, kicking, spitting, screaming, deliberately disobeying, etc. Some of these behaviors may occur by accident and teachers will deal with them in an appropriate manner. When behaviors fall into the “purposefully” hitting, kicking, etc. category and actions have been taken with the student to stop and/or prevent these behaviors to no avail, then further steps must take place for the safety and welfare of all students in the program.

We use the three strike policy: **Strike 1** - Parents of child are notified of incident and how it was handled at the time of the incident. **Strike 2** - ELP Director notifies parents to pick up child immediately and confer with Director, plus child misses the next day of class. **Strike 3** - At the discretion of the ELP Director, South Tulsa Preschool Minister and teachers, child will be dismissed from ELP for remainder of the year. Any prepaid tuitions will be refunded. Enrollment of dismissed children the following year will be at the discretion of the ELP Director and staff.

Our experience has shown that fortunately, children usually outgrow the biting stage, and learn quickly about which behaviors are considered appropriate or not. However, in an effort to keep all of our students safe, secure and happy, we must firmly enforce this policy for both biting and inappropriate behaviors.

## TOILET TRAINING POLICY

ELP policy requires that all children entering three-year-old classes must be self-sufficiently toilet trained, including independent self-cleansing and proper hand washing. We realize that all children, especially young threes who are freshly trained, may have toileting accidents while at school. Our three and older classrooms do not have specific areas for diapering/cleanup, so for the safety and protection of students and teachers, South Tulsa policy requires two adults be available to assist a child in a hallway restroom. A change of clothes is required in backpack daily, especially in three-year-old classes. \*\*For students requiring assistance in restroom, a teacher will stand near restroom door, ready should the child need help. Co-teacher is notified that help has been requested.

If child has a toileting accident, the teacher and one additional ELP employee (aide, another teacher, etc.) will be required to help cleanse and change child's clothing as quickly as possible. On child's second incident, parents are notified that child is having difficulty with toilet training, and conference is required with ELP director to discuss options. After third episode, child is dismissed from class until proper toileting training has been completed at home. *(Exceptions to this dismissal would be incidents that occur several months apart: Ex- Sept., Jan., Mar.)*

## LUNCHES

Parents are responsible for bringing their own child's lunch, including drink. Please make lunches of "finger-type" foods. Please cut all round food items (grapes, carrots, hot dogs, etc.) to prevent choking. We ask that you limit the amount of sweets that are included in the lunch and NOT send soft drinks. Teachers will encourage children to eat their healthy food first before any sweets. Label all lunch boxes, thermoses and containers with the child's name. LUNCHES CANNOT BE WARMED UP. We offer two meals per month which must be pre-ordered/prepaid at beginning of year. Subway (2nd Tuesday) and Chick-fil-A (last Thursday) meals begin in September and end in May. Pricing information will be given at open house or at enrollment.



## SNACKS

ELP will provide simple snacks such as graham crackers, animal crackers, etc. each day at the appropriate snack time for each class. Water will be served at snack time.

**The exception to regular snack time will be party days. On these days the teachers will have a sign-up for items to help make the day special.**

## DRESS

Please think of your child's comfort and dress him/her simply in easy-to-manage play clothes. Many of our activities are messy and accidents do happen, every effort will be made to prevent staining, etc.

We go outside even on "chilly days." If the temperature and wind chill are both above freezing, older classes may go out for a little while. Dress your child with coat, hat and mittens on these days. LABEL ALL diaper bags, blankets, bottles and other containers with the child's name.



Label outside-wear clothing and any other clothing that the child might remove. Children under five should have another change of clothing in their bag each time they come to school. Those being potty trained or "newly trained" should also bring an additional pair of shoes for certain emergencies—accidents do happen.

PLEASE SEND YOUR CHILD IN COMFORTABLE SNEAKER TYPE SHOES. Due to the nature of our play in motor room, and with a rubber mulch surface on our playground, flip flops, sandals and dress shoes are not comfortable for your child. "Cros" have caused many falls while western styled "cowboy boots" can be very hazardous to other children and teachers! Both are acceptable on costume/theme days only. Girls in our PreK classes should wear shorts under their dresses for modesty during Motor Room and playground activities.

## BIRTHDAYS

Birthdays are a special time for children, and they often like to share it with their friends. If you wish to provide a small treat for your child's birthday, please tell the teacher. We have a pretend cake with candles to light to make this day special at school. **Please avoid sending cupcakes! They are too crumbly and messy. Cookies, muffins, donuts, etc. will be welcome.**



# HOLIDAYS

We love to celebrate the holidays at ELP! Individual classes will have parties and ask parents to provide the treats. There will be sign-up sheets outside each class.

**Halloween** – ELP will have a costume parade and we look forward to seeing all your cute animals, princesses, cowboys (no guns, please), etc. We ask that you not send your child in any ghost, goblin or witch outfits. ELP teachers will not use these symbols in any art, book, song or fingerplay activity. We also strongly discourage costumes that encourage violent play such as Avengers, Star Wars, Ninja Turtles, etc. If your child does choose one of these costumes, please talk with him/her about not acting out the violent play. **NO WEAPONS PLEASE!**

During the year, we have school-wide events that most classes participate in. These include our Thanksgiving Pow-Wow and Christmas Praise (Threes - Fives). Other special activities include PJ party, Fun Day, Bike Rodeo and water play day. Don't miss these special times.



## INCLEMENT WEATHER

We will not have classes when JENKS OR BIXBY public schools close. Listen to local television stations for information or call ELP office at 918-299-0900. If more than one snow day is needed, ELP Leadership Team will consider options of adding days to calendar. You will be notified in advance of any changes made to the calendar.

# PLAYGROUND POLICIES

In an effort to keep our preschoolers safe while on the playground, we ask for you to review and abide by the following policies:

1. Gates should remain closed while children are playing. During South Tulsa and ELP activities, it will be locked when children are present.
2. During South Tulsa and ELP activities, dismissal to parents will be inside the building. No parent pick-up at playground gates.
3. Please help keep our playgrounds clean by using the trash cans provided.
4. Children should climb UP the stairs – go DOWN the slide, feet first.
5. Climbing is allowed only on appropriate, designated climbing toys.
6. Children should NEVER be left unattended.



# PARENT/TEACHER COMMUNICATION

Please feel free at any time to discuss your child's development with the teachers. Each class from the toddlers through the Fives will send home a monthly calendar listing special items and activities for their class. Please take the time to discuss these special activities with your child and learn about their day.

In November your child's teachers will send you a "happy note" letting you know how your child is doing, any particular activity your child really loves and any areas he or she is working on. Parent conferences will be held in late January for students in all PreK classes. This will be followed up in March with a thorough skills assessment for all students in the program. Please contact the ELP office if you would like to schedule a conference any time during the year.

# OTHER MINISTRIES FOR PRESCHOOLERS

At South Tulsa Baptist Church there are many opportunities provided for our preschoolers to have happy times at church learning through Bible teaching activities. Parents are invited to be involved in worship and Bible study during these times:

## **Worship Gathering/**

<b>Extended Teaching Care</b>	<b>8:30 a.m.</b>	<b>Sunday</b>
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<b>Sunday Bible Study</b>	<b>9:40 a.m.</b>	<b>Sunday</b>
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## **Morning Worship/**

<b>Extended Teaching Care</b>	<b>10:50 a.m.</b>	<b>Sunday</b>
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<b>Evening Worship</b>	<b>6:00 p.m.</b>	<b>Sunday</b>
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<b>Choir (3s, 4s &amp; 5s)</b>	<b>5:30 p.m.</b>	<b>Wednesday</b>
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<b>Mission Friends</b>	<b>6:30 p.m.</b>	<b>Wednesday</b>
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<b>PreSMAK (3, 4, 5)</b>	<b>10:00 a.m.-noon</b>	<b>2nd Week of June</b>
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**Dr. Eric Costanzo**, Senior Pastor

**Philip Stephens**, Minister of Music

**Dave Bender**, Minister of Administration & Media

**Dru Finley**, Minister of Discipleship & Development

**Matt Wolff**, Minister to Families with Students

**Rebecca Lee**, Minister to Families with Children

**Debbie Steen**, Minister to Families with Preschoolers

**Mary Ann Stephens**, Music Ministry Associate

**Karen Pirtle**, Student Ministry Associate

**Alice Bones**, Director - Ministry Center

**Carolyn Gates**, Director - Early Learning Program

## **EARLY LEARNING PROGRAM**

South Tulsa Baptist Church

10310 S Sheridan Road | Tulsa, Oklahoma 74133

**918.299.0900**