

Name _____

Dear Parents,

It is with great pleasure that we welcome your family to Fielder Church Early Childhood Center. Fielder has worked hard to develop one of the finest Early Childhood Centers in Texas. For over forty years this ministry has been offered to the children of Arlington.

Our center is an extension of the ministry of our church. The administrator, teachers, and support staff are dedicated to their tasks. As Christians, they all approach their work in a loving, conscientious, and prayerful manner.

A strong spiritual concern undergirds the philosophy, work and ministry of Fielder Church Early Childhood Center. We feel that Christian principles and values are essential in dealing with the children and their needs. We want to support our parents as they fulfill their role as responsible, loving parents.

Our children are precious to us, but to God they are the most precious of all. Jesus said, "Let the little children come to me, and do not hinder them, for the kingdom of God belongs to such as these."

Your friend,

Carol Culbertson
Director,
Early Childhood Center

PHILOSOPHY

The Early Childhood Center is an extension of the ministry of our church. The director, teachers, and support staff are dedicated to Christian principles and values in dealing with children and their needs. We support and encourage our parents as they fulfill their role as responsible loving parents. Our philosophy maintains that all preschoolers need to grow spiritually, mentally, socially, and physically. We are committed to the task of helping each child become aware of God and Jesus so that they can be rooted in faith and love from an early age. It is believed that children learn from watching, hearing and modeling; therefore, every staff member and teacher is aware of the role they play in the Christian development of our young children.

In order for this philosophy to be realized, the school will provide a strong developmental and pre-academic basis for learning so that each child will have a strong foundation for spiritual growth. The school addresses these two main areas of growth. The major goals to be accomplished are divided into specific areas under each:

DEVELOPMENTAL

Spiritual Growth
Self-Concept Strength
Family, Social, and
Community Relationship

PRE-ACADEMIC

Bible
Communication
Language Arts & Reading
Mathematics & Physical
Education
Fine and Performing Arts
Music Education

DISCIPLINE AND GUIDANCE POLICY

Discipline will be:

1. Individualized and consistent for each child;
2. Appropriate to the child's level of understanding;
3. Directed toward teaching the child acceptable behavior and self control.

The teacher will only use positive methods of discipline and guidance that encourage self esteem, self-control, and self-direction, which include at least the following:

1. Using praise and encouragement of good behavior instead of focusing only upon unacceptable behavior;
2. Reminding a child of behavior expectations daily by using clear, positive statements;
3. Redirecting behavior using positive statements;
4. Using brief supervised separation or time out from group, when appropriate for the child's age and development, which is limited to no more than one minute per year of the child's age;
5. Notifying the parents if a problem persists.

There will be no harsh, cruel, or unusual treatment of any child. No physical punishment is allowed.

STUDENT'S CODE OF CONDUCT

1. Obey teachers.
2. Respect the rights of others.
3. Follow safety rules.

THE CURRICULUM

SPIRITUAL DEVELOPMENT

Because the curriculum at the Early Childhood Center is spiritually based, the program reflects this emphasis. Both teachers and the older children attend chapel on a regular basis. Spiritual concepts are woven throughout the day's instruction including Bible stories, songs, and scripture. Every staff member and teacher is aware of the role they play in the Christian development of young children.

SEQUENTIAL LEARNING

The curriculum itself is sequential, and the concepts, motor skills, pre-reading, and pre-math skills are taught according to the age and ability of the child. Each level of instruction is based on thematic units which incorporate the appropriate developmental stages of growth. The units begin with the focus being on the child himself and expand to his family, his immediate environment, the community, and the world around him.

KINDERGARTEN

Using a variety of curriculum, the kindergarten program prepares the children to read and to continue to grow in science, computer and math skills.

A readiness assessment will be given to the children before kindergarten registration is complete. Acceptance to kindergarten will be based on the results of the students' readiness. Children enrolled in the four year old classes at the ECC may be assessed by their teachers. New students to our program will be assessed by the kindergarten teachers at the time of enrollment.

FIELD TRIPS

Kindergarten will take several field trips throughout the year. Parents will be notified in writing by the child's teacher before each scheduled trip. The parents will provide transportation for their own children.

SPECIAL EVENTS

Special visitors and activities are brought to school for enrichment for all the students throughout the school year.

PARENT PROGRAMS

The Early Childhood Center is a ministry to parents as well as to children. Parents are encouraged to participate in their children's activities whenever possible. At the first of the year, parents are invited to "*Meet the Teacher*" day. Parents are also scheduled for conferences throughout the year. Each room asks for volunteers for special events and for helping with in-class and out-of-class activities. We invite our parents to several programs presented by our children throughout the year.

If parents want to observe the classroom at anytime, they must register at the Early Childhood Center office and receive a visitor's badge. For class events parents and family do not need to register at the office.

MUSIC PROGRAM

A full time music instructor is employed by the Early Childhood Center for the purpose of providing continuous instruction for all ages in rhythm, listening, musical expression, and positive self-concept development.

PHYSICAL EDUCATION

Fine and gross motor skills are two of the areas emphasized by the physical education program. The primary emphasis of this program is to increase the self-esteem of each child through the growth of his physical development.

BAD WEATHER AND HOLIDAYS

School calendars are handed out in the Fall. We observe all of Arlington ISD holidays. The Early Childhood Center will also close if the church closes, such as Good Friday. **In case of snow or ice, if Arlington ISD closes, we will close. If Arlington ISD opens late, we will open at 10:30 AM.** Bad weather days are not made up. Parents should always check with the local television and radio stations for announcements for Arlington ISD closings or late openings. The information will also be on our answering machine (817) 459-8528.

GENERAL INFORMATION

ADMINISTRATION

Carol Culbertson, Director

TELEPHONE NUMBER AND ADDRESSES

(817) 459-8528

Physical address:

2011 S. Fielder Road, Arlington, TX 76013

Mailing address:

1323 W. Pioneer Pkwy. Arlington, TX 76013

Website:

ecc.fielder.org

HOURS AND AGES

20 Months – 2 Years: 9:00 a.m. - 2:30 p.m.

3 Years – Kindergarten: 9:00 a.m. - 2:30 p.m.

EXTENDED CARE

Before School: 8:00 - 9:00 a.m.

After School: 2:30 - 5:00 p.m.

DAYS

20 Months – 2 Years: Tues/Thurs *or* Wed/Fri

3 & 4 Years: Mon/Wed/Fri *or* Tues/Thurs *or* Wed/Fri

Kindergarten: Monday through Friday

EARLY CHILDHOOD CENTER POLICIES

ENROLLMENT

The Director or such person or persons as designated by the Director, shall review, approve, or deny all applications for enrollment. Children with special needs shall be reviewed by the school's evaluation committee and admittance shall be based on the recommendation of that committee.

Since the Early Childhood Center does not have a testing system, we group children according to age only. We are not able to move children up an age level. Each class is designed to meet the developmental growth and individual growth of the children assigned to its age group.

Parents may visit with the director of the Early Childhood Center about any questions or concerns they have regarding the school's policies and procedures.

REGISTRATION

The registration fee and the first month's tuition are payable at the time of registration, and are non refundable. There will be a Fall Evaluation Material and Supply Fee due on September 1, and a Spring Fee due January 1. This semester fee provides your child with a complete developmental evaluation and with daily supplies and materials necessary for instruction. Tuition is to be paid on a nine month basis, September-May or paid in full in advance.

Children enrolled in the 3 year old classes and older will be equired to be potty trained when school starts. Two year olds that are not potty trained need to wear diapers.

PAYMENT

Tuition and fees are to be paid by an automatic draft. Our finance department will automatically draft your bank account on the 1st of each month.

If you need to change your bank account, the ECC office will need to make these changes to the automatic draft for you. Likewise, if you drop your child from school, the ECC office will cancel your automatic bank draft for you.

To drop a class, a **30 day notice** should be given in writing to the ECC office.

CLASS TIMES AND ARRIVAL AND DISMISSAL PROCEDURES

Classes begin promptly at 9:00 a.m. Teachers' preparation time is from 8:30 to 8:55 a.m., so school will not officially open until 8:55 a.m.

Classes will dismiss at 2:30 p.m.

LATE ROOM

We ask that you promptly pick up your child by 2:30 p.m. Any children not picked up by the end of class will be taken to the late room. We will begin calling you, and the people you authorized to pick up your child, at 2:35 p.m. Please call the school if you know you are going to be late. A late charge will be added for late pick ups. You may pay the late fee in cash or check to the ECC office.

PICK UP AUTHORIZATION

Children will not be allowed to leave school with anyone other than persons designated on the release form on file in the Early Childhood Center office. Designated persons can only be changed personally by a parent in the office and the classroom. This is for your child's protection.

If an emergency arises and you must ask a person to pick up your child that is not on your pick up list, that person should come to the office. We will call you to verify this person has permission to pick up your child unless you have already called us. We take a picture of your child with that person and keep a copy of it and a copy of their driver's license on file.

Never drop off your child without placing them under the supervision of a teacher.

TRAFFIC

A traffic pattern will be given to you at the beginning of the year. Please follow this when picking up your child. Park in the designated areas only in order to keep the flow of traffic steady and to keep entrances and exits open and safe. For the safety of our children, drive **carefully, slowly and friendly** in the parking lot.

PARENT NOTIFICATIONS

The school will notify the parents by phone calls, emails or notes sent home with students. Also signs are sometimes posted at the classroom door and hallways about special announcements.

VISION AND HEARING SCREENING

Children in the four year old classes and kindergarten will have vision and hearing screening at school during the fall. This is in accordance to state regulations. Parents will receive a copy of the results and any recommendations for follow up.

ILLNESS

You should keep your child at home if he seems to show any sign of illness. This is for his own good as well as protection of other children.

A child should not be left when any of the following exist:

1. Fever (should be fever free for 24 hours).
2. Vomiting and/or diarrhea (free for 24 hours).
3. Any symptom of the usual childhood diseases: Scarlet Fever, German Measles, Mumps, Chicken Pox, and Whooping Cough.
4. Common Cold symptoms – onset until clear.
5. Thick colored mucus discharge from the nose.
6. Sore Throat
7. Croup
8. Any unexplained rash
9. Any skin infection: Boils, Ringworm, Impetigo
10. Pink Eye and other eye infections

A child should not return to class unless free of these symptoms. If a child becomes ill or injured at school, the school will call the parents to pick up the child. If the parents cannot be reached the school will call one of the emergency numbers on the child's enrollment papers.

The school will administer first-aid including antiseptics and wound cleansing unless otherwise advised by the parents. Medication will not be given unless it is in the original prescription bottle and accompanied by a note giving permission to administer it.

When your child is not able to participate in special activities, please send a note.

No child will be permitted to participate in school activities without a completed Permission and Agreements form and Medical Statement form, as well as **up-to-date** shot records signed by your doctor or an affidavit that meets the exemption for immunization requirements specified in the Texas Department of State Health Services by date of admission. There are no adult vaccine requirements for teachers.

TB TESTING FOR STUDENTS

Tuberculin testing on children will only be required if and when Tarrant County Health Department requires it.

NURSING MOTHERS

Our school provides a room for nursing mothers to breast feed their baby. Ask for our office for directions.

FOOD SERVICES

It is necessary for each child to bring a nutritious lunch including a **milk product**. Send finger foods as soon as your child is able to handle them. Send a labeled drinking cup containing water for your child to use at snack and lunch. No bottles please.

Snacks are provided on an individual age basis. Menus are posted for your information.

REST TIME

Each child who stays for the afternoon needs to bring a mat for rest time and a light cover if desired. Four year olds and kindergarten students need to bring a large towel that will fit in the backpack.

BRINGING THINGS FROM HOME

Children are not to bring toys to school except on days designated for “Show-n-Tell” by the teacher.

CLOTHING

Please dress your child comfortably. We prefer play shoes rather than dress shoes. Label all clothing and personal articles. Please bring an extra set of clothing for your child to have at school each time he comes.

PLAYGROUND

The ECC has two playgrounds. One is for the one, two and three year olds and is connected to the building. The other one is for four and five year olds and is not connected to the building. The children walk with the teachers across the parking lot at the crosswalks. The first teacher puts up stop signs and directs traffic while the other teacher walks with the children. They use the same procedure to return to the building. While outside, the teachers supervise the children in a fenced playground.

OUTDOOR PLAY

We will spend some time outdoors each day, weather permitting. Please be sure that your child is dressed appropriately. Label all coats.

CLASS PARTIES

The class parties include: Fall Celebration (1's and 2's only), Christmas, Valentine, Easter and End-of-the-Year. Parents sign up to help with a party at "Meet the Teacher" in August. There is a limit on how much can be spent on class parties (\$10.00 maximum per party mother). No exchanging of gifts and no dress up characters are allowed (Santa, Bunny, etc.) No latex balloons are allowed for class parties, but mylar balloons are acceptable.

BIRTHDAYS

If you wish to celebrate your child's birthday at school, please notify the teacher in advance. Invitations to a child's birthday may not be handed out at school unless each child in the class gets one. No latex balloons are allowed at school.

FOOD ITEMS SENT TO SCHOOL

For class parties and special events parents may send baked goods from home. However, all purchased food items must be unopened and in the original package or container. If a parent sends fresh fruits or vegetables, send whole pieces that have not been cut or send prepackaged fruits and vegetables in unopened containers or trays. Do not send any food items with peanuts or peanut butter since some children have a serious allergy to these foods.

VISITATION

All parents or visitors wishing to observe a classroom must check in at the office prior to the observation.

HOLIDAY OBSERVANCES

All holidays observed are listed on the annual school calendar. The Early Childhood Center does not observe Halloween and children do not wear costumes; therefore the use of witches, bats, and ghosts are not allowed. We ask that the parents not send favors to school with these characters.

POLICY CHANGES

Parents will be notified in writing as soon as possible of any policy changes that occur.

NOTICE OF NONDISCRIMINATORY POLICY AS TO STUDENTS

Fielder Church Early Childhood Center admits students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies and admissions policies.

LICENSING

The ECC is licensed by the Texas Dept. of Family and Protective Services, Licensing Division and is regulated by the state's minimum standards. A copy of the minimum standards is available for parents to review in the ECC office.

Parents can also request a copy of these standards from the local licensing office.

Family and Protective Services,
Local Licensing Division:
817-321-8604
Website: www.tdprs.state.tx.us
Child Abuse Hotline: 1-800-252-5400

GANG-FREE ZONE DESIGNATION

According to House Bill 2086 child care providers are required to inform parents or guardians of children attending the center about the **gang-free zone designation**. This means parents or guardians need to be informed that certain gang-related criminal activity within 1000 feet of the child care program is a violation of this law and is therefore subject to increased penalty.

UNSAFE CHILDREN'S PRODUCTS

For a listing of all recall notices of unsafe children's products by the CPSC (Consumer Product Safety Commission) visit www.cpsc.gov.

ABUSE TRAINING

Teachers are required to attend annual training on abuse and neglect of children which includes methods for increasing employee and parent awareness of issues regarding child abuse and neglect. Training includes warning signs that a child may be a victim, procedures for reporting, prevention techniques for child abuse, coordination between school and community organizations, and actions that the parent of a victim should take to obtain assistance and intervention.

Community Organization to contact for abuse assistance:

Alliance for Children
1320 W Abrams Ste 100
Arlington, TX 76013
817-795-9992

Child Abuse Hotline: 1-800-252-5400

EMERGENCY PREPAREDNESS PLANS

In case of a tornado warning all the children will go to a designated room which is posted in each classroom. The teachers will take a list of the children in their class with contact phone numbers with them.

In case of a fire the children will leave the building and go to a designated spot outside. This is posted in each classroom. The teachers will take a list of the children in their class with contact phone numbers with them.

If the children need to evacuate the building and go to another building, the children will walk on the church property on sidewalks, to 1323 W. Pioneer Parkway which is the church administration building. Children under 24 months will be walked or carried by teachers and auxiliary staff. The teachers will take a list of the children in their class with contact phone numbers with them.

If the school and immediate area have an emergency that requires relocation to another campus, the children will be taken to All Saints Lutheran Church at 4325 SW Green Oaks in Arlington.