

• Parent Handbook •

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Revised 3.10.2016



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First Academy Early Learning Center is a licensed  
Type I daycare facility in the State of Louisiana.

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**Biblical Mandate of  
First Baptist New Orleans**

**Glorify God**

*Jesus replied: 'Love the Lord your God with all your heart and with all your soul and with all your mind.' This is the first and greatest commandment. And the second is like it, 'Love your neighbor as yourself.'* -Matthew 22:37-39

**Make Disciples**

*Then Jesus came to them and said, 'All authority in heaven and on earth has been given to me. Therefore go and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit, and teaching them to obey everything I have commanded you. And surely I am with you always, to the very end of the age.'* -Matthew 28:18-20

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**Mission Statement of  
First Baptist New Orleans**

First Baptist New Orleans exists to follow Jesus and to love this city one person at a time.

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**Vision Statement of  
First Baptist New Orleans**

We envision sharing the love of Christ to help our hurting community to recover and to experience, through salvation, the peace of God.

## **Mission Statement of First Baptist New Orleans**

### **Early Learning Center**

The Early Learning Center Program is an extension of ministry to families by First Baptist New Orleans. To effectively work toward the common purpose of fulfilling the Great Commission (see Biblical Mandate-Matthew 28:18-20), we commit to the following goals:

- Provide a nurturing, developmentally appropriate environment that encourages each child to develop, physically, spiritually, socially, and emotionally;
- Provide a ministry to families; and
- Provide a witness of Christ and His Church to each child's family.

#### **In order to achieve these goals, we commit to provide:**

- A quality weekday early education program built on developmentally appropriate practices;
- Curriculum that is biblically based including Biblical stories and thoughts appropriate to the child's level of understanding;
- Staff who profess Jesus Christ as Savior and exhibit Christian traits in caring for children and interacting with families and coworkers;
- Positive guidance for children that encourages problem solving and managing negative emotions;
- Respect and understanding of others without regard to race, gender, nationality, religion, or background; and
- Planned small and large group activities that permit each child to progress and enjoy success.

## **Early Learning Center Policies and Procedures**

### **A. Admission**

The Director, along with the parent or guardian, shall determine the individual needs of each child, and whether or not the child's needs can be adequately met by the Early Learning Center before admission.

#### **Admission Procedures**

Before a child can be enrolled in our program, a parent or guardian must:

1. Read the Parent Handbook and agree to abide by the program policies contained therein.
2. Complete Registration Forms.
3. Provide an up-to-date immunization record signed or stamped by a physician or designee verifying that the child has had or is in the process of receiving all immunizations appropriate to his/her age as required by the State of Louisiana Office of Public Health.
4. Sign the Emergency Authorization Form giving the ELC authority to transport or treat your child in the event an accident should occur and you are not available. Every effort will be made to contact you prior to this decision.
5. Sign a Release of Information Form. First Academy Early Learning Center maintains security and confidentiality on all children's records. Employees of the Early Learning Center shall not disclose or knowingly permit the disclosure of any information concerning the child or his/her family, directly or indirectly, to any person.
6. Sign a Photo Release Form. Children will be photographed at various activities only if parental permission has been given. In the event we use pictures of your child in our publications or advertisements, the Early Learning Center will obtain written consent from parents before releasing any photographs from which a child might be identified, except to authorized state and federal agencies.
7. Sign a Third Party Release. Children will not be released to anyone not designated by parents/guardians. Picture ID's will be checked for all first-time pickups.
8. Sign an Allergy Alert Form indicating whether or not your child has any known allergies.
9. Fill out appropriate Medication Instruction Forms for both over-the-counter and prescription medications. Note: these are required for diaper rash ointments,
10. Pay a non-refundable \$200 registration fee.

#### **Non-Discrimination Policy:**

First Academy Early Learning Center is a non-profit program of First Baptist New Orleans for children ages 6 weeks to 5 years. We do not discriminate on the basis of race, color, creed, sex, national origin, handicapping condition or religion.

## Early Learning Center Policies and Procedures Continued...

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### B. Schedule

The Early Learning Center hours are Monday– Friday 7:30 am -5:30 pm

- **Arrival Procedures:** Your child must be brought to the classroom door and placed in his/her room with a teacher. We cannot be responsible for a child that is left unattended or is dropped off at the door. Please see the director register your fingerprints on Procure which is located on the computer in the preschool lobby. Children are to be checked in each morning at the computer.

**The ELC does not open until 7:30 am. We do not accept children before this time.**

- **Physical Activity:** Children under age two will be provided time and space for age appropriate physical activity for a minimum of 60 minutes per day. Children age two and older will be provided a minimum of 60 minutes of physical activity per day that includes a combination of both teacher led and free play.
- **Sleep/Rest:** Infants shall be allowed to sleep according to their individual schedules. Children under age 4 will have daily rest time of at least 75 minutes. Children ages 4 and older will be offered the opportunity for quiet time.
- **Dismissal Procedures:** Your child must be picked up by 5:30 PM. Parents or their designee must sign out their child on the computer located in the preschool lobby. A late pick-up charge of \$10 will be assessed after 5:35 PM and \$1 will be assessed each additional minute thereafter. This fee needs to be paid in cash either on arrival or the following day. Children know their routine and become frightened when their parents are not on time. If you are unable to be here on time, please notify us by phone immediately. In the event a child is not picked up by 6:00 PM and/or after 3 attempts to reach parents or emergency contacts by phone, we will notify the New Orleans police that a child has been left in our care.
- **Holidays and Days Closed:** The Center will observe Thanksgiving, Christmas Eve, Christmas, New Year's Day, Mardi Gras, Good Friday, Memorial Day, Independence Day, and Labor Day. The center is also closed the 2nd week of July for Vacation Bible School. Tuition includes all closings. Specific closing dates will be given upon registration.

**Weather Closing:** The ELC will close under hazardous weather conditions. No refund will be given for these days. Tune in to your local TV broadcast for closing information. Our center follows Orleans Parish closings.

## Early Learning Center

### Policies and Procedures Continued...

#### C. Tuition and Fees

Tuition and fee amounts are listed in the Brochure. **All payments are due by the first of each month and are late after the 10th. A \$25.00 late fee will be assessed on the 11th of each month.** Please make checks payable to First Baptist New Orleans and note your child's name and dates of service in the memo line. If a check is returned from the bank, a \$25.00 NSF fee will be assessed. In the event that we receive two or more returned checks, you will be placed on a "cash only" basis.

The ELC operates entirely on the funds provided by tuition and fees. **Tuition is not prorated for sickness or absence of any nature. As well, there are no make-up days available for missed days. If your child is absent for any reason, you must continue to pay the designated rate in order to hold your place in the program.**

#### D. Supplies

##### Clothing/Diapers

Children should wear washable, comfortable clothing and shoes. Each child should bring with him/her at least one change of clothing each day, each item must be labeled with child's name. Each child must bring enough diapers or pull-ups for the day. Potty training is encouraged for all three year olds.

##### Meals

Our center will provide a morning snack, typically fruit, crackers, milk, and water. We provide your child with a hot lunch according to Type 1 state license nutritional guidelines. The new monthly menu will be emailed and posted each month.

Lunch includes a meat, vegetable, starch, fruit and milk. For infants, You may bring pre-mixed formula, premeasured water and formula to be mixed as needed, or breast milk. Please label all bottles and food containers. If feeding a child packaged food, please bring only original, unopened containers. **If your child has a food allergy, please make the Director as well as the teachers in your child's classroom aware of the allergy.**

##### Prohibited Items

The following items are strictly prohibited on the childcare premises: alcohol, tobacco, the use or possession of illegal substances or unauthorized potentially toxic substances, fireworks, firearms, pellet or BB guns (loaded or unloaded).

## Early Learning Center Policies and Procedures Continued...

### E. Curriculum .....

Our program is age-developmentally appropriate and uses the learning center approach to teaching. Your child will participate in a variety of learning center activities including art, books, blocks, puzzles and manipulatives, nature, music, and dramatic play. Our preschool seeks to meet the needs of children mentally, physically, socially, and spiritually. Our teachers use the WEE Learn curriculum as a guide in developing lesson plans as well as for observing of each individual child. Lesson plans are developed with general application to the age of the class as a whole, and individually adjusted to the needs of each student.

Social skills are developed through sharing, taking turns, thinking, reasoning, and solving problems. Bible stories, biblical thoughts and verses are included in each teaching unit.

Our program provides time for both vigorous and quiet activities for children to work and play with a group or to work and play alone. Indoor and outdoor experiences are scheduled. Weather permitting, outdoor play will occur. A daily schedule is posted in each classroom.

**Open Door Policy:** Parents of children enrolled in the ELC are welcome to visit the center at any time during working hours. We encourage you to observe your child and his/her classroom. However, please check with the director first and be discreet. When children see their parents, they may think it is time to go home.

### F. Discipline

The goal of discipline of the ELC is to enable children to grow to become vibrant, successful, healthy, functioning individuals who are responsible for their own behavior. It is a process of helping children learn self-control and self-direction.

Teachers discipline using Redirection and Positive Reinforcement by providing choices, setting realistic limits, and using consequences that are related to the behavior. Sometimes a child may be removed from a group for disciplinary reasons. However, he/she will never be out of the sight of the teacher or staff member.

- No child shall be subject to physical punishment, corporal punishment, verbal abuse or threats. Cruel, severe, unusual, or unnecessary punishment shall not be inflicted upon children.
- Children shall not be restrained in high chairs for disciplinary purposes
- Children shall not have active time withheld for disciplinary purposes, except time out during playtime for an infraction occurring during playtime
- Derogatory remarks shall not be made about family members of children or about the children themselves.



**Early Learning Center  
Policies and Procedures Continued...**

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**Time Out Policy:** Time out shall not be used for children under 2. A time out shall take place within the sight of staff. The length of each time out shall be based upon the age of the child and shall not exceed 1 minute per year of age..

**G. Biting Policy:**

Upon the occurrence of a bite:

1. The child who bit must sit in time out while the teacher tends to the bitten child.
2. The teacher will wash the bite with warm soapy water.
3. The child who bit will help apply an ice pack to the bitten child.
4. The child who bit will help render TLC.

Teacher/ Directors will explain to the child how biting hurts our friends and discuss alternative ways of handling feelings and frustration in a positive manner.

If a child bites twice in one day, parents will be called and the child must go home.

Please remember that the names of both the biter and the bitten child are to be kept confidential at all times.

**Some disciplinary actions are never appropriate:**

- No child shall be deprived of food (snacks) or any part thereof for disciplinary reasons.
- No child or group of children shall be allowed to discipline another child.

**H. Questions/Complaints**

We encourage you to speak to your child's lead teacher about any questions or problems you may have in regard to the ELC or to your child. If you are not satisfied about the matter, please contact the Director. We will work with you to the best of our ability in resolving the matter in an appropriate and timely manner.

The Louisiana Dept. of Education may be contacted by phone or in writing should you have significant, unresolved licensing complaints. They can be reached by calling (225)342-9905 or writing Dept. of Education, Division of Education, P.O. Box 4249, Baton Rouge, LA 70812.

## Early Learning Center Policies and Procedures Continued...

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### **I. Birthday Parties**

For the health and safety of our students, please notify the administrative staff prior to bringing any foods or party items to ensure that all children can enjoy the celebration.

### **J. Child Abuse & Neglect**

As mandated reporters, all ELC and FBNO Staff shall report any suspected abuse and/or neglect of a child by calling the Child Protection Hotline at 1-800-549-6850 in accordance with L.R.S. 14:403 of the local Child Protection Agency

### **K. Health**

We can accept only well children. Upon arrival each day, your child will be observed for possible signs of illness, bruises and injuries, but we depend upon you to help us maintain this policy. If your child has any sign of illness within 24 hours of preschool, he/she should be kept at home. This includes diarrhea, vomiting, fever, sore throat, inflamed eyes or excessive cough. Notify the Director immediately of any contagious disease or other illness.

A parent or designated person will be notified immediately if a child becomes ill, has an accident, or exhibits unusual behavior while in our care. This is for the benefit and safety of the sick child as well as the other children who might be exposed. In the event of a medical emergency, EMT services will be called first and then parents will be notified.

Children with the following illnesses cannot return to the preschool until the appropriate conditions are met

<b>Illness/Symptom</b>	<b>Exclude Until...</b>
Fever of 100 orally; 100.4 rectally; or 99 under	Free of fever for 24 hours without medication
Diarrhea	Free of diarrhea for 24 hours without medication
Vomiting	Free of vomiting for 24 hours without medication

## Early Learning Center

### Policies and Procedures Continued...

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Illness/Symptom	Exclude Until...
Meningococcal disease	Well, with written proof of non-carriage from physician
Hib disease (hemophilus influenza)	Well, with written proof of non-carriage from physician
AIDS or HIV infection	Until child's health, neurological development, behavior and immune status is deemed appropriate, on a case by case basis, by qualified persons including the child's physician, parent or guardian and Director
Any onset of vomiting, irritability or excessive sleepiness	Evaluated and cleared in writing by child's physician
Childhood diseases such as scarlet fever, German measles, and mumps	Cleared in writing by child's physician
Hepatitis A	One week after illness started and fever gone without medication
Undiagnosed generalized rash	Well or cleared in writing by child's physician
Cold with green mucous	Clear Mucous
Conjunctivitis (Pink Eye)	On medication for 24 hours
Head lice	Free of nits
Chicken Pox	Blisters scabbed over completely
Thrush	On medication for 24 hours
Any skin infection (boils, ringworm, impetigo)	24 hour treatment

## **Early Learning Center Policies and Procedures Continued...**

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### **L. Dismissal/Withdrawal**

Sometimes it may become necessary for a child to be dismissed from the program. The following items represent some but are not all of the reasons a child may be dismissed from our program:

- Unpaid childcare charges;
- Inappropriate behavior of a parent (i.e. bringing firearms, alcohol, or other illegal materials into the preschool, or the use of profanity around the children or staff);
- Inappropriate behavior of a child (i.e., bodily harm to self or others or any other deed harmful to other children or ELC Staff); and
- 3 or more late pickups or 2 or more late pickups beyond 6:00 PM by parents.

We hope your child's experience in our program will be a positive one. However, should you need to remove your child from our program, please be sure to notify the administrative staff.

### **M. Potty Training Policy**

Potty training is a much celebrated skill for a child and parent as well. It is important to know that each child reaches this milestone at different times, and it is not in your child's best interest to pressure them at an early age when they are not ready.

Before you begin potty training, your child should show the following signs of potty training readiness:

- Expresses an interest in the potty
- Tries to imitate family members
- Stays dry for at least two hours
- Expresses the need to go potty or indicates that he or she just did
- Able to pull pants up and down
- Irritated when diapers are wet
- Has predictable bowel movements on a regular basis
- Diaper stays dry overnight

We at the ELC want to assist you as the parent as you encourage your preschooler in mastering this important skill while maintaining the health and safety of all our students and faculty.

## Early Learning Center Policies and Procedures Continued...

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Here are our guidelines for potty training:

- When you are ready for your child to begin potty training inform your child's teacher that you are attempting to potty train your child and would like for them to use the potty at school.
- Bring pull ups; even after your child is potty trained. In case of an accident, at least one pull up should be in their bag along with a change of clothes.
- The teacher will give your child an opportunity to use the bathroom every 30 minutes to an hour.
- If your child has an accident while wearing underwear, we will put them in a pull up afterwards. We understand that some parents may think this is a step backwards in their process, but it is the safety of our other teachers and students that we are considering. We want to eliminate the risk of excrement or urine being on classroom surfaces in case of a second accident.
- The soiled underwear and clothes will be put in a bag to be sent home unless otherwise instructed by the parent.
- Teachers are not responsible for laundering soiled clothing

At the ELC, we begin introducing our students to the potty in the older 2's room, or Kitten class. They must be potty trained before entering into our older 3's room or Giraffe class.

### **N. Other**

Certain classes require particular milestones in order for your child to move up. These include:

- Goldfish Room: the child must be walking, using a sippy cup, and self feeding on solid food
- Kitten Room: No pacifiers are allowed
- Giraffe Room: All children must be potty trained

### **O. Tips for a Successful Year/Parental Involvement**

You are the biggest help for your child to look forward to attending the Early Learning Center. Your attitude can help him/her come in anticipation of happy experiences. Show an interest in your child's work and play. Plan to attend the various activities throughout the year. Announcements concerning events will be sent home with your child at the appropriate time.

## Early Learning Center Policies and Procedures Continued...

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### **P. Electronic Devices Policy**

All 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:

- a. Electronic device activities for children under age two are prohibited
- b. Time allowed for electronic device activities for children ages 2 and above shall not exceed 2 hours per day.

### **Q. Programs, Movies, and Video Games Policy**

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.

- a. All television, video, DVD, or other programming shall be suitable for the youngest child present.
- b. Any programming with a rating more restrictive than "PG" is prohibited.
- c. All video games shall be suitable for the youngest child with access to the games.
- d. "E10+" rated games shall be permitted for children ages 10 years and older.
  - ii. "T" and "M" rated games are prohibited.

### **R. Computer Practices Policy**

- a. Computers used by children will be equipped with monitoring or filtering software that limits access by children to inappropriate websites, e-mail, and instant messaging.

# Opportunities for Preschoolers and their Families

## at First Baptist New Orleans

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First Baptist New Orleans offers a full program of: Worship, Bible study, music, student programs, children's programs, preschool programs, mission education, and special events. For more information, contact Faye Scott - Children Minister @ 504-482-5775, ext 119.

### Sunday Schedule

8:15 Worship

10:30 AM Bible Study for all ages

11:45 Worship

### Wednesday Schedule

5:00 PM Fellowship Meal, Kids Meal, The Care Effect

6:00 PM Children's Choir, Band Rehearsal

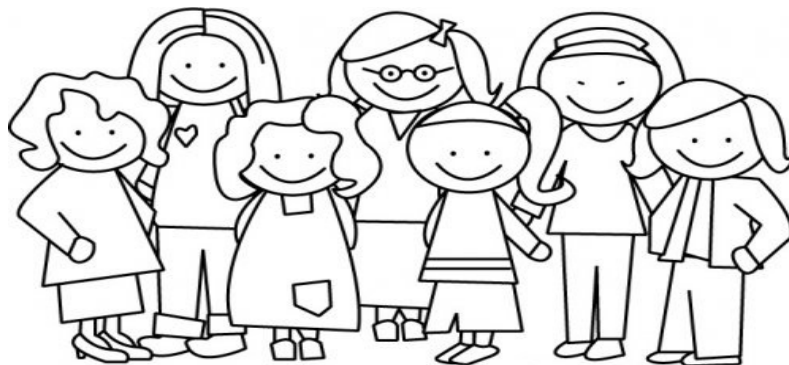
6:00 PM Rewind: Bible Study, Youth Pizza, ESL

6:30 PM Mission Friends, RAs/GAs

Youth Worship (OUT)

7:00 PM Celebration Choir Rehearsal

Our Women's Ministry offers various programs throughout the year. This includes a mother/daughter tea, craft night, weekend retreat, Mothers of Preschoolers meetings, and on-going Bible study classes. If you are interested in obtaining information regarding our Women's Ministry activities, please contact our church office at (504) 482-5775, or visit our website at [www.fbno.org](http://www.fbno.org).



# First Baptist New Orleans

## Ministerial Staff

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**David E. Crosby, Ph.D** - Senior Pastor

**Bob Moore** - Associate Pastor of Administration

**Tim Johnson** - Associate Pastor of Worship & Music

**Andrew Crosby** - Associate Minister of Missions

**Christi Gibson** - Minister of Discipleship and Missions

**Taylor Rutland** - Associate Minister of Discipleship

**Trey Gibson** - Youth Minister

**Faye Scott** - Children Minister

**Melissa Richard** - Preschool Ministry Director

**Ann Palmer**- Executive Director of Crossroads NOLA

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If you would like one of the ministers to visit with you or to schedule an appointment to talk with one of them, please give your name to one of the administrative staff to pass along to the minister.

*Now they were bringing even infants to him that he might touch them. And when the disciples saw it, they rebuked them. But Jesus called them to him, saying, "Let the children come to me, and do not hinder them, for to such belongs the kingdom of God. Truly, I say to you, whoever does not receive the kingdom of God like a child shall not enter it."*

*~Luke 18:15-17*