

Table of Contents

<u>Description</u>	<u>Page #</u>
Mission and Vision.....	3
Objectives.....	4
Statement of Faith.....	5
Bible Verse – Brief History.....	6-7
Church/ELC Relationship.....	7-8
Accreditation and Licensing.....	8
Admissions Procedure.....	8-9
Payment of Tuition.....	9-11
Materials from Outside Organizations	11
Arrivals and Departures.....	11-13
Tardies.....	13
Parking Lot Safety.....	13-14
Custody, Separation and/or Divorce Issues.....	14

Table of Contents

<u>Description</u>	<u>Page #</u>
Withdrawing a Child From Our ELC..	15
Parent Communication.....	15-17
Positive Behavior Management.....	17
Cell Phones.....	17
Birthdays.....	18
Class Parties.....	19
Classroom Pets.....	19
Distracting Obj./What to Leave Home	20
Dress Code.....	20-21
Field Trips.....	21-22
Emergency Procedures/Fire Drills.....	22
Meals.....	22-23
Playground Use.....	23-24
Closing and Delays.....	24

Mission:

Preparing Students for Life.

Vision Statement:

Educating Students With a Biblical
Perspective.

Objectives – 2 Timothy 2:15

- Reaching all parents for Christ and prepare them to be the parents God wants them to be. (John 3:16)
- Providing an environment that is loving, supportive and nurturing for children, family and staff.
- Integrating God’s Word in all areas of teaching.
- Providing students with the tools to be prepared with a Christian world view.
- Providing students with the opportunities to open their hearts to Christ.
- Providing students with ministry opportunities.
- A staff that models Jesus Christ in their daily lives.
- Preparing staff to be capable and ready in the classroom to be ministers of God’s Word, and to teach academics to students of differentiated learning styles.

Statement of Faith

1. God is – He Exists – Gen. 1:1
2. God is one but three – The Trinity – Mat. 28:19
3. God is Creator – John 1:1-3; Gen. 1:1
4. God has spoken – The Bible – 2 Tim. 3:16
5. God rules – Sovereignty – Psalms 24:1-2
6. The Fall – Free Will – Romans 5:12
7. Truth – Exists in Christ – Eph. 4:21
8. Grace – God’s gift – Eph. 2:8
9. Salvation – Through Faith – Romans 3:21-23
10. The Church – God’s people – 1 Pet. 2:9-10
11. The Second Coming of Christ – Acts 1:11
12. Life – God is for it – Dt. 30:19-20; John 10:10s

Bible Verse

II Timothy 2:15 – “Do your best to present yourself to God as one approved, a worker who does not need to be ashamed and who correctly handles the word of truth.”

Brief History

Pastor William Sammons started Eagle’s Nest Fellowship Church in 1991. In the spring of 1997, Pastor Sammons felt led to begin a daycare at the church facility. In the fall of that same year, Eagle’s Nest Christian Academy began with one teacher, one assistant, and nine students in kindergarten. The following year there were 9 students in the first grade program and twenty enrolled in the kindergarten program, with two teachers and one assistant. ENCA has expanded to include classes up through eighth grade. In order to keep up with our growing enrollment two wings were added to the building, one with classrooms and one with a gymnasium and classrooms. The need for quality Christian education has continued to be placed before us by the Lord.

As the student enrollment grew, we realized that the need to offer more than the basic academic

classes was growing as well. We do offer other programs in the sports and art area during the day and after school. These programs are decided each year according to the needs of the students. A need for child care before and after school became apparent, so a program was developed to provide for that need.

Eagle's Nest Preschool began in September of 1999 with one three-day-per-week program. The name was later changed to Eagle's Nest Early Learning Center, and has also grown in numbers. The preschool currently includes over one hundred children.

The ministries of Eagle's Nest, which is now under the direction of Pastor Robert Weed, includes Eagle's Nest fellowship Church, Eagle's Nest Early Learning Center, Eagle's Nest Christian Academy, and Eagle's Nest Campground.

Relationship of ELC to Eagle's Nest Fellowship Church

Eagle's Nest Early Learning Center was established by the church to provide quality care to children in the surrounding community. Everything that occurs

in the learning center reflects the spiritual, academic, and co-curricular activities of the church and school.

Accreditations and Licensing

Eagle's Nest Early Learning Center is beginning the process of accreditation through the Association of Christian Schools International. This process will take several years to complete. We have become exempt from state licensing since we have a school. However, we do follow as closely as possible to the state regulations.

Admissions Procedure

The number of admissions that can be accepted is limited by class size. You need to call the office to check on availability and set up a tour for an appointment to tour the facility. Siblings of children that attend Eagle's Nest Fellowship Church or Eagle's Nest Christian Academy are given first priority to available spaces in the early learning center. The classrooms fill up quickly, so we recommend putting your child on the waiting list if there is nothing available at your time of interest.

All paperwork (which is enclosed) must be completed when your child comes to Eagle's Nest.

We also require a one week in advance tuition fee when your child begins the early learning center.

Payment of Tuition

Beginning in June 2011 it will be optional if you want to pay tuition through our Tuition Management Program, which is a program that deducts your tuition once a month.

In September 2011 it will become mandatory that tuition is paid through Tuition Management. There is a \$41.00 fee per year for this service that is required by each family for the service.

We enjoy teaching your children, but need you to understand that times are tough and we need our fees to be paid on time.

Also, we reserve the right to charge a \$1.00 per minute late fee if your children are not picked up by 5:30p.m. We do not do this normally, but if it did become an issue of being late consistently it may become a necessity. Our hours are from 6:30a.m. to 5:30 p.m. Please understand that our staff puts in long hours and need to be with their family also. Their job doesn't always end when you leave, there are times when they must do some

clean up in their room, and then go home and do all of their family jobs.

The fees are as follows:

Nursery age six weeks to one year old is \$155.00 per week.

One year old through three year olds is \$145.00 per week.

Three year olds in our part time program and all new four year olds that have not attended our Early Learning Center will be charged a non refundable \$50.00 registration fee to hold their spot when they enroll their child.

Three and four year olds have a variety of pricing fees, depending on the program that fits their schedule. Please see attached pricing sheet.

The book fee for children one and two years old is \$50.00 per year.

The book fee for three and four year olds is \$100.00 per year.

Each teacher may put a wish list outside their door. If you would like to give any of the items needed it

is greatly appreciated and is tax deductible. We just need copies of your receipt as we are a non-profit organization.

Materials from Outside Organizations

Materials from outside organizations can only be distributed if they are approved by administration.

All fund raising that is not directly associated with the school may be put in the parent reminder as additional information that may be of interest to parents. Examples of this would be restaurant 10% nights, people that sell Avon, jewelry, etc. that want to give a percentage or classes that do individual fund raising to make money for special trips.

Arrivals and Departures

Arrivals and departures are transitional times for each child. As your child may cling to you or cry in the morning when it is time for you to leave, do not take this as a personal rejection towards you or the center. This reaction is normal for a young child and we encourage the parent that together we can work to make those difficult moments a little easier for you and your child.

Children must be signed in and out on the sheets at the desk when you enter the facility each day that they attend.

IMPORTANT NOTE

We will not release your child to an unauthorized party who clearly shows signs of drug or alcohol consumption. The next authorized person will be called to pick up your child.

All authorized individuals will be required to provide a valid driver's license to verify parent/guardian's information. Staff/ office personnel must be informed in writing if your child will be picked up by someone other than the parent. In the event that an emergency arises, and you cannot pick up your child, please call us immediately, so that we can inform the teacher of changes in scheduled routine pick ups. If there is a specific custody order, make sure the office has a current copy. We will do our best to follow those orders, but will not put children or staff at risk. We will call the police if there is any type of custodial dispute or if an argument were to occur. The custodial parent will be called first if at all possible.

When you enroll your child in our Early Learning Center, we will discuss with you the way to enter and exit the building.

Please be respectful and courteous when entering the classroom after 9:00a.m. as to not disturb the lesson/ activity in progress.

Tardies

Eagle's Nest Early Learning Center promotes family time, but also would like you to realize that beginning in our one year old room, the teachers have prepared a time for learning with your child. It can be hard for your child to miss this time and hard for the teacher to stop what she is doing to welcome your child properly.

Parking Lot Safety

For the safety of our children, Eagle's Nest Early Learning Center must insist on the following parking regulations.

- Drive slowly when entering or exiting the parking lot
- Never leave children unattended in the car
- Do not leave the motor running
- Children must be properly restrained in appropriate safety seats

- Be mindful of other cars backing up or pulling in
- Children should always be accompanied by an adult at all times during pick-up or drop off periods
- Be careful in the parking lot due to heavy traffic in parking areas

Custody, Separation, and/or Divorce Issues

Eagle's Nest realizes that families can be thrown into a crisis as a result of separation or divorce. Teachers and staff will respond with compassion and discretion, and work to maintain a safe, loving, and consistent environment for your child at school. Each case is unique and should be discussed with the teacher and the director. You should make sure that we have copies of all court orders, especially if there are specific visitation directions, or PFA's. We appreciate you keeping our teacher's out of the middle of situations and ask that you do not require them to go to court as this takes away from the quality care we can give to all students.

Withdrawing a Child From our ELC

We require a two week withdraw notification for your child. We do our budget according to the number of students that we expect in our center. The only way that it is not required is in case of a medical emergency or in the event that you must move for a job or family related emergency. You must pay for those two weeks if it is not an emergency situation.

If you want to take a child out temporarily for a short duration of time, we require a two week notice and cannot guarantee that your spot will be available when you desire to return.

Parent Communication

- We put out a weekly parent reminder of events and activities through our school and will e-mail this to all parents including the parents in our Early Learning Center. Not all items will pertain to your family, but we ask that we pray together for all activities that occur in all of our areas of ministry. There may be times that you receive memos or notes that pertain to your area of interest only.

- Each teacher should give you a class schedule at the beginning of the year.
- There should be a cuddle gram in your child's folder daily. The information is more detailed on the younger children's form and a little less each year as they move up, until it diminishes when they go to our four year old program.
- If you have a question or concern about what is going on in your child's classroom, we ask that you follow the Biblical principle of going to the teacher first. If the teachers answer is not satisfactory, we will set up an appointment with the assistant director, teacher and yourself. If this does not seem to still work we will set up a meeting with the director, the teacher, and the parent. Our last resort would be to bring one of the Pastors into our meeting. We want to hear from you and know what we are doing right but also what we can improve upon to make Eagle's Nest Early Learning Center the best place for you to have your children.
- Parents are encouraged to visit their child's classroom at any time during the day with the exception of naptime which is 12-

2:30p.m. This is disruptive to the sleep that our little ones need daily.

Positive Behavior Management

Discipline in this center will be provided in a manner appropriate to each child's age, developmental stage, and individual need. Encouraging positive behavior is more effective than punishing misbehavior. Our goal is to help each child develop self-control. It is important that we work together on encouraging children's positive behavior. If after trying all of our options, we will schedule a conference with the parents and work on a behavior modification plan together.

Cell Phones

We ask our staff to only use cell phones during their break or if they are in an area where a phone may not be available and they need help. We encourage you as parents to not be on your phones when you pick your children up as they want to have your undivided attention at the end of the day. The teacher may also need to speak with you and cell phones make it hard for the teacher and child to communicate with you.

Birthdays

We love to celebrate birthdays at school during snack time. Please discuss specific arrangements with the teacher. Below are some general guidelines:

- Eagle's Nest tries to provide a balanced, nutritious snack for the children. Please try to do the same with birthday snacks.
- We often have children with food allergies. Please discuss any restrictions with the teacher.
- Keep it simple. Please do not bring balloons. They can be dangerous if they break, especially with our very young children.
- Summer birthdays, if your child is not here in the summer, can be celebrated in the spring; just let the teacher know when you want to do it.
- Birthday invitations should not be given out at school unless you are inviting everyone in the class.

Class Parties

Classroom parties are held during the year to celebrate holidays and other special occasions. The teacher will put a sign up sheet outside their classroom door for you to sign up for what you will be bringing to the party. If you bring younger siblings to the party, please remember to keep your attention on that child as the teacher will be busy with her class.

Classroom Pets

Some classes may have a pet for children to enjoy. The animals are kept in their cages and are cared for by the teacher and students, giving the student the opportunity to observe the animals and learn responsibility for caring for a pet. If your child has any pet allergies, please let the teacher know and the appropriate actions will be taken.

Distracting Objects/ What to Leave Home

Bringing items from home can be distracting in the classroom and the teacher may need to put the object in the child's cubby during the day. As a school, we will not be responsible for lost or broken items brought from home. There are days when the children can bring Show-N-Tell items. We ask that they are kept in back packs or cubbies until that time during the day. We ask that they do not bring toy guns, knives, weapons, electronic devices. We do not allow student's trade toys or cards. We ask that they do not bring Pokemon cards or other items that may be questionable for some families.

Dress Code

Children are very active and often very messy. Their exploration and play will not be curtailed to keep clothes from getting dirty. Please send your child to school in clothes that will allow them to freely participate in all activities without the worry of ruining an item. Smocks are used, but not all washable paint is actually washable, and sometimes non washable items may be

used for art projects. Water and sand are common fixtures outside and inside. All children should have a spare set of clothes in their cubby hole for emergency changes, especially those that are being potty trained. Tennis shoes or other closed toe shoes make the best footwear. Straps on sandals are okay, but flip flops should stay home. Uniforms are not required until kindergarten.

Field Trips

We do not do field trips with children under three. If there are any trips for three year olds, it is the responsibility of parents to bring the child to the trip location and bring them back to the school. Busses will not carry children under the age of four.

You will receive full details for all trips from your teacher. Your older siblings should not go on trips with younger children and vice versa. If a younger child goes on a field trip with you, you are not considered a chaperone for other children. You will have enough to focus on with your own children.

If your four year old is going on a trip that offers bus service, please make sure that your child rides the bus so the teacher knows who is on the trip. You may take your child home with you after the trip, but the teacher should have a note with that information on it.

Emergency Procedures

In regards to emergency or terrorist threat – the safety of the children is our first priority. The school has procedures in place to respond to various scenarios, and in addition to the resources noted under “School Closings”, parents would be contacted via email and telephone as soon as possible.

Fire Drills

The Early Learning Center holds fire drills once a month.

Meals

We provide a morning and afternoon snack, which consist of two items from the basic food groups. We also provide lunch that will have an item from all four food groups. You

should receive a menu at the end of each month for the following month. There may be times when school is closed during the year and we will say “pot luck”, which means they will still have something from the food groups, but we usually try to use up leftovers.

If your child brings lunch from home they must be the only one that eats from their lunchbox, and not share their food with others. Please label all lunch boxes and containers with your child’s name. Milk will be provided if it is needed. We do ask that if you pack lunch that no sodas, candy or anything with excess sugar is brought in their lunchbox.

Microwave heating is limited.

Playground Use

During school hours the playground is limited to students that attend here and is scheduled for use all day and is not available for outside use. Children using the playground before and after school must be

supervised by an adult, and Eagle's Nest Ministries will not be held responsible for injuries that may occur when your children are not under our supervision.

Closings and Delays

Eagle's Nest Early Learning Center closings and delays will be announced on WGMD – 92.7, WBOC-Channel 16, WMDT-Channel 47 and WKNZ 88.7

We will not close the center normally unless there is a State of Emergency, or we cannot get the parking lot plowed.

For children that attend part time programs, we will be open the same as the school for one hour delays, but will close those programs if it is a two hour delay.