



1685 Taylor Road  
Montgomery, Alabama 36117  
(334)271-0845 Preschool Office  
(334)271-3363 Church Office  
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Weekday Ministry Director- Dr. Holly Nichols  
Assistant Director- Sharon Jackson

## Our Intent

We accept children as unique individuals. Our programs and services are designed with respect to each child's needs to allow each child to grow and develop at his/her own pace. Daily activities include guided play and appropriately structured opportunities for each child to experience success in learning and to develop social skills for everyday life. We try to help each child establish a positive sense of self and the surrounding world. The environment and Early Learning Center activities foster an early understanding and appreciation for God's Word.

## Description of the Ministry

The Early Learning Center is a ministry of Taylor Road Baptist Church (TRBC).

- The ELC is designed to provide free time during the traditional school year for mothers and/or fathers of children who are 6 weeks through 4.

## Curriculum

Our program incorporates many educational activities that allow children to learn through hands on discovery. Children participate in a variety of learning centers that include books, blocks, art, music, matching, dramatic activity, nature, and puzzles. Ours is an eclectic approach drawing from many theories in early childhood education; however, we use our own curriculum and ABeka as the "best practical" model for our classroom, as well as using the Handwriting Without Tears method.

## Policies

### Registration Information and Requirements

To be eligible for registration,

- A child will be at least 6 weeks and not older than 5 years in age, based on a valid birth certificate.
- Nursed children must be able to take a bottle.
- Children should be able to understand basic instructions and express their needs in English, if the child has begun walking.
- Registration applications may be obtained from the Preschool Office. The registration process must be completed separately for each child and session.
- Each application must be fully completed and include the registration fee and supply fee.
- An original Alabama Certification of Immunization (blue certificate) must be included in the registration package before a child can be accepted for enrollment.

## Enrollment

- Enrollment is available on a first-come, first-served basis and the number of children accepted is dependent upon the availability of physical space, personnel, and other resources.
- Enrollment is contingent upon having met current eligibility and other registration requirements.
- Upon acceptance for enrollment, a child is considered to be enrolled through the end of the session identified on the corresponding registration application; or, until a student is withdrawn from the program.
- TRBC's ELC endeavors to reach and maintain a determined minimum capacity in each class. If, however, we do not have enough enrolled students to establish a class, that class may be cancelled due to budget limitations. If this happens, the ELC Director will provide ample notice so that parents can make other arrangements for childcare or weekday education.

## Withdrawal

- A minimum of two (2) weeks notice is required to withdraw a child. If notice is not provided, parents will be responsible for paying all fees until a one month notice is completed. A "TRBC ELC Withdrawal Form" may be picked up from the Preschool Office. The form should be completed and submitted to the ELC Director and tuition should be paid for the final two weeks. If proper notice is not provided, the child's parent is responsible for paying two weeks tuition.
- If a child is withdrawn properly from the ELC program prior to the end of March, no tuition is required for the months of April and May. A child may not be withdrawn from the ELC program after the last school day in March.
- If a child is withdrawn properly from the program prior to the end of February, no tuition is required for the months of March, April, and May. A child may not be withdrawn from the program after the last school day in February.
- All fees for registration, books, and supplies are non-refundable.

## Tuition and Fees

- Tuition information is provided on a separate chart. Amounts are based on a child's age at the beginning of a session and the program and services for which the child is registered.
- Tuition and fee amounts are reviewed annually and changes for the upcoming year are made as needed. Current amounts are publicized with an "effective" date.
- Non-tuition fees: All fees (registration and supplies) must be paid before any child will be allowed to attend.
- Tuition is due by the 10th calendar day of each month, if paid monthly. A late fee of \$20 per child will be assessed, if tuition is not received by the specified date.
- A returned check fee of \$20 will be charged when applicable
- Children who are 30 days late will be automatically withdrawn.

## Arrivals and Departures

- The Preschool entrance (on the north side of the building) should be used when bringing children to programs for which they are enrolled. An entry code for the electronic keypad at the door will be provided to each parent or authorized parent designee. Please note that the access code may be changed periodically to maintain a reasonable level of security for the children and staff.
- A parent or parent designee, who is named on the child's registration form, should bring and sign the child in daily by first and last name.
- Children enrolled for Early care may arrive any time between 7:30 a.m. and 8:50 a.m.
- Children enrolled in ELC and may arrive at 8:50 a.m.
- All children should be picked up by 1:00 p.m. unless enrolled in Extended Care. Children enrolled in Extended Care should be picked up by 2:30 p.m.
- A late pick-up fee will be charged when applicable. The fee will be \$5 per child for the first five(5) minutes and an additional \$5 for every five (5) minutes thereafter. Arrival and departure times will be based on the "official" clock in the Preschool hallway.
- In the event of an emergency that may result in late pick-up, the parent should call the Preschool Office or the Church Office to speak with the Director. Such calls should be limited to legitimate emergencies.
- Parents should use the Preschool drive-through entrance when picking up children.
- Children will not be released to anyone other than the person(s) designated for pick-up on the registration form, unless written consent is provided by the parent.

## Allergies, Special Needs, and Illnesses

- To ensure a healthy environment for all children and teachers, parents should take responsibility for making sure their child is in good health before attending the preschool program. When in doubt, please apply the "Golden Rule."
- Children who are sick – fever, sore throat, diarrhea, discolored runny nose, vomiting, pink eye or other contagious ailments – or, who were sick the previous night should be kept at home.
- Children should be fever-free for at least 24 hours without fever reducing medication before attending any program.
- Children who become ill during a program day or visit will be isolated while parents are called and while waiting for parents to arrive for pick-up.
- Information about allergies and special needs, and any special instructions, should be clearly specified on the child's registration form or in writing at the time of "drop in." Regular teachers are aware of this special information. The parent should ensure that a substitute teacher is aware of special information or instructions, if a substitute teacher is present when the child arrives for the day.

\*\*\* If a child exhibits any symptoms of Covid-19 or RSV they may not attend unless they present a doctor's note clearing them from Covid-19 or RSV. All people testing positive for Covid-19 must have a negative test result before they can return to school.

## Communication with Teachers/Discipline

- Each parent of a child or children enrolled in any program should get to know the child's teacher. It is important to establish and maintain a positive channel of communication.
- A parent may confer with the teacher about his/her child, but should not enter into a detailed or lengthy discussion in the child's presence or during class hours.
- Parent conferences with a teacher and/or the ELC Director may be scheduled by calling the Preschool Office.
- If a child demonstrates behavior that is unduly disruptive, unsafe, or otherwise unacceptable for the environment, an approved system of age-appropriate disciplinary procedures will be implemented. The system includes positive role modeling, separating children as needed, oral reprimand, and time out. No corporal punishment is used.
- The behavior management and modification measures that are routinely used, with parent approval and input, are usually effective for maintaining a healthy and productive environment for preschool activities in a Christian setting. Any child who demonstrates that he/she cannot abide by rules of good conduct, after adequate consultation with the child's teacher and the ELC Director, may be dismissed from the program.

## BITING POLICY

- Although it is not uncommon for very young children to bite, it is a behavior that is taken very seriously and is strongly discouraged. Whenever a child is bitten, the teacher's first task is to comfort and reassure the bitten child. Next, the wound will be washed with antibacterial soap. If the bite has broken the skin, first aid will be administered. Both sets of parents will be advised of the incident at dismissal, or sooner if the bite was severe.
- When a child under the age of 2 bites, it is generally due to lack of language skills, out of curiosity, teething, ownership, or even affection. In the instance of these youngest children, the teachers will try to determine which type of biting scenario has taken place. Teachers will closely monitor the situation, hoping to intercept the next bite to correct the situation.
- When children are older than 24 months, biting is less common. Language is developing, and friends learn to use words and make better choices. It becomes easier to redirect the playmates involved. When an older child bites, the preschool's policy is the child who bites will quickly be placed in time-out while the teacher comforts the child who has been bitten, and attends to cleaning the bite. Then, the teacher will return to time-out and speak with the offending child about what has happened. The child is reminded that teeth are for eating, not for biting. Both sets of parents will be told of the incident.
- Continuous biting cannot be tolerated. If biting continues to be a problem, teaching staff will meet to determine the next step, including possible time at home to redirect and break biting habits. If it continues, TRBC staff may recommend behavioral therapies or removal from the program for the remainder of the school year.

## Holidays, Scheduled Breaks, and Closings

- The ELC program observes and are closed for the following holidays and scheduled breaks: King/Lee Day, Presidents' Day, Spring Break (one week), Labor Day, Columbus Day, Veteran's Day, Thanksgiving (one week), and Christmas (two weeks). Dates of holidays and scheduled breaks are provided to parents and are posted in the Preschool area at the beginning of each session.
- ELC programs are closed any time the Montgomery Public Schools are closed due to severe weather.
- In addition to holidays and other scheduled breaks, a break of a minimum of three days is taken between the end of a session and the beginning of the next session.
- No tuition exemptions are given for months with holidays or scheduled breaks. Tuition rates are based on a year-round budget.

## General Information

### Lunch and Snacks

- Each child who attends our program should bring a ready-to-eat lunch and snack, including a drink (water is choice). Please do not include any drinks which are "red" in color.
- Program staff may assist children in opening food containers, but may not cut or microwave food.
- Baby food should be in original, unopened baby food jars and a spoon should be provided.
- Small food items – such as hard candy, nuts, whole grapes and popcorn – are not allowed. Grapes should be cut in half and hotdog wieners should be diced to prevent lodging in the child's throat.

### Other Reminders

- Help each child to attend regularly, except when he/she is ill.
- Do not allow children to bring gum, money, or personal toys when attending preschool programs. Comfort items are allowed.
- Dress each child comfortably in weather-appropriate play clothes and shoes. Send a sweater or jacket when the weather is cool.
- Shoes are required for children 18 months and above.
- A complete change of clothing should be provided for each child. All items brought from home should be labeled with the child's name.

## Parking

Please park on the inside of the drive thru. We ask that no parent parks on the outside of the drive thru. It is not safe for our children to have to cross to the far side of the drive thru. It also blocks traffic.

## Facebook

We love Facebook! We find that it is a great way to keep in contact with our parents. Please like us on Facebook. <https://www.facebook.com/taylorroadELC>

# Tuition Rates

Childcare available Monday-Thursday 9:00 a.m. to 1:00 p.m. (Monthly Rates are based upon the 10 month school year. Months that are shorter are not prorated).



## TUITION CHART

### MONTHLY FEE

6 WEEKS-24 MONTHS	24 MONTHS-4 YEARS OLD	EARLY AND EXTENDED CARE PRICED MONTHLY PER SESSION	DROP IN RATES (MUST BE PRE-APPROVED AND PAID THE DAY OF USE)
1 day a week \$95	1 day a week \$80	1 days a week \$25	Per Day Drop in \$30
2 days a week \$170	2 days a week \$150	2 days a week \$50	Early Care \$10
3 days a week \$240	3 days a week \$215	3 days a week \$75	Late Care \$10
4 days a week \$310	4 days a week \$280	4 days a week \$100	

  

ONE TIME FEE PAID ANNUALLY	Registration Before March 1st	Registration After March 1st	One Time Supply Fee
	\$100	\$125	\$100

Early Care 7:30 a.m.-9:00 a.m. Extended Care 1:00 p.m.-2:30 p.m.