

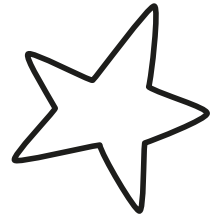


SOUTH  
TULSA  
BAPTIST  
CHURCH

elp  
EARLY  
LEARNING  
PROGRAM

parent  
handbook





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## OUR PURPOSE

The Early Learning Program at South Tulsa Baptist Church is a Christian academic preschool/ kindergarten. Our purpose is to provide a variety of learning experiences which will help young children develop academically, socially, physically, mentally, emotionally, and spiritually. We provide a well-rounded foundation for growth using learning centers, "hands-on" activities, and special classes.

## ADMISSION PROCEDURES

Enrollment of current ELP families for the following school year is held during the third week of January. Current students and their families are given priority when continuing enrollment or adding siblings. Beginning January 1, families new to ELP may fill out an online form at [south-tulsa.org](http://south-tulsa.org) to get on the waitlist for the following school year. New families will be notified about availability of space beginning February 1. Once it is determined that a spot is available, we will schedule a tour and discuss the program and any individual needs of the child. Classrooms viewed during the tour will be potential options for each child, not guaranteed placement.

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. Parents will be notified of class assignments via email in early August.

Enrollment is complete when the proper forms have been filled out, registration fee (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.

### Enrollment Fees

To secure enrollment for the fall semester, a registration fee (one per family), supply fee, and August tuition must be paid. Online Enrollment Forms must also be submitted.

## 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 through April 15 will allow for as 50% refund of tuition and supply fee after the space is filled. There are no refunds for withdrawal of fall enrollment after April 15. Withdrawal from Early Learning Program during the school year requires a written two-week notice to the ELP Director(s) and obligation of payment of the two weeks.



## AGES SERVED

Children must be one year old by September 1 of the enrolling year to enter our program. We have multiple 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. We also have a Kindergarten class. Kindergartners must be five by September 1 of the enrolling year. An assessment will be completed on each potential PreK or Kinder student before acceptance/placement.

## 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. 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 adjusting to the routine. Please pick up your child promptly unless prior arrangements have been made with ELP office. Late parents cause unnecessary anxieties at the end of a fun day.

KINDERGARTEN begins at 9:15 a.m. with car drop off service from 9:05-9:15. Car line pick up is at 2:35 p.m. Friday dismissal is at 2:05 p.m. Camp Kinder is the first Wednesday of each month, September-May. Drop off is at the same time, but pickup is at 1:30.

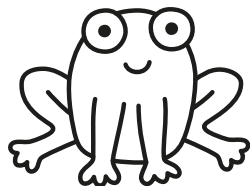
## BIRTHDAYS

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 class, please tell the teacher. We have a pretend cake with candles to light to make this day special at school. Some examples of typical birthday snacks are cookies, muffins, and donuts. Party invitations may be distributed to class members at school only if the whole class is invited. Otherwise, please mail invites.

## BITING AND INAPPROPRIATE BEHAVIOR

We realize that biting is a developmental stage that some children go through. Plus, a variety of different behaviors may fall into the category of “inappropriate behavior” such as biting, hitting, kicking, spitting, screaming, deliberately disobeying, etc. Your child’s teacher will contact you when inappropriate behavior is exhibited. If it happens continually, a meeting will be set up by the teachers to formulate a plan for success. Occasionally, a child may need to go home for the day.

Our experience has shown that fortunately, children usually outgrow the biting stage, and learn quickly about which behaviors are considered appropriate or not. To keep all our students safe, secure, and happy, we will work closely with parents when the need arises.



## CALENDAR AND OPERATING DAYS

We are in session on Tuesdays and Thursdays from 9:30 a.m. to 2:30 p.m. and Fridays from 9:30 a.m. to 2:00 p.m. Ones and Twos meet on Tuesday/Thursday. Threes meet on Tuesday/Thursday with an optional Friday. All PreK classes are Tuesday/Thursday/Friday. Kindergarten is 9:15 a.m.-2:35 p.m. T/TH and 9:15 a.m.-2:05 p.m. Friday. Kindergarten also meets for Enrichment on the first Wednesday of each month September-May. Our upcoming school year calendar is published each summer and posted on our website. We begin in the middle of August and close in the middle of May. We offer a summer program in July for current students only.

## CURRICULUM

The primary curriculum used at ELP is the theme-based calendar modeled after the WEE Learn Curriculum. (Weekday Early Education – Child Development Education Alliance) Each month ELP has a general theme that teachers can explore in a manner that is appropriate for their age level class. Teachers will share songs, stories, teaching pictures, Bible thoughts and provide activities in the learning centers. The learning centers include art, blocks, books, manipulatives, nature, and home living. We choose to limit our use of technology in the classroom because most students have ample exposure to computers in their homes.

Along with the monthly theme, Threes and Fours introduce and 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 begin 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. Much time is dedicated to prereading, math and science activities as well as language and school readiness development.

Kindergarten utilizes the Saxon Phonics and Math curriculum as well as individualized reading programs. This is a fast-paced repetitive program that more than prepares each of our students for first grade. Theme-based enrichment lessons focusing on science and art are the purpose of the Camp Kinder class that meets on the first Wednesday of each month.

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 students and plan accordingly.

## CURRICULUM – SPECIALTY CLASSES

At ELP we offer some very special extras!

**MUSIC CLASS** – Students will enjoy a variety of simple songs, fingerplays, musical instruments and movement activities. Musical concepts such as high/low, loud/soft, fast/slow, and steady beat will be introduced through a variety of musical experiences. Students in the Threes, PreK and Kinder classes will have the opportunity to perform musical programs throughout the year.

**BIBLE STORY CLASS** – Our Bible story teacher uses books, music, flannel boards, pictures, stories and fingerplays to teach biblical truths from real Bible stories. We incorporate one Bible character each month in the curriculum, which is reinforced in the classroom as well. Students learn about the Bible, memorize scripture, and experience Bible stories that all teach them how much Jesus loves them.

**MOTOR ROOM** – Students are provided time to engage their gross motor skills according to their developmental stage. Older children have a structured time with our motor room teacher including warm-up activities and motor skills games. All children are given the opportunity to engage in free play while making independent choices and interacting with their classmates.

**CHAPEL** – PreK and Kindergarten classes attend one Tuesday a month at 9:40 a.m. Students have an opportunity for a kid-friendly worship experience. This includes singing, scripture reading and teaching led by the South Tulsa ministerial staff. Parents are invited to attend any time.



## 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. All students should have another change of clothing in their bag each time they come to school.

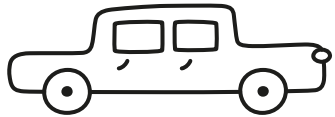
We will also go outside on hot days if the heat index is below 100. Please dress your child appropriately.

Please send your child to school in closed-toed/sneaker-type shoes. Due to the nature of our play in motor room and on our playground, flip flops, sandals, boots, and dress shoes are not as safe for your child. Girls should wear shorts under their dresses for modesty during Motor Room and playground activities.

## DROP OFF AND PICK UP

If your child is in 1A, 1B, 1C, 2A, 2B, & 2C, you will be walking in to drop off and pick up at your designated classroom door. Park in the east parking lot and enter the east Chapel doors for drop off and pick up. You will be issued a key card to let you in the east Chapel doors. For security reasons, please do not prop the door open. The Preschool Welcome Center doors will be open at 9:25 a.m. If you need to enter after the Welcome Center doors close, please ring the doorbell.

If your child is in 3A, 3B, & 3C you will drop off and pick up via a car line on the south side of the building. The car line will be open from 9:25-9:35 a.m. If you arrive after that time, please park on the east side and enter through the bell tower entrance to walk your child in.



If your child is in PKA, PKB, & PKC5 you will drop off and pick up via the left side car line on the west side of the building under the portico. The car line will be open from 9:25-9:35 a.m. If you



arrive after that time, please park on the east side and enter through the Bell Tower entrance to walk your child in.

If your child is in Kindergarten, you will drop off and pick up via the right side car line on the west side of the building under the portico. The car line will be open from 9:05-9:15 a.m. If you arrive after that time, please park on the east side and enter through the bell tower entrance to walk your child in.

All classes will follow the same procedures for pick up. The pick-up time for 1's-PreK is 2:25-2:35 p.m. on T/Th and 1:55-2:05 p.m. on Friday. The pick-up time for Kindergarten is 2:35-2:45 p.m. on T/Th, 2:05-2:15 p.m. on Friday, and 1:30-1:40 p.m. on Camp Kinder days.

If you arrive after the pick-up time, your child will be brought to the ELP office and you can pick them up from there. If there is an emergency that will delay the pick-up of your child, please notify the ELP office as soon as possible so that we can reassure your child as they wait for you in the office. If picking up your child late becomes a pattern, there will be a late charge if picked up after the designated pick-up time. The late charge is \$5 and \$1 for every minute after the designated pick-up time (i.e. if you pick up at 2:42 on Tuesday, it would be a \$12 late fee).

## FIELD TRIPS

Our PreK/Kindergarten classes may take field trips that extend the unit theme being taught. A permission form must be on file before a child will be allowed to participate. Parents are always notified in advance of each field trip. All children will ride designated transportation to and from the destination and will be seat belted in personal car seats/boosters.

## HOLIDAYS

We love to celebrate the holidays at ELP! Individual classes will have parties and may ask parents to provide the treats.



ELP will have a costume parade for classes 3A-Kindergarten, and we look forward to seeing all your cute animals, princesses, cowboys, etc. The Twos classes often watch the parade without costumes. 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 finger-play activity. We also strongly discourage costumes that encourage violent play. If your child does choose one of these costumes, please talk with him/her about not acting out the violent play. Please do not send any kind of weapon as a part of a costume.

During the year, we have school-wide events that most classes participate in. These include our Thanksgiving Program and Christmas Praise (Threes - Fives). Other special activities include PJ Party, Fun Day, Bike Rodeo, and Water Play Day. Your child won't want to miss these special times.

## ILLNESS/MEDICATION

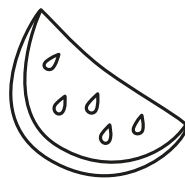
Please notify the school at 918-299-0900 or through the Procure software/app if your child will not be attending due to illness. You will be called to pick up your child if they appear to have symptoms of illness during the day. Teachers may not administer medication of any kind, prescription or over the counter. Parents may come to school and give it in appropriate situations. A prescribed EpiPen, clearly marked with child's name, may be stored in student's classroom.

### **PLEASE KEEP YOUR CHILD HOME IF THEY ARE EXPERIENCING ANY OF THE FOLLOWING:**

- Fever (must be fever free for 24 hours without fever reducing medication before returning to school)
- Vomiting or diarrhea in the last 24 hours.
- Heavy colored nasal discharge or uncontrolled coughing.
- Symptoms of a possible communicable disease.

## LUNCHES

Parents are responsible for bringing their own child's lunch, including drink. Please make lunches of "finger-type" foods. Cut grapes, carrots, hot dogs, strawberries, apples, oranges, etc. into small pieces (not round discs) to prevent choking. We ask that you limit or do not send Gogurts and other squeeze packet items if your child cannot independently use them because they can become very messy in the classroom. You may want to "start" the package opening to help your older child be more successful. Please limit the amount of sweets included in the lunch and do not send soft drinks. Teachers will encourage children to eat their healthy food first before any sweets. Label all lunch boxes, water bottles and containers with the child's name. Lunches cannot be warmed up. We offer two Chick-fil-a meals per month which must be pre-ordered/prepaid at beginning of year. Chick-fil-a meals are typically the 2nd and 4th Thursday of the month beginning in September and ending in May. Pricing information will be given at open house or at enrollment.



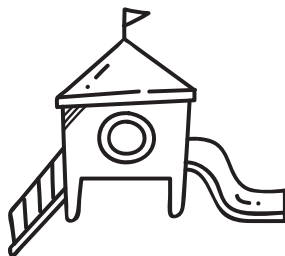
# PLAYGROUND

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. Our playgrounds are designated for children ages 1-6.
2. Gates should remain closed while children are playing.
3. No parent pick-up at playground gates.
4. Please help keep our playgrounds clean by picking up your trash when you leave.
5. Children should climb UP the stairs – go DOWN the slide, feet first.
6. Climbing is allowed only on appropriate, designated climbing toys.
7. Children should NEVER be left unattended.

# PRESCHOOL STAFF

ELP employs a quality team of Christian experienced teachers and professional staff members. Most of our teachers have college degrees and have several years of experience in early childhood education. Our teachers attend monthly planning meetings and continue their education by attending training workshops offered by professional education organizations. Additionally, all staff are certified in CPR, AED, and First Aid. Each staff member is required to annually complete Ministry Safe, which includes background checks and abuse awareness training.



# REST TIME

All students will be allowed a rest time/brain break following lunch to rest their bodies from the day's activities. Your child's teacher will let you know the time frame and what you will need to bring for your child's rest time.

# SNACKS

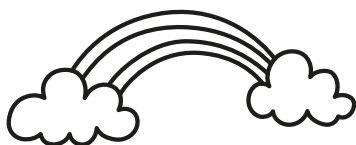
ELP will provide simple snacks such as graham crackers, animal crackers, goldfish, etc. each day at the appropriate snack time for each class. Water will be served at snack time. If your child has a food allergy and cannot eat the provided snacks, you are welcome to send your own snack to school.

## STUDENT INFORMATION

Because emergencies may arise, please keep the school up to date on home, business, and emergency phone numbers. 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 Contacts" 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. Children will not be permitted to attend second day of classes without current record.

## STUDENT PROGRESS



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 October/November for Kindergarten and late January for students in all PreK classes. This will be followed up in March/April with a thorough skills assessment for all students in the preschool. Please contact the ELP office if you would like to schedule a conference any time during the year.

## TOILET TRAINING

All children entering three-year-old classes should be self-sufficiently toilet trained, working on independent self-cleansing and proper hand washing. Our three and older classrooms do not have specific areas for diapering/cleanup. We realize that all children, especially young threes who are freshly trained, may have toileting accidents while at school. A change of clothes is required in backpack daily.

Children who use pull-ups during this transition or for rest-time should bring the kind with Velcro straps. It is challenging for teachers to use the elastic kind because they have to remove all clothing.

If child has a toileting accident, the teacher or an additional ELP employee (aide, another teacher, etc.) will help cleanse and change child's clothing as quickly as possible. If a child has frequent accidents, the parents will be notified, and the teachers will conference with parents to formulate a success plan. We will work as a team for your child's best interest.

## TOYS AND PERSONAL ITEMS

Please do not bring your child's 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 comfort at rest time. Occasionally teachers will ask parents to help children bring certain items for show and tell, nature activities or for special days.

## TUITION

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 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: \$240 3 DAYS: \$315 KINDER: \$350**

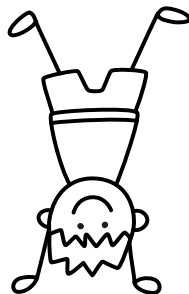
Tuition payments are the same every month. The annual tuition is divided into 9.5 equal monthly payments. There is no deduction in payment for absences. Two-week written notice is required for withdrawal/refund of prepaid tuition.

**DISCOUNTS** – A 3% discount is offered to any child whose tuition is paid in full for the entire year by September 10 of the current school year. A 10% discount will be given to the third child of a family if all three or more are enrolled. Only one discount per family.

**SUPPLY FEE** – A supply fee will be charged per child and is payable with August tuition at enrollment. \$50 (2days) / \$75 (3days) / \$100 (Kindergarten).

## WEATHER OR OTHER SCHOOL CLOSING

If the preschool should be closed for unexpected circumstances, such as weather or emergency, families will be notified through the Procure software/app. Our decision to close is primarily based on the safety of our preschool community and our ability to fully staff the preschool. If more than two snow days are needed, ELP Leadership will consider options of adding Distance Learning or days to the calendar. You will be notified in advance of any changes made to the school calendar. Make-up days are at the discretion of the preschool leadership.



## OTHER MINISTRIES FOR PRESCHOOLERS

South Tulsa Baptist Church offers many opportunities for our preschoolers to learn through Bible teaching activities. Parents are invited to be involved in worship and Bible study during these times:

Worship Gathering/ Extended Teaching Care	8:30 a.m. Sunday
Sunday Bible Study	9:40 a.m. Sunday
Morning Worship/Extended Teaching Care	10:50 a.m. Sunday
Evening Worship	5:00 p.m. Sunday
Choir (3s, 4s & 5s)	5:30 p.m. Wednesday
Mission Friends	6:30 p.m. Wednesday
PreSMAK (3, 4, 5)	10:00 a.m.-noon, Mon-Wed <i>(one-week this summer)</i>





**Dr. Eric Costanzo**, Lead Pastor

**Phil Dark**, Minister to Senior Adults & Pastoral Care

**Julie DeYoung**, Minister to Families with Preschoolers

**Lisa Fuller**, Director - Ministry Center

**Kimberly Hayes**, Director - Creative Ministries

**Zack Hudson**, Associate Pastor & Minister to Families

**Jesse Johnston**, Associate Minister of Pastoral Care & Chaplaincy

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

**Kara Lee**, Director - Jenks CarePoint

**Laura McFarlin**, Associate Minister to College Students & Young Adults

**Sean McKinney**, Music Associate

**Karen Pirtle**, Minister of Missions & Mobilization

**Michael Slaughter**, Minister of Music

**Seth Spoo**, Pastoral & Student Associate

**Michael Ware**, Music Associate

**Phillip White**, Minister of Administration

## **EARLY LEARNING PROGRAM**

South Tulsa Baptist Church

10310 S Sheridan Road | Tulsa, Oklahoma 74133

**(918) 299-0900**