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EAGLES' NEST LEARNING CENTER

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Raleigh, NC 27617

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www.eaglesnest.org/learning.html

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OUR MISSION

Eagles' Nest Learning Center is a ministry of Eagles' Nest Christian Fellowship, a Word of Faith church. We are an extension of the church leading families into it's fellowship by sharing Christ's love. ENLC is committed to caring for the whole child physically, socially, mentally, emotionally and spiritually, while creating an environment of love and trust where each child can grow. We are here to assist parents by helping their children succeed at every level.

OUR VALUES

In all we do, we are committed to:

Love,
Learning,
Excellence!

OUR PHILOSOPHY

- The early years of a child's life are the most important to his/her development. In these years a child develops a concept of himself/herself, God, and others. This concept creates a pattern of feelings and behavior which will direct and guide a child during all of life's experiences.
- ENLC is a learning place. It is a place to experience oneself in relationship to God, to others, and to the environment through planned, guided activities. It is a place of caring, a place where the individual is loved, accepted, and valued as a unique creation of God. It is a place of wonder that provides the opportunity to question, to explore, to succeed, and to celebrate in God's world.
- The learning environment is planned to allow freedom to be creative. However, limits will be set to help the child learn about safety and develop a respect for property and the rights of others.
- It is the desire of ENLC to be an extension of the home, and therefore we encourage a working relationship between the home and staff of ENLC.

The following guidelines are for the benefit of both the parents and the child. Your cooperation will be appreciated, and at the same time, it will enable us to minister to your child's needs more effectively. Please read through these policies thoroughly. All parents are required to uphold school policy. Any deviation from these rules as stated must have approval from the Director.

1. Enrollment

Please submit the following forms for enrollment:

- Application
- Emergency Release, Contact, and Information Forms
- Child's care and emergency information
- Children's Medical Report*
- Immunization Record
- Discipline and Behavior Management Policy
- Documentation of Receipt of Policies
- Documentation of Receipt of Summary of Child Care Laws
- Photo Release Form
- \$75.00 Registration Fee

**Each child shall have a medical examination completed and signed by a licensed physician within 30 days following admission. If a child is withdrawn at any time and re-enrolls later, a new medical form must be submitted.*

2. Children Served

Eagles' Nest Learning Center serves children two through five years of age. The Center is not staffed or equipped to serve children with serious special needs. Children with minor special needs will be considered on an individual basis.

3. Withdrawal

All withdrawals will be made through the Director. A **two-week** notice will be required. If a two-week notice is not given before the child is withdrawn, parents are responsible for payment of the remainder of the two-week period. If for any reason we cannot keep your child here in the Center, we will, in most cases, give you a 2 week notice to give you time to look elsewhere. Before any child is withdrawn the balance on the account must be paid in full.

4. Registration Fee

Each child is charged a nonrefundable \$75.00 registration fee at the time a space is reserved for enrollment in the Center. If you withdraw your child and re-enroll later, you will be assessed an additional \$75.00 fee.

5. Weekly Rates

- The rate is \$175.00 per week. The hours are 7:00 a.m. to 5:45 p.m. Monday - Friday. This includes 2 snacks and lunch.
- The Center does not prorate the weekly fee because of closing for inclement weather conditions, holidays, or absences.

- You have the option of paying weekly, bi-weekly or monthly. You must let the Director know which payment option you choose.
- **Tuition is to be paid in advance.** It is due and payable on Monday of each week. If you pay monthly, your tuition is due and payable on the first Monday of the month.
- There will be a \$25.00 late fee assessed if payment is not received by the close of business on Monday. If tuition is not received by. No account will be more than one (1) week late or the child will not be able to return until the account is caught up. For this reason, we strongly urge each parent to make the necessary arrangements to avoid this eventuality.
- You are required to pay tuition 51 weeks per year. No tuition is due for the 4th of July break.
- Each child enrolled in our Center is charged a full week's fee absent or present, even in the event of vacations, sickness, holidays, inclement weather, etc.
- There will be a \$50.00 charge on all returned checks. In the event of a returned check, all future payments must be made by cash or money order.
- Payments can be made by check, cash or money order. Please do not give tuition payments to the teacher. **Please put all payments in the Tuition Box located on the wall of the classroom hallway.**

6. Holidays & Closings

ENLC is closed for the following Holidays:

- New Year's Eve and New Year's Day
- Good Friday
- Memorial Day
- 4th of July Week
- Labor Day
- Thanksgiving Break (Thursday-Friday)
- Christmas Week

7. Hours of Operation

Our facility opens at 7:00 a.m. Monday-Friday. We close each day at 5:45 p.m. unless weather conditions exist that would necessitate an earlier closing. Please pick up your child at the scheduled time. If this cannot be done because of an emergency, please notify the Center. We ask that all children be at the Center by 9:30 a.m. if they are going to attend that day. **Please notify the Center by 9:30 a.m. if your child is going to be absent (for any reason).** The start time is critical so the children can be involved in their daily activities and to start their curriculum, helping them to adjust to the routine of the schedule. The Preschool class may start as early as 8:30 to get through their curriculum. We also need an accurate head count by that time so that lunch can be provided for your child. We will allow late arrivals for doctor's appointments, dentist appointments, etc., if notified in advance. We do ask that your child does arrive by noon so that the nap time will not be disturbed. A full day's care for a child is normally a 9-hour day. You are allowed approximately 30 minutes before your scheduled time of work and 30 minutes after you leave work to pick up your child. No child can remain in the Center longer than 10 hours a day.

8. Discipline Policy

ENLC is an extension of your home and we wish to work with you, in training your child in the way of the Lord. Therefore the following discipline policy will be used in each classroom. The teacher has the authority in the classroom to administer discipline according to the policy.

- Children must obey their teachers. When they do not, they are placed in time out.
- When a child receives three time outs in a day, then he/she will be brought to the office and the parents will be notified.
- After three office visits, a conference with the director is required and enrollment at the Center is jeopardized.
- Physical aggression from a child to the teacher will not be tolerated and is grounds for immediate dismissal. This includes intentionally hitting, kicking, cursing, biting or spitting.
- Weapons of any kind, whether real or toys, will result in automatic dismissal.

9. Parent & Administration Communication

Each child that is enrolled in the Center will have their own file box in their classroom. Your child's teacher will put items to be sent home daily in this folder. Please check it regularly. You will also find things from the office including; receipts, letters, and or Newsletters.

10. Injuries

A staff person will handle slight injuries occurring at the Center. In the event of a serious injury, parents will be notified, and necessary steps will be taken to obtain medical attention.

In the case of an emergency, the following will be notified in this order: 911, parents, and/or emergency contact listed on the application form, and physician. For this reason, please keep all records updated. Please let the Center know if you will not be at your work number on any given day and where you may be contacted.

11. Sickness

Any child who shows signs of illness should not be sent to the Center. If your child displays any of these signs when attending, you will be called to pick the child up. These symptoms include but are not limited to:

- Fever over 100° underarm or 101° orally
- Diarrhea (no matter the frequency)
- 2 or more episodes of vomiting within a 12 hour period
- Scabies or lice
- A red eye with white or yellow eye discharge until 24 hours after treatment
- Strep throat, until 24 hours after treatment has started
- Chicken pox or a rash suggestive of chicken pox
- Tuberculosis, until a health professional states that the child is not infectious
- Impetigo, (skin infections) until 24 hours after treatment
- Pertussis, (whooping cough) until five days after appropriate antibiotic treatment
- Hepatitis A virus infection until one week after onset of illness
- When a physician or other health professional issue a written order that the child be separated from other children.

Children with colds and rashes that are not contagious may attend the Center with a written doctor's note and if the child is able to participate in all activities. Parents must notify the Center of any communicable disease their child has or has been exposed to. **Your child must be fever free for 24 hours before returning to the Center.**

12. Administering Medication

We are able to dispense medication with written permission from the parent, a physician, or other authorized health professional. Please use the forms provided in each classroom for this purpose. No drug or medication may be administered to any child without specific written instructions from the child's parent, a physician, or other authorized health professional. Written authorization must give the child's name, the specific name of the medicine, dosage instructions, the parent's signature, and the date signed.

*****You must give detailed instructions on dosage and times***

*****We cannot accept an authorization that states the medication to be given "as needed".***

Prescription Medications must be in their original containers bearing the pharmacist's label. It can be given only to the person for whom it is prescribed and whose name appears on the label. We can only give medication in accordance with the written instructions. We cannot give medication to children for non-medical reasons, such as to make them sleep. If there are no dosage directions on a label, the medicine can be accompanied by written instructions for dosage, which include the child's name and are dated and signed by the prescribing physician or other health professional.

Over the Counter Medication must be in its original containers. It can only be given as authorized in writing by the child's parent, not to exceed amounts and frequency of dosage specified in the printed instructions accompanying the medicine or on the label. It may also be given in accordance with written instructions from a physician or other authorized health professional. A doctor must give instructions about dosage if the dosage conflicts with the instructions on the label. *****Conflicts with label directions could include the child's age and /or weight not indicated for a dosage amount. This is sometimes listed as: "children below 2 years or 40 pounds-Consult Physician.***

***** By law it is always the Director's option to refuse to administer any medication.***

13. Class Passes

Class Passes are a part of the daily sign-in program at Eagles' Nest. When you and your child arrive please see a staff member located at the front desk. They will sign your child in providing they have arrived by 9:30 or have received a phone call if they arrive after 9:30. They will also be there to assist you in answering questions and helping in what way they can. When your child is checked in they will receive a class pass to give to their teacher upon arrival in their classroom. Teachers will not accept students into the room without a class pass.

14. Safe Arrival and Departure

Do not leave the engine running or a younger sibling in the automobile at arrival or departure. Please do not let your child out of the car unattended. All children are to be taken into the building by an adult and placed in the care of the teacher. Always make sure the teacher is aware you have picked up your child. This is for your child's protection. Back and side doors may not be used to enter the building for pick up or drop off. If it is past the time your child's class has walked over to snack please walk them over to the lunch room after obtaining your class pass. If your child is on the playground, you must come inside the gate to pick up your child. No teacher is permitted to allow a child to go out of the gate without an adult. **Please refrain from fast driving through the parking lot.**

15. Authorized Pick Up

You will note that there is a place on your child's application for the listing of persons permitted to pick up your child from this facility. This is a very important requirement of our Center. Please list all persons who might be picking up your child so there will be no problem when it is necessary for someone other than you to pick up your child. If you know in advance that another person will be picking up your child on a particular day, please sign the Child Pick-Up form posted in your child's classroom. Written permission may be sent in on a day to day basis, or you may phone the director during the day about to whom your child is to be released. The person must provide a pictured ID before taking a child from the classroom or leaving the playground. This identification may need to be shown more than once. Please notify the Center of any arrangements if both parents do not have custody. In some cases it may be necessary to have documentation of custody.

16. Late Pick Up

Any parent picking up a child after closing, between 5:46 p.m. and 6:00 p.m. will be charged \$10.00. Beginning at 6:01 p.m. there will be an additional charge of \$1.00 per minute until your child has been picked up. This fee is due upon pickup of your child. All late fees will be applied according to the clock at the Center. There will be no exceptions. To avoid late fees please pick up your child on time. In the event that a child has not been picked up from the Center and parents or contacts cannot be reached by 7:00 p.m. the Center will notify the Raleigh Police Department to pick up your child. Please be courteous to the teachers and pick up your child on time.

17. Visitor Passes

All visitors must sign in at the front desk and notify the director why they are visiting and for how long they will be staying. Once their visit has been approved they will obtain a visitor pass and be escorted to the classroom they are visiting. This includes parents or guardians who are visiting during the day or therapist. If a visitor comes onto the property and does not follow the sign in and out procedures they will be escorted off the property and restricted from visiting again. This is a matter we take very seriously.

18. Outside Play

We go outside every day, weather permitting. These are state regulations. **Warm Weather:** If the temperature is 92° or above the children will not be allowed out until the temperature falls under 92°. If it's between 88° - 92° we will stay out no longer than 15 minutes. **Cold Weather:** If the temperature is 50° or above our daily schedule for outside time will apply. If the temperature is between 40° - 49° we will stay out no longer than 15 minutes. If the temperature is 39° or below we will not go outside, with the exception of a short walk outside for fresh air and exercise. **“Weather Permitting”** can be defined as anytime except adverse weather. Short periods of time must be provided even in hot or cold weather. Playing in gentle rain or snow can be both educational and fun for children. These are state regulations. If for some reason you do not want your child to go out, you must keep your child home or make other arrangements for his/her care.

19. Inclement Weather

Our closings and delay schedule will be aired on Channel 5 WRAL and NBC 17 and will appear as Eagles' Nest Learning Center. If you do not see our closings on these channels, we will be open on regular schedule. When we close early, the same rules will apply as late pick up. For example, if we close at 12:00, between 12:01 p.m. and 12:15 p.m. you will be charged a \$10.00 late fee. Beginning at 12:16 there will be an additional charge of \$1.00 per minute until your child has been picked up. This fee is due upon pick-up of your child.

20. Abuse and Neglect

We are required by law to report any and all signs of abuse and neglect. All reports are made through the Department of Social Services Protective Service Unit.

21. Nutrition

Eating a well balanced diet is very important for a young child. For this reason the Center serves a freshly made lunch and two snacks daily. Our snacks and lunch consist of the following: milk, meat, bread, fruit or juice, and vegetable. A weekly menu is posted on the Center's information board and sent home on Fridays for the next week. Our menus are approved by the state. Please inform us of any dietary needs your child has. We will try our best to accommodate every child's dietary needs. If in the event that we cannot provide the right dietary items, then we ask that you provide it for your child.

22. Clothing, Personal Belongings and Supplies

- Children should wear loose and comfortable clothing.
- No backless shoes/sandals. Tennis shoes recommended.
- Children should not wear beads or small barrettes in their hair that they or another child could take out and put in their mouth.
- Each child must bring an extra change of clothes to be left at the Center. This includes underwear, pants or shorts, shirt, and socks.

*****Two sets will be needed if your child is in the process of potty training. Please place your child's clothing in a gallon sized zip-lock bag and write his/her name on the bag.***

- Pull-ups are to be provided by the parents for those not yet potty trained. We have found that Huggies pull-ups work best in helping potty train a child. Wipes are supplied by the Center. If your child is being potty trained, please send extra underwear. Please do not go back to pull-ups once training has started unless you have determined that training has started too early. This tends to confuse the child. Please communicate with the teacher concerning all potty training issues.
- Jackets of different weights are essential for all seasons.
- Each child may bring a blanket and small pillow to be used only at nap time. Please keep in mind that these items must be able to fit inside of your child's cubby. We do not encourage stuffed animals. Please be sure your child's name is on everything you bring to the Center.
- Please do not send toys to school with your child unless otherwise requested by the teacher. (ex. Show-n-tell) This can create problems for the other children, the teacher and your child.
- Each child will have his/hers own cubby to store belongings.

23. Newsletter

Each month you will receive a newsletter that will give you a glance at the next month. It will also feature any updates, parent information and exciting news that has taken place during that month.

24. Academic Calendar

The 2008-2009 Academic school year starts Tuesday September 2. The quarters will be as follows:

Quarter One: September 2-October 31

Open House: October 21 6:30-8:00pm

Evaluations: November 3-7

Progress Reports: November 7

Quarter Two: November 10-January 2

Evaluations: January 5-9

Parent / Teacher Conferences January 12, 14, and 15

Progress Reports: January 16

Progress reports will be sent home on the 16 if the parent did not attend a conference.

Quarter Three: January 12-March 13

Evaluations: March 16-20

Progress Reports: March 20

Quarter Four: March 23- May 22

Evaluations: May 26-May 29

Progress Reports: May 29

Summer Review: June 1-August 31

Water Days: July 9, 16, 23, and 30

25. Birthday & Class Parties

Some parents wish to host a Birthday Party at the school with their child's class on or around the child's birthday. Please make arrangements at least one week prior to the date you would like to have the event.

Arrangements can be made with your child's teacher. If you bring any type of food or snack it must be prepared in a commercial environment. For example you can not make cupcakes at home; they would need to be purchased from Wal-Mart or another store. All parties should be hosted in the child's class room between 3:00-4:00. Please notify your child's teacher what items you will be bringing so that other parents can be notified in advance.

Class Parties are celebrated for the following holidays and events;

- October 31- Hallelujah Party
- November 26- Thanksgiving Feast
- December 19- Christmas Party
- February 13- Valentines Party
- April 9- Easter Party
- May 29-Graduation Party

All holiday parties are hosted at 3:30pm. Parents are always more than welcome to attend. A sign up will be posted in your child's classroom two weeks prior to the event. It is not required that all children participate in contributing, but it is nice for the children to feel like they brought something to share. All items must be commercially prepared.

26. Teacher Appreciation Week

Your child's teachers spend a lot of time and energy investing into your child's life. While this is their job and to be expected, we like to designate a time to appreciate and honor them. Teacher Appreciation Week is hosted May 4-8. A list of your child's teacher's favorite things will be sent home the week before appreciation week. Each day it's nice to have the children bring a card or a candy to show their teacher appreciation. Participation is not required.

27. Graduation

Students in the Pre-K program graduate on Friday May 29 at 7:00pm. The Graduation ceremony consists of a short play put on by the students, songs, pledges, receiving diplomas, and a reception after the ceremony. Students should arrive at 6:30pm. All other students will graduate or "move up" in late August. Students can not be moved or graduate at any other time. Exceptions would be considered if the child is evaluated by the director and demonstrates all the necessary skills to move up.

28. Speech, Language and Hearing Screenings

Absolute Speech & Language Therapy provides a speech and hearing screening when your child is enrolled in the Center if you permit them to. A release for the screening is included in the enrollment packet. This must be filled out if you would like your child to be screened. The screening will take place during Center hours and the therapist will contact you with the results. Screening will happen every year in August for current students enrolled.

29. Contact Information

The following is the contact information for the Center.

Address: 11100 Fellowship Dr Raleigh, NC 27617

Phone Number: 919-846-0470

Fax Number: 919-596-1636

E-mail: learningcenter@eaglesnest.org

Website: www.eaglesnest.org

Please feel free to contact us at any time



Address Book

Name _____ Ph # _____

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