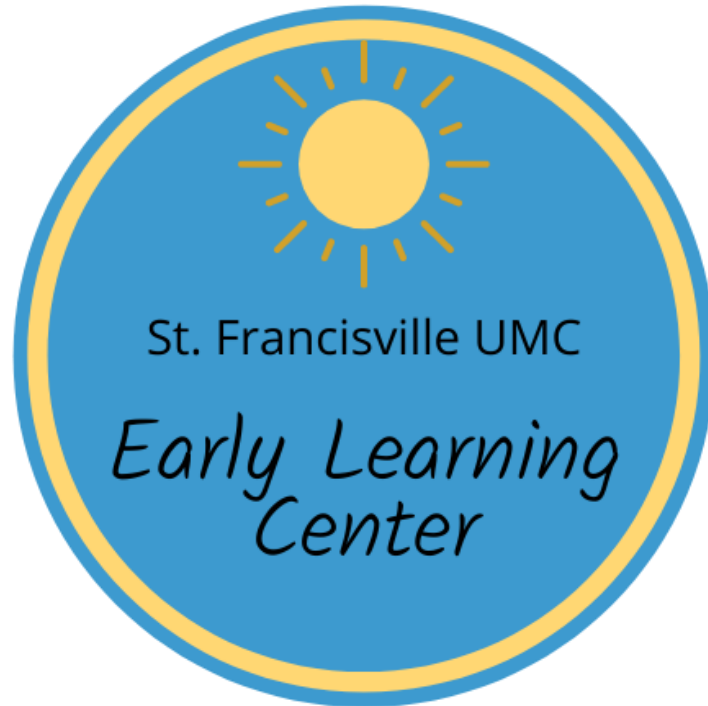


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# **St. Francisville United Methodist Church Early Learning Center Handbook**

Updated March 2026

St. Francisville United Methodist Church  
Early Learning Center  
**Parent Handbook**

## **Mission Statement**

The Early Learning Center is a non-profit ministry of the St. Francisville United Methodist Church. It is dedicated to providing quality care to children within a Christian environment.

## **Goals**

It is the goal of the ELC to encourage growth in all areas of the children's lives: spiritual, emotional, social, cognitive, educational, and physical.

## **Hours of Operation**

- ELC is open Monday through Friday from 6:30 am to 5:30 pm.
- Our office hours are 8:00 am to 5:00 pm. ‘
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- If you fail to pick up your child by 5:30 pm, there will be a cost of \$25.00 for the first 5 minutes, and \$1.00 for every minute after 5:35pm. Please call if you are running late.

## **Enrollment Policy**

- Enrollment is open for ages infant (6 weeks) to four years old. A child loses eligibility for Pre-K-4 if they turn 4 after September 30<sup>th</sup>.

Enrollment is prioritized based on:

1. Active member of the St. Francisville UMC
  2. Sibling of a current participant in the ELC childcare program
  3. Open to the community.
- To be considered for enrollment, you must fill out an application form and pay the \$20.00 non-refundable Application Fee. **Paying the application fee does not guarantee enrollment.**
  - You have the following options for enrollment:
    1. Pay all required fees and the first month's tuition to guarantee a spot as soon as it becomes available.
    2. Remain on the waiting list with no guarantee of a spot.

- ELC **DOES NOT** discriminate in providing service to children and their families based on race, religion, cultural heritage, national origin, political beliefs, marital status, sexual orientation, or disability.

## Enrollment Fees

- \$20 Application fee
- \$175 Registration fee for 1 child
- \$200 Registration for 2 or more children
- Annual registration is due for all students every August
- One child \$175.00
- Two or More Children \$200.00
- Supply & Tech Fee \$ 75.00 per child
- All fees are non-refundable.

## Monthly Tuition (See chart below)

Tuition is due on the 1st of every month in the amount of \$850 per infant and \$750 for children 1 year of age and up.

\$425- ½ payment for infants the 1<sup>st</sup> & 16<sup>th</sup> of the month. \$375 - ½ payment the 1<sup>st</sup> & 16<sup>th</sup> of the month for toddlers and up.

If the start date is mid-month (10<sup>th</sup> or later) tuition will be \$30 a day for the remaining days of the month.

Tuition Paid	Infant & 1years old	2 Year of Age and Up
1 <sup>st</sup> of every month	\$850.00	\$800.00
1 <sup>st</sup> & 16 <sup>th</sup> of every month	\$425.00 (1 <sup>st</sup> ) \$425.00 (16 <sup>th</sup> )	\$400.00 (1 <sup>st</sup> ) \$400.00 (16 <sup>th</sup> )
If Start date midmonth (10 <sup>th</sup> or later)	\$30.00/day for remaining days in the month	\$30.00/day for remaining days of the month

## ELC Tuition Collection Policy

- Starting August 1<sup>st</sup> 2024 we strongly encourage all families to sign up for bank draft. Late fees will be assessed.
- Tuition is due on the 1<sup>st</sup> and the 16<sup>th</sup>. In the event these days fall on a weekend or holiday, tuition is due on the last workday preceding the 16<sup>th</sup> or last day of the month.
- If tuition is not paid on time the following rules will apply:

**More than 10 days overdue:**

A reminder letter will be left for the parent/guardian at pick-up time on the first Monday after the account becomes 10 days overdue and a \$25.00 late fee will be charged to the account.

**More than 30 days overdue:**

A call will be made to the responsible parent/guardian to inform them that the child/children cannot return unless the account is paid in full.

**More than 45 days overdue:**

A call will be made to the responsible parent/guardian to inform them that the account will be turned over to collections and for the child to return, an agreement for an automatic checking account draft will have to be executed for all future payments.

**ELC Guaranteed Spot Policy**

- To hold a spot you must pay registration, tech, and supply fees. If the child does not start coming during the month agreed upon, your spot is forfeited. You will have the option to pay the monthly fee to hold your spot if you decide not to start your child then. (see ELC Guaranteed Spot).

**Scholarships**

- Scholarships are available based on family size, income, and special circumstances. There are a limited number of scholarships available.
- Application forms are available from the Director and will be reviewed by the ELC Board.
- All applications will be reviewed in May and December and are good for six months, at which time you may reapply.

**Immunizations**

- State law requires that at the time of registration, each child under our care must have all required immunizations appropriate for his/her age, as specified in the Louisiana Department of Health & Hospitals, Office of Public Health Schedule.
- Parents must bring an updated Immunization copy for our records each time their child receives new immunizations.

**Supplies**

At the beginning of enrollment, you will be asked to supply the following items for your child:

- A labeled change of clothes
- Diapers or pull-ups (replenish as needed)
- 2 packs of baby wipes (replenish as needed)
- A labeled blanket or towel for children 12 months or older
- Please put your child's name on their jackets, coats, sweaters, caps, personal pillows, etc.
- You may also periodically receive a note to bring supplies.

## **Parental Access**

Parents will be allowed to visit the center anytime during its regular hours of operation and when children are present under normal health conditions. If there have been outbreaks of viruses or other illnesses, ELC will have to determine visitation rules at that time.

# SFUMC Early Learning Center

## Program Policies

### Meals

- Healthy, well-balanced meals and snacks are prepared for the children each day. Weekly menus will be posted on the bulletin board in the office foyer.
- The weekly menu consists of a daily breakfast, lunch, and a PM snack. Milk or water is served with each meal and snack. Please have your child dropped off by 9:00 am to ensure they receive breakfast.
- Parents of infants need to provide us with prepared formula bottles or breast milk bottles. Please provide an extra prepared bottle. All prepared bottles are stored in the infant room refrigerator. Please put your child's name on each item.
- Any baby food for infants must come in a sealed container labeled with the child's name.
- Parents will provide current written feeding schedules (required by the state). These forms are available in the office foyer. Each time your infant's schedule changes we will ask you to provide a revised schedule.
- If there is meal, snack, or party food that you do not want your child to have you may bring something to accommodate your child.

### Pick-Up Policy & Sign-In-Out Sheet

- Your child will only be released to those listed on the release form. If someone else is picking up your child, please notify the Director through Brightwheel or a call to the ELC office.
- When someone different picks up a child they will be asked for a picture identification such as a driver's license.
- For the safety of the children, we ask that each person dropping off a child use Brightwheel to sign-in. This is required by Louisiana licensing and ensures we have a record of the child being present in case of an emergency.
- When picking up a child, we ask that each person use Brightwheel to sign-out as they are leaving the facility. This is required by Louisiana licensing and provides accountability for each child leaving the program.
- Brightwheel is a safe way of signing your child in and out and making sure that they are properly cared for throughout the day.
- Brightwheel will also show you what your child has eaten, what time they went to the potty, and what time they took a nap. Teachers can send messages, videos, and pictures to you on Brightwheel throughout the day.

- You can also send messages to Ms. Niki and Ms. Shentelle through Brightwheel.

## Physical Activity

- Children should have 60 minutes of play a day.
- 30 minutes in the morning and 30 minutes in the evening.

## Movie/Educational Programming Policy

- All videos, DVDs, or other educational programming shall be suitable for the youngest child present.
- Children under the age of 24 months are not allowed to watch movies or other programming.
- Children over 24 months may not watch more than 30 minutes per day.
- Any programming with a rating more restrictive than “PG” is prohibited.

## Disclosure of Information Policy

- Licensing surveys/inspections, regulations, and information regarding early learning centers are available from the Department of Education’s website ([louisianabelieves.com](http://louisianabelieves.com)).

## Child Abuse and Neglect Policy

**All ELC employees are mandated reporters.** Suspected cases of child abuse or neglect must be reported to the: Report Child Abuse: **1-855-4LA-KIDS(1-855-452-5437)** toll-free, 24 hours a day, seven days a week.

## Complaint Policy

- Please be advised that the Licensing Division contact number is 225-342-9905. The contact email is [LDELicensing@la.gov](mailto:LDELicensing@la.gov). You may call or write the Licensing Division should you have significant, unresolved licensing complaints.
- First, please contact ELC administrators in person, by phone, or by email.
- Second, please contact ELC pastor Allison Sikes in person, by phone or by email.

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## Behavior Management Policy

The purpose of guidance and discipline is to help children learn acceptable behavior and develop inner control of behavior.

We believe physical discipline is harmful and unnecessary when guiding a child’s behavior. **Remember that children learn from adult behavior.** Hitting

children will teach them that fighting and hitting is OK. Spanking does not teach appropriate behavior.

- Redirection, followed by Time Out will be used for minor discipline problems in children over 24 months of age.
- Corporal punishment is NOT used at ELC under any circumstances. No cruel, severe, unusual, or unnecessary punishment shall be inflicted on children.
- No Derogatory remarks will be allowed under any circumstances.
- No child or group of children shall be allowed to be disciplined by another child.
- When a child is removed from the group for disciplinary reasons, he/she shall never be out of sight of a staff member.
- No child shall be deprived of meals or any part of meals for disciplinary reasons.
- If the participant does not follow the rules and becomes disruptive, the Director will intervene and call the parent to pick the child up, as per the parent agreement.
- For a second offense with the same disruptive behavior a conference with Director and Parents will be called.
- Other measures, such as a behavior management plan, may be put in place if necessary.
- If a child causes harm to an adult or child, they will be sent home, and possibly suspended for an additional day at the director's discretion.

## **Biting Policy**

- Children sometimes bite other children. We realize that parents are upset when they learn that their child has been bitten or that their child has bitten another child, but we also recognize that biting is a normal component of child development.
- Young children may bite for several reasons, such as teething, sensory exploration, cause and effect, and assertion, often to express frustration when they do not have the language skills to do so verbally.
- The wound will be cleaned with soap and water, and a bandage will be applied. This is how we keep infectious diseases under control.
- The staff acts to reduce the number of biting incidents, including providing teething toys and offering options and alternatives to reduce frustration.
- The teacher will notify the parent of the child who has been bitten and the child who has bitten.

- The first incident of biting the parent gets a call letting them know the child has bitten another child.
- The second time a child bites, the parent is called, and a parent/teacher/admin conference is held.
- The third time the child bites the parent will be called to pick up their child for the remaining of the day.

## SFUMC ELC Health & Wellness Policy

### **Child Medication Policy**

- You must complete the written parental authorization form provided by the ELC before our staff can administer any medication, along with a copy of the doctor's orders.
- A copy of this form is included at the back of this handbook and available in the office foyer.
- Over-the-counter medications may be administered if accompanied by a doctor's note with the name of the child, dates, and the amount of medication that needs to be given.

### **Child Illness Policy**

Please keep your child at home if he/she:

- Has had a fever during the last 24 hours
- Has had an acute cold, heavy nasal drainage, or a constant cough
- Has vomited or has had diarrhea during the previous 24 hours
- Has symptoms of any communicable disease

### **ELC Zero Head Lice Policy**

- Parents will be called immediately to pick up any child if live lice are found in their head.
- Children are to be picked up within an hour to eliminate spreading.
- A doctor's note stating they are free of any live nits or lice is required before returning to ELC.

### **General Health Standards**

ELC will not allow any child to attend with the following illnesses or symptoms based on the potential contagiousness of the disease. Periods may be extended beyond this depending upon individual conditions.

<b>Illness/Symptom</b>	<b>Cannot Return Until</b>
-Meningococcal disease	Well & proof of non-carriage
-Neisseria meningitis	Well & proof of non-carriage
-Hib disease	Well & proof of non-carriage
-Diarrhea (two or more loose stools, or over and what is normal for that child)	Diarrhea resolved or is controlled
-Fever of unknown origin (100°F oral or 101°F rectal or higher)	Fever resolved or cleared by child's physician or health department and some behavioral signs of illness
-Chickenpox	Skin lesions (blisters) all scabbed over

<b>Illness/Symptom</b>	<b>Cannot Return Until</b>
-Hepatitis A	One week after the illness started and fever resolved
-AIDS (or HIV infection)	Until the child's health, neurologic development, and <i>immune</i> status is deemed appropriate (on a case-by-case basis)
-Undiagnosed generalized rash	Well or clear by the child's physician as not contagious
-Any child with a sudden onset of vomiting, irritability, severe coughing, and excessive sleepiness	Evaluated and cleared by the child's physician

\*Each childcare employee shall receive annual training on infectious diseases, health and safety, and/or food service preparation.

## SFUMC Early Learning Center Staff & Contact Information

Director	Niki Mills
ELC Board Chair	Amy Betts
SFUMC Pastor	Rev. Allison Sikes-revallisonsikes@gmail.com

SFUMC ELC Office	225-784-0024
ELC Email	chase_ministries@bellsouth.net
Church Office	225- 635-3763
Church Email	stfrumc@bellsouth.net

### **Daycare Staff**

Office Assistant- Shentelle Chapman

Infant 1 Room- Donna Robinson

Infant 2 Room- Dashna Arbuthnot

Toddler 1 Room- JameshiaSterling

Toddler 1 Room-Tremcia Green

Toddler 2 Room-Ashley Camel

Toddler 2 Room- A'Terrica Camel

Preschool Teacher-Margret Brown

Preschool Teacher- Ahkeya Coates

Kitchen- Dorion Reed

Kitchen/Floater-Joyce Cavalier

Floater- Ruby Ruth

# **ELC Official Holidays 2025/2026 School Year**

## **New School Year begins: 8/4/25**

- 1. Labor Day 9/1/2025**
- 2. Thanksgiving – close @ noon 11/26/2025**
- 3. Thanksgiving 11/27/2025 – 11/28/2025**
- 4. Christmas 12/24/2025 – 12/26/2025**
- 5. New Year’s 12/31/2025 – 1/2/2026**
- 6. Martin Luther King Day 1/19/2026**
- 7. Mardi Gras 2/16/2026 – 2/17/2026**
- 8. Good Friday 4/3/2026**
- 9. Monday after Easter 4/6/2026**
- 10. Memorial Day 5/25/2026**
- 11. Juneteenth 6/19/2026**
- 12. 4<sup>th</sup> of July 7/3/2026**
- 13. Staff Development Week TBA**
- 14. New school year begins: 8/3/25**

## SFUMC Early Learning Center **Acknowledgement of Enrollment**

Your \$20.00 Application Fee DOES NOT guarantee enrollment in ELC Daycare.

1. I will pay the \$20 per child Registration Fee, the \$175 per child Enrollment Fee, and one month's tuition to guarantee enrollment as soon as available.
2. I choose to place my child on the waiting list and NOT guarantee enrollment. I will be notified as soon as space becomes available.
3. I do hereby acknowledge I have received a copy and understand the Enrollment Policy concerning securing a place in ELC for my child.

\_\_\_\_\_

Parent/Guardian Full Name

\_\_\_\_\_

Date

# SFUMC ELC

## Daycare Registration Form

\_\_\_\_\_ M/F \_\_\_\_\_ Date of Birth: \_\_\_/\_\_\_/\_\_\_  
Child's Full Name Mo/Day/Year

Address \_\_\_\_\_  
Street City State /Zip

Mailing Address \_\_\_\_\_  
(If different from above) Street/Post Office Box City State/Zip

\_\_\_\_\_ Mother's Full Name Father's Full Name

### Phone Numbers Where You Can Be Reached:

Home Number: \_\_\_\_\_ Email: \_\_\_\_\_

Father's Employment: \_\_\_\_\_ Number: \_\_\_\_\_

Mother's Employment: \_\_\_\_\_ Number: \_\_\_\_\_

Father's Cell: \_\_\_\_\_ Mother's Cell: \_\_\_\_\_

Child's Physician: \_\_\_\_\_ Phone: \_\_\_\_\_

### Emergency Contacts:

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Name \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Any known allergies \_\_\_\_\_  
\_\_\_\_\_ ELC has my permission to post my child's allergies on the refrigerator and/or in the classroom.

Any medical conditions or special needs: \_\_\_\_\_

Church Affiliation \_\_\_\_\_

Please provide a current copy of your child's immunization record for our files. Please provide an updated copy each time your child receives required immunizations.

\_\_\_\_\_ Parent's signature Date

Requested Enrollment Date: \_\_\_\_\_ \$20 Application Fee Paid: \_\_\_\_\_ Cash/Check date \_\_\_\_\_  
Enrollment Fee & 1 Month Tuition Paid: \_\_\_\_\_ Cash/Check

**SFUMC Early Learning Center  
Child Release Form**

ELC has my permission to release my child,

\_\_\_\_\_ to the following persons:  
Child's Name

Name	Relationship	Phone Number
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**\* The staff will check ID's of any persons we do not know.**

Your child will only be released to those whose name listed on this form. If someone else is picking up your child, please notify the director through Brightwheel or a call to the ELC office.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

**SFUMC Early Learning Center  
Parent Acknowledgment of Discipline Policy**

**Behavior Management Policy**

- Redirection, followed by Time Out will be used for minor discipline problems in children over 24 months of age.
- Corporal punishment is NOT used at ELC under any circumstances. No cruel, severe, unusual, or unnecessary punishment shall be inflicted on children.
- No Derogatory remarks will be allowed under any circumstances.
- No child or group of children shall be allowed to be disciplined by another child.
- When a child is removed from the group for disciplinary reasons, he/she shall never be out of sight of a staff member.
- No child shall be deprived of meals or any part of meals for disciplinary reasons.
- If the participant does not follow the rules and becomes a discipline problem, the Director will intervene and call the parent to pick up, as per the parent agreement.
- For a second offense for the same disruptive behavior a conference with Director and Parents will be called.
- Other measures, such as a behavior management plan, may be put in place if necessary.
- If a child causes harm to an adult or child, they will be sent home and possibly suspended for an additional day at the director's discretion.

I have received a copy of the written Discipline Policy of ELC. I have read and understand these policies.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

**SFUMC Early Learning Center  
Permission to Leave Campus**

My child, \_\_\_\_\_

has permission to leave the ELC Campus to go to the SFUMC Fellowship Hall, go to the church's sanctuary for chapel and Vacation Bible School, or to take a walk around the neighborhood.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

**SFUMC Early Learning Center  
Tuition Collection Policy Acknowledgment**

- I hereby certify that I have read and understand the ELC Tuition Collection Policy. By signing below, I acknowledge and hereby agree with the terms set forth herein.
- I further acknowledge that should my child/children's attendance/enrollment with the ELC cease for any reason, I am still responsible for any sums that remain in arrears at the time of cessation, and failure to pay such sums may result in legal action for collection.
- Should legal action be instituted, I acknowledge and understand that I will be responsible for all costs of collection of such sums, all attorney fees, costs, and legal interest associated therewith from the date incurred.
- I understand that as long as I leave my child enrolled in the program, whether or not in attendance, payment is due in accordance with the monthly schedule.
- I will give at least one week's notice if I am dropping my child from the program.

\_\_\_\_\_  
Parent/Guardian's Signature

\_\_\_\_\_  
Date

**SFUMC Early Learning Center  
Late Pick Up Acknowledgment**

ELC Daycare closes at 5:30 pm. If for any reason my child is not picked up by 5:30 pm, there will be a cost of \$25.00 for the first 5 minutes, and \$1.00 for every minute after 5:35 pm that the child stays with us unless prior arrangements have been made.

\_\_\_\_\_  
Parent/Guardian's Signature

\_\_\_\_\_  
Date

**SFUMC Early Learning Center  
Authorization to Draft**

I, \_\_\_\_\_, hereby authorize the Bank of St. Francisville to draft my account at (name of bank) \_\_\_\_\_ to make deposits to ELC for the purpose of tuition payments.

The routing number of my bank is, \_\_\_\_\_ and my account number is \_\_\_\_\_.

Please draft according to the following schedule:

Amount \$ \_\_\_\_\_

_____ Monthly	Day of Month _____
_____ Twice Monthly	Day of Month 1 <sup>st</sup> & 16 <sup>th</sup> of month
_____ Bi-weekly	Day of Week _____
_____ Specific Dates	Dates _____

Please begin drafting on \_\_\_\_\_

This authorization is valid and will continue until I revoke this "Authorization to Draft" in writing.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Received by:

\_\_\_\_\_  
ELC Official Signature

\_\_\_\_\_  
Date

**Please attach a voided check.**

# SFUMC Early Learning Center Emergency Evacuation Transport and Relocation Permission Form

State Licensing is now requiring that we keep an evacuation plan providing for response to all types of emergencies. Depending on the circumstance of the emergency, we will use one of the following protective actions:

- Immediate Evacuation: Students are evacuated to a safe area on the grounds of the facility in the event of a fire, etc.
- In-place sheltering: Sudden occurrences, weather or hazardous materials related, may dictate that taking cover inside the building is the best immediate response.
- Total Evacuation: Total evacuation of the facility may become necessary if there is a danger in the area. In this case, children will be taken to a relocation facility. If this form of evacuation should become necessary, we have three systems of informing you. First, we will try to notify all parents using Brightwheel. We will also attempt to contact you by phone. Lastly, we will post a sign on the office door informing you of where we have relocated. We currently have 2 available, they are:

**-Emergency Relocation Facility A** at 1<sup>st</sup> Baptist Church Parking Lot

**-Emergency Relocation Facility B** at West Feliciana Middle School Parking Lot

The form designating persons to pick up your child is included with this letter along with a permission slip permitting us to transport your child. (Our local Emergency Preparedness Office will provide buses whenever possible.) Please complete both forms and return to us as soon as possible.

Should you have additional questions regarding our emergency operating procedure, contact Niki Mills at 225-784-0024.

I hereby give **ELC** and their staff permission to transport my child to the designated Relocation Area.

\_\_\_\_\_  
Child's Name

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

# SFUMC Early Learning Center

## Media Release Form

- I give permission for photographs, images, video, digital or audio recordings of me and/or my child captured via still photography, video, or audio recording to be used at no charge in connection with activities associated with ELC Day Care Center.
- I understand that all such media will become the property of ELC and may be used in educational and promotional publications, news media and websites, television and video programs, tape recordings, video conferencing, and presentations.
- I understand ELC uses video cameras for safety purposes.

I understand these forms of media will not be used for commercial gain.

\_\_\_\_\_ I will allow my child's image and/or voice to be included in media for ELC.

\_\_\_\_\_ I do not want my child's image and/or voice to be included in media for ELC.

\_\_\_\_\_  
Child's Name

\_\_\_\_\_  
Parent/Guardian's Signature

\_\_\_\_\_  
Date

SFUMC Early Learning Center  
**Topical Sunscreen & OTC Medication Release Form**

I give permission to the ELC Staff to apply the following as needed:  
(check all that apply)

\_\_\_\_ sunscreen, bug spray, and OTC antibiotic ointment, hydrocortisone cream and diaper cream as needed.

\_\_\_\_ ELC uses SPF 50+ sunscreen. If there is a brand that you want used, you will need to provide it.

\_\_\_\_ ELC uses deet-free Bug Soother spray as needed. If there is a brand you want used, you will need to provide it.

\_\_\_\_ ELC uses Neosporin antibiotic ointment to treat minor scrapes, scratches, cuts, etc. as needed.

\_\_\_\_ ELC uses OTC hydrocortisone cream to treat bug bites and stings as needed.

\_\_\_\_ ELC will use diaper cream you provide as directed when needed.

**Special Instructions:**

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\_\_\_\_\_  
Child's Name

\_\_\_\_\_  
Parent/Guardian's Signature

\_\_\_\_\_  
Date