

A photograph of two young children, a girl on the left and a boy on the right, looking at a book together. The girl is wearing a white sleeveless top and blue denim overalls. The boy is wearing a pink long-sleeved shirt and blue denim overalls. They are standing in front of a large, light-colored upholstered chair. The background is a plain wall with a small shelf on the left.

Mt. Spokane Church Early Learning Center

Location: Mt. Spokane Church
6311 E. Mt. Spokane Park Dr.
Mead, Washington 99021

Telephone: 509-241-1397

Fax: 509-241-1399

MISSION STATEMENT

Mt. Spokane Church Early Learning Center (Mt. Spokane ELC), functioning in partnership with CBC Ministries, is dedicated to providing a safe and nurturing environment which respects children's individual needs and encourages parent involvement. As an Early Learning Center, Mt. Spokane is committed to helping children become all that God wants them to be through Christ centered, age-appropriate learning.

PHILOSOPHY

- ◆ As a Child Development program, Mt. Spokane Church ELC is licensed by the Department of Social and Health Services Division of Child Care and Early Learning. Future plans include pursuing accreditation by the National Association for the Education of Young Children (NAEYC) and the development of an on-site Christian elementary school.
- ◆ Mt. Spokane Church ELC is partnered with CBC ministries, which has been serving Spokane for over 30 years, and is a not-for-profit corporation. As a whole, CBC ministries are dedicated to bringing the good news of Christ to the Spokane community.
- ◆ Mt. Spokane Church ELC strongly desires a partnership with parents and emphasizes that the parent is the primary educator of the child. Mt. Spokane Church ELC strives to support and respect the cultural and ethnic diversity of its families.
- ◆ Mt. Spokane Church ELC is dedicated to every child and aims to provide a safe and nurturing learning environment for all of its children. Daily activities will be geared to children's specific interests and abilities, thus encouraging participation that will help them develop a positive sense of self and physical competence. Children will be encouraged to act constructively and independently, problem-solve creatively, communicate feelings, problems and ideas, and compromise, negotiate, and cooperate with their teachers and peers.
- ◆ Mt. Spokane Church ELC seeks to prepare children for future schooling by providing learning environments that are developmentally appropriate and will expose the children to a variety of activities and experiences. These processes target children's growth intellectually, socially, emotionally, creatively, and physically.

ENROLLMENT AND ADMISSION REQUIREMENTS

Mt. Spokane Church ELC will enroll children between the ages of four weeks and six years of age. The following required forms will be completed before the child enters the program.

Signed and completed Enrollment Form and Attendance Policy

Signed and completed Agreement with ELC Financial and Operating Policies

Signed CPS Reporting Guidelines and Pesticide Application Notice

Signed Medical Release Form

Signed and completed Medical Exclusion and Medication Notice

Signed and completed Photo Permission Form

Signed and completed State Immunization Form

Completed Health and Social Record

Completed Infant Schedule if under 12 months of age

Non-Discrimination Policy – for information only

Parents will receive a copy of the Parent Handbook for their information. Parents and children are encouraged to come to Mt. Spokane ELC to observe and meet the staff before beginning the program.

OPERATING HOURS: 7:00 AM TO 5:30 PM, Monday through Friday

DAYS THE CENTER WILL BE CLOSED

New Year's Day

Martin Luther King Day

President's Day

Memorial Day

Independence Day

Labor Day

Veterans Day

Thanksgiving Day and the day after Thanksgiving

Christmas Eve Day

Christmas Day

If a holiday falls on a Saturday, it will be observed on Friday. If a holiday falls on a Sunday, it will be observed on Monday.

In the event that it is necessary to close the center due to severe weather, the closing will be announced on the local news stations.

NONDISCRIMINATION STATEMENT

No person shall be subjected to discrimination because of race, color, national origin, sex, sexual orientation, age, religion, creed, marital status, disability, veteran status or the presence of any physical, mental or sensory handicap. This policy applies to Mt. Spokane Church ELC programs, policies, activities, social services and employment practices.

FREE ACCESS TO PARENTS

Parents are welcome to visit their child at any time during the day. Each person will be required to check in at the front desk before entering a classroom. This is to ensure the safety and security of the children. Please be courteous entering a classroom, especially when children are sleeping.

OPEN COMMUNICATION

It is the desire of Mt. Spokane Church ELC that parents communicate with personnel on a regular basis. Additionally, forms will be made available to parents in order for the provision of comments to help improve their child's care. An annual parent survey will also be conducted to help monitor our quality of care. Our Director will be available daily to give information, answer questions, and clarify policies.

PARENT PARTICIPATION

Parents are welcome and encouraged to participate in their child's learning experience at Mt. Spokane Church ELC. We will offer a variety of ways in which parents and other family members can participate in child development program activities and in supporting the center's operation. A list of suggested opportunities is in your enrollment folder. Please let the Director or Teacher know how you would like to be involved!

VOLUNTEERS

Mt. Spokane Church ELC will be inviting other background checked volunteers into our center. They will provide activities with children, comfort and play with infants, and help teachers with classroom preparations. We believe our volunteers help to make this a quality program. Volunteers will be supervised by staff and only volunteers over the age of 18 will be left alone with children to allow a staff member a break to use the restroom.

BACKGROUND CHECKS

Staff, students and volunteers over 16 years of age will have background clearances and orientation on Mt. Spokane Church ELC's policies and procedures, as well as be offered opportunities to participate in training with our child care staff.

LATE PICK UP OF CHILDREN

Children must be picked up no later than 5:30 PM. Please inform the staff if you know you will be late. A message can be left with the front desk receptionist if your child's teacher is busy with the children. If you arrive after 5:30 PM, you may be charged a late fee of \$1.00 for each minute you are late. You will not be able to return to Mt. Spokane Church ELC until the late fee is paid. If late pick up becomes chronic, you will be asked to find alternative care for your child.

MEALS AND SNACKS

Due to the small size of our center, parents will need to pack a lunch for their child which will then be served at 11:30 a.m. Two snacks, provided by the parent, will be offered to the child at 9:30 am and 3:30 p.m. daily. Please provide your child with the following:

- Breakfast: a fruit or vegetable or 100% fruit or vegetable juice
 a dairy product (milk, cheese, yogurt or cottage cheese)
 a grain product (bread, cereal, rice cake, or bagel)
- Lunch/Dinner: a dairy product (milk, cheese, yogurt or cottage cheese)
 a grain product (bread, cereal, rice cake, or bagel)
 a meat or meat alternative (such as beef, fish, poultry, legumes,
 tofu or beans)
 fruits or vegetables (two fruits or two vegetables or one fruit and
 one vegetable). Juice may be served in the place of a fruit or
 vegetable if it is 100% juice.
- Snacks: must include two of the four choices and a liquid (milk or juice
 can substitute for the fruit/vegetable or dairy component):
 a milk product
 a meat or meat alternative
 a fruit or vegetable
 a grain product

Please note that children under 2 years of age should be receiving whole milk. Additionally, in the best interest of your growing child, please be aware that we may require you to bring additional food or take your child home that day, if the above guidelines are not followed.

SIGNING IN AND OUT PROCEDURES

Children must be signed in and out each day on the sheet in the classroom. The parent signature requires both a first and a last name- as you would sign your checkbook. Chronic failure to sign in/out cannot be tolerated since this is necessary for the safety of all children and to meet state child care licensing requirements. Pickups of children performed by persons unfamiliar to the ELC staff will be asked to provide proof of identity comparable to the person listed on the registration form.

Please inform the center of days your child will not attend due to vacation or illness, Additionally, please call to let us know that you will be dropping off or picking your child at a time that differs from your regular scheduled times. This allows us to properly staff our center to the state required teacher to child ratios.

TUITION INFORMATION

Mt. Spokane Church ELC accepts children for enrollment on a first come, first enrolled basis. We require a two-week prior notice before withdrawing your child from the center.

We will charge a \$50 registration fee per child that covers all of the enrollment record keeping required for your child. This is a one time only fee that is paid at the time of enrollment.

Monthly Tuition

	Full Time	Part Time	
Days per week	5-4 days	3 days	2-1 days
Infant (1 month — 12 months)	\$690	\$470	\$345
Toddler (12 mos-3 yrs)	\$600	\$408	\$300
Preschool	\$580	\$395	\$290
Preschool Only (3 yrs +)	\$100		

(M,W,F 9:00-11:30AM, September-June)

Drop In Days in addition to regular enrollment (as schedules allow): \$35/day infants and \$30/day 1 yr and older

- 5% discount on oldest child’s tuition if not receiving any other discounts.
- Mt. Spokane Church Members (post 101 class) and Skyhawks employees receive a 10% discount

All payment is due in advance. The enrollment fee, the first month’s child care tuition and one half of last month’s tuition deposit are due when the child is enrolled.

Cash payments must be made in person. For your convenience you may pay our front desk receptionist, program coordinator, or director. Please do not pay our classroom teachers, as they do not have a secure location for your payment.

Payment is due on or before the 1st day of the month.

If payment is not received by the 10th day of the month, a late charge of \$15 will be charged. Checks are accepted for payment.

A non-sufficient funds fee of \$25 will be charged for each returned check. If this occurs more than once, you will be asked to pay by cash or money order only. If NSF charges or late fees remain unpaid you will be asked to discontinue child care.

If payment is not received by the 15th day of the month the child is discontinued from the program on that day.

No child may re-enroll without payment of all past due fees and late charges in addition to the enrollment fee and first month’s payment in advance.

At least two weeks notice is required if you wish to remove your child from Mt. Spokane Church ELC. If appropriate notice is received, the fee for last month’s tuition originally

paid at registration will be applied to your account balance and the remainder will be refunded to you. If notice of discontinuation of care is not received prior to two weeks, the original last month tuition deposit will be retained by Mt. Spokane Church ELC to insure operation costs will be maintained as we look for new clients to fill the unexpected vacancy.

PART TIME SCHEDULES

We understand that some of our parents need their child to attend only part time. Mt. Spokane Church ELC will fill our spaces with children who need full-time first. After these spaces are filled, we will offer part time spaces for 1-4 days a week when possible to fill a space with two families.

VACATION OR HOLIDAY POLICY

During any period of illness, family vacations, holidays, or scheduled child care closures, your tuition will still need to be paid. This payment guarantees that a place will be held for your child when they return. Mt. Spokane Church ELC is sympathetic to the needs of our parents; however we incur costs even when children do not attend. No credit is given for missed days or illnesses of the child which cause missed days.

RELIGIOUS ACTIVITY

Mt. Spokane Church ELC provides all services on the basis of need, not creed. It is important to Mt. Spokane Church ELC that Bible based values and teachings be emphasized and Christian Holidays will be celebrated. Individual religious beliefs will be handled and discussed with sensitivity and respect.

NO SOLICITATION

We ask that personal distribution of literature or products not occur at the ELC.

FIELD TRIPS

We will not transport or do any field trips without prior arrangements with our parents or guardians.

PETS

Mt. Spokane ELC does not have any classroom pets. As pets or animals are brought into Mt. Spokane ELC, parents will be advised so that we are sensitive to allergies or fears a child may have.

EMERGENCY EVACUATION OF THE PREMISES

To prepare your child for an emergency we will have regular drills and practices to help them react safely to these situations. If there is an emergency situation that requires evacuation of the building and we are unable to return to Mt. Spokane Church ELC, your child will be safely evacuated to a secondary location. You will be notified as soon as possible. For information about specific plans for emergency evacuation please refer to the Emergency Evacuation Procedure located on the hall (parent) bulletin board.

CHILD ABUSE REPORTING

Mt. Spokane Church ELC staff, as child care providers, is required by State law (WAC 388-295-7060) to report any suspected child abuse, neglect, or exploitation to Child Protective Services (CPS) or local law enforcement immediately.

SUSPECTED ALCOHOL OR DRUG USE

If it is suspected that a parent or guardian has been drinking alcohol or using illegal drugs prior to picking up their child, we will ask that the parent or guardian call a family member, friend, or taxi cab to assist in transporting their child home. If the parent or guardian refuses to call for assistance with transporting the child home, we will inform them that we are calling the police department with concerns for the safety of their child. We will always make decisions based on the benchmark of protecting the child.

ANNUAL WASHINGTON PESTICIDE APPLICATION ACT NOTIFICATION

We are required by the Department of Social and Health Services child care licensing to give parents 48 hours' notice if we use any pesticides and to post, at the time of the application, the time and location of the application.

HEALTH CARE PLAN

A nurse consultant will visit Mt. Spokane Church ELC one time per month for the evaluation of the health of infants in the center. The Health Care Plan will be available for review at the front reception desk. Communicable diseases listed will be reported to the local/state Health Department (This information is located at the sign in desk).

ILL CHILD POLICY

Child care licensing standards require that sick children not be accepted for care. Parents must keep children at home in the event the child becomes ill. Children will not be permitted at Mt. Spokane Church ELC with any of the following:

- Fever over 100 degrees Fahrenheit or greater within the last 24 hours (a child may not return until the fever is below 100 degrees without the use of a fever reducer). To protect the health of the staff and the other children at the center, please keep your child home if they require medication upon waking up in the morning
- Vomiting on two or more occasions within the last 24 hours
- Diarrhea (three or more times in a 24 hour period) or two days in a row.
- Unexplained rash, particularly a draining rash
- Pink eye or drainage from the eye
- Impetigo
- Strep throat prior to 24 hours on antibiotics
- Chicken pox prior to complete crusting of all pox
- Fatigue that prevents participation in regular activity

- Head lice or nits

When a child becomes ill while in care, the following procedure will be followed:

- The child will be separated from the other children while being attended by a staff member.
- Parents will be notified to pick up the child as soon as possible, but no longer than one hour after being contacted, as the child is requiring one-one care.
- Illness and resolution will be documented in the child's file.

* If a child is sent home ill two or more times in one week with symptoms other than those of teething, we will require that the child has a doctor's note stating that they are well enough to return to the center.

In the event of a child's exposure to a communicable disease, a notice will be posted at Mt. Spokane Church ELC.

When your child attends the program, he/she should feel well enough to participate in the activities. This includes outside play, eating and napping behaviors.

MEDICATION POLICY

Both prescription and non-prescription medications will be given with the written request of a parent or guardian. Prescription medications and non prescription medications will be given only as specified on the prescription label or as authorized in writing by the physician.

MEDICAL EMERGENCIES

In the case of a medical emergency, every attempt will be made to contact a parent or guardian. In the event that they cannot be reached, the staff will contact emergency medical professionals to provide emergency treatment and/or emergency surgery for the child. As part of each child's enrollment, you are requested to give permission for your child to receive emergency care in the event the Mt. Spokane Church ELC staff is unable to reach you.

DIAPERING

The following procedure will be used in the changing of diapers.

- Staff will wash hands
- Gather materials
- Put gloves on
- Remove diaper; clean the diaper area with a wet wipe
- Dispose of diaper and gloves
- Wash hands
- Diaper and dress the child
- Wash the child's hands with wet wipe
- Put the child down in a safe place

- Clean and disinfect the diapering area and equipment and supplies
- Wash hands

Only staff and background checked volunteers over 18 will be allowed to diaper children. Volunteers will be supervised by staff when diapering.

TOILET TRAINING

When a child begins to show signs of readiness for toilet training, parents and staff will develop a plan to help the child through this process. The parent will be responsible for bringing extra training pants as well as outer clothing. Accidents are expected and natural as we begin this process with your child. If the staff determines that it would be best for the child's comfort, after three accidents in one day, they will make a decision as to whether it is best to place diapers on your child for the remainder of the day. If just starting the toilet training process, the child may still wear a diaper during rest time. The parent and staff will remain in close contact throughout the process for exchange of information and evaluation.

INFANT FEEDING

Parents and staff will agree on a schedule for feeding an infant. Formula will be provided by the parent. The bottle will be labeled with the child's name and date on it. If the child does not finish the bottle immediately, it will be placed in the refrigerator and reheated one time, then discarded. Semi-solid food will be provided for an infant, no earlier than four months and no later than ten months of age, unless otherwise recommended by the child's medical provider.

WHAT TO BRING TO Mt. Spokane Church ELC

- A change of clothing for all ages and additional burp clothes for infants
- A favorite blanket or stuffed animal for sleeping
- Anything the child perceives as comforting- please check with your child's teacher to ensure the object is appropriate to bring to the ELC.

Children not toilet trained:

- Diapers —2 packages only to be used for your child
- Diaper wipes —2 packages only to be used for your child

GROUP AND STAFF-TO-CHILD RATIOS

Age		Group Size
Infants	1 teacher to every 4 infants	4
Toddlers	1 teacher to every 7 toddlers	14
Preschool	1 teacher to every 10 preschoolers	20

These ratios will often be lower with the inclusion of our volunteers. We will strive to keep our adult-to-child ratios as low as possible to ensure that children get a quality experience. Research indicates that children learn best when adult- to-child ratios are low.

GUIDING CHILDREN'S BEHAVIOR

Our goal for children's behavior is that children learn self-control and respect for others. We understand that children will practice behavior as they would practice learning any skill. Our job as your child's teachers is to assist the child in learning those skills that lead to self-control and respect for others. We will keep all children safe both physically and emotionally. Teachers will be facilitating problem-solving, starting with our youngest children. Children will learn about making choices, listening to others, speaking to others politely to atone for hurting another. All these skills are learned as is appropriate for the developmental age of the children. Positive reinforcement will be used to build self-esteem. We will assist children in learning social skills and practicing negotiation skills.

The behavior guidance policy for Mt. Spokane Church ELC will be followed by all classroom staff, volunteers, and parents at all times, and in all areas of the child care center. Classroom guidelines and expectations will be introduced and practiced by all of the children.

When discipline is necessary, a staff person will follow these guidelines:

- Remind the child of the proper behavior.
- Redirect the child to another activity or use the situation as a way to learn negotiation skills. Assist the child in listening and acknowledging their role in the situation. Assist the child in coming up with possible solutions and selecting a solution that is respectful and fair.
- Support any child that was offended and ask children to atone if possible. Appropriate ways to atone for behavior are to give up the item taken away, clean up if something was purposefully knocked over, etc.
- Assist the child with the inappropriate behavior to gain control of their emotions and listen to the others involved.
- If inappropriate behavior continues, the child will be removed from the situation, with staff supervision. At this time, the teacher will assist the child in finding a better solution or provide a choice from two solutions the teacher deems would work in the situation.
- In a situation where a child is endangering themselves, others around them, or doing major damage to property, the staff will clear the room of children and the parent will be called if the child is unable to regain control of his/her behavior. This includes aggressive behavior such as biting or hitting. In such cases, the incident will be documented in writing with a copy put in the child's file and a copy given to the parent. A parent conference will be set up, at which time a written plan of action involving both the center and the family will be developed and the parent will be asked to pick up their child, as stipulated in the action plan.

- The child will be asked to be removed from the program if the action plan does not effectively stop the behavior despite the best efforts of staff and family. In regards to teething, we understand that biting is a natural stage in young toddlers and will work with the parents to stop the behavior. After a period of two weeks and up to one month, the child's behavior will be evaluated. At this time, you may be asked to withdraw your child from the program if they are not making significant progress in controlling their behavior. Your child may return to the program once the biting has discontinued. The ELC maintains this policy in order to ensure all of our children get the best learning and play experience.

Physical force in the form of spanking, striking, shaking, pulling, or verbal abuse in disciplining a child will not be used at Mt. Spokane Church ELC.

THE CLASSROOM PROGRAM

We believe children grow and develop best in an atmosphere where they are encouraged to explore, take safe risks, attempt to solve problems, and interact with peers and teachers. Our classroom environments are learning-center based. Each classroom and age level will vary, but basic centers will be:

Blocks: This area promotes language, math concepts, socialization and creativity. This begins with infants who are piling and knocking blocks beginning to see how they can cause things to happen in their world. Toddlers begin simple stacking and unstacking with the addition of simple toy trucks, cars, and dolls as part of their play. Preschool children are constructing objects and are adding complex elements such as labeling structures and making more elaborate structures. All of the time children are experimenting and learning from their exploration while gaining social skills.

Manipulatives: Puzzles, pegboards, beads, small building or linking materials are here. These help children develop small motor coordination and sorting and patterning that help them gain skills needed for writing and math.

Dramatic Play: This pretend play encourages the development of social and language skills. Children learn how to cooperate to reach a goal. They also learn how to negotiate and solve problems with their peers.

Literacy: Both reading and writing are practiced to help children develop basic skills necessary to be successful in school and, later, in work. Infants are introduced to the richness of language and recognition of objects. Toddlers are expanding their vocabulary and connecting words to things in their world. Preschool children learn to read left to right, to recognize themes and predict outcomes. They also learn letter names and sounds and to love reading! The children practice and refine small motor skills. The environment is rich in written language and offers a variety of opportunities to "write."

Sensory: Children in our sensory areas learn to work together. They get tactile exposure and often invent elaborate role-playing situations. In addition, children learn science and math through experimenting with volume and measurement. We often will use play dough in this area to stimulate small muscle control for future writing and creative art skills.

Art: In the art area, children have free access to a variety of media. Mostly the children are encouraged to use their imaginations and create wonderful masterpieces! This is where they learn to create freely to express themselves individually. Children are also learning small muscle control, using scissors and markers and paint brushes. The children are also learning colors and mixing colors, experimenting with size and shape and socializing with their friends. While there may be some special projects, the children's "creations" will reflect their unique perspectives. There will be few teacher directed activities.

Outdoor Area: This is the area where childhood memories are developed. Children have the freedom to discover what their bodies can do. They are developing large muscle control and need experiences to begin being physically fit. Children are also involved in elaborate play that sometimes involves rules and goals! Teachers will be changing this environment as much as the inside environment to challenge children's motor development and fitness and to spark their imaginations!

INFANT ACTIVITY

Infants are just beginning the journey of growing up. They will sleep and eat on their own schedule. At Mt. Spokane Church ELC, our planning for infants begins with knowing what makes them unique and understanding the routines that comfort them and make them feel special. We ask that each parent give us information about their baby. We prefer this be open-ended and include your baby's nap or sleep time routines, feeding preferences, comforting songs, favorite questions and choice toys. We will keep records in the room about habits, routines, and the latest development for your baby. Please let us know when new milestones or special events happen in their lives, it assists us in making a seamless transition from home to center.

Children are developing intellectually, emotionally, socially, and physically. The program for our infants is planned to provide an environment that promotes bonding and attachment of the child and the caregiver by building trust and security while encouraging intellectual growth and development. The environment is developed to encourage the child to feel self-confident and independent while building on the child's need for autonomy. Staff will plan the environment with the goal of stimulating all of the child's senses while encouraging and reassuring the child to keep exploring and learning. This will stimulate intellectual growth and physical development while building the bond between the child and their teacher.

CHILD PORTFOLIOS

It is important to document your child's early learning experience. We will be tracking intellectual, social, emotional, physical, and creative development. We will let the child set the pace while encouraging them and challenging them to learn new things. All activities will be appropriate to the developmental stages of the child. Children will not be pushed, but encouraged to participate and learn.

Your child's work will be documented in a variety of ways:

Teachers will observe and assess children to determine goals for learning.

Parents will also be asked to give input on what they would like to see their child learn.

Pictures and samples of children's work and play will be documented and kept in journals for each child.

Parent conferences will be held to update you on the child's learning experience and progress.

DAILY ACTIVITY PLAN

Mt. Spokane Church ELC is committed to keeping current in the methods used in the field of early learning and will provide many curriculum-based activities. Your child's teacher will plan activities based on the developmental and individual needs of your child. The children's day will vary to allow the staff to meet their unique needs. Children do best when they can anticipate the order of how things happen in their day, but they also need balance and flexibility. Below are descriptions of typical day schedules that will assist the teachers in balancing the day for the children so that they are getting both active and quiet times in a variety of groupings and settings throughout their day. Each classroom will post the daily activity plan for that age group.

When the parent picks up their child at the end of the day the teacher will have a daily summary ready that will tell them about their child's day. The daily activity summary will give the parent information about how their child ate and slept, and what types of activities they participated in during the day. Parents will be encouraged to talk to their child's teacher to keep exchanging information about their child. This helps the staff keep up-to-date about our children and also assists them in setting developmental goals for the children.

TYPICAL INFANT SCHEDULE

7:00 Welcome families

7:00-9:00 Morning feeding time

Babies are allowed to eat anytime they need to. This is a general time for this activity, allowing for individual differences.

9:00-11:30 Play and exploration time

Babies are on the floor reaching, crawling, and exploring their environment.

Babies will nap as needed.

11:30-1:00 Lunch time feeding

Babies are setting their times for feeding. This is generally the time those eating some foods regularly will be assisted eating a mid-day meal.

1:00-3:00 Quiet time

Babies will sleep when they need to throughout the day. This is the quiet time for the center, when children in our other classrooms are resting or playing quietly.

3:00-5:00 Play and exploration time/outdoor time

Babies will go outside with staff on most days. We are scheduling this time around sleeping, so it could vary. When indoors, this would be a time to experience some large muscle activities with the teachers.

5:00-5:30 Say goodbyes

During the last hour, your baby will be transitioning back to you. Teachers will be holding and reading to babies, getting them ready to return home.

TYPICAL TODDLER AND PRESCHOOLER SCHEDULE

7:00-8:30 Welcome families

Children are involved in learning to say goodbye and make smooth transitions. Staff develops routines for children to get them comfortable and ready to get involved in center activities.

8:30-11:00 Learning through play time and Morning Snack is generally at 9:00 AM

Children are actively involved in their learning and play center activities. Each classroom will go outside during this time for at least 30 minutes for large motor play. On days the weather does not allow this, the children will use the large gymnasium.

11:00-12:00 Lunch

12:00-3:00 Quiet time and first afternoon snack

Children will use this time to toilet and then rest on their cots. Those who are not resting will be doing quiet activities.

3:00-5:00 Learning through play time

During this time of day, teachers will be working with children as in the morning with a little less structure. Children will have free choice and gather for reading with teachers in small groups. The children will also go outdoors for some large motor play or, when the weather does not allow this activity, they will play in the gymnasium.

5:00-5:30 Goodbye to children

During the last hour children will start the transition to go home. The teachers will be gathering their belongings and leading them in quiet activities such as listening to music or stories.

THE LEARNING APPROACH

The older toddlers and preschool children will be engaged in learning by investigating their world. Mt. Spokane Church ELC embraces the idea of learning as a process and not an end result. In other words, it is the child's journey to knowledge and their experiences during this process that are most important.

Our method of encouraging the learning journey involves children asking questions that guide the investigation and help make decisions about the activities undertaken. Project topics draw children's attention to questions such as: How do things work? What do people do? What tools do people use? The teacher discusses a topic with children to find out what experiences they have had and what knowledge they have about these

experiences. Through questioning and telling of stories, the teacher learns what the children may be interested in investigating. In everything we do, children will be actively engaged in learning new skills and ideas!

CURRICULUM

At Mt. Spokane Church ELC we desire to provide quality care that is emphasized through building relationships with the children in our care and their family members. It is important to our staff of Mt. Spokane Church ELC, that the developmental needs of all children in our care are met.

Our staff will set up classroom environments by selecting learning and play materials, planning interactions with children, and developing routines so that children will feel safe and nurtured. It is important to us that we incorporate your family, culture, and community into our classroom environment. This assists your child in feeling comfortable when coming from home to child care.

Our weekly plans will identify goals for each of our children. Teachers develop these goals by building a relationship with you and your child, and by observing your child's play, eating, and sleeping routines. The teacher will select learning and play materials to incorporate into both the inside and outside environments to assist your child in reaching these goals.

Each child will have a primary caregiver upon entering the program. Although all staff will care for children, your child's primary caregiver will be the staff person who observes, plans, and implements most of your child's activities. In this way Mt. Spokane Church ELC is providing the most personal care and attention for your baby or toddler.

Leaving your child in someone else's care can be a difficult transition for the parent or guardian. You are your child's first teacher. Our goal will be to work with you to make your child's experience at Mt. Spokane Church ELC an extension of their experience at home. We will ask you to bring in pictures of family or favorite pets, and tell us about what is happening at home so we can incorporate this into your child's time with us.

*All Policies, Procedures & Protocols will be evaluated and revised on a regular basis.

* Tuition will be reviews on a bi-annual basis and be subject to adjustment reflecting increased cost incurred by the ELC such as staff pay, electricity, and supplies.