

HARDING ACADEMY EARLY LEARNING CENTER

Program Philosophy

Jesus said, *“let the little children come to me and do not hinder them, for the kingdom of God belongs to such as these.”* Mark 10:14 is the foundation on which Harding Academy Early Learning Center operates daily. Children need to know they are a blessing to God, to their parents, and to other Christians. Parents are the most important teachers and nurturers of their children. We want to partner with parents in teaching each child that they are special because God made them. Helping parents write the word of God on their child’s heart is our passion.

Developmental Goals for Children

The children will experience intellectual growth and educational stimulation by:

- Developing positive attitudes toward learning.
- Making choices and decisions about what to do and how to do it.
- Sharpening sensory awareness by exploring, observing, listening to, touching, tasting and smelling their environment.
- Developing language skills by verbally expressing thoughts, ideas and feelings, speaking about, dramatizing, and graphically representing experiences.
- Developing the ability to comprehend others’ spoken, written, dramatic, and graphic representations.
- Developing concepts and understandings to the world from mathematics, science, social science, language arts, and other curriculum areas.
- Experimenting with materials, tools, and equipment.

The children will experience emotional growth by:

- Developing a positive self-concept by learning to value themselves as unique individuals.
- Becoming independent and thinking of themselves as capable individuals.
- Learning to persevere and experience success.
- Learning how to deal with opposition and lack of success.
- Identifying and expressing emotions in acceptable ways.

The children will experience social growth by:

- Building positive relationships with their family, peers, and other adults.
- Learning to respect the rights of others.
- Accepting responsibility for oneself and the group; learning how to cooperate.
- Participating as a leader as well as a follower.
- Accepting responsibility for caring for oneself, possessions, and the property of others.
- Accepting the limits involved in a democratic society.

The children will experience physical growth by:

- Developing both large and small muscle control and coordination.
- Establishing desirable health habits.
- Developing wholesome attitudes toward the body and bodily functions.
- Practicing safety procedures, including poison, fire, and traffic safety, as well as safety practices during work and play.
- Experiencing a balanced program of activity, relaxation, and rest.
- Accepting and understanding individual differences in themselves and others.

The children will experience creative growth by:

- Using language and art as well as other materials to express thoughts, ideas and feelings.
- Being allowed to explore and discover for oneself.
- Exploring actively with all the senses.
- Discovering relationships through direct experiences.
- Being allowed to choose materials and activities for oneself.
- Drawing, painting, and making models out of clay, blocks, etc.

The children will experience spiritual growth by:

- Listening to and appreciating Bible stories and music.
- Interacting with Christian teachers.
- Developing an awareness of God and His love.
- Developing an overall Christian attitude toward life.

Attendance

The Harding Academy Early Learning Center is open from 7:30 a.m. to 5:30 p.m., Monday through Friday. ELC will follow the same vacation schedule as Harding Academy. The regular morning session begins at 8:00 a.m. and ends at 12:00 p.m. We ask that all children arrive to school no later than 8:00 a.m. If you arrive between 8:00 and 8:25 you are requested to stay with your child until the class has returned from chapel. Children may arrive as early as 7:30 a.m. and stay as late as 5:30 p.m. depending on their scheduled times. **A monetary fee of \$10 per/half hour will be assessed when you pick up your child after 12:00 p.m. for morning attendance or 5:30 p.m. for all day attendance.**

A check-in sheet is located near the door. **The person (must be an adult) bringing the child and picking him up is required to sign the time they bring or pick up the child and their name.** We must also have on file a list of anyone who has permission to pick up your child. Please cooperate with us in this matter as this is for your child's safety.

Schedule

You are invited and encouraged to come visit the school at any time throughout the day. There are observation rooms located where you may watch unobtrusively, or you may arrange a time with the teacher to come visit the class in person. A daily schedule is posted in each classroom. Please allow for flexibility.

Policy and Procedure

The program is operated by Harding Academy and provides opportunities for child care experiences for Harding University students, while offering a quality learning environment for young children. The head teachers have at least a bachelor's degree in education.

Harding Academy Early Learning Center is fully licensed by the Department of Human Services and the Arkansas Quality Approval System. Harding Academy Early Learning Center shall make no distinction in its admission or operating policies with regard to an individual's race, color, gender, and national or ethnic origin because we recognize that there can be no preferential treatment with God. (Romans 2:11) Classes will be filled in the following order: Students who have a parent working for Harding on a full time basis; New students of siblings already enrolled in Harding Academy; Date of received application as space permits. The program is designed primarily for the 3, 4 and 5 year old child. Children must be 4 by August 15 to enroll in Pre-K. Children must be 3 by August 1st to enroll in the 3 year old class. All children must be potty trained before enrolling in the program.

Your understanding of and cooperation with these policies is an important factor in making the Harding Academy Early Learning Center program a good place for your child. If you have any questions regarding these policies, feel free to speak with the director or head teacher about them at any time.

Cost

Tuition

	*monthly	Per- Semester
Full-Time Monday-Friday	\$447.25	\$1764.00
All Day Mon/ Wed/ Fri	\$424.75	\$1674.00
All Day Tues/ Thurs	\$285.25	\$1116.00
½ Day Mon/Wed/ Fri	\$285.25	\$1116.00
½ Day Tues/ Thurs	\$195.25	\$ 756.00

* If enrolled in Harding University Payment Plan

Harding University's Business Office will continue to handle accounts. The following policies concerning fees will be followed:

1. A \$50 registration fee is due upon your child's first day of each school year.
2. Once a student is accepted and a schedule decided, payment is required **even though the student may not attend all of the scheduled dates.**
3. Payment is due upon receipt of the statements from the Business Office. All charges are due prior to or at the beginning of a term. Payments may be in the form of cash, check, money order or credit

card. Visa, MasterCard and discover credit cards are accepted. Automatic bank withdrawal is also available. Call the Business Office for details please (501) 279- 4387.

Payment may be mailed to the Business Office or delivered to the school.

4. **Services will not be provided for past due accounts.** Accounts that are past due must be paid in full, or arrangements must be made for payment at the Harding University Business Office or with Mark Benton, Superintendent.
5. Notification of withdrawal must be given in writing to Mr. Teague at least **one week** prior to withdrawal. The following refund policy will be followed and accounts must be paid in full at that time of withdrawal.
If a student leaves school for any reason, other than for disciplinary reasons, the refund policy is as follows:
 - A. The registration fee will not be refunded.
 - B. Tuition:
 - 1st and 2nd week- 90%
 - 3rd and 4th week- 80%
 - 5th and 6th week- 60%
 - 7th and 8th week- 40%
 - 9th and 10th week- 20%After the tenth week there will be no refund and the full semester's tuition will be due.

6. **Payment Options:**

- a. Pay the total balance by the due date on the first billing statement. (Sept. 1)
- b. Enroll in*Harding University Payment Plan. Enrollment fee is \$25.00 per term (Fall and Spring only). Deadline to enroll is the first day of school. Pay the balance due in four monthly payments. A late fee of \$35 will be assessed if a due date is not met. No interest will accrue on the Harding Payment Plan.
- c. Accounts not paid in full or not enrolled in the Payment Plan will be subject to a 9 percent annum interest charge compounded monthly.

7. **Late Registration for New Student.** Tuition charges will be pro-rated for new students entering school 30 days after start date.

8. **Tuition Discount.** There are no tuition discounts for Pre-Kindergarten students.

Health Policies

In order to maintain as healthy an environment for the children as is possible, it is necessary for you to provide us with the following information. The **medical release form** allows the school to take action in an emergency situation. In case of a medical emergency, every effort will be made to contact you, but an additional name of someone to contact is also requested.

The state of Arkansas requires that all children be **immunized** for several diseases before being enrolled. **An up-to-date copy of your child's immunizations must be filed with the Center on the first day of school.** Hepatitis "B" vaccine and Chicken Pox vaccine are now required for all children who are enrolled in licensed day care centers.

A sick child should not be brought to the center until he is past the period when he is infectious and is able to participate in the regular activities of the center. **The child will not be allowed to stay if fever is present or a possible contagious rash or diarrhea is apparent. He should be kept at home for at least 24 hours after his temperature returns to normal or at least 24 hours has passed since he last experienced vomiting.**

Please call the school early in the day if your child is ill or will be absent. If medication is to be given to your child, you must first complete a release form to be filed with your child's records.

Snacks and Meals

Snacks are served at mid-morning and at mid-afternoon. A child-sized portion of food from two different food groups is served at each snack. **Please do not send breakfast or snack foods to school with your child.**

Lunches are catered by ARAMARK Food Service and meet nutrition guidelines established by the USDA. Lunch is served at 11:30 a.m.

Nap Time

Nap time is from 12:30 p.m. till 1:30 p.m. for the Pre-K classes. According to licensing standards, every child who is at the center during nap time must lie down. The children who nap at school should bring a small travel size pillow (a blanket will be provided). Please put your child's name on all of his belongings. Children may bring one soft toy to hold at naptime.

Child's Personal Supplies

Each child has a cubby in which to keep his supplies. Please bring a complete change of clothes for your child as we sometime have spills and accidents. Please provide clothes and outer garments such as caps and gloves for outdoor play as we go outdoors every day unless it is raining or temperatures are extreme.

Please label everything. With many different children, this is a must. Be sure to **check your child's cubby daily** and take home art projects, etc. that accumulate there.

Behavior Guidance Policy

Loving, yet firm and consistent discipline is used in our center. Behavior guidance shall be individualized for each child; it shall be appropriate to the child's level of understanding and be directed toward teaching the child acceptable behavior and self-control. Physical punishment such as spanking, slapping, etc. is not used. We try to help a child see, by talking and reasoning with him how to change his misbehavior to a more socially acceptable form of behavior. If reasoning and discussion do not work, we will remove him from the group temporarily, or he may not be permitted to play with a particular toy or in a particular area, etc. for a short period of time. The length of time a child spends in time out shall not exceed one minute per year of the child's age. If a child's behavior is unacceptable and we, in the center, are unable to deal with it successfully, we will contact the parent to try to work out a solution to the problem. In serious situations counseling may be recommended. If all else fails, the center reserves the right to ask the parent to withdraw the child from the program.

December 18 First semester ends.
Dismissal: Elementary 1:15 p.m.
High School 1:30 p.m.

January 4 Second semester begins at 8:00 a.m.

January 18 **MARTIN LUTHER KING DAY**
- NO SCHOOL

February 4 **Parent-Teacher Conferences**
Dismissal: Elementary 12:15 p.m.
High School 12:30 p.m.

February 15 **PRESIDENT'S DAY-NO SCHOOL**

March 8-12 **SPRING BREAK**
Dismissal: Elementary 2:15 p.m.
High School 2:30 p.m.

April 2 **Spring Sing Weekend -School Dismissed**

May 21 Second semester ends.
Dismissal: Elementary 12:15 p.m.
High School 12:30 p.m.

May 21 **Graduation**-Benson Auditorium 8 p.m.