



Early Learning Center Handbook

WELCOME to the Early Learning Center (ELC) at Star of Bethlehem!

Thank you for enrolling in the ELC at Star! It is our prayer that the love of Jesus shines through in all that we do as we seek to assist you in the care of your child. Below is some helpful information that will be useful as we begin our year together. Please don't hesitate to call or email with questions or concerns at any time. We are here to serve.

Hours: In coordination with our Extended Care Program, our ELC offers care on Monday through Friday from 7:00am-5:00pm. The ELC is only open when Star of Bethlehem School is in session.

Cost: There is a \$35 registration fee that is due upon enrollment and a \$6.00 per hour charge for the hours that your child attends. A \$1.00 per minute late fee will also be charged for pick up after 5:00 pm. Fees will be deducted from an ELC/Extended Care account that is set up through our school office. We ask that you always keep a positive balance in that account. Any questions related to this account or the balance in it can be directed to our office staff.

Attendance: Many students enrolled in the ELC will attend on a regular basis. Before the start of the year, we ask that you inform our Director, Michelle Yass, what the regular schedule will be moving into the school year. There may be times when you need to add an additional day or change your schedule. **Please, kindly give 24 hours notice if you are going to be attending hours other than your regular schedule.** We ask that you call or email Michelle Yass as soon as you are aware of the change in routine. Her contact info is at the end of this overview. Our staffing is based on children in attendance. So, it is important that we are made aware of any changes to a child's. Thank you for your cooperation with this.

If your child does not attend on a regular basis, we ask that you give 24 hours notice if you plan to have your child attend. Again, this is so that we might offer a safe, loving, and most excellent atmosphere for our students.

Sign In/Out: Parents are required to sign their child in at drop off and out at pick up. This is important for student safety and so that billing can be done efficiently and accurately

Snack: Just as in preschool, ELC children are asked to bring a morning snack if they attend during morning hours. An afternoon snack will always be provided by the ELC

Lunch: Children who are enrolled in ELC will have lunch at school. You may choose daily between hot lunch and cold lunch brought from home. Hot lunch is brought to our school from the New Berlin School District. Each morning you will need to mark what kind of lunch your child is having on our LUNCH BOARD just inside the classroom door. Water will be served to drink with lunch. Each hot lunch meal is \$3 and will be deducted from a hot lunch account that is set up through the school office. We ask that you keep a positive balance in this account by simply sending an envelope with "Lunch Money" and your child's name written on the front and dropped off in our office.

Rest Time: All children in attendance will have a rest time beginning at 1pm. Children who do not fall asleep after 25 minutes will be permitted to get up and do some quiet activities with the teacher. Those who do fall asleep will be allowed to sleep until 2pm. Individual cots and sheets to rest on will be provided. All children are asked to bring a stuffed animal and blanket to snuggle with. A nap bag will be provided.

Outside Play: During the winter months children will be asked to bring in outdoor clothing including boots, snow pants, hat, and mittens. We will try to go outside daily, weather permitting. Please know that we will not go outside if the temperature is below 0 degrees with the wind chill.

Clothing: Activities in the ELC can get messy. Please dress accordingly. Students will be gluing and painting often. Although we do take precautions to not get dirty, accidents do happen. Please leave a change of clothes in your child's backpack at all times. This should include pants/shorts, shirt, underwear, and socks.

Newsletter: You will receive a monthly ELC Newsletter letting you know about the fun your child will be having throughout the month. We want to stay connected to each of you and this newsletter is a great way for you to know all that is going on. Please take time to read it.

Other Communication: Please feel free to touch base in person with our teachers at drop off and pick up. Communication between home and school is essential in providing the best environment for your child. Also feel free to email our Director at any time. Please know that she does not check her email, however, during the school day. She will do her best to be back in touch with you as soon as possible. Her cell phone is also listed below if you would like to touch base outside of the school day. If an emergency arises during the school day, please do not call her cell phone as she does not check it during the school day. Instead, during the school day, please direct all calls through our school office at the number below.

If at any time you have questions or concerns, please feel free to contact:

Michelle Yass – Director of ELC

michelle.yass@starofbethlehem.org

262-786-2901 - school

414-405-3728 – cell

Early Learning Center Staff

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