

Parent Handbook 2025-2026

**Table of Contents**

Program 4

Governing Body/Ownership 4

History and Philosophy 4

Non-Discrimination Policy 4

Sessions 4

Parent Visits and Monitoring 5

Enrollment and Withdrawal 5

Suspension and Expulsion 5

Admission Forms 5

Parent Signature Form for Authorizations and Acknowledgements 6

Child Abuse and Reporting 6

Visiting Programs and Walking Trips 6-7

Orientation, Open House, and Conferences 7

Communication 7

Parent Involvement 7

Positive Behavior Guidance 7-8

Starting the School Year 8

Arrival and Dismissal 8-9

Confidentiality 9

Developmentally Appropriate Practices and Curriculum 9-10

Sample Classroom Schedules 10

Physical Activity 10

Child Assessments and Outside Referrals 11

Questions and Complaints 11

Absences 11

Illness 11

Administration of Medication 11-12

Injury 12

Sanitation 12

School and Parking Lot Safety 12

Building Safety and Security 12

**Table of Contents**

Social Media 13

Clothing 13

ELC Tote Bag 13

Extended Day or Lunch Bunch 13

Snack 13-14

Food Allergy Policy 14

Birthday Snacks and Goody Bags 14

Snow/Emergency Procedures 14-15

Tuition 16

Licensing Regulations 16

The Program

The Early Learning Center (ELC) provides a play-based preschool program for children ages 18-months through 5 years old. Classes are held Monday through Friday, September through May, in the Hockessin United Methodist Church. The Early Learning Center is an outreach program of the church.

The Early Learning Center operates under the leadership of a Board of Directors and a staff that includes an Education Director, a Business Director, skilled teachers, and part-time specialists including a health and wellness nurse.

The ELC is a developmental learning center. It is inspected and licensed yearly by the State of Delaware Office of Child Care Licensing in accordance with early childhood center regulations.

Governing Body/Ownership

The Early Learning Center is an outreach of the Hockessin United Methodist Church, governed by the ELC board of directors. A list of the directors is posted on our bulletin board.

History and Philosophy

The Early Learning Center was founded in 1977 by Ellie Burgess and Mary Lou Becnel who sought to provide a quality preschool and Mother's Day Out program for the children of church members. As word spread throughout the community, demand for this type of developmental program grew. In 1985, the Mother's Day Out name was dropped and the toddler and preschool programs were combined under one name, the Early Learning Center.

Since its beginning, the basic philosophy of the ELC remains unchanged. Our goal is to encourage the cognitive, physical, social, emotional, and language development of our children in a healthy environment which is both positive and loving.

Non-discrimination Policy

The Early Learning Center has a non-discrimination policy. No child or family will be discriminated against based on race, color, national origin, gender, age, sex, pregnancy, marital status, sexual orientation, gender identity or expression, religion, creed, disability, veteran’s status, or any other category protected by state and/or federal laws.

Sessions

The ELC is operational Monday through Friday from September to May. A list of all classes offered is available in the ELC office and on the ELC website. Class placement is determined strictly by the child’s age.

The ELC office staff is available June, July, and August on Monday and Tuesday each week. Please call the office prior to coming in. (302) 239-3033.

Parent Visits and Monitoring

Parents are welcome to visit the school and observe their child’s classroom from the hallway. Parents must check in at the ELC office and remain with the ELC Education Director throughout the observation.

Enrollment and Withdrawal

**Registration**

Class offerings are shared with the internal ELC population in January for the following school year. Parents can select classes and return the registration form to the ELC office. Current students and their siblings may be enrolled at this time. September’s tuition payment, the registration fee, and the visiting program fee (if applicable), are due by the end of February to hold a spot in the class for your child.

New families are invited to tour as early as mid-February for the following school year. September’s tuition payment, the registration fee, and the visiting program fee (if applicable), are due within two weeks of the tour to hold a spot in the class for the new student.

Placement priority will be given to currently enrolled families. All other placements, especially in a wait list situation, will be based on initial date of contact.

**Withdrawal**

Please notify the ELC office in writing no less than two weeks before withdrawal. No pre-paid tuition will be refunded for the month that the withdrawal takes place. If your child is absent for an extended period due to illness or other reasons, his/her place may be assured by continuing the monthly tuition payments. For extremely unusual circumstances regarding an extended absence, please speak to the ELC Directors.

Suspension and Expulsion

It is ELC policy to carefully assess individual incidents or situations that involve the very young children entrusted to our program on a case by case basis.  Children may be suspended or expelled from the ELC program if it is determined they are a threat to other children or if their needs cannot be supported by our teaching staff. The ELC Director and the parents will work through situations in a supportive manner to find the best possible outcome for all parties involved.

Admission Forms

All required ELC forms must be returned to the ELC office by the first week of August. They include: Automatic Payment Authorization for ELC Tuition, Child Health Appraisal, School Emergency Form, Home Record Form (preschool) or Toddler I & II Information Sheet (toddler), Child Release Form, Parent Signature Form (permissions), Class Trip Permission Slip (preschool). Children may not start class if all paperwork has not been submitted. Any other necessary forms will be distributed and collected at the start of the school year.

Parent Signature Form for Authorizations and Acknowledgments

Each child is required to have a Parent Signature Form on file. The following notifications must be acknowledged.

**A. Photo Permission**

*I understand that the teachers will take pictures of my child and may video tape classroom activities during the school year.*

**B. Parent Permission for DVD/TV Viewing—(Does not pertain to Toddlers)**

Children may have an educational movie or program incorporated into their curriculum. Movies shown will be age appropriate and not exceed ½ hour in length. *I authorize my child to watch educational movies.*

**C. Class List Release**

*I understand that my email address(es) will be on a class list that is shared with the other parents in my child’s class.*

**D. Parents Right To Know Notice**

*I understand that under the Delaware Code I am entitled to inspect the active record and complaint files of any licensed child care facility. To review a child care facility record contact: the administrative specialist, Office of Child Care Licensing, 3411 Silverside Road, Concord Plaza/Hagley Building, Wilmington, DE, 19810. You may also view substantiated complaints and compliance review histories by visiting the Office of Child Care Licensing’s child care search at: https://kids.delaware.gov/occl/search-for-child-care.shtml*

Parents are required to sign the Annual Parents Right to Know Notice Log at orientation each year.

Child Abuse and Reporting

As childcare professionals, all ELC staff members are required by law to report all suspected child abuse and neglect of any child to the 24 Hour Division of Family Services Child Abuse and Neglect Report Line.

Visiting Programs and Walking Trips

*Visiting Programs*

Several times throughout the school year, the children in the 4’s and Pre-K classes will experience on-site programs from area experts that offer engaging enrichment opportunities. Visiting programs vary from year to year and may include visits from Ashland Nature Center, Delaware Natural History Museum, local first responders and more.

A Visiting Program Fee is assessed at the time of enrollment and covers the cost for the entire year’s programming.

*Walking Trips*

The children in 4’s and Pre-K may go on a walking field trip in Hockessin. Destinations may include the Hockessin Fire Company and the Hockessin Library. Prior to each trip, parents will be given verbal or written notice regarding the place to be visited, the date and time, and appropriate clothing/dress. A permission slip must be completed and returned with registration paperwork prior to the start of the school year.

Orientation, Open House, and Conferences

Before school begins in the fall, parents and children are invited to an orientation to help acquaint them with their classroom, teachers, and our program.

An open house is held during the evening in early November for our preschool classes. Open House was created for the children to invite members of their family to come and visit with their teachers and to meet their new friends.

Parents will have scheduled conferences to receive progress updates on their child. Toddler parents will receive 3 progress reports, with one face-to-face conference in the winter. Preschool parents will have one face-to-face conference in the winter. In addition, parents and teachers may request conferences at any time to discuss progress, strengths and needs.

Parents are encouraged to talk with their child's teachers at any time if they have concerns during the year. We also make every effort to communicate information to parents through the school’s monthly newsletter, teachers’ weekly emails, and the daily notes.

Communication

* Teachers will send a weekly email.
* Classroom notes will be emailed daily/weekly.
* Other important notices will be emailed by the ELC Directors.
* A monthly newsletter from the ELC Directors will be emailed monthly and includes additional important information and dates to remember. A paper copy is available by request in the ELC office.
* The ELC office will occasionally send out school-wide printed correspondence and emails.
* The ELC website is a great source of school information. [www.elchockessin.weebly.com](http://www.elchockessin.weebly.com).

Parents are encouraged to talk via telephone with their child’s teachers or the Director any time they have a concern or question. You may also schedule a time to meet in school if that is preferred. It is notappropriate to discuss children during drop off or pick up.

Parent Involvement

Our school could not be as successful as it is without the help of our parents, and we thank you! Please be on the lookout for volunteer opportunities such as classroom support or party donations, our preschool imaginary trip, as well as other fundraisers and events.

Positive Behavior Guidance

Our goal is for children to be successful members of their preschool community. The staff will communicate clear expectations to the children; model and encourage appropriate behavior; provide age and developmentally friendly classroom environments; and structure their daily schedules so that the children can work and play cooperatively. Children with inappropriate classroom behavior will be redirected, offered appropriate behavior choices, guided in their efforts to resolve conflict, encouraged to use their words, or provided a quiet opportunity to regain their self-control.

Starting the School Year

For every child, even those returning, the first days of the new school year are filled with new experiences, new people, and new expectations. We try to make this adjustment period as smooth and comfortable as it can be for each child because it serves as a foundation for a happy year. Parents are asked to work with us in creating a bridge between home and school and to help your child establish trusting relationships with their new teachers. Transitional articles, such as blankets, teddy bears, or a doll, are sometimes helpful, and may be brought in to use as a source of comfort.

Tears are not unusual during this initial adjustment period. Please call the ELC office at any time and the office staff will gladly check on your child. Likewise, if your child is having an exceptionally difficult time transitioning into the school day, the office staff will call you to plan for an early dismissal or come up with a positive solution for your child.

Student transitions are done yearly by the child’s birthdate to determine the best classroom fit. New information on each child will be completed by their parent/care giver yearly and passed along to the teachers of their new class.

Arrival and Dismissal

**Arrival**

Parents should walk their child(ren) to the front, side or back ELC door (depending upon classroom placement). Children should remain with their parent or caregiver until the child is greeted by their teacher and enters the building. There is a sign-in/out sheet located at each ELC entrances and it should be signed and completed each morning at drop-off by the parent.

**Dismissal**

No child will be released to a person who has not been so-authorized by the custodial parent.

Parents should form a line at the front, side or back ELC entrance. The child must be signed out on the sign-out sheet located at the ELC entrances. Children will be dismissed one at a time. Once dismissed, children should remain with their parent or caregiver at all times. Children will only be dismissed to an adult designated on the release form. If an unknown person attempts pickup, they will be taken to the ELC office and required to supply identification and the child’s parent(s) will be called to confirm the alternate pick-up procedure. Emergency changes can be made with verbal authorization by calling the ELC office. If a non-custodial parent who is not authorized to pick up your child attempts to do so, the custodial parent/guardian and the police will be contacted. If a parent or caregiver appears to be intoxicated or appears to be unable to bring the child home safely, the child will be held until alternate transportation can be arranged.

**Late Arrival and Dismissal**

Please do your best to be on time for your child. Arriving on time allows your child to participate in activities and classroom routines that are planned for arrival. If you will be more than 5 minutes late, please call the ELC office so that the teachers can plan for your child’s late arrival.

Dismissal is at 12pm or 2pm depending on your class schedule. If you will be late for dismissal, please call the ELC office so that arrangements can be made to care for your child. Excessive and/or repeated lateness will result in a fee of $7.00 per each ten minute increment.

Confidentiality

We require written parent/guardian permission before we will disclose or use any of your child’s information to others. Our staff members who work with your child will only receive the necessary information regarding your child to ensure your child’s needs are met. Please note that employees of the Office of Child Care Licensing and those with other duties related to the health, safety, and well-being of children will be given access to your child’s information for official use.

If you wish to review your child’s records, please contact the Director of the program to arrange a time. You may review and receive copies of any reports maintained.

Developmentally Appropriate Practices and Curriculum

**Toddler:** A child between the ages of 18-months and three is going through the transition period from baby to toddler.

The Toddler I children will step out into the world away from home and family. This separation can be difficult for both child and parents, but soon, the toddler learns to trust his/her new environment, and relax and enjoy the classroom. Self-esteem and socialization skills will grow; learning will be natural and fun. It is so fun to watch the progress!

Toddler II children will spend this time period learning how to take turns and to share with their friends. This age group is very enthusiastic and enjoys so much. They are ready to learn, and we will give them an active, vibrant environment where they can grow. Monthly themes and colors give teachers a basis for group activities. Throughout the year, children paint, glue, match, sort, color, and work with a variety of tools and mediums.

*Please see the Skill Level Guidelines for more information on our toddler programs.*

**Preschool:** Preschool children are those attending our 3’s, 4’s, or Pre-K class. Placement is determined by date of birth, and placement exceptions are not permitted. All children entering our 4’s and PreK programs must be potty trained prior to the start of the school year.

All preschool classes emphasize social and emotional development, fine and gross motor skills, visual perception, and all areas of cognitive learning and development. Our entire preschool program is designed to help develop concentration, coordination, and good work habits. This is done in an atmosphere of love, encouragement, understanding, and acceptance. The importance of self-worth is evident, for each child is very special and given individualized attention.

Monthly units give teachers a basis for their group activities with flexibility for additional creative teaching ideas. All classes do not cover every concept. Throughout the year, resource people, library books, videos, walking trips, and visiting programs add variety and enrichment to our program.

*Please see the Skill Level Guidelines for more information on our programs.*

**Daily Activities:**

Our daily activities include creative arts and crafts; manipulative play with clay, sand, blocks, and puzzles; imaginative play in the house-keeping corner and in the dramatization of stories and songs; language development and reading readiness in reading books and telling stories; music appreciation and rhythm development in singing and dancing; social development during participation in group activities, play time, and snack time; and large motor skill development in the gym or on the playground each day. These activities are integrated with studies about colors, shapes, numbers, letters, senses, feelings, parts of the body, families, friends, nature and animals, community helpers, seasons, holidays, and the weather.

Sample Classroom Schedules

Sample Toddler Schedule

9:00-9:15 Arrival

9:15-9:45 Self-Directed Classroom Play

9:45-10:10 Recess: Playground or Indoor Playroom

10:15-10:30 Circle Time

10:30-11:00 Art Project/Self-Direct Classroom Play

11:00-11:20 Wash Hands and Snack

11:20-11:55 Diaper Changing/Bathroom and Self-Directed Classroom Play

*\*Diaper changing and Bathroom takes place throughout the entire morning*

11:55-12:00 Finger Plays and Songs

12:00 Dismissal

Sample Preschool Schedule

9:00-9:15 Morning Activity/Self-Directed Play

9:15-9:35 Circle Time: Calendar, Weather, and Storytime

9:35-10:40 Morning Work and Free Play

10:45-11:10 Recess

11:10-11:30 Snack Time

11:30-12:00 Sharing, Discovery, Closing Activity

12:00 Dismissal

Physical Activity

Children are given multiple opportunities for physical activity each day. Weather permitting, each day all children will be taken outdoors to play, exercise, and to run around. Please ensure your child has outdoor clothing that is appropriate for the weather.

Child assessments and outside referrals

Each child will receive a developmental assessment. Based on that assessment, our staff will create a plan that includes age-appropriate and developmentally appropriate goals for your child as well as specific activities and experiences that staff members will provide to support your child’s goals.

If we have concerns or your child is not meeting his or her developmental potential, we may refer you to request additional support from your pediatrician, Child Development Watch or the Division of Prevention and Behavioral Services. Once a year, you will be given the opportunity for a conference to discuss to your child’s developmental and educational progress. At any time, please speak with your child’s teacher, if you have questions about these assessments or want information about your child’s accomplishments or needs.

Questions and Complaints

We understand how important your child is and know that questions and possibly complaints or concerns may arise. If you have a question please speak with your child’s teacher or the front office. If you have a concern or complaint, please speak to the child’s teacher first, unless you do not feel comfortable doing so. If that is the case, please speak with the front office. If your child’s teacher does not handle your concern or complaint in a satisfactory manor, please feel free to contact the front office. We want you to feel comfortable speaking with our staff members. Please know that your questions, concerns, and complaints are very important to us and will be addressed to the best of our ability.

Absences

Please call the ELC office if your child will be absent. We will notify the classroom teachers. Our number is (302) 239-3033. If your child’s absence is due to illness, please let us know. Monthly tuition rates will not be prorated if your child misses school due to an illness, vacation, or needing to quarantine.

Illness

If a child is suspected to have a fever at school, their temperature will be taken. If a child’s temperature exceeds 99.9-degrees Fahrenheit and other symptoms are present, the child’s parents will be called to pick up the child. If a parent cannot be reached, the emergency contacts will be called. In the event of a life-threatening illness, 911 will be called first.

Your child may return to school after 24 hours on an antibiotic or 24 hours without fever. We do not administer any medicine, including diaper ointments, unless prior arrangements have been made (see Administration of Medication). In the case of colds, please do not send a child who has any of these symptoms: excessive mucous from the nose, crankiness, listlessness, or coughing. If your child exhibits any symptoms of a contagious illness while at the ELC, the parent or guardian will be called to pick up their child. Please inform the ELC office if your child is diagnosed with any contagious illnesses such as chicken pox, measles, pink eye, lice, hand, foot & mouth, mumps, Covid-19, etc.

If a contagious illness is reported to the school a note will be sent home in the child’s bag and/or emailed.

Administration of Medication

A Medical Administration Form (MAR) must be submitted and approved prior to ELC administering any medication(s). Medication must be provided in the original packaging. All medication must be handed into the ELC office prior to student drop-off. Please do not give medications to your child’s teacher or place medications in your child’s school bag. Medicine will be administered by the ELC Education Director or another staff member certified in Medical Administration.

Medications include the application of diaper cream, sunscreen, and insect repellent. We ask that you apply these medications at home, and only provide if absolutely necessary for reapplication.

In order to comply with the Americans with Disabilities Act, we will make reasonable accommodations for children with medical needs. If your child needs accommodations, please speak with the front office to discuss your request

Injury

Injury that occurs to a child while at school shall be communicated to parents formally in the Accident/Injury report. Parents will immediately be notified if a serious injury occurs, such as any impact to a child’s head.

Sanitation

All teachers are trained in proper hygiene practices, which include hand-washing procedures, standard precautions, cleaning, sanitizing, disinfecting, safe food handling, and diapering procedures. Each classroom is thoroughly cleaned and disinfected according to licensing regulations.

School and Parking Lot Safety

Please practice all measures of safety in the parking lot. Drive very slowly and hold your child’s hand while walking to the building. *Never* leave other children in your car to run into the building. Please call the ELC office if necessary and we will walk your child to your car or class for you.

Building Safety and Security

The ELC provides a safe and loving atmosphere for your child each day. If you ever have concerns about your child’s safety, please speak to the ELC Directors.

Locked Entryways – All doors to the ELC and church are locked at all times.

Locked Classroom Doors – Any time a child is in the classroom or play space within the building, the access points will remain locked.

Child Tracking – Children are accounted for throughout the day. Upon arrival the children are signed in by their parent or caregiver, anytime children transition to another location within the school, the children are accounted for, and upon dismissal they are signed out when they transition back to their parent or caregiver.

Fire Drills – Monthly fire drills are performed each month throughout the school year. All children present are evacuated and accounted for, and then return to the classroom.

Lock Down and Weather Emergency Procedures are in place for each classroom and play space. These procedures are practiced with the children every other month.

The ELC has a 2-way intercom system or Walkie-talkies into each classroom and play space (except the gym and the playground). The teachers have direct access to the office for support as needed.

Social Media

The ELC has a Facebook Page. Photos of daily activities are shared. We do our best to ensure that no child’s face is included in any photo shared on Facebook and Instagram. Please contact the Education Director if you would like a photo of your child removed. Be sure to “LIKE” our Facebook Page: Early Learning Center Hockessin and follow us on Instagram at earlylearningcenter\_\_

Please be mindful when sharing photos taken in school on your own social media posts. If your photo includes another child, please get permission from that parent to share. ELC cannot govern the Social Media usage of our community, but we ask that you respectfully take other’s privacy and preferences into account.

Clothing

Dress your child for active play. They will paint, glue, glitter, and dig in the sandbox. Good clothes may get ruined. Encourage independence by providing simple on and off clothes for ease in toilet use or training. Sneakers or other rubber soled shoes are recommended. **No sandals, plastic shoes, or dress shoes are allowed.**

Children should keep an extra set of seasonal clothing in a zip lock bag in their ELC tote bag. Parents are required to provide diapers for those who wear diapers or pull-ups. Please send mittens and hats during cold weather, as we go outside every day the weather is above 32 degrees and the playground is dry (We require slightly warmer temperatures for the Toddlers). Please label all clothing (including diapers).

ELC Tote Bag

An ELC tote bag is recommended for each child and will be sold at orientation for $3.00. This tote should be carried each day to and from school to hold your child’s extra clothing, security items, projects completed in the classroom and special notes for parents. Please check your child’s tote every day after class.

Extended Day or Lunch Bunch

Children in 3’s, 4’s, or Pre-K may extend their school day until 2pm. In some cases, the 2pm dismissal may be a regular part of their schedule. If your child is staying at school for lunch, in either case, please bring a lunch box labeled with your child’s name. All lunches with perishable foods are required to have a freezer pack inside. Please do not send in foods that need to be cooked or heated as we are not able to heat a child’s lunch in the microwave or use the stove to cook a lunch. If there are any children with life threatening food allergies in a classroom, you will be asked to not send those foods to school.

Snack

A nutritious snack with water is recommended. Please send your child to school each day with a flip top water bottle and a snack. Napkins will be provided by the ELC. The ELC will provide a snack if a child does not have one. Your child will be encouraged to eat, but not forced to eat.

**\*** Food allergies or other dietary request or restrictions.

*Snack Suggestions*

*Grain:*

*Carrot Bread*

*Pumpkin Bread*

*Banana Bread*

*Mini-muffins*

*Cereals – Cheerios, Alphabits, etc*

*Trail Mix*

*Chex Mix*

*Granola*

*Crackers – gold fish, animal crackers, saltine, pretzels*

*Chips – baked chips*

*Fruit:*

*Banana halves*

*Apple slices*

*Dried fruits*

*Grapes (cut in half)*

*Pear slices or halves*

*Orange sections*

*Apple sauce (individual)*

*Vegetables:*

*Veggie sticks with dip*

*(\*no celery, \*no carrots in 3’s or toddler classes)*

*Dip Suggestions:*

*Hummus, peanut butter, ranch*

*Cheese:*

*Cubes*

*String cheese*

*Slices*

*Drinks:*

*Water*

*Natural fruit juices (100% fruit juice)*

**\***FOOD ALLERGY POLICY

The Early Learning Center (ELC) strives to create and maintain a healthy and safe environment for all students. If your child suffers from an allergy: • A written allergy plan should be submitted to the office prior to the first day of school. This should be signed by your child’s physician. • A copy of the written allergy plan will also be kept in the main office. • Parents of children with severe allergies should provide all necessary medications in case of a reaction (Benadryl, epi-pens, etc.). These medications must be left in the main office and a medication log must be completed. • ELC promotes the policy of “nut free” foods and materials used in the classroom. • ELC cannot guarantee that others outside of our control (i.e. parents, grandparents, babysitters, caregivers, etc.) will abide to our food allergy policy when preparing foods for the children.

Birthday Snacks & Birthday Goody Bags

Celebrating with a birthday snack is a special way to recognize your child’s birthday. Please ask your classroom teacher for information about their classroom birthday snack policy. Please refrain from sending in cupcakes with a lot of icing and extremely sugary snacks or candy. We also ask that you do not make goody bags to send home with each child. Due to the varied ages of siblings and potential choking hazards, we are not able to distribute them.

Snow/Emergency Procedures

In case of snow or other emergency situations *before* the school day begins, you will receive a school update email. You may also tune to 93.7 FM for announcements regarding “Hockessin Methodist Early Learning Center” or check [www.wstw.com](http://www.wstw.com/) “SnoWatch/Childcare Centers.” The school status is also updated on the ELC Facebook Page.

As a general rule, if Red Clay School District is closed because of bad weather, we will also be closed. When Red Clay opens late, the ELC will make a judgment call and the decision will be announced on 93.7 FM and in an email to you.

If we decide to close *during* the school day, we will call your cell phone number. Please do not call the school to ask if we are going to close early. This ties up the phone lines and does not allow us time to call parents.

*Please remember, you are always welcome to pick up your child early from school if you feel you should. There is no need to call first.*

In the event of an emergency situation, Early Learning Center has outlined the below response plan. Please know that we will attempt to notify you, so please keep your emergency contact information up to date.

Evacuation / Relocation

1. If the emergency is confined to the immediate area at the Early Learning Center, e.g. fire, and the children cannot stay on the premises, the children will be taken to Police Athletic League (PAL). The children and staff will remain at this location while you or your emergency contact is notified of the situation.

2. If the emergency is more widespread, encompasses a larger area such as the neighborhood due to an environmental threat, e.g. flood, and the children cannot remain in the immediate area, they will be transported to Hockessin Fire Station. The children and staff will remain at this location while you or your emergency contact is notified of the situation.

3. Children will be transported by walking or vehicle.

Notification

1. We will repeatedly try to call you as soon as the children and staff are safe. If we cannot reach you, we will call your emergency contacts. During emergencies, children will only be released to you or the authorized individuals on your Child Release Form.

2. Information will also be delivered via email if we have internet accessibility.

Emergency Supplies / Shelter-in-Place

1. You may want to leave in your child’s classroom a change of clothes, a few family photos, and a comfort item like a small teddy bear to help your child during a crisis.

2. If we need to shelter in place, we will remain in our classrooms. First aid supplies are located in each room. Emergency food and water is located in the ELC Kitchen.

Please rest assured that the Early Learning Center staff will remain with and care for the children at all times during an emergency to ensure the children’s safety.

Tuition

The ELC uses automatic debit for payment of your monthly tuition. Each month your tuition payment will be electronically transferred from the checking or savings account you authorize and credited to the Early Learning Center’s account at M&T Bank. Direct payment via ACH (Automated Clearing House) is a safe and convenient method for making a payment. There will be a $30 fee assessed for insufficient funds.

Monthly tuition fees reflect an annual tuition rate divided equally among nine months. Monthly tuition rates do not fluctuate due to holidays, in-service days, or your child’s absence. All classes, regardless of the days of the week, meet approximately the same number of days throughout the school year.

Licensing Regulations

The ELC abides by the DELACARE Regulations for Early Care and Education set forth by the State of Delaware’s Office of Childcare Licensing, Division of Family Services Department of Services for Children, Youth and their Families. We encourage parents to review current licensing regulations that are made available in the ELC office or online at: https://kids.delaware.gov/occl/pdf/delacare-regulations-center-2019.pdf.