



EARLY LEARNING CENTER  
Student Handbook

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# MISSION, VISION & OBJECTIVE STATEMENTS

## Mission & Vision

The creation of an Early Learning Center at Mission First has been a vision since the beginning years of Mission First's existence in 1999.

Our staff is dedicated to taking the responsibility of **partnering** with families in loving and encouraging our children early in their educational-development process. As a candidate school with the Mississippi Association of Independent Schools (MAIS), we are implementing a nationally accredited program.

Our vision is to implement a Christian Education, based on Proverbs 22:6, where our students grow each year in their love for learning and are prepared mentally, physically, and emotionally, to be all that God created them to be. It is our desire to set our students up for success to be difference makers in our world.

The Early Learning Center has a well defined sequence of tasks that have been set in every area of the readiness stage, to allow each child to thrive and develop in his/her greatest potential. In so doing, The Early Learning Center will focus on developing the whole child. This holistic approach to early childhood education is a natural extension to the overall mission at Mission First for reaching people: Meeting both physical and spiritual needs in the name of Jesus Christ. To God be the Glory!

**Early Learning Center Tagline:** Transformation in motion, beginning in the heart of a child.

## Early Learning Center Objectives:

- ❑ Pursuing excellence in academics at an affordable cost to the community
- ❑ Planting seeds of Christ-likeness in the heart of a child
- ❑ Partnering with families to foster a holistic love for learning in each child early in their educational-development process
- ❑ Preparing each child for their future by developing the life skills they need to navigate the world around them

## Parent Objectives:

- ❑ Enroll my child in an engaging program where they grow in their social and academic skills through intentional play with other children and professional teachers, and develop positive relationships with peers and leaders.
- ❑ Preparing for kindergarten readiness socially in areas such as keeping hands to themselves, getting in line/walking in line, sharing, playing well with others, unpacking and packing their backpacks, and putting coats on themselves.
- ❑ Classroom facilities are carefully attended to in keeping a clean and safe learning environment.
- ❑ Low teacher to student ratios
- ❑ Outside playtime is included in the daily schedule

## ADMISSIONS PROCESS

1. Schedule a School Tour
2. Apply Online
3. Complete the Family Interview & benchmark assessment
4. Admissions Committee reviews applications and benchmark assessment
5. ELC Staff informs you of enrollment

# ADMISSIONS PROCESS CONTINUED

Families with children currently enrolled at the ELC will receive an invitation during the Spring semester to return to the ELC for the upcoming school year, but are not guaranteed this invitation as it is based on behavior, attendance, learning needs, and commitment to the partnership between parents and the ELC.

Registration is offered first to the siblings of students who are currently enrolled in the Early Learning Center and OASIS After School Program to further Mission First's partnership to these families. ELC and OASIS families are still required to complete the same registration process as the public, and are not accepted to the Early Learning Center on the sole basis of their current involvement at Mission First.

Additionally, if you would like more information about Mission First's K-5th grade After School Program, please contact the following OASIS director closest to you.

## OASIS PROGRAM DIRECTORS:

Ms. Claudette Nolan,  
OASIS Director  
Main Campus  
275 Roseneath Street  
[cnolan@missionfirst.org](mailto:cnolan@missionfirst.org)  
(601) 608- 0048

Mrs. Johnnie Bruce,  
OASIS Director  
Ash Street Campus  
417 Ash Street  
[jbruce@missionfirst.org](mailto:jbruce@missionfirst.org)  
(601) 613-6202

## Waiting List for Early Learning Center (applicable for one year)

The number of students accepted to the Early Learning Center is directly proportional to the number of assistant teachers and lead teachers per student in each classroom. Due to classroom space constrictions, a cap is placed on each classroom as the available spots are filled. Parents wishing to apply after each class is filled may place their child on the waiting list. Parents will be notified as spots become available.

## EARLY LEARNING CENTER STAFF INFORMATION

**Jenny Blount**

Head of School

[jblount\\_elc@missionfirst.org](mailto:jblount_elc@missionfirst.org)

**Tasha Reed**

PK3 Lead Teacher

[treed\\_elc@missionfirst.org](mailto:treed_elc@missionfirst.org)

**Neffy Straughter**

PK3 Assistant Teacher

[nstraughter\\_elc@missionfirst.org](mailto:nstraughter_elc@missionfirst.org)

**Morgan Barber**

PK4 Lead Teacher

[mbarber\\_elc@missionfirst.org](mailto:mbarber_elc@missionfirst.org)

**Deyshaun Roberts**

PK4 Assistant Teacher

[dshaw\\_elc@missionfirst.org](mailto:dshaw_elc@missionfirst.org)

**Jessica Akin**

Kindergarten Lead Teacher

[jakin\\_elc@missionfirst.org](mailto:jakin_elc@missionfirst.org)

**Katie Outz**

Kindergarten Assistant Teacher

[koutz\\_elc@missionfirst.org](mailto:koutz_elc@missionfirst.org)

# SCHOOL SITE INFORMATION

Location:

275 Roseneath Street, Jackson, MS 39203

Phone:

601-608-0061

Website:

[www.missionfirstelc.org](http://www.missionfirstelc.org)

## PARENT PORTAL

Please utilize our parent portal through our school website as a landing page for all school information. Included in the parent portal are school enrollment forms, our school calendar, tuition payment information, uniform information, and the latest school wide information we want to share with you.

### **ELC Parent Portal Instructions:**

- Please open your internet browser to [www.missionfirstelc.org](http://www.missionfirstelc.org)
- Find Parent Portal tab from home page
- Input password: mission1stelc
- Complete required forms

## Remind 101

We will use our Remind 101 school account for texting school announcements. Please be sure to sign up for our account. Information can be found on the parent portal.

## MONTHLY TUITION

Tuition for the Early Learning Center helps contribute to program expenses, supplies, and special events. There is no reduction for students arriving late or leaving early in the school year as expenses are contracted for the school calendar and according to enrollment. The only exceptions to this procedure are withdrawal due to health reasons or if our family must relocate. If tuition is two months behind in payment, your child's enrollment going forward will be questioned. Please notify staff of any difficulties with tuition prior to the two month policy.

Monthly tuition for Early Learning Center: \$ 50 per month, per child, starting in September and ending in May. Monthly tuition is withdrawn automatically on the 15th of each month from the checking account you provide through our Authorization Agreement for Automatic Tuition Payments ACH Form. For more information, and to access this form, please log into our parent portal \*There will be no refund if your child is asked to leave during the school year for infraction of program rules or if the student is voluntarily withdrawn.

## PARENT/GUARDIAN CONTACT INFORMATION

### CUSTODIAL PARENT

If there is a custodial situation, the custodial parent should notify the office. The student file will be checked for any restrictions and to verify custody. Unless restrictions are listed, the non-custodial parent will have the right to ask for copies of grade reports and discipline actions. Conferences are not held with the non-custodial parents unless the custodial parent is present.

The custodial parent is the only one allowed to enroll the student, to make changes in the emergency file or to withdraw the student.

We must have current addresses, home/mobile/work phone numbers, and emergency contact information. Please make updates with the front office.



# BEHAVIOR EXPECTATIONS

All students are expected to comply with the rules of behavior at the Early Learning Center. Failure to comply may result in dismissal from the school. Parents will be notified immediately of any behavior problems by the teacher and/or the Head of School.

## Rules & Policies for Behavior

- ❑ Every teacher is authorized to hold each student accountable for an orderly and safe learning environment.
- ❑ Every student will be held accountable for any disorderly conduct whether in the classroom, gym, or outside.
- ❑ Inappropriate behavior (hitting, biting, tantrums, fighting, disrespect for leaders or other children, etc.) will not be tolerated.
- ❑ If your child continues to misbehave, he or she will be suspended for a given amount of time.

## STUDENT CONDUCT & DISCIPLINE POLICY

- ❑ **First Instance:** Assistant teacher or teacher will remind student of the rule broken and why it is important to follow. They will attempt to redirect the student by giving them the choice to be helpful.
- ❑ **Second Instance:** Student goes to a “safe place” for time out. Assistant teacher or teacher will remind student of rule broken.
- ❑ **Third Instance:** Student has a loss of privilege: Assistant teacher or teacher will remind student of rule broken, take student to the HOS, and the HOS will increase safety, connection and problem solving.
- ❑ If meeting with the HOS and a loss of privilege does not show improvement or cooperation in a student’s behavior, parents will be contacted.
- ❑ If parents are continuously unreachable, or do not follow through with logical consequences in their home, then the student may be dismissed from the ELC.

**\*\*The Early Learning Center does NOT implement corporal punishment.**

# ELC CAMPUS POLICIES

## Items Not Allowed at the ELC

Each student in this program is expected to conduct him or herself in an appropriate manner. These items are not allowed at the Early Learning Center:

- Electronic devices including but not limited to, radios, i-pads, i-pods, tablets, cellular phones, Bluetooth, compact disc players, headphones, video games, tapes, laser pointers, etc.
- Candy and other food items to eat, sell, or exchange without director's approval.
- Weapons (real or toy).
- Large sums of money not designated for school activities.
- Any other items that will be disruptive to the learning process. The teacher/director will contact parents if students are to bring other items for program needs.

## Student Dress Code

In preparation for Kindergarten readiness and cohesiveness as a school at the Early Learning Center, students will be required to wear uniforms. The ELC will provide your child with one school uniform set and a t-shirt. Requiring uniforms ensures students will consistently remain comfortable in completing learning activities, as well as outdoor and indoor play. Our uniform provider is French Toast, and we have a school account with them online. Please find this information on our parent portal. We enforce the following dress code to ensure that students observe basic rules of personal hygiene and dress in a manner that does not disrupt the educational or play process:

- Boys are to wear French Toast's light blue polo shirt (long sleeve and short sleeve options provided) and uniform navy pants or shorts. Underwear is not to be visible at any time. If your student is between sizes for uniform pants, we recommend ordering adjustable size pants through our uniform provider.
- Girls are to wear French Toast's light blue blouse (long sleeve and short sleeve options provided) and uniform jumper. Underwear is not to be visible at any time. Your student needs to wear shorts or blue, black, or white leggings under their uniform jumper at all times.

- Shoes must be closed toe and comfortable for play.
- Please be sure your child has access to a jacket during cooler weather, allowing them to play outside. We have a navy fleece jacket listed in our uniform store online as an option.
- **\*\***In case of a potty accident, please send underwear and a change of clothes in a plastic bag for your child to keep in his/her cubby. We will place soiled clothes in the plastic bag and send home for care-takers to wash. Please send another clean pair of underwear and clothes so we can always have a change of clothes for your child.

## Wellness Policy

If your child has a rash, fever, diarrhea or vomiting within the past **48 hours**, a nasal discharge that is not clear or any other contagious condition, we ask you **DO NOT** bring them to the Early Learning Center. **Please notify the Early Learning Center of any sickness, skin rash, or lice by calling HOS as soon as you notice symptoms.** In case of a student's illness at school, you will be notified by telephone to pick up the student. Please supply an emergency number on your child's emergency card that we can call in the event you cannot be reached. *Notify the school immediately when your work, cell or home number changes.*

## First Aid

The Mission First Early Learning Center attempts to provide an environment in which students will be safe from accidents. If a minor accident occurs, first aid will be administered. In case of an emergency (911) will be contacted and parent will be notified.

## Medication Policy

The Early Learning Center will not administer prescription medication to children. In an emergency situation, the ELC will administer Benadryl and or Tylenol to a child as needed.

Parents **MUST** supply and send labeled Epi-pen to ELC if their child has been prescribed to use one.

## Communicable Disease

Communicable disease is treated very seriously. A student with a communicable disease should remain at home until they have your doctor's permission to return to school. The Head of School will report to the health department all cases of communicable disease that might pose a threat to the health of the school community. When concerned with an individual case, the welfare of all students and employees will be the primary consideration. The school will resolve each case with consultation with the Mississippi State Department of Health. **If your child is absent as the result of a communicable disease, bring a certificate from your doctor or the county health department when the child returns after recovery from the illness.**

## Head Lice

Routine checks will be made during the school year for head lice. Anyone can get head lice just by coming in contact with someone who is infested. This is especially true in schools and other areas where children are closely congregated in a classroom and on the playground. *It is very important that the child's hair be examined closely and frequently by the parents to make sure that he or she has not contacted head lice.* If a child is found to have head lice, a parent will be called to pick up the child at school. After treatment, the child may return to school, when the treated hair is free of lice/nits. The child will be checked by school administration before returning to class. \*\* A second treatment is required in seven days.

## ATTENDANCE POLICY

Daily attendance is required, Monday through Friday. Please ensure that your child comes to school on time and is picked up on time. Please contact the HOS with any foreseen absences.

\*\*Excessive absences and late pickup without notification to the school will result in dismissal from the Early Learning Center.

### Daily Schedule

7:30-7:50- Drop-Off/ Breakfast  
7:50-8:00- Restroom  
8:00-8:15- Tray Activities  
8:15-8:30- Carpet Time  
Devotional/Pledge  
Unit Skills/Unit Story  
8:30-8:45- Unit Art  
8:45-9:15- Centers  
9:15-9:45- P.E./ Movement  
9:45-10:15- Restroom/Snack  
10:15-10:30-Carpet Time/Re-visit Unit Skills  
10:30-11:00- Specials/Centers  
11:00-11:30- Restroom/Lunch  
11:30-12:00- Recess  
12:15-2:00- Rest Time  
2:00-2:15- Restroom, Snack, Pack Up  
2:15-2:30- Dismissal

## MEALS

A nutritious breakfast and lunch is prepared on site and will be offered daily. Meals are included in the cost of school tuition. The Early Learning Center staff must be notified at registration of any known food allergies your child may have.

## ARRIVAL & DEPARTURE PROCEDURES

**Morning Drop-off begins at 7:30AM.** Students may not be dropped off prior to 7:30AM. Because the Early Learning Center is committed to safe learning environments with minimal interruption, it is important your child be dropped off at the proper time. If you are late dropping off your child, you must walk them in to the Front Office and a teacher/HOS will be contacted to come meet you as doors will be locked. \*\*Excessive tardies may result in dismissal from the Early Learning Center

**Car Numbers** \*\*Each child will be assigned a numbered tag that represents their name for pick up. This card is to be placed in all approved drivers' vehicles. Please ensure that your child's pick up number is displayed clearly in the car.

**Afternoon pickup is from 2:15PM-2:30PM.** Students must be picked up by 2:30PM. Please be sure you communicate with HOS/classroom teacher about any changes that need to be made for pick up. Failure to pick up on time may result in dismissal from the Early Learning Center.

## APPROVED DRIVERS

During registration, each parent/guardian must list all approved drivers in their enrollment paperwork. Approved drivers must display the child's pick up number clearly in their vehicle. If the child's number is not in the vehicle, the driver must park and check the student out in the Front Office with their ID. If the driver's name is not listed on the child's emergency contact, he/she cannot pick up your child.

## INCLEMENT WEATHER & HOLIDAYS

Our Head of School will notify you of any changes via our Remind 101 texting system.

**HOLIDAYS** – The Mission First Early Learning Center will attempt to follow the Jackson Public School calendar but will decide their own calendar. Please be sure to always check the Mission First Early Learning Center website and Remind 101 for any upcoming important dates or announcements.

## EMERGENCY PROCEDURES

Schools are sometimes faced with emergencies that require the total cooperation of staff members and students. The Mission First Early Learning Center has detailed plans for operating the school in emergency conditions such as fire, tornado, flood, severe weather, earthquakes, explosions, and other disasters. Fire drills and other disaster preparedness measures are a regular part of our school's program. Students are expected to learn the procedures to be followed under emergency conditions and to cooperate fully as supervised by teachers. Parents should check the school website & communication line for updates pertaining to inclement weather reports. Detailed instructions for emergency operations will be outlined to all students at the ELC. Students will not be dismissed when the community is under a tornado warning. School personnel are responsible for the safety of the students during a tornado warning; therefore, personnel are not available to check out students in the office.

## CONFERENCES

Parents/Guardians may schedule conferences with teachers **after school**. An appointment is necessary and must be scheduled with the teacher and HOS in advance. If you wish to make an appointment, please email your child's teacher in advance. Please refer to our school calendar for the specified dates of Parent/teacher conferences.

Please always remain respectful and courteous towards all staff at the Early Learning Center. Inappropriate, devious, or manipulative language/ or attitudes will not be tolerated. This could result in the dismissal of your child from the Mission First Early Learning Center, and will be reported to Mission First's Executive Director, Lee Thigpen.

## School Parties

Parties for special holidays may be planned throughout the year. Please refer to the school calendar for updates.

## Birthdays

Parents may bring a special treat to serve during snack time on or near their child's birthday. Please notify the teacher of your plans as early as possible. Passing out invitations to parties at home, such as birthday parties, is permitted only when ALL STUDENTS in the room are invited to the party. No personal information on any student will be given out. **\*\*We are a peanut-free school, so please only bring treats that do not contain any peanuts.**

## VOLUNTEER INFORMATION

Our goals are to encourage interaction between family and school, serve as a source of support, and work with teachers, staff, and the community at large to improve our children's educational experience.

If you are interested in volunteering, please let the Head of School know or send her an email at: [kshackelford\\_elc@missionfirst.org](mailto:kshackelford_elc@missionfirst.org)

Mission First Early Learning Center  
Student Handbook  
Form of Acknowledgement

I acknowledge that I have received, read, and agree to abide by the MFELC Student Handbook.

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

Parent/Guardian Printed Name \_\_\_\_\_

Student Name(s) \_\_\_\_\_

Date \_\_\_\_\_

Head of School's Signature \_\_\_\_\_

Date \_\_\_\_\_

**\*This page is included as part of the enrollment paperwork you complete through the emailed link.**