

## **BASIC PROGRAM FACTS**

**Schedule:** The Preschool will operate daily (depending on number of days for each class) except for holidays, teacher workdays and inclement weather. Hours are from 9:00 AM-12:00 PM. (18-24 month & two year-old classes 9:00 AM – 11:45 AM). We will follow the Wake County School System Schedule.

**Ages:** Children 18 months of age on or before August 31<sup>st</sup> through pre-Kindergarten. Children are grouped in classes determined by their ages on August 31<sup>st</sup>, which is the cut-off date used by the North Carolina Public School System.

**Class Ratios:** (Students to Staff)

18-24 Months	12:2
Two Year Olds	13:2
Three Year Olds	16:2 or less depending on classroom size
Four Year Olds	18:2 or less depending on classroom size

**Curriculum:** We will utilize the WEE-Learn curriculum developed by Lifeway. You can review this curriculum at the following website: <http://www.lifeway.com/article/?id=150272>.

**Enrollment:** Enrollment will be determined based on space availability and a waiting list maintained by ELC. A child may be enrolled after the following is completed:

- Parents or guardians may schedule an appointment for the child to visit the School to allow the child to become familiar with the staff and surroundings. This visit should take place before the child's first day.
- The child must have current immunizations before starting at the School.
- Prior to the child's first day, the following must be completed:
  1. Enrollment form
  2. Release of Child Form
  3. A notarized Emergency Medical Care Form
  4. Signed Financial Agreement
  5. Parent Commitment Form
  6. Registration Fee and Pre-K Supply Fee
  7. First month's tuition

**Safety:** Staff will be at entrance as students arrive each morning and all doors will be locked by 9:00am. Your child's safety is our highest priority. All ELC policies and procedures pertaining to safety will be in accordance with Mid-Way Baptist Church policies and procedures for the preschool department.

**Playground:** Plans are being made to enlarge the current playground area and/or add additional playground areas and equipment.