TPCELC Parent Handbook 2026–2027

Turning Point Church Early Learning Center

TPCELC Mission

To create an environment where children can safely and vibrantly grow in the Lord academically, spiritually, and socially. TPELC will provide a rich space to learn, to be cared for, and to flourish.

Early Learning Programs & Goals

TPCELC offers your child a setting in which to grow, learn, and develop spiritually, intellectually, and socially. Committed Christian teachers provide numerous opportunities for growth and development in a fun, creative, and nurturing environment. Children at this age learn best through play. Our dedicated teachers use a custom curriculum tailored to meet each student's individual academic, social, and emotional needs. Fundamental skills are developed in pre-math and literacy, and woven throughout with music, Bible, science, and social activities.

In our classrooms, children experience the love of Jesus Christ through the guidance and encouragement of highly capable and caring teachers. Our programs are designed to meet your child where they are today, while providing a safe and vibrant environment to flourish in.

Our goal as TPCELC teachers is for every child to enjoy school as they experience God's love and grace — growing spiritually, academically, and socially.

Statement of Faith

TPCELC is a faith-based program rooted in Biblical Christian values. Our Statement of Faith reflects what we believe and teach, and we ask all families to read and understand it before enrolling.

The Bible is the authoritative Word of God and the only infallible guide and rule of our faith and practice. It is the final authority in all doctrinal matters. (2 Timothy 3:16; 2 Peter 1:20–21; Proverbs 30:5; Romans 16:25–26)

God — There is one God, eternally existent in three persons: Father, Son, and Holy Spirit — co-equal and co-eternal. (1 John 5:7; Genesis 1:26; Matthew 3:16–17, 28:19; Luke 1:35; Isaiah 9:6; Hebrews 3:7–11)

Jesus Christ is God the Son, the second person of the Trinity. Fully God and fully man, He lived a sinless life, was born of a virgin, performed miracles, died on the cross to atone for our sins, rose from the dead on the third day, and will return again in power and glory. (John 1:1, 14, 20:28; 1 Timothy 3:16; Isaiah 9:6; Philippians 2:5–6; 1 Timothy 2:5)

Salvation is by grace through faith in Jesus Christ — His death, burial, and resurrection. It is a gift from God, not earned by good works or human effort. (Ephesians 2:8–9; Galatians 2:16, 3:8; Titus 3:5; Romans 10:9–10; Acts

16:31; Hebrews 9:22)

Enduring Understandings

Our staff uses these Biblical truths as a guiding framework when planning curriculum. Everything we teach in the Early Learning Program flows from these foundations.

God created all things
"For in him all things were created: things in heaven and on earth, visible and invisible, whether thrones or powers or rulers or authorities; all things have been created through him and for him." — Colossians 1:16

God is everywhere
"I am with you and will watch over you wherever you go, and I will bring you back to this land. I will not leave you until I have done what I have promised you." — Genesis 28:15
"The eyes of the Lord are everywhere, keeping watch on the wicked and the good." — Proverbs 15:3

God is in control
"For I know the plans I have for you," declares the Lord, "plans to prosper you and not to harm you, plans to give you hope and a future." — Jeremiah 29:11

God loves me
"This is how God showed his love among us: He sent his one and only Son into the world that we might live through him." — 1 John 4:9
"And so we know and rely on the love God has for us. God is love. Whoever lives in love lives in God, and God in them." — 1 John 4:16

God wants me to know Jesus
"For God so loved the world that he gave his one and only Son, that whoever believes in him shall not perish but have eternal life." — John 3:16

Classrooms & Class Times

Our classrooms are open Monday through Friday, 6:30am–6:00pm. We serve toddlers through transitional kindergarten, using a custom curriculum tailored to meet each child's individual needs.

Children must be developmentally ready and fully potty trained to attend our 3–6 year-old pre-kindergarten classroom.

Enrollment options:
- Curriculum time: 8:30am – 12:30pm
- School day: 8:30am – 3:30pm
- Full day: 6:30am – 6:00pm

Please have your child arrive on time and ready to learn. Chapel begins promptly at 8:50am each day.

We ask that all families drop off and pick up within the times their child is enrolled for. Our licensed classrooms are required to follow strict teacher-to-child ratios, and we want to ensure we are always properly staffed. If you need to meet with your child's teacher, please make an appointment so they can give you their full attention.

Admission Requirements & Waitlist

If a spot is available in your desired class, you will be invited to apply. To complete enrollment, you will need:

1. A completed enrollment packet for each child (submitted before your scheduled orientation appointment)
2. A current immunization record from your child's doctor — or a signed exemption form if your family is religiously exempt
3. Payment of the non-refundable application fee (charged during or shortly after your orientation appointment)

Note: We are not currently accepting infant admissions.

Waitlist: Families who would like to be placed on our waitlist may submit an application to be considered for an available spot based on their projected start date. Projected and actual start dates must fall within a two-week window.

When a spot becomes available:
1. We will identify the best fit from our waitlist and contact that family. A start date will be set and an enrollment packet will be sent. Families have 5 business days to complete and return the packet. Failure to submit within that window forfeits the spot.
2. The non-refundable enrollment fee must be paid.
3. A tuition plan will be created with your start date.
4. If a family needs to delay their child's start date by more than 7 days, they must either pay full tuition to hold the spot, or the spot will be released. The child will return to the waitlist pool and a new tuition plan will begin when care starts. If this crosses into a new enrollment year, an additional enrollment fee applies.
5. We do not hold spots for extended periods of time.

Tuition and Fees

Turning Point ELC operates year-round. See our calendar for closure dates.

New student application fee: $50 (non-refundable). This fee accompanies each new student application.

Multi-student discount: Families with more than one child enrolled at TPCELC receive a 5% discount. Contact the Early Learning Director at info@tpcelc.com for details. This discount does not apply to state-funded enrollments.

Annual re-enrollment: Our payment plan year runs January through December. All students are charged a $50 registration and administrative fee each January. Watch for re-enrollment communication each fall to secure your child's spot for the coming year.

Payment options:
- Pay in full by January 1 and receive a 2% tuition discount
- Semi-annually (payments in January and July)
- Monthly payments

All tuition payments are processed through Brightwheel via direct bank debit or credit card. Credit card payments incur an additional 2.9% processing fee charged by Brightwheel. This fee is non-refundable.

Late fees: A $50 late fee applies if tuition is not paid within 7 days of the due date (the 19th of each month). This fee must be paid within 7 days of notice. Failure to pay will result in enrollment probation until the balance is resolved.

For current tuition rates, please visit our Programs & Rates page.

Drop-In Rates & Policy

Drop-in days are offered based on classroom availability. We cannot exceed our licensed teacher-to-child ratios or room capacity limits.

Classroom ratios and maximum group sizes:
- Toddlers: 1:7, max group size 14
- Preschool: 1:10, max group size 20
- Pre-Kindergarten: 1:10, max group size 20
- School Age: 1:15, max group size 30

Because we prioritize our regularly enrolled students, drop-in openings are not always available. If you need a drop-in day, contact the director at least 24 hours in advance. They will confirm availability and plan for staffing. Drop-in days are charged to your Brightwheel account at the posted rates.

Withdrawal Policy

If you need to withdraw your child, please submit the Early Learning Intent to Withdraw Form — available in Brightwheel or in person from the Early Learning Director — at least 14 days before your child's last day. Withdrawals without 14 days' notice will result in one-half month's tuition being billed.

To be considered withdrawn, both parents or legal guardians must complete, sign, and submit an Intent to Withdraw Form to the Business Office.

Hours of Operation

Turning Point Early Learning Center is open Monday through Friday, 6:30am–6:00pm.

Late Drop-Off & Late Pickup Policy

Our teachers' time is valuable, and a consistent morning routine matters for every child in the classroom. If you drop off your child after 9:00am without giving at least 2 hours' notice to the director or teacher, a fee of $1.00 per minute after 9:00am will be charged to your Brightwheel account and is due the same day.

Late Pickup: If you pick up your child after 6:00pm, a fee of $1.00 per minute after 6:00pm will be charged to your Brightwheel account and is due the same day.

Typical Daily Schedule

6:30–8:30am — Free play, games, crafts
7:00am — Breakfast
8:45am — Clean-up and bathroom
8:50am — Chapel and prayer as a school
9:00am — Circle time: songs, calendar, pledge, prayer and story
10:00am — AM Snack
10:30am — Free play
10:50am — Clean-up and bathroom
11:15am — Curriculum time and structured activities
12:00pm — Bathroom and wash for lunch
12:00pm — Lunch
12:30pm — Dismissal of half day students
12:45pm — Story
1:00pm — Nap/Rest
1:30pm — Quiet table activities, books, bathroom breaks
3:00pm — PM Snack
3:30pm — Dismissal of school day students
3:45pm — Recess and indoor activity
4:00pm — Story and activity
4:45pm — Free play
6:00pm — Center closes

Snacks & Nutrition

TPCELC is a nut-free program. This means no peanuts, tree nuts, or nut-derived products of any kind — including items made or packaged in facilities that process nuts. This policy applies even when there is no child with a known nut allergy currently in your child's class. Children share the playground, bathrooms, and drinking fountains.

Please read labels carefully before sending any food to school. If a nut product arrives, we will dispose of it immediately for the safety of all children on site. We appreciate your understanding.

Daily meal schedule:

- Breakfast: 7:00–8:00am
- AM Snack: 10:00–10:30am
- Lunch: 12:00–1:00pm
- PM Snack: 3:00–3:30pm
- Dinner: 5:10pm

Food is provided during the school day.

Visitors & Parking

Visitors: All visitors must sign in at the front office and provide the director with their driver's license. An invitation is extended to any parent who wants to visit the school or their child's classroom.

Parking: Parking is available in our WEST church parking lot. You are free to park anywhere on the church premises during school hours of operation.

Arrival & Pick-Up Procedures

Entry: The only entrance for drop-off and pick-up is the main preschool door on the west side of the church. This door requires a code, which will be provided at your orientation. If you need assistance, call the center.

Sign-in/out: All students must be signed in and out using the Brightwheel iPads located at the front desk of the ELC. Parents must enter the building and receive teacher acknowledgment of dismissal at pickup.

Authorized pickups: If someone other than a parent is picking up your child, their name must be listed on the enrollment form or set up with their own Brightwheel profile. We will verify their driver's license. We will not release a child to anyone not listed in enrollment or Brightwheel, or to anyone under 18 years old.

Please do not share your Brightwheel check-in/out code. Instead, set up a separate account for authorized pickups.

Absences: Please notify your child's teacher via Brightwheel by 7:00am if your child will be absent.

Behavior Management & Discipline

Our program uses a redirect approach — helping children move toward positive behavior and activity rather than focusing on correction alone. Our teachers guide children to treat one another with love and respect, rooted in Biblical principles. We encourage children to communicate with each other and work through problems, and we step in to mediate when needed.

If a child's behavior becomes a repeated concern, parents, teachers, and administration will meet to create a Behavior Support Plan designed to set the child up for success. Please see the Behavior Intervention Plan section for full details.

Please note: Our main entrance and classrooms are video monitored for the safety of children, parents, and staff. Video recordings are private and will not be shared with any individual or outside party without legal authority to access them, such as the Washington State Department of Children, Youth, and Families (DCYF) or law enforcement acting under applicable law.

No corporal punishment is permitted on TPCELC premises by employees or parents.

If a parent becomes physically or verbally disruptive on TPCELC property, the Early Learning Director will initiate a meeting to address the situation. If unsafe behavior continues, the family may be required to withdraw their child from the program.

Non-Discrimination Policy

Turning Point Early Learning Center admits students of any race, color, nationality and ethnic origin to all the programs and activities generally accorded or made available to students at the school. Turning Point Early Learning Center does not discriminate based on race, color, national or ethnic origin in administration of its educational policies, admission policies, or scholarship programs.

Religious & Cultural Activities

Turning Point Early Learning Center uses Biblically based Christian curriculum. All activities are Christ-centered. Prayer is an important part of each day as students and staff pray at the opening and end of each school day, as well as before meals and at other appropriate times throughout the day. TPELC Preschool also incorporates a variety of multi-cultural lessons into the curriculum throughout the year.

Transportation & Car Seat Laws

Parents are responsible for transporting children to and from school. When our program is staffed to support it, we plan to offer shuttle service for school-age students to and from their schools. At that time, parents will be responsible for communicating with their child's school regarding pickup and drop-off logistics, and for providing an age-appropriate and size-appropriate car seat for any transport.

TPCELC also accommodates school-age children arriving via Mead School District bus service. Bus drop-offs are received at the front of the church, where TPCELC staff will meet and escort students into the building. Parents who wish to utilize this service should notify the Early Learning Director in advance so staffing can be arranged appropriately.

Washington State Child Restraint Law: Effective June 1, 2007, children under 8 years old must be restrained in a child restraint system, unless the child is 4 feet 9 inches or taller. Children 8 or older, or 4 feet 9 inches or taller, must be properly restrained with a safety belt or appropriate child restraint system. Children under 13 must be transported in rear seats where practical.

In compliance with state law, all children under 8 riding in private vehicles — including carpools and school functions — must use an approved booster seat.

Unattended Children in Vehicles — RCW 46.61.685: It is unlawful to park or leave a vehicle running on a public highway or in a public place with a child under 16 years old left unattended inside. Violation is a misdemeanor. A second or subsequent conviction results in license revocation.

Mandatory Reporting

We are required by state regulations to contact Child Protective Services if we suspect child abuse or molestation. We are also required to call CPS if we witness any physical spanking, hitting or abuse of a child by a parent while on the Turning Point Campus. WAC 170-295-6040.

Alcohol, Smoking, Vaping & Drugs

Turning Point Campus is an alcohol, smoking, vaping, and drug-free zone. If a person picking up a child appears to be under the influence of drugs or alcohol, for the child's safety, the inebriated person will be asked to call another authorized person to pick up the child.

Immunization Records

For the safety of all children in our community and in accordance with the Washington State Department of Health (WAC 246-105-040), all schools are required to have accurate student vaccination information on file. Students will not be allowed to attend Turning Point Early Learning Center until a hard copy of the Washington State Department of Health Certificate of Immunization Status form is on file.

If parents have chosen for personal or religious reasons to not have their child receive any of the required immunizations, or a child's healthcare provider has determined medically a child should not have a specific vaccination, then a Certificate of Exemption form must be completed and signed by a parent or guardian and the child's healthcare provider. If an outbreak of any childhood communicable disease occurs for which a child is not immunized, the child will not be allowed to attend school or any extracurricular activities until the outbreak is over.

All immunization records must be filled out on or transferred to the approved Washington State Department of Health forms and must be signed and submitted to the Administrative Office. In cases of non-compliance, parents will be notified by letter and given 30 days to submit the forms.

For students vaccinated in Washington State, your child's Certificate of Immunization Form may be downloaded from http://wa.myir.net/register.

Allergies & Special Needs

Allergies: When a doctor diagnoses a child as having a food, medical or environmental allergy, we must have a list of those things in our medical records. If the allergy is severe, an updated Life-Threatening Allergy Plan, signed by the doctor, must be in place in our office along with the list of allergies and recommendations of

precautions and treatment procedures. If an Epi-pen and/or Benadryl are required, the parent must provide these to the school in their original packaging with the current prescription label. All medications require a consent form signed by the child's doctor and parent/legal guardian.

Children with Special Needs or Medical Needs: The TPELC Director will meet with the prospective parent(s) to discuss the specific needs of their child, and to determine if TPELC can provide for the child's needs. If it is determined TPELC can meet the needs of this child, a specific plan will be put in place. The plan will require approval by the TPELC director, child healthcare provider, and parents. The plan will be evaluated by the parent(s) and Director on a regular basis, or as the child's needs change.

Sick Children Policy

Children may not remain at school with any of the following symptoms:
- Vomiting
- Diarrhea (three or more watery stools, or one bloody stool, within 24 hours)
- Open or oozing sores not properly covered
- Suspected communicable illness (hand, foot and mouth disease; impetigo; pink eye; scabies) — child may return 24 hours after being fever-free or starting antibiotic treatment
- Lice — child may return after proper treatment and confirmed nit-free status
- Fever of 101°F or higher
- Any combination of two or more of the following: earache, headache, sore throat, thick green nasal discharge, rash, or fatigue that prevents normal participation

If your child becomes ill at school, you will be contacted and must pick up within 60 minutes. Your child will not be able to return the following day.

A child must be fever-free and free of vomiting or diarrhea for 24 hours, or have completed a full 24 hours of antibiotic treatment, before returning to school.

If your child is ill and will not be coming in, please send a message through Brightwheel to their teacher before 9:00am. This helps us with attendance counts and lets us monitor any illnesses that may be circulating.

Medication Policy

Legally, school personnel can only give medication when a parent and healthcare provider complete and sign our Medication Consent form. Forms are available from the ELC Director. Parents must provide the medication in its original packaging and with a current prescription label with the student's name. All medications will be kept in an accessible-to-staff, yet secure location.

No medications may be given to any child in our school without prior written consent of the child's parent/legal guardian and child's healthcare provider.

Prescription AND Non-prescription (over-the-counter) medications will be given only when:
- A proper medical consent form is obtained from the child's physician and parent or legal guardian

- Medication is in its original container/packaging and labeled with child's first and last name
- Medication is labeled with the current prescription stating child's name, medication name, dosage frequency and length of time for treatment

Medications kept on-site for chronic and life-threatening conditions must meet the same policies as above.

Medical Emergencies

If your child should have a sudden illness, accident, or in case of a life-threatening emergency, a trained staff member will begin any necessary first aid and ask another staff member to make emergency phone calls. If emergency treatment is needed, TPELC staff will request assistance from emergency personnel. All students must have a signed medical emergency consent form on file.

Turning Point ELC will not be held liable for accidents/injuries that occur while students are in our care. The parent/guardian is responsible for all costs involved with treatment of their minor child.

Communication

We follow the Matthew 18 principle at TPCELC. If you have a concern, please come to us right away — don't let a small issue become a big one. We have an open-door policy.

Contact us:
Early Learning Director: 509-213-6953 — info@tpcelc.com
Turning Point Pastor: Melissa Stelly — melissa@tpob.org

Brightwheel is our primary communication platform. While we always love face-to-face conversation, Brightwheel is the best way to reach your child's teacher when an in-person conversation isn't possible. It's also how to report absences.

Parent Information Board: A parent information board is posted in your child's classroom and in the main ELC hallway. This is where you'll find weekly curriculum, closure dates, licensing information, and schedules, as well as any urgent updates or important information. Please check it each day.

Prayer: Please pray for us daily — for health, safety, and wisdom. We pray for you and your children as well.
"The prayer of a righteous person is powerful and effective." — James 5:16
"Greater is he that is in you, than he that is in the world." — 1 John 4:4

Bible: Throughout the year, we will read Bible stories, memorize scripture, and learn praise and worship songs together.

Birthdays & Classroom Expectations

Birthdays: You are welcome to bring birthday treats for your child's class! Please let your child's teacher know in advance what you plan to bring and when you'll arrive. All treats must be nut-free.

Classroom Expectations:
1. Keep a full change of clothing (including underwear and socks) in your child's backpack every day.
2. Label all clothing, jackets, and backpacks with your last name.
3. Please do not send toys to school unless it is Show-and-Tell day.
4. Notify us in writing of any changes to your child's normal pickup schedule.
5. Let us know promptly if your address, email, or phone number changes.
6. Gum is not permitted at school.
7. Dress your child for the predicted weather each day.

How You Can Support Your Child at Home:
- Pray regularly with your child and listen to what's on their heart.
- Read aloud to your child every day — even a few minutes builds language, comprehension, and connection.
- Start with simple books: point to pictures, name colors, and ask questions.
- Encourage writing by keeping pencils, crayons, and markers available.
- Make your home a place where books are visible and valued. Children follow the example they see.
- Review the monthly classroom newsletter with your child and reinforce the themes, letters, numbers, and Bible verses at home.

At Church:
- Stay connected to your church community. Other Christian families and your pastor are a source of support and encouragement for the whole family.
- Look for growth in your child's maturity and obedience, and give them age-appropriate responsibilities at home.

Disaster Preparedness & Emergency Procedures

TPCELC has developed a comprehensive Emergency Preparedness Plan with step-by-step procedures for a range of scenarios, including power outages, fire emergencies, lockdowns, building evacuations, and nuclear emergencies. All staff are trained on these procedures.

We regularly conduct fire, lockdown, and evacuation drills.

In the event of a lockdown, no one will be permitted to enter or leave the building until the area is safe and the lockdown is lifted. Parents will receive updates via phone, Brightwheel, or text blast.

Weather & Emergency Communication — when a delay or closure decision is made, we will communicate through the following channels:
- Brightwheel — First notification. Messages go out as soon as a decision is made.
- Text Blast — Our best emergency notification tool. Make sure your cell phone is current in Brightwheel.
- TPCELC Facebook — Posted by the director and designated staff.
- Email — Used for non-emergency updates and important school information.

- TPOB Website — School-wide information and announcements at tpob.org

Behavior Intervention Plans

At TPCELC, we are committed to a safe, nurturing, and positive environment for every child. The following plan outlines how we respond to ongoing or serious behavior concerns.

Major Incidents & Automatic Disenrollment: Behavior that poses a safety risk to the child, their peers, or staff will result in automatic disenrollment. Major incidents include, but are not limited to:
- Extreme physical aggression (hitting, kicking, biting resulting in injury)
- Destructive behavior that causes harm or danger
- Severe, repeated disruption that prevents the classroom from operating safely
- Any behavior that endangers others

Families will be notified at the time of the incident. Written documentation will be provided.

Behavior Intervention Process: If a child is sent home due to disruptive behavior, the following steps apply before the child may return:

Step 1 — Mandatory Behavior Meeting (day of incident): A meeting will be held with the Center Director, the child's lead teacher, and the child's parent or guardian. Together, we will review the behavior concerns, discuss the child's needs and possible triggers, and create a collaborative Behavior Support Plan.

Step 2 — Goal Setting: Specific, achievable goals will be established for the child, focused on improving behavior, developing self-regulation skills, and supporting a successful classroom experience. Staff will monitor progress and communicate regularly with parents.

Step 3 — Improvement Period: The child will be given a determined period — based on the severity of behaviors — to demonstrate improvement. Staff will use positive guidance strategies, consistent expectations, and individualized support. Parents are expected to reinforce these goals at home.

Disenrollment Due to Lack of Improvement: If no significant improvement is observed within the determined period, or if unsafe behaviors continue, the child will be disenrolled. This decision prioritizes the safety, learning environment, and emotional well-being of all children and staff.

We deeply value every child and work collaboratively with families at every step. Our goal is always to support success — but maintaining a safe environment for everyone is our highest responsibility.

Late Pickup During Improvement Period: If a child is sent home due to unsafe or disruptive behavior during an active improvement period, a $1.00 per minute late pickup fee applies if the child has not been picked up within 1.5 hours of notification.