



# EARLY LEARNING CENTER

## AT FIRST CHURCH

Dear Parent(s),

We are excited to know of your interest in Birmingham Early Learning Center. We are working diligently to cultivate an outstanding program of care for infants, young children, and their families. We are hopeful that you will want to be a part of this program.

Enclosed you will find a pre-admission application and an explanation of our program. To place your child on our waiting list, please return the completed pre-admission form with you fee of \$25.00 to the address listed above. I would like to encourage you to make an appointment to come see our facility and meet our outstanding teachers. We want you to have the opportunity to see the center, to discuss goals of the program, to ask questions, and to determine if we can help meet your needs and those of your child(ren).

Please call for further information or to make an appointment. Limited enrollment is available; let us hear from you soon.

Sincerely,  
Executive Director  
Cassandra Copeland

518 North 19th Street | Birmingham, Alabama 35203  
(205) 251-6059 x 2 | (205) 254-3186 | Fax: (205) 322-0337  
[elc@firstchurchbhm.com](mailto:elc@firstchurchbhm.com) | [www.firstchurchbhm.com](http://www.firstchurchbhm.com)

## **THE PHILOSOPHY:**

1. Promotes optimal development of the total child—socially, emotionally, physically, intellectually.
2. Recognizes each child as an individual with a unique personality and temperament and has a variety of interests and abilities.
3. Provides support for families through high-quality developmentally appropriate childcare and through opportunities for enhancing parenting skills and coping strategies.

## **THE ENVIRONMENT:**

1. Involves low staff/child ratios and small group size to promote positive adjustment to childcare and to enhance interpersonal relationships of children and staff.
2. Invites children to explore in a safe, but challenging, atmosphere.
3. Is organized to include group activities, learning centers, and personal space with materials openly arranged for easy observation and use.

## **THE SCHEDULE:**

1. Provides a variety of simultaneous activities from which children may make their selection.
2. Alternates structured and self-directed activities, quiet and vigorous activities, child-initiated and teacher-initiated activities.
3. Establishes routines, which provide security for children and structure for behavioral expectations.
4. Encourages independence and responsibility according to each child's developmental readiness.

## **THE TEACHERS:**

1. Are credentialed with college degrees, associate degrees or Child Development Associate certificates in Early Childhood Education.
2. Maintain a positive emotional climate of warmth, acceptance, and sensitivity.
3. Guide the experiences of each child in a positive way according to the child 's developmental level and encourage children to participate in different aspects of the daily program.
4. Plan a curriculum based on the individual needs, interests, and abilities of the participating children.
5. Maintain on-going documentation recording the progressive development of each child.
6. Promote consistent interaction with parents to enhance the quality of care each child receives.

## **THE CHILDREN:**

1. Are active partners in the learning process.
2. Work/play individually and in small groups most of the day.
3. Engage in a variety of activities that encourage creative expression.
4. Interact with the environment and their peers under the supervision of qualified personnel who provide sensitive direction.

## **THE PARENTS:**

1. Are encouraged to participate in classroom activities and to be active in their child's daily routine.
2. Will be given regular opportunities for daily communication with their child's teacher, which include daily notes, monthly newsletters, phone calls, and conference time.
3. Will be invited to attend workshops and seminars concerning child development, childhood illnesses, guidance techniques, first aid, and more.
4. Will have the opportunity to comment and make suggestions, which will improve the effectiveness of the program.

# PRE-ADMISSION APPLICATION

PLEASE WRITE LEGIBLY WITH DARK INK  
PRINT AND MAIL WITH THE \$25.00 APPLICATION FEE TO:

Birmingham Early Learning Center  
518 North 19th Street, Birmingham, AL 35203  
Phone: (205)251-6059 Fax: (205)322-0337  
elc@firstchurchbhm.com

Name Child is Known by \_\_\_\_\_ Gender \_\_\_\_\_

Due Date or Date of Birth \_\_\_\_\_ Phone \_\_\_\_\_

Home Address \_\_\_\_\_ Zip Code \_\_\_\_\_

Parent Name \_\_\_\_\_

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_ Cell \_\_\_\_\_

Occupation/Employer \_\_\_\_\_

E-mail Address \_\_\_\_\_

Parent Name \_\_\_\_\_

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_ Cell \_\_\_\_\_

Occupation/Employer \_\_\_\_\_

E-mail Address \_\_\_\_\_

Are you currently a member of First Church of Birmingham? \_\_\_\_\_

Are you currently an attorney with Bradley Arant Boult Cummings? \_\_\_\_\_

Are you currently employed at UAB? If so, what is your Blazer ID? \_\_\_\_\_

Are you interested in full week or part week? \_\_\_\_\_

Last childcare center attended: \_\_\_\_\_

Proposed date of admission to care: \_\_\_\_\_

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

\_\_\_\_\_  
Date of Application

# Birmingham Early Learning Center

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## 2023-2024 School Year

Providing quality care is a primary purpose of Birmingham Early learning Center. The Philosophy Statement describes some of the unique qualities and services of our program. The Center opens each morning at 7:00 and closes each evening at 6:00. A late fee is charged for any fraction of a five-minute interval after 6:00 when a parent is late picking up a child.

Monthly tuition is payable on or before the first working day of each month. Accounts will be considered delinquent after the fifth working day of each month. Full-time tuition is as follows:

Youngest Infants ( <i>New Beginnings</i> )	\$1175/month
Older Infants & Toddlers ( <i>Little Blessings</i> )	\$1125/month
Older Toddlers ( <i>Safari Room</i> )	\$1100/month
Younger Twos ( <i>Seaside Room</i> )	\$1075/month
Older Twos Younger Threes ( <i>Creative Corner</i> )	\$1075/month
Threes & Fours ( <i>Pre-K Pandas</i> )	\$1050/month
Summer Stars	\$1025/month

*(Part-time fees are available upon request)*

A one time non-refundable enrollment fee of \$100.00 is payable upon acceptance into the program. A security deposit of \$200 is also required; the deposit is refundable when your child is withdrawn from the program if thirty days written notice is given and the account is clear. A required activity fee of \$80 pays for the Creative Movement program offered from September through May. Annual classroom fees of \$225 are charged each new school year. Your place in the classroom is ensured after you have been notified of an available space and upon receipt of the total amount described above. Siblings of presently enrolled children and children of church members have priority on the waiting list.

Birmingham Early Learning Center operates throughout the year,  
except for closing in observation of the following holidays:

New Year's Eve | New Year's Day | Martin Luther King, Jr. Day | Good Friday | President's Day (*Teacher Work Day*)  
Memorial Day | Juneteenth | Independence Day | Thanksgiving Day & The Day After  
Christmas Eve & Christmas Day | Labor Day | 1 Teacher Training day TBA