



## WELCOME!!

Welcome, all new and continuing families, to the Harris Early Learning Center for the 2016-2017 School Year! Since August 1995, we have enjoyed our associations with children and families, and that includes yours. Please carefully read and follow the important information below so we can be coordinated in our efforts to have a great year at the HELC.

### Classroom Placement

Classroom rosters will be posted at the Center in early August. Rosters will list your child's classroom placement and the names and pictures of the classroom teachers.

### Tuition & Fees

Monthly tuition will be due September 1st. If you have any questions regarding the monthly tuition, please contact the Center. Payments are due on the 1<sup>st</sup> of each month. You may opt to divide monthly payments into a minimum of ½ due on the 1<sup>st</sup>, and ½ due on the 15<sup>th</sup> of each month. A late fee will be assessed to accounts for payments made after the 15<sup>th</sup>.

The annual **supply fee of \$150.00** per child in infants through 3-year-olds is due September 1 (not before). The Pre-K grant pays the supply fee for children going into Rooms 107, 108, and 109. For accounting purposes, we ask that you make a separate check for the supply fee. The annual enrollment fee and one time security deposit should have been paid upon enrolling your child. Checks may be made payable to "AU/Harris Early Learning Center" or "AU/Harris ELC" or "AU/HELCC."

### Orientation Meeting

We will be having *Orientation Meetings the week of August 15<sup>th</sup> – 19<sup>th</sup>*. Pertinent information for the 2016-2017 school year will be covered, so *all parents (new or presently enrolled) are strongly encouraged to attend this meeting*. The meeting dates for each age group are listed below. *If you are unable to attend this meeting, please contact a Center director as soon as possible.*

<u>Date</u>	<u>Age Group</u>	<u>Time</u>	
August 15	Toddler's	1:30-2:30	
August 16	Two's	12:30-1:30	<b>PLEASE MAKE EVERY EFFORT TO ATTEND THIS IMPORTANT MEETING!</b>
August 17	Three's	12:30-1:30	
August 18	Four's	12:30-2:30	
August 19	Infant's	1:30-2:30	



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During the Orientation Meetings Center Directors will review the HELC Parent Handbook and will highlight important policies for the upcoming year. Teachers in your child's age group will address how your child will experience the transition into a new classroom and they will also discuss developmentally appropriate expectations important for the respective age group. Parents will then meet with their child's new teachers and discuss what to expect for the coming year. Parents will have an opportunity to inquire about the curriculum and management style that will be used in the classroom.

## Transition Week

Children presently attending the Center will be involved in a "Transition Week" during the week of August 22-25. **For families that are new to the Center**, transition visits for your child can be arranged with your child's teachers when you attend your orientation meeting. **The first day of enrollment for new children will be Monday, August 29, 2016.** Please note that the Center will be closed to children and families starting at 12:30pm on Thursday, August 25<sup>th</sup> and the entire day of Friday, August 26<sup>th</sup> for Staff Development.

## Forms and Paperwork

The following forms are required for the Center to have in your child's file prior to the first day of school (August 29<sup>th</sup>). New families have completed the Preadmission Record.

- ❑ The **Child's Preadmission Record** is the most important document we will have on file for your child so please take the time to complete this form in its entirety so that we will have the most up-to-date information for your child's new teacher. Even if this form has been completed in past years, it must be completed again for each new school year.
  - **Please visit our website to complete and submit this form:**  
<http://www.harriselc.org/admission-forms.php>
- ❑ It is a State requirement that each child have an up-to-date **Alabama Immunization Form** on file at all times. This form can be obtained from your child's pediatrician and expires when your child is due for another immunization. Each time you visit the pediatrician for immunizations throughout the year, you will need to obtain a new copy of the immunization and submit it to the Center.

1413 7<sup>th</sup> Ave. North, Birmingham, AL 35203  
Phone: (205) 252-5060 Fax: (205) 252-6628  
[www.harriselc.org](http://www.harriselc.org)





### Center Closing Dates

For your information, a list of dates that the Center will be closed has been included with this letter. These dates will also be included in the Parent Handbook that you will receive at the Transition/Orientation Meeting.

### Parent Representative Group

We invite all parents to participate in the *Parent Representative Group*. This group is made up of parents who volunteer to be parent representatives for their child's classroom. Near the classroom rosters to be posted in August, there will be a space to sign up to be the Parent Rep for each classroom.

Parent Representatives meet at the Center monthly during the lunch hour and meetings are open to all parents. Parent Representatives will be expected to attend monthly. The first meeting of the new school year in September will give parents an opportunity to learn about the group and how to become involved. The Center provides lunch for the parents attending the meetings. Sign up for lunch is at the front desk the week before the meetings.

### Parent Seminars

HELC sponsors Parenting Seminars for parents of the Center and the greater Birmingham Community. These seminars address various parenting topics from discipline to health and safety of young children. Unless noted otherwise, seminars are typically every fourth Thursday, September through May, from 12:30-1:30pm in the Chicka Chicka Boom Boom Room at the HELC. They are open to the public so bring your lunch and invite your friends and co-workers. Drinks and cookies will be provided.

### Building Security

Upon enrolling at the HELC, each family receives two white swipe cards that open the front doors during business hours (7am to 6pm). It is important that parents use their swipe cards to enter the building as it helps with security and maintains order at the front desk. **Please DO NOT share your swipe card with anyone.** If you lose or misplace your swipe card, please inform the front desk immediately. Your lost card will be deactivated and a new card will be issued. There is a **\$15 charge to replace a lost card.** If your card does not work correctly, turn it in to the front desk and a new card will be issued at no charge.

Please help us in keeping the building safe by doing the following:

- Always use your swipe card to enter the building and *do not share it with anyone.*
- Do not let anyone into the building unless you know or recognize them.
- Be sure to check your child in and out at the front desk and in the classroom. Do not drop-off or pick-up a child without letting a teacher know.
- If someone other than the parent will be picking up your child, be sure the person is on your check-out list, give a note to the front desk with the information, and tell your child's teachers.



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## HELC Contact Information 205-252-5060

In order to help you make contact with the Center, we would like to introduce the following people:

- **Carla Hardy, Administrative Assistant (ext. 200)**, will be available at the front desk to help you with clocking in/out, paperwork, and to answer your questions or direct you to someone who can. ([chardy@harriselc.org](mailto:chardy@harriselc.org))
- **Vickie Wiley, Administrative Assistant (ext. 201)**, will be available frequently at the front desk, and handles scheduling of our substitutes and part-time employees. ([vwiley@harriselc.org](mailto:vwiley@harriselc.org))
- **Diana Blackwell, Director of Children's Programs (ext. 202)**, will be glad to discuss questions you may have concerning enrollment and the day-to-day operations of the Center, curriculum, and what is developmentally appropriate for certain ages/stages, as well as employment opportunities at the Center. ([dblackwell@harriselc.org](mailto:dblackwell@harriselc.org))
- **Dr. Robbie Roberts, Director of Teacher Training and Outreach (ext. 203)**, will be glad to discuss questions you may have concerning curriculum, and what is developmentally appropriate for certain ages/stages, as well as training and outreach opportunities at the Center. ([robbieroberts@harriselc.org](mailto:robbieroberts@harriselc.org))
- **Lesla Johnston Harris, Director of Fiscal Management (ext. 204)**, will be able to help you with questions concerning your account and the payment of tuition and fees. ([ljharris@harriselc.org](mailto:ljharris@harriselc.org))

*[See weekly menus and monthly newsletters at [www.harriselc.org](http://www.harriselc.org) in "For Parents."]*

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## 2016/2017 Holiday/Center Closings

August 25, 2016	Center closes at 12:30 p.m.
August 26, 2016	Staff Development Day
September 5, 2016	Labor Day
November 11, 2016	Veteran's Day
November 23-25, 2016	Thanksgiving Holiday
December 23, 2016 – January 2, 2017	Christmas & New Year's Holiday
January 16, 2017	Martin Luther King, Jr. Holiday
February 20, 2017	Staff Development Day
May 29, 2017	Memorial Day
July 3, 2017	Parent Selected Staff Appreciation Day
July 4, 2017	Independence Day

*Dates subject to change*

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