



concord

CHRISTIAN PRESCHOOL

HANDBOOK 2022-2023

DONALD SNIDER HEAD OF SCHOOL

JUDY STOGNER DIRECTOR

ALY GRIMES ASSISTANT DIRECTOR

TRAIN UP A CHILD IN THE WAY HE SHOULD GO; AND WHEN HE IS OLD, HE WILL NOT DEPART FROM IT.
PROVERBS 22:6

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FIRST BAPTIST
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LETTER FROM OUR PRESCHOOL DIRECTOR

Dear Parents,

We welcome you to Concord Christian Preschool, a ministry of First Baptist Concord Church. We are excited that you and your child will be joining us for a wonderful year full of activities and growth. My prayer for this year is that you will have a positive experience, with a loving and dedicated staff that will be there for you and your child.

Our Morning Preschool/Full Day Child Development Programs focus on activities to help your child within various developmental areas that include spiritual, social, emotional, physical, and intellectual growth. We provide Christian educational activities in a developmentally appropriate manner, both structured and non-structured. Our teachers reflect on God's love throughout the entire day with your child. Our vision for the children and their families enrolled in our Ministry as follows:

To help our children and their families grow in their love for God and establish a closer relationship with Him.

We view play as extremely important; and therefore, we provide a positive enriched environment. Our staff works very hard towards planning a balanced program of activities which allows for the children to acquire a multitude of skills in all development areas. Developmentally appropriate activities are provided based on the individual needs of each child.

We want to support and encourage you in your parenting role. We know that parenting is a very challenging job! We want to be there with you to help in guiding your child in a positive way through their young lives.

Your input as a parent is very important to us and we welcome your concerns or suggestions. I enjoy talking with parents at any time. The love and care we provide for your child is of major importance to us! I look forward to a growing friendship with you and our time together with your child! We are extremely grateful and blessed to be able to minister to you and your child during this year and hopefully years to come.

Sincerely,

Judy Stogner

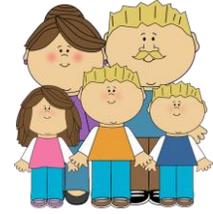
Judy Stogner
Concord Christian Preschool Director



GOALS AND OBJECTIVES FOR PARENTS

Parents can help prepare their child for preschool by doing the following:

1. assuring the child that he/she will be safe and secure at school
2. introducing the child to school by visiting the school with him/her
3. keeping informed about your child's progress
4. notifying the teacher of particular problems encountered with one's child
5. being aware of and participating in school activities when possible
6. making sure they get at least 8 good hours of sleep and providing a good breakfast
7. attending parent meetings and conferences
8. updating immunization records, making us aware of contagious conditions (e.g. strep throat, etc.) emergency information, address, phone changes, etc.
9. extending classroom learning in the home (i.e. discuss, question what was done)
10. joining us in prayer that we will meet your child's needs



GOALS AND OBJECTIVES FOR CHILDREN

To strengthen the **love and bonds to Christ** by:

1. participating in prayer, learning activities and music
2. becoming acquainted with Bible stories, characters, values, ethics and lifestyles

To develop a **positive self-concept** by participation in experiences which focus on:

1. believing that he/she is worthwhile person; believing that he/she can be successful
2. being able to adjust to failures as well as success

To begin the process of **social development** by:

1. developing warm relationships with teachers and other children
2. learning to share and the meaning of respect
3. interacting in fair play with the other children; caring for others

To increase use of **language** by:

1. developing a meaningful vocabulary
2. using language as a successful means of communication
3. learning to express feelings verbally

To advance in **intellectual development** by:

1. interacting and learning from the environment
2. learning to follow directions; being able to understand new concepts
3. becoming interested and motivated in learning activities

To work on acquiring **physical coordination** by:

1. advancing in gross motor development
2. advancing in fine motor coordination

To participate in **creative experiences** by:

1. engaging with art materials and determining the creative set up of those materials
2. participating in experiences that offer use of the imagination



MISSION STATEMENT

Inspiring students to follow Jesus by equipping them to serve, lead and transform their world.

STATEMENT OF FAITH

Because Concord Christian Preschool is a ministry of First Baptist Concord, our doctrinal beliefs are a reflection of the church's beliefs. We are unashamedly a Christian program, and we make no apologies for or compromises to our convictions. It is our desire to present the gospel of Jesus Christ so that each child may have the opportunity to accept Him as Lord and Savior of his or her life.

- We believe the Bible to be the inspired, the only infallible, authoritative, inerrant Word of God (2 Timothy 3:15, 2 Peter 1:21)
- We believe there is only one God, eternally existent in three persons – Father, Son, and Holy Spirit (Genesis 1:1, Matthew 28:19, John 10:30)
- We believe in the deity of Christ (John 10:33)
- His virgin birth (Isaiah 7:14)
- His sinless life (Hebrew 4:15)
- His miracles (John 2:11)
- His resurrection (John 11:25)
- His ascension to the right hand of the Father (Mark 16:19)
- His personal return in power and glory (Acts 1:11; Revelation 19:11)
- We believe in the absolute necessity of regeneration by the Holy Spirit for salvation because of the exceeding sinfulness of human nature; and that men are justified on the single ground of faith in the shed blood of Christ, and that only by God's grace and through faith we alone are saved (John 3:16 – 19; 5:24; Romans 3:23; 5:8–9)
- We believe in the resurrection of both the saved and the lost; they that are saved unto the resurrection of life, and they that are lost unto the resurrection of damnation (John 5:28 – 29)
- We believe in the spiritual unity of believers in our Lord Jesus Christ (Romans 8:9; I Corinthians 12:12; Galatians 3:26–28)
- We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life (Romans 8:13–14; I Corinthians 3; 16; 6:19 – 20; Ephesians 4:30; 5:18)

Because we are committed to giving our best to the Lord, you can be assured that we will continually seek to offer and achieve excellence in academic education.

*"Whether therefore ye eat, or drink, or whatsoever ye do, do all to the glory of God."
I Corinthians 10:31*



GENERAL INFORMATION

LICENSING

We are licensed by the State of Tennessee, Department of Education. Our licensing guidelines include strict safety measures, specific teacher/child ratio, how many children may be present in the classroom as well as on the playground, staff background checks, on-going training, curriculum and the confidentiality of your child's records. We have a scheduled visit with a licensed representative along with unannounced visits yearly.

SCHOOL HOURS

The preschool half day hours are from 8:30 a.m. until 1:00 p.m. Full day hours are from 7:00 a.m. until 5:30 p.m. We also offer extra hours to our half day program if needed.



ARRIVAL/DISMISSAL

We provide an optional car pool line for those children 3 years of age and older at 8:30am drop off and 1:00pm pick up times (and 3:00pm for those children with Concord Christian School siblings). All other times, you will need to park in a designated parking place and walk in to sign your child in or out of the classroom. The doors under the breezeway are locked so if you drop off or pick up at times other than car line, you will need to call for us to let you in (865-672-1520). Those children that attend the half day program will need to wait until 8:30am to go back to their classrooms. Please be sure to bring your ID the first couple of times you pick up your child.

COMMUNICATION

Each class teacher will use such communication methods such as weekly emails, monthly calendars, daily communications via Tadpoles, parent conferences, etc. The office main source of communication will be through email. Please make sure you have a current email on file with the office.

If you have a conflict with someone, initial concerns should be directed to the specific individual involved (e.g. the teacher). The Director should be consulted if concerns are not resolved to one's satisfaction. At this point, if concerns are still not satisfied after speaking with the Director, it is advisable to contact the Head of School, Donald Snider (dsnider@concordcs.org).

A Parent Information Bulletin Board is located right inside the preschool wing between the double doors. Useful information is posted on this board such as Health Alerts (sickness reports), dates to remember etc.

CURRICULUM

The Abeka Curriculum is used in our four and five year old classrooms. This is a Christian based curriculum which focuses on phonics awareness. We expand on this curriculum with theme based activities the individual teachers develop. The three year old classrooms introduce letters using the same Abeka format. Teachers complete lesson plans that are available for review in each classroom's parent bulletin board.



HANDBOOK CHANGES

If it becomes necessary throughout the year to make changes to the handbook, an email will be sent to you so you can add the new information to your handbook.

FEES

Timeliness of Payments

1. All fees are to be paid on a monthly basis.
2. A link to your statement will be emailed out on or before the 15th of each month. All fees will be due on or before the 25th of each month for the following month's tuition.
3. A late fee of \$25.00 will be assessed on the 26th if payment has not been received.
4. Unpaid tuition by the last day of each month could prevent continued enrollment.
5. Any child that has an unexplained two week absence from school and the teacher/director are unable to reach the family and tuition is past due, the child will be dropped from the program.

FACTS SIS Accounts

Through our web-based program, FACTS SIS, you have access to the Family Portal. From there, you are able to view your account balances, view charges and make payments.. Information is password protected and updated on a regular basis.

Return Check Charge

All returned checks or returned online payments will incur a \$35.00 charge.

Fee Listings

1. Fees are due for all open service days for all programs regardless of attendance.
2. Days are not transferrable.
3. If a child only attends for the summer months, August tuition will be required to be paid in full in June with July's tuition regardless of attendance in August.

Withdrawal of Program

A **ONE MONTH** written notice must be given prior to withdrawal (email to director is sufficient). This written notice should be given directly to the Child Care office.

Vacation Credit

A child will become eligible for vacation credit after completing one year (12 months) of consistent full time (5 days a week, full days) care. An email or written request must be made to the director.

Sibling Discount

A ten percent discount will be applied to the child who has the lesser preschool tuition. Discounts are not given across Concord programs (i.e. Concord Christian School / KidzConnect).

Late Pick Up

A charge of \$1.00 a minute will be charged accordingly if you are late picking up your child. For example, if you pick up your child at 5:38pm you will be charged \$8.00. Late pick up times are after 1:00pm, 3:00pm and 5:30pm depending on what hours your child is registered for.



BILLING PROCESS

When do you receive statements?

Statements are emailed out around the 10th -15th of each month for the tuition for the upcoming month. Balances are due by the 25th of each month (for the next month's tuition). If paid after the 25th, a late fee of \$25.00 will be added to your statement.

How do I pay my tuition?

1. Check written to CCP - place in the "Tuition Box" right before going through the preschool doors. There is also a drop box on the outside wall under the breezeway.
2. Pay Now (Family Portal) - sign into your account and you can pay with your checking (free) or credit card (processing fee). **Visa is not accepted.** You can get to the Family Portal by going to school website (<http://www.concordchristianschool.org/>) and clicking on the down arrow to the right and then selecting PS-TN Preschool/KidzConnect option). If you receive any error messages, please let the office know. You may need to enable ALL cookies in your browser settings (on iPhone you will want to be sure "prevent cross-site tracking" and "block all cookies" are turned off). Quick link to the Family Portal is: <https://ps-tn.client.renweb.com/pwr/>
3. RenWeb Home (FACTS SIS) App -This can be downloaded onto your cell phone (small yearly fee for iPhones).
4. Ipad from Preschool office – Here you are able to use a Visa (3% convenience fee added).

How do I pay through FACTS SIS?

- * Once signed into the Family Portal, follow these simple steps:
- * Click on "**Family Information**" tab in the left menu.
- * To view/pay fees, click on the "**Family Billing Information**".
- * If you click on the **Details** button it will provide specific fees.
- * To pay, you will simply click on the **Pay Now button** and follow the instructions. Be sure to put the amount paying in the specific boxes to be paid.



If you have trouble signing into the Family Portal or making a payment, please contact the preschool office so we can assist you. Usually it is something that we can adjust or walk you through a couple simple steps.

FEES / REGISTRATION 2022-2023

REGISTRATION FEES

\$150.00 School Year / \$75.00 Summer 2022 Only

\$150 Summer and School Year

Registration is conducted yearly in January.

A registration fee must be submitted in order to secure a space. **(Registration Fees are Non-Refundable)**

FEES BELOW ARE MONTHLY RATES.

| <u>INFANTS (1:4 ratio)</u> | | | <u>DIAPER FEE</u> | | <u>DIAPER FEE</u> | |
|------------------------------------|-----------|----------|---------------------------------------------|-----------|-------------------|----------|
| | | | | Full Day | | Half Day |
| M-F | 7:00-5:30 | \$990.00 | M-F | \$34.00 | M-F | \$30.00 |
| M/W/F | 7:00-5:30 | \$750.00 | MWF | \$20.00 | MWF | \$18.00 |
| T/Th | 7:00-5:30 | \$565.00 | TR | \$14.00 | TR | \$13.00 |
| <u>TODDLERS (1:4 ratio)</u> | | | <u>TWO YEAR OLDS (1:7 ratio)</u> | | | |
| M-F | 8:30-1:00 | \$535.00 | M-F | 8:30-1:00 | | \$490.00 |
| M/W/F | 8:30-1:00 | \$415.00 | M/W/F | 8:30-1:00 | | \$380.00 |
| T/R | 8:30-1:00 | \$305.00 | T/R | 8:30-1:00 | | \$285.00 |
| M-F | 7:00-5:30 | \$965.00 | M-F | 7:00-5:30 | | \$920.00 |
| M/W/F | 7:00-5:30 | \$725.00 | M/W/F | 7:00-5:30 | | \$700.00 |
| T/R | 7:00-5:30 | \$540.00 | T/R | 7:00-5:30 | | \$520.00 |
| <u>THREE YEAR OLDS (1:9 ratio)</u> | | | <u>PRE-K FOURS & FIVES (1:13 ratio)</u> | | | |
| M-F | 8:30-1:00 | \$465.00 | M-F | 8:30-1:00 | | \$430.00 |
| M/W/F | 8:30-1:00 | \$360.00 | M/W/F | 8:30-1:00 | | \$335.00 |
| T/R | 8:30-1:00 | \$275.00 | T/R | 8:30-1:00 | | \$255.00 |
| M - F | 7:00-5:30 | \$875.00 | M-F | 7:00-5:30 | | \$815.00 |
| M/W/F | 7:00-5:30 | \$680.00 | M/W/F | 7:00-5:30 | | \$640.00 |
| T/R | 7:00-5:30 | \$505.00 | T/R | 7:00-5:30 | | \$480.00 |

Fees for Additional Hours

Occasional additional fee: \$8.00/hour / Consistent additional fee \$7.00/hour

All programs are closed on the following days

Fri., Aug 12 (closed / staff training), Mon., AUG 15 - CLOSE AT 1:00pm, Labor Day, Day before Thanksgiving (23rd), Thanksgiving Day (24th), Day after Thanksgiving (25th), Day before Christmas Eve (23rd), Christmas Eve (26th), Christmas Day (27th), New Year's Eve (30th), New Year's Day (Jan 2nd), Martin Luther King Day, Good Friday, Memorial Day, Juneteenth (June 19th) and July 4th

REGISTRATION

In order for a child to be officially enrolled, the following needs to be completed:

1. Paid registration (non-refundable) with a current tuition balance of zero
2. Submitted application

Items needed before the attending first day of school:

1. Current certified immunization record in accordance to Knox County Health Dept.
2. Physical form (for children between 8 weeks and 30 months, to be completed no sooner than 3 months prior to enrollment) at the initial enrollment
3. Certified custody papers (if applicable), any contradictions to the order must include a notarized letter signed by both parents



Full Time (five days 7:00am-5:30pm) requirement:

If your child attends M-F 7:00am-5:30pm (full time), you are required to attend five days during the summer months in order to secure your space for the next school year. You may choose to enroll for half days as long as it is for the five day sequence. You may let the preschool office know if you prefer not to attend five days during the summer. If a replacement can be given for your child's spot, then you will not be required to attend (these spots will be filled on a first come first serve basis).

CLASS PLACEMENT

A coordinated effort is made for placements in order to achieve the best possible developmentally appropriate environment for an entire class. Placements are made per teacher recommendation and administrative input. Children are grouped for various reasons including, but not limited to the following: equal division of boys/girls, age ranges, behavioral issues and various other developmental needs. Your child's teacher will contact you, early August.

HEALTH

We provide several prevention activities to prevent germs from spreading. These activities include monitoring children for symptoms of illness, frequent hand washing, toy sanitation, and staff training regarding infection control. We are not licensed to care for sick children and therefore require all children to be picked up promptly if the need arises. A child will be isolated in the Director's office if he/she becomes ill at school, and parents will be contacted to pick up his/her child. In situations when we are unable to reach a parent, the emergency person listed on your application will be contacted. It is critical that individuals listed on the application as emergency people be within reasonable distance and be willing to pick up a child.

Please let us know when your child will be absent, especially if he/she has a contagious illness which other children might have been exposed to on previous days (e.g. chicken pox, pink eye, etc.). The Child Care program reserves the right to request parents to submit a doctor's note verifying a child's health status and/or current treatment after having (or suspected of having) a contagious condition. In these cases, the child can return to the program only with this requested written information.

A health alert notice will be posted on parent bulletin board in the event that a child has contracted a contagious illness and the possibility exists of exposure to other children in the program. Alerts remain posted for 2 weeks.

We will not provide service to children who appear to be sick and/or exhibit but not limited to the following conditions:

- Fever of 100.4 degrees or greater
- Vomiting
- Diarrhea (3 incidents)
- Eye drainage; unidentified rashes
- Appearance / behavior (e.g. unusually tired, poor color, etc.) / pain
- Other contagious conditions (e.g. lice)

Returning to School After Illness

- After being fever free for 24 hours without medication
- 24 hours after receiving antibiotics
- 24 hours after being free of vomiting
- diarrhea cases should return after stools have somewhat firmed
- Parents may be asked to return with a doctor's note



MEDICATION

All medication (this includes over the counter), sunscreen, diaper cream will be given directly to a teacher to be locked up away from children's reach. Medication brought in by a parent will never be left in a cubby, back pack, etc. Leaving medication and other toxic items within child's access is cause for immediate enrollment dismissal. **Medication will only be administered with written authorization and MUST be in the original prescription bottle/box with the enrolled child's name on it (this includes epi-pens).** Please ask your child's teacher or the office for medication forms to fill out. Some medications require two different forms (epi-pens / asthma medications). Medication records must be updated yearly.

EMERGENCY PROCEDURES

It is extremely important to have at least two emergency names/phone numbers of available individuals on your child's application. Our staff will follow the following emergency procedures:

1. Start CPR or other needed immediate First Aid (specify call 911 if applicable)
2. Contact Director/other staff to help.
3. Another staff person contacts the parent during the beginning of the entire process, making the parent aware of the situation and seeking their decision regarding the next appropriate step (e.g. parent decides to meet the child at school with a possible broken arm injury instead of EMS transporting). In a severe emergency, Step 1 is followed immediately. All efforts will be made to contact parents before transportation, but in some situations that may not be possible.

DISASTER PLAN

We have in place an Emergency Preparedness Plan covering many instances that could happen during the day such as, but not limited to, fire, tornado and intruder. We conduct monthly drills to help the children prepare for such instances. We strive to provide the safest possible care for your child.

SCHOOL CLOSINGS

The CCS Head of School determines closings. Any closings will be communicated by email, website and the preschool's phone message (865-672-1520).

Late Openings:

Please watch for an email regarding late openings.

Mid-Day Closings:

Should Knox County close in the middle of the day, we ask for ALL parents to watch for an email in the event we close mid-day as well. Communication would be as stated above.



Refunds/Credits:

Refunds or credits will not be issued due to inclement weather or any closure due to sickness etc.

MISCELLANEOUS



NAP TIME

Nap time is between 1:00pm-3:00pm. If possible, we ask that you try to avoid picking up your child during this time. (i.e. doctor appointments etc).

RESTING MATS

Resting mats are provided for your child if they attend full days. A sheet and cover are provided and washed weekly for your child. You are welcome to bring in your own special blanket or "lovey".

EXTRA CLOTHES

An extra complete set of seasonal clothes should be available for each child at all times. Please make sure all items are labeled in a Ziploc bag.

DIAPER CREAM

All diaper cream ointments should be given directly to the teacher to lock up. Please label.

SUNSCREEN

We ask that all children come to school with sunscreen applied. For those children that attend full days, the teacher will re-apply sunscreen before going outside in the afternoon. All sunscreen should be given directly to the teacher to lock up. Please label.

COMFORT ITEMS

We do permit children to use their security comfort item (blanket, pacifier, etc.) if needed. It is usually not a good idea to start the weaning process of security items when a child just begins a new program.

INFANTS

We ask that you please label ALL items brought to school. All bottles should be pre-made. Diaper bags are not needed (school provides bibs, blankets etc).

Speech Pathologist

We have a Speech Pathologist on campus. If you feel it is necessary for your child to undergo a speech evaluation, you will reach out to Ms. Jennie (jpusser@concordcs.org) or let your child's teacher know and she can provide you with the appropriate paperwork. If services are needed, there is a monthly fee for this service (\$80/group, \$120/private).

LUNCH/SNACKS

Lunchtime is important not only for socialization, but as a learning experience regarding nutritious eating habits. Lunch may be purchased for \$3.50 per day (fee is subject to change due to food cost). A monthly calendar will be provided and returned to school with selections made. These lunches are not transferrable or refunded if absent.

Lunches brought from home should not include candy, sweet treats or sodas. Items which pose choking hazards should be cut to prevent a choking situation (grapes, hotdogs, etc). We will not be able to serve an item that is listed as a standard choking item such as popcorn, nuts or raisins. Sometimes food that is not usually accepted in the home (such as a certain vegetable) will be tried in the presence of peers and the teacher. **We ask that you to send items in a divided container with one pull top lid.** We will not be able to warm foods or store them in a refrigerator (we suggest using thermoses and ice packs).

Our AM snack is served between 7:50am-8:00am. Please have your child at school by 8:00am if you want your child to have the morning snack. After 8:00am snack will not be provided. The PM snack is served between 3:00pm-3:15pm. Milk is served for the morning snack and water for the afternoon snack. Please remember that these are snacks and are not intended to be a meal.



BIRTHDAY PARTIES

We are happy to celebrate birthdays. Frozen vanilla yogurt can be requested for the celebration (50 cents a child). This charge will be added to your bill upon request. If outside food is brought in for the celebration, we ask that it is a healthy option. Parents can contribute to the celebration by providing special party plates and napkins. We encourage and welcome parents to join us to celebrate birthdays. Birthday party invitations can be given out IF provided for the entire class.

PICK UP OF CHILDREN

For your child's safety, we require written permission for your child to leave with anyone other than parents (listed on application). A new person can be added to your list by adding them to RenWeb or emailing the office. Please inform the new person to be prepared to show identification. We will NOT release your child to new individuals without identification and appropriate written authorization. All requests for pick up must be writing; no verbal authorization will be accepted.

Parents in a child custody situation are required to notify the center of any such action that dictates whom may or may not pick up the child from this center and it is mandatory that copies of such court actions be on file.

Children will not be permitted to leave the center with anyone considered to be "under the influence". The center will call alternate and emergency numbers from the child's records and if unable to find suitable transportation we will notify the local law enforcement agency.

No child will be allowed to be picked up from the program without the proper safety devices, as determined by the State of Tennessee.

PROHIBITED

Smoking, illegal drugs and firearms are not permitted ANYWHERE on the premises; however, an officer of the law may carry a firearm.

CLOTHING

Dress your child in clothing that allows participation in active play (inside and outside). Inside play activities include the use of materials such as water, paint, glue or sand and therefore require play clothes as well. We try to use paint smocks but we encourage you to dress your child in clothes that may get paint or dirt on them.

Safety is of utmost importance to us; and therefore, we need for all children to wear well-supported, closed-toe shoes (for example tennis/leather shoes). Please do not send your child in flip flops, crocs or sandals without support in back or front.

BACK PACKS

Please do not send a back pack or diaper bag with the younger children (infants – two year olds) unless otherwise requested by your child's teacher.



TOYS FROM HOME

We prefer that no toys be brought from home. Exceptions to this include show and tell arrangements or items needed for security (e.g. teddy bear). **Toys that convey violence (e.g. guns/swords will not be allowed).** When a child brings a toy from home he will be allowed to play with it during free play time, and then it will be required to be put away for the remainder of the day. Teachers may require that an item be put away sooner if sharing problems occur. Please understand that teachers will not be able to take responsibility for materials brought from home. It is advisable to label items.

PARENT / TEACHER CONFERENCES

We feel parent/teacher conferences are an important part of our program. All classes conduct at least one conference yearly to make you aware of your child's progress. A specific written assessment is shared with parents, as well as informal observation information. It is important at these conferences to discuss your goals for your child. Our staff will plan challenges for the growth and development of each child based on your input as well as the child's assessment. Special conferences may be requested at other times. Please discuss prior to conference any information that your child's teacher may need to know that will help the teacher best be able to reach your child (i.e. recent move, divorce, separation, adoption, etc)



INJURY

Accident reports are provided for all injuries. Parents will not be contacted unless immediate attention is needed or parents provide a written request to receive contact regarding all injuries. The one exception to this is in the case of head injuries. Parents are always contacted for head injuries (even minor) unless it is very close to pick up time.

BEHAVIOR MANAGEMENT

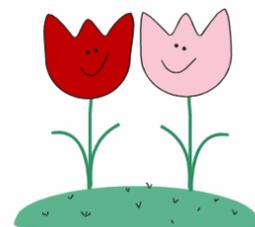
Prevention of discipline problems is the key to any good behavior management program. With this in mind, the following are provided for in our program to eliminate most problems:

1. an environment that provides love, encouragement, and the promotion of positive self- esteem.
Use of a calm, moderate voice level
2. safe, exciting environment, with some new materials rotated on a regular basis
3. teacher/child supervision and interaction during free play
4. children's awareness of classroom rules and expectations for behavior. The teacher will refer to the rules positively (e.g. "Mary, you need to walk" versus "Stop running")
5. teacher awareness of each child's individual needs
6. use of redirection when appropriate
7. use of logical consequences (e.g. one does not move on to another activity until the first activity is cleaned up)
8. use of reflective listening and "I-messages" to help children cooperate as well as to acquire these communication skills themselves
9. rewards may be given for appropriate behavior; material rewards are always given with verbal praise and encouragement. From time to time, serious problems require the use of "time-in". "Time in" is reserved for **serious problems** when all else fails. It is viewed as an opportunity to explain and guide the child's behavior. Toddler rooms use redirection as a primary method to communicate appropriate behaviors. The following is adhered to when "time-in" is used: Child is firmly but calmly told specifically what the appropriate behavior is (e.g. "We need to be kind to our friends, use gentle touches").
 - Child is to sit while the teacher talks to him/her.
 - The child and teacher calmly talk about the incident. The teacher asks the child why he or she had to sit to ensure adequate understanding.
 - The teacher helps the child return to play.

TERMINATION

Although we never want to dismiss a child from our program, if the need arises, the Director would make this determination. Incidents that may be a cause of termination may include but not limited to the following;

- severe behavior problem that poses a threat of the safety on any issue relating to the well-being of a child in the program
- refusal to seek outside help when recommended
- a child that requires constant one-on-one attention from the teacher taking away attention from the rest of the class
- balance on tuition is 30 days past due
- unexplained two week absence from school and the teacher/director are unable to reach the family and tuition is past due



COVID PROCEDURES

Drop Off / Pick Up

* If your child's classroom has an exterior door, we will be utilizing this door for direct entry at drop off and pick up into the classroom. If your child has an interior room, you will enter through the main doors and walk to their classroom.

* The children will wash hands directly upon entering the classroom.

Extra Precautions

* We will be disinfecting surfaces and objects frequently during the day to help cut down on the spread of germs.

* We will take children's temps mid-day.

What if a positive Covid 19 case arises in staff/child/family member

* We will make you aware of any positive cases in your child's room so you can be aware and be attentive to any symptoms that may arise.

* Children whose parent or other family members in the household have tested positive for Covid 19 OR have a pending result, will not be permitted to attend until released from the preschool office.

Those individuals with a positive test result would follow the current Knox County Health Department guidelines for returning



**Standards for School-administered Child Care, Chapter 0520-12-01
SUMMARY**

Program Organization and Administration, 0520-12-01-.05

- A Child Care Center must have an adequate budget. General liability, automobile liability, and medical payment insurances must be maintained on all properties and vehicles owned or operated by the program.
- Children's files must include a complete application, an official immunization record (exceptions do apply), and health history.
- On-going parent communication is expected. Programs must provide a parent handbook with the policies, procedures, and the TDOE requirements, chapter 0520-12-01. It is expected that parents sign for receipt of the policies and requirements, and this would be kept in the child's file. All parents shall be given a pre-placement visit opportunity.
- Parents must have access to all areas of the center when their child is present.
- The parents must receive an educational program regarding child abuse detection, reporting and prevention.
- A written plan must be in place for the release of each child, this should include individuals who are allowed to pick up the child at the end of the day or any given time by the parent.
- Children must be signed out of the program by the legal guardian. Staff may require to see a person's identification when releasing a child from the program.
- Injuries and incidences will be reported to the parent as soon as possible or at the end of the school day. This shall be documented in the child's file.
- Staff records must be kept on each employee that includes educational background, reference checks, TBI check, in-service training, physical exams and performance reviews.
- If the center provides transportation, the driver should be appropriately licensed, have a drug screening on file, and certificate of CPR/First Aid, there must be liability insurance and the children must have adequate space and supervision. Transportation provided by the center or under center authorization shall comply with state law.
- Programs must have the current Certificate of Approval posted where parents and visitors can easily see it, along with the Department of Human Services childcare complaint number and the Department of Children's Services Child Abuse Hotline number.
- No smoking must also be posted in a conspicuous manner.
- A copy of the state board rules (chapter 0520-12-01) must be maintained in a central space and available to all staff and parents.

Program Operation (Supervision), 0520-12-01-.06

- Careful supervision of each group is expected at all times and suited appropriately for each age grouping.
- Adult:child ratios and group sizes must be followed.

Single-age grouping chart:

| AGE | GROUP SIZE | ADULT:CHILD RATIO |
|---------------------|------------|-------------------|
| Infant (6wks-12 m) | 8 | 1:4 |
| Toddler (11m-23m) | 12 | 1:6 |
| Two (2) years old | 14 | 1:7 |
| Three (3) years old | 18 | 1:9 |
| Four (4) years old | 20 | 1:13 |
| VPK, 619, PDG | 20 | 1:10 |

Multi-age grouping chart:

| AGE | GROUP SIZE | ADULT:CHILD RATIO |
|----------------------|------------|-------------------|
| Infant – 18 months | 8 | 1:4 |
| 18 – 36 months | 16 | 1:8 |
| 3 – 4 years old only | 20 | 1:10 |
| 3 – 6 years old* | 24 | 1:13 |

*Not including first grade children

- Group sizes must be maintained in the classroom, but classes may combine while outdoors, in common dining areas, or common napping areas.
- Each group must have their own space. Infants cannot be group with children older than 30 months; a separate area must be provided for infants and toddlers.
- At naptime, ratios may be relaxed for groups (except for infants and toddlers).
- A written playground supervision plan is required.
- Field trips requires adult:child ratios to be doubled. Swimming has a separate ratio chart and the life guard is not included in the ratio.

Staff, 0520-12-01-.07

- All programs must have a director and enough teachers and staff to meet the required ratios for adequate supervision.
- Staff must be physically, mentally and emotionally stable to work with children and have knowledge of early childhood behaviors and development.
- Preschool directors, teachers and assistant teachers must be 21 years of age.
- All new staff must complete 2 hours of orientation before assuming duties and receive annual instruction in early childhood topics that are required in this chapter section.
- The program must maintain written documentation that each employee has read the full set of all applicable rules.
- A copy of the entire rules must be maintained and readily accessible to all employees.
- All staff must have a criminal background check upon hiring and must be cleared before assuming duties. A new fingerprint sample is required every 5 years for all employees.
- A director shall be responsible for the day-to-day operations, shall be physically present in the facility for at least half the hours of operation, be at least 21 years of age, and follow the qualification guidelines listed in this chapter section.
- An assistant director may be designated in charge when the director is absent.
- All directors, assistant directors, teachers, assistant teachers, and other staff working directly with the children must have 30 hours of professional development training. At least 6 hours of this professional development must be in developmentally appropriate literacy practices.

Program, 0520-12-01-.09

- Educational activity must be developmentally appropriate for the age and ability of the children enrolled. (See TN-ELDS for Birth-48 Months and TN-ELDS for 48 month-Kindergarten)
- Any technology used by the children must be reviewed by staff, approved by parents, and shall not exceed 2 hours per day.
- Children shall not be left in restraining devices (swings, car seats, high chairs, etc.) for periods longer than 30 minutes.
- Children should have opportunities to play together and also alone when they choose to do so.
- Personal safety must be taught each year for children ages 3 through school age.
- Outdoor play must be provided for all ages who are in care for more than 3 daylight hours, weather permitting (temp ranges 32-95 degrees).
- Behavior management and discipline must be reasonable and age appropriate. Spanking or other corporal punishment is not allowed. Timeout must be based on the age of the child and take place in an appropriate location.
- Children shall not be in care for longer than 12 hours in a day.
- Routines such as snack, meals, and res shall occur at approximately the same time each day.

Health and Safety, 0520-12-01-.10

- A first aid kit must be on the premises and a comprehensive first aid chart or list must be available.
- There must a staff member present at all times who has a current certification in CPR and first aid training.
- A written plan to protect children during disasters is required. Drills must be practiced and documented each month. At least one drill must be practiced during extended care hours.
- Smoking and the consumption of alcohol are not allowed on the premises of a child care program.
- Firearms are not allowed on the premises or in a vehicle used to transport children.
- Kitchen knives or other potentially hazardous tools must be kept inaccessible to children.
- Staff's personal belongings must be kept inaccessible to children.
- Emergency contact numbers must be listed and posted near all telephones.
- Conduct regular morning health checks of each child and notify parents immediately when a child is sick or injured.
- Medication may not be given to any child without the written consent of the parent/guardian.
- Safe sleep practices for infants must be followed:
 - Infants places on their back to sleep, in a crib or pack 'n play with only the sheet. Soft bedding for infants is not allowed.
 - No swaddling or wrapping in a blanket.
 - Infants must be touched by a teacher every 15 minutes to check breathing and body temperature.
 - Infant room teachers must have SIDS and safe sleep training before reporting for duty.
- Hand washing and diapering procedures must be followed to minimize the spread of germs in the classrooms.
- Developmentally appropriate equipment that is in good repair and easily cleaned is required. All manufacturer's safety instructions must be followed.
- Electrical cords and outlets should be inaccessible to the children.
- Children must have a place to store their belongings that minimizes the spread of germs.
- Each child must have their own napping equipment (2" thick mat or cot; sheet or cover for the mat; and a coverlet for their body)
- All staff must report reasonable suspicions of child abuse to DCS hotline number or local law enforcement. Annual training for this is required.

Food, 0520-12-01-.11

- Children will receive meals based on the amount of hours spent in the program.
- Food should not be forced or withheld from children.
- Infants must be held while bottle feeding and bottles may not be heated in the microwave.
- Special diets and instructions must be provided in writing.
- A menu must be posted each week. Changes to the meal must be documented before the meal occurs.
- Teachers and children must wash hand when handling and eating food.
- All eating surfaces must be washed with soapy water and sanitized before eating and after eating.
- Children must be seated at appropriately sized tables and adults must closely supervise them while eating.
- Milk must be placed in the refrigerator immediately after it is served. All formulas remaining in bottles after feeding must be discarded.
- Highchair manufacturer's restraints must be used.
- Food must be properly handled and stored to protect from it contamination.
- Milk and perishable food must not sit on the table longer than 15 minutes before being served.

Physical Facilities, 0520-12-01-.12

- All facilities must pass an annual fire inspection and health inspection.
- A working telephone is required.
- A minimum of 30 square feet of usable indoor play space for each child is required.
- The area must be clean and safe for the children to use.
- A minimum of 50 square feet per child is required outdoors.
- The outdoor area must be fenced.
- Outdoor play equipment must be age appropriate for the group of children.
- Outdoor equipment must be placed to avoid injury and have a proper amount of resilient surfacing material to cushion a fall.
- The outdoor playground must be properly maintained with a written playground maintenance plan. A pre-play inspection is required before children play outdoors.
- Drinking water shall be provided in all occupied rooms.
- Adequate temperature must be maintained in all classrooms.
- Classroom pets must be kept in a clean cage and kept away from food storage or food preparation areas.

Transportation, 0520-12-01-.13

- All transportation laws must be followed at all times and are defined in State board of education Pupil Transportation Rule 0520-01-05-.01 (2).
- Liability insurance coverage is required on all vehicles.
- 15 passenger vans are strictly prohibited.
- Proper child passenger restraints are to be used when transporting children in passenger vehicles.
- All school bus drivers must be properly licensed, have received a background check through the department, complete an annual physical and mental exam, complete annual school bus driving training, and complete CPR certification.
- Adult monitors in addition to the driver may be needed to properly supervise children while in route.
- Passenger logs must be kept and inspection of vehicles at the end of the route is required to insure no child is left inside.

Care of Children with Special Needs, 0520-12-01-.14

- When children with special needs are enrolled, all reasonable and appropriate efforts shall be made to provide those children equal opportunity to participate in the same program activities as their peers.
- Adaptations to the environment shall be directed toward normalizing the lifestyle of the child with a disability by helping him/her become independent and develop self-help skills.
- The program shall inform parents of any specialized services available from the program, and if the program is aware of any specialized services available through third parties, shall additionally inform the parent of such services.
- Governing agency shall develop policies and procedures, in accordance with 0520-01-09-.23, governing personnel authorized to use isolation and restraint, training requirements and incident reporting procedures.

School-Age Before and after School Programs 0520-12-01-.15

- All staff shall be 18 years of age.
- Professional development training hours are required: 18 hours for directors and 12 hours for staff.
- Ratio for Kindergarten-12 years old is 1:20 and for 13 years and older is 1:30.
- Ratio and group size requirements when pre-k is enrolled in the program

| AGE | Group Size | Adult: Child Ratio |
|-----------------------|------------|--------------------|
| Including 3 year olds | 15 | 1:10 |
| Including 4 year olds | 20 | 1:12 |

COMPLAINT HOTLINE: 1-800-462-8261

