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Central Baptist Church Weekday Early Education Program Procedures and Policies

Central Baptist Preschool and Kindergarten is governed and approved by
Tennessee Department of Education.

1. PURPOSE

- A. The purpose of Central Baptist Preschool and Kindergarten is to provide Christian growth and preparation for entry into public or private schools.
- B. Our program is structured to provide growth in the following areas of each child's development:
 - (1) *Spiritually*: Central Baptist Preschool and Kindergarten will seek to lead each child to grow in the knowledge of the One true God through Jesus Christ, His Son, through the work of the Holy Spirit, that they and our families will know His love .
 - (2) *Physically*: Outdoor and indoor play (both structured and unstructured) will help each child to gain physical strength and develop motor skills.
 - (3) *Mentally*: By giving opportunities for self-expression, investigation and participation in group activities, each child will increase in knowledge of the world and how to live in it. Information, meaning, and motivation will be our goal.
 - (4) *Socially*: Children will learn to work and play with other children in the same age group. Each child will learn to respect the personal rights of others, to express kindness, courteousness, and consideration toward others.
 - (5) *Emotionally*: Caregivers will assist each child to mature in reaction to emotional situations and in the expression of emotional response.

2. CONSTITUENCY:

The Preschool and Kindergarten Director will review all applications for enrollment and notify registrants of openings. A spot will be reserved for your child only after receiving the registration form, registration fee, and supply fee.

As classes fill, a waiting list will be maintained. If a vacancy occurs, the first name on the waiting list will fill that vacancy. *Preferred Enrollment*: Names of some children on the waiting list are marked "Priority." These are siblings of our currently enrolled families and children of our active church members. When an opening occurs in the class of these "priority" children, the child is admitted before others on the waiting list. Priority of enrollment is as follows: 1-current students 2-siblings of current students 3-active church members 4-general public. When a waiting list becomes large enough to begin another class, a new class will be formed as resources permit.

No discrimination will be made because of race, creed, color, or religion.

3. SCHEDULE:

- A. A detailed annual schedule will be provided on a separate sheet. Emergency closings (such as snow days) will be decided upon by the Director . Each year a school calendar listing all holidays, closings, and the current snow policy will be issued to every family.
- B. Kindergarten and Preschool classes begin at 9:00 AM. Preschoolers need the stability of a regular routine with few interruptions. Therefore, it is important that your child **regularly** arrive between 8:45 and 9:00 so the school day can begin promptly. Please do not be late as this disrupts the entire class.
- C. All children must be picked up no later than 2:00 PM and extended care children by 3:00 PM . A late pick-up fee of **\$1.00 per minute**, per child will be charged and due the following school day. Three or more instances of late pick up will result in charge being increased to **\$5.00 per minute**. Consistent late pick up may result in services being terminated, at the discretion of the Director. **Please notify the Director of any emergency situation, as early as possible, so arrangements can be made to have your child supervised.**

4. ENROLLMENT:

A. *Registration:*

A registration fee of \$85.00 per child, or \$75.00 per child enrolled from the same family is charged. The fee will be refunded to you if there is no space for your child in the program. The registration fee covers insurance and long-term use items. **Registration fees are non-refundable.**

B. *Tuition:*

Tuition is due the first (1st) of each month, and becomes delinquent after the fifth (5th) of each month. A late charge of \$10 (per child) will be added to the monthly tuition if paid after the 5th of the month. Another late charge of \$10 (per child) will be added to the monthly tuition if paid after the 10th of the month. Parents who allow their child's tuition to remain unpaid through the 15th of the month may forfeit their child's place in the program unless other arrangements have been made with the Director. Tuition fees are quoted on the registration application. No adjustments will be made for absences, holidays, special breaks, snow days, etc.

Please remember we are a church and do try to help others, but we are also operating a business.

Our teachers work diligently for their salaries. Parents should place a priority on their children and therefore, childcare tuition should be a priority in each family's budget.

Central Baptist Preschool and Kindergarten is dedicated to careful fiscal responsibility and good stewardship in our operation.

C. *Rates:*

All rates are quoted on the registration application. We prefer that tuition be paid by a check or money order made payable to "Central Baptist Preschool and Kindergarten."

D. *Supply Fee:*

Each student is responsible for a \$90 preschool/ \$100 Kindergarten supply fee due at the time of Registration for the upcoming school year.

E. *Extended Care Fees:*

\$7.00 per hour (non-refundable and non-transferable)

F. *Additional Fees:*

Additional nominal fees for field trip expenses or special events will be requested as the events are scheduled. In addition, you will have the opportunity to purchase children's books, school pictures, and participate in a variety of other fund raisers during the school year. These purchases will be publicized as they are available and are *completely* optional.

5. FACULTY & STAFF:

Each faculty & staff member meets all requirements as defined by the Tennessee Department of Education in chapter 0520-12-1 of the State Board of Education School Administered Child Care Rules. A copy of the most recent printing of this document is on file in the Director's office for referral. All teachers participate in continuing education and annual evaluations. Staff members are certified in CPR and First Aid. Our teachers believe that children are gifts from God who you have entrusted to our care. We will love and care for all children as though they were our own. Children are our only business -- they come first in our hearts and dedication.

The Director (Tammy Lancaster) serves as the faculty & staff supervisor, the Pastor of Preschool and Children (Helen Kern) serves as the Director's supervisor, and the Central Baptist Preschool Committee is responsible for the administration of all preschool ministries.

6. PARENT CONFERENCES & VISITS:

- A. Parents may visit class and are encouraged to do so; however, parents will not be able to remain in the classroom on an extended basis. Our class time is precious; please help us by socializing with other parents outside of the classroom rather than in the room.
- B. All faculty and staff members are available for conferences upon request. Because of the need to keep classroom interruptions to a minimum, it is requested that appointments be scheduled rather than simply talking with your child's teacher during class time.
- C. Teachers will periodically communicate information to you regarding your child's progress. Written progress reports will be sent home to preschoolers three times during the school year. Kindergarten students will have a report card sent home three times throughout the year.
- D. Weekly newsletters and monthly calendars will assist in communicating expectations and subject areas being covered. If you ever have any questions about your child's progress or other concerns, please schedule a conference with your child's teacher.

7. EQUIPMENT & SUPPLIES:

A. The preschool will furnish all equipment.

Toys and other such items may be brought *only* by the teacher's request or permission.

Please leave all other toys at home.

B. We welcome any donations such as toys, books, children's educational items, and extra clothes depending on our needs.

8. DISCIPLINE:

- A. Each child and each behavioral situation are different; therefore, we will use positive approach guidance methods which include redirection, positive reinforcement, encouragement, and consistency.
- B. Continuing discipline problems will be dealt with by the suspension of privileges. Parents will be notified if a problem persists.
- C. No corporal punishment will be administered.

If a child's behavior is believed to put the other children or staff members at risk, we reserve the right to ask parents to immediately remove the child from the program.

We will continue to work with the parents to help change the behavior; however, in the event that this is not successful, the parents may be asked to permanently withdraw the child from the program.

9. HEALTH & SAFETY:

- A. **Health Records:** Properly updated health records will be kept in each child's personal file. By Department of Education's standards, the preschool is required to refuse any child whose parent/guardian fails to provide necessary health records and updates for those records.
1. All children must be immunized appropriately for age, beginning at age 2 months.
 - 2 All children are required to have the Hepatitis-B vaccine.
 3. **All enrolled children must have a "State of Tennessee Certificate of Immunization" on file in the Director's office before the first day of school.**
- B. **Children's Health:** We can accept only healthy children. **We are depending on you to help us maintain this policy.** Children will be observed upon arrival and throughout the day for signs of communicable diseases. Any child with a fever or other symptoms of a communicable disease will be isolated and the parent/guardian or emergency contact person will be contacted and asked to pick up the child immediately. **Children must be free from fever, vomiting, or other symptoms of communicable disease for at least twenty-four (24) hours before returning to school.**
- C. **Lice Policy:** If a case of lice occurs, the child with lice will be sent home for treatment and may return when no nits/lice are present. The child will be inspected by the director or an assistant when the child returns to school. All parents will be notified when a case of lice has occurred.
- If the director determines that there is an outbreak of lice, children with lice will be required to have a doctor's note stating the child is free and clear of nits/lice upon returning to school. The doctor's note may be provided by your physician or may be obtained at the County Health Department.
- D. **Custody of a Child:** All children under two years of age must be accompanied by an adult into the classroom. Drop-off through the car line in the parking lot is offered for your convenience for children two years old or older.
- E. **Walkers are allowed to use carpool, infants and non-walkers will need to use the walk in**
All children must be picked up by an adult in the lobby or through the car line using their assigned carpool tag. Without a tag, you must go to the office desk and obtain permission for release. No child will be released into the custody of any person not approved by the parent/guardian. For the safety of the child, we need to know if someone other than you will be picking up your child. This should be done prior to pick-up time. Note that a car line permission slip will need to be signed prior to using the car line. Carline may be closed due to inclement weather, special school occasions, or church functions.
- F. **Medications:** No medication will be administered at any time without the appropriate medical forms containing instructions and signature from the child's physician. Please visit the Front Desk for the necessary medical forms. Forms are to be updated at the beginning of each school year.
- G. **Diapers & Wipes:** If your child is using diapers and wipes, please bring 5 packages of diaper wipes and a container of Clorox wipes in August and another again in January. These wipes will be kept and used in your child's classroom.
- H. **Accident Reports:** Our children are kept as safe as possible; however, accidents do occur. In the event of a head injury, or accident requiring medical attention, we will contact the parent/guardian immediately. If you cannot be reached, we will call your emergency number and a written accident report will go in the child's file.

- I. **Emergency Information:** Please make sure all emergency information is correct and up to date. Please have a phone number available to teachers where you can be reached at all times and an emergency contact number in the event an emergency occurs.
- J. **Biting policy for 2 to 5 year olds:** Biting is a very serious and dangerous occurrence with small children. The staff will at all times try to work with the child and the family to stop the biting. When three consecutive biting incidents occur, a child will be dismissed from the school for three months. Please note, tuition will need to be paid for time missed to hold a child's spot in the class.
Biting Policy for Creepers and Toddlers: Biting is a very serious and dangerous occurrence with small children.. In cases of biting with children under two years of age, the time required for a child to remain out of the preschool after he/she has bitten three times, is reduced to one month rather than three months. Please note, tuition will need to be paid for time missed to hold a child's spot in the class.
- K. **Carpool/ Walk-in:** Please adhere to the map of carpool and Walk-in. There are designated areas for each and for safety we ask that you familiarize yourself and anyone that might be picking up your child.

10. REFRESHMENT, SNACKS, & LUNCH:

All food and drink is the responsibility of the parents. Please include utensils, straws, and condiments as your child requires. Microwaves are provided in every classroom, but refrigerators are not available. If something needs to be kept cold, please enclose an ice pack in your child's lunchbox. Many children have severe food allergies. We reserve the right to limit any of these offending foods from the classroom entirely. Because of these serious food allergies, the teachers will inform parents of any treats, parties, or cooking projects in advance. Parents are welcome to supply their child with an alternate snack on these special occasions.

11. POTTY TRAINING

Every child "trains" at different times. We will try in every way to work with the child and parent regarding potty training. However, to meet licensing standards our rooms are set up according to current toileting procedures per age group.

It will be required that all children **3 years be successfully potty trained**. Any exceptions to this rule will require a note from the child's physician.

After turning 3 years :

- "Wet" accidents will be dealt with on a case-to-case basis.
- If a child has 3 bowel movements in his underpants in one month, the child will be dismissed from school for 30 calendar days. After 30 calendar days, the child will be al-

12. SEPARATION FROM THE PARENT:

When a child begins school it can be an exciting but difficult period for the young child. The child may appear eager in the beginning, but may suddenly realize you will not be there and balk at your desire to leave. This is entirely normal! Most children are able to adjust to school well when a these suggestions are followed:

1. Allow the child to accompany you on your initial visits to the center.
2. Allow the child to bring or leave something personal at the center for identifying on the first day of attendance.
3. Encourage the child to play upon arrival. Sometimes it is helpful if the parent arrives early enough to play in an activity center with a child. Once the parent decides to leave, it is important to hug the child and say that it is time for the parent to leave. It is critical that the parent proceed to leave, without the temptation of staying if the child begins to cry. Staying too long in the room confuses your child as well as the other children present.
4. Parents should not stand at the door or window with an expectation that the child will cry. The child will feel this apprehension and respond as the parent fears.
5. If separation difficulties continue, it may be helpful if someone other than a parent brings the child to school.
6. Generally, young children adapt to a new program within 10 school days (about 3 weeks if attending a three day program, longer if the child attends a two day program.)
7. Parents need to be aware that the child may need extra time or more physical contact in the form of hugs, kisses, and rocking during the first days of a new routine.

13. SCHOOL THEMES AND CALENDARS

- Our weekly themes and calendars change yearly. Classroom calendars are sent home each month.
- Our Kindergarten classes must meet 180 days according to state regulations.
- Registration for all students takes place in January. All children must be registered to continue in the program. Once a child is enrolled in the program, he/she will be given future registration preference as space permits.
- We will begin school in August and end school in May. Snow make-up days may alter the exact ending date and/or other scheduled holidays for Kindergarten only.

14. GENERAL INFO:

A. **Safety Drills:** Fire drills will be held monthly. Fire exits are clearly marked, and teachers will have fire exit routines posted in rooms.

Internal & External Lockdown drills, as well as, tornado drills will also be practiced throughout the year.

B. **Child Abuse and Neglect:** All staff is required, by law, to report any child abuse or neglect that we may suspect.

C. **Clothing:**

1) Please bring a change of clothing, including underwear and socks, to be kept at school in a plastic bag with the child's name on it. Spills and accidents do happen!

2) Please dress your child in play clothes and shoes. Children are more comfortable if they are not afraid of getting dirty.

3) Children should be dressed suitably for the weather as we go outside as much as weather permits. Please make sure children have appropriate outer wear (coats, hats, etc.).

DOE requires that all children go outside for recess or a brief walk when the weather is dry and above freezing temperatures.

D. **Toys:** Children often want to bring toys to school. We encourage you to not allow this habit to begin. The toys are often mishandled, lost, or broken, which causes heartbreak to the child. Show and Tell days are set aside for preschoolers. Please ask your child's teacher for your child's designated Show and Tell day.

E. **Birthdays:** Children may celebrate birthdays at school if they wish. Parents/guardians of the child should meet with the teachers and make arrangements for this well in advance in order to keep the class time as structured as possible.

NOTE: If you plan a birthday party outside of school, **please make all arrangements including passing out invitations outside of school.** We fear children will feel excluded and have their feelings hurt. We are sure you will understand our desire to protect the children's feelings.

Field Trips: Permission slips must be signed for attendance. Verbal permission will not be accepted.

1) The parent or designated adult is responsible for transporting their child to and from the field trip site unless the site is in walking distance of the preschool.

2) If a field trip requires money we must have cash unless otherwise noted.

G. **Programs, Events, Graduations, etc.:** The preschool will have festivals, a Christmas program, schools plays, and other special occasions throughout the year. Refer to your monthly calendars and newsletters for specific details.

Curriculum Overview

The Central Baptist Preschool and Kindergarten Program begins teaching the *WEE Learn, Bright Beginnings, & IT* curricula at age two. In these curricula the children are introduced to a new Bible story weekly, which coincides with the theme being explored.

All activities and daily schedules will be posted in each classroom.

During centers it looks like we're playing but we're really learning to...

- Be respectful of others
- Have good listening ears
- Express our creativity
- Grow from dependence to independence
- Follow directions
- Finish what we start
- Clean up after ourselves
- Participate in large and small group activities
- Enjoy using a variety of learning materials
- Share toys, equipment, and experiences
- Love books
- Develop new interests in the world around us
- Understand new words and be able to use them
- Know that God loves us no matter what
- Be happy

Our enrichment program provides a different educational activity each day for all children enrolled in our Preschool and Kindergarten programs. Each class gets individualized instruction with our enrichment teacher on a different topic every day. Our enrichment weekly schedules is as follows:

Monday -- Library
 Tuesday -- Music
 Wednesday -- Chapel
 Thursday -- Bible & Sign Language
 Friday -- Art

Safety Precautions

For your child's safety the preschool hallway remains locked at all times. Please enter through the glass double doors, which is the preschool's main lobby. You will need to enter the security code into the keypad located on the brick wall next to these doors. This code will be given out at Open House.

If the behavior of a parent/guardian puts a child at risk, we will not allow the child to leave until alternate arrangements are made.

Any guests must go directly to the front desk with picture identification and a staff member will escort them to the appropriate classroom.

Emergency Procedures

In the event that we must evacuate our school due to an extreme emergency, we will congregate in the lobby of the Agape Nursing and Rehab Center, located on the opposite corner of the block to the northwest of our church.

Their phone number is 975-2000.

In the event of such an emergency we will try our best to leave a recorded message at 926-3696, but please understand that recording such a message comes after assuring the safety of all our children.

Staying Updated

We know your life is busy, so we have plenty of ways to "tell you stuff". Please look for updates on policies, holidays, picture days, etc. in your child's cubby, the white board in the preschool lobby, classroom doors, the classroom curriculum calendar, the front desk and the "Remind App." Remind is the best way to receive information in a timely manner. Also, our monthly newsletter, the CBC Tot-line, is published at the beginning of the month and will be placed in your child's take home folder.

Illness

Your child's health is a matter of major importance to all of us at Central Baptist Preschool and Kindergarten. Because of this, children who appear to have symptoms of a communicable illness may be sent home. Parents may not bring sick children (or medicine) to school. Please keep your child at home if the child:

- Has (or has had in the past 24 hours) a fever greater than 99.4 under the arm or greater than 100.4 under the tongue.
- Is taking an antibiotic and has not been on the antibiotic for 24 hours.
- Has had diarrhea in the last 24 hours, even if the diarrhea is caused by taking an antibiotic.
- Has had eye discharge or crusty eyes. A child with conjunctivitis must stay out for 24 hours after medication starts and until all redness and discharge are gone.
- Has had a constant cough or croup.
- Is fussy, cranky, and is acting inconsistently with the child's usual personality.
- Is tired -- rest at such a time may prevent the development of a serious illness.
- Has vomited in the past 24 hours.
- Has a constant runny nose (clear, yellow, or green).
- Has symptoms of a communicable disease -- please call the school at once if the child has a confirmed diagnosis of a communicable disease as we are required to take certain precautions.
- Has an undiagnosed body rash.
- Has a diaper rash that is bleeding, has blisters, sores, etc.
- Is unable to play outside.

We cannot administer medication without the proper medical forms on file. The front desk has the necessary forms.

Please call us if your child will not be attending school due to an illness. Central Baptist Preschool and Kindergarten is committed to keeping our facilities as sanitary as possible. As a part of this, we practice good hand washing habits with students multiple times throughout the day. Also, we will send any naptime lovies or blankies home daily; we recommend a hot water wash.

