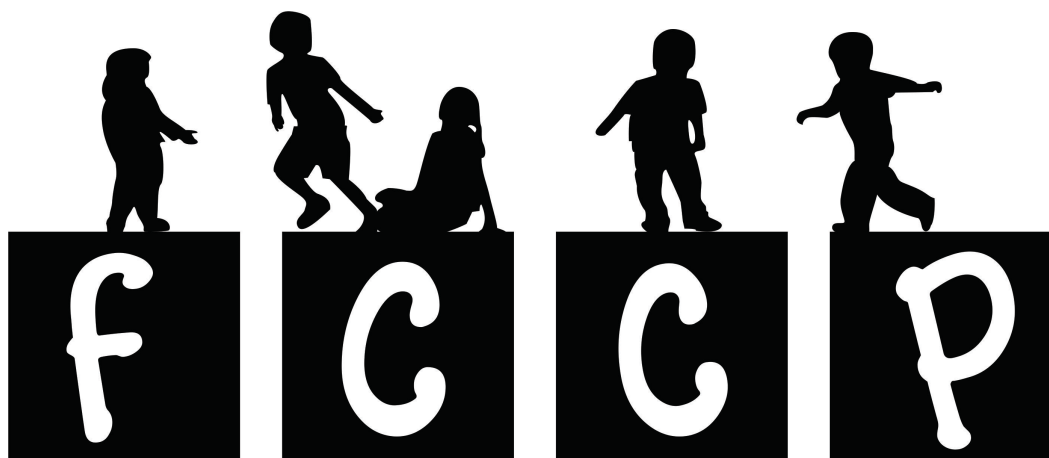


Parent Handbook 2023/2024



Farragut Church of Christ Preschool

**136 Smith Road
Knoxville, TN 37934**

865-966-5040 Office

865-966-0572 Fax

865-548-5489 Dana Phelps, Director

865-414-9256 Denise Ackerman

Monday, Tuesday, Wednesday, Thursday (Hours: 9:00am – 2:00pm)

Dana Phelps, Director

Email: danaphelps53@gmail.com

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Purpose

The Farragut Church of Christ Preschool seeks to provide a variety of creative learning opportunities for each child. Our curriculum includes academics, Bible lessons, music, gymnastics, foreign language, and sign language. The Preschool strives for an atmosphere in which children can explore, learn, grow, and mature. The Preschool emphasizes self-esteem, motor skills, social skills, and most importantly, Christian values. This program is a facet of the Christian education efforts of the church. The Preschool satisfies all State licensing requirements. The program has received the highest Three-Star rating.

Board of Directors

by working closely with the directors. The Board seeks to develop a harmonious relationship with all Preschool families. The current Preschool Board Members are:

Mike Wilson, Chairman

Mike is one of the owners of WMG Casualty Insurance Co. He has been married to Cindy Wilson for 30 years. Mike and Cindy are both very actively involved with the Children's Ministry here at Farragut Church of Christ. Mike has always had a passion for working with children.

Policies

1. **Open Doors:** Parents may come to our facility at any time during Preschool hours. While visiting, please respect each teacher's goals and plans for the day. Our center is a Smoke Free Center.
2. **No Discrimination:** We do not discriminate against any children based on race, religion, sex, national origin, age, or disabilities.
3. **Withdrawal: A 30-day paid notice is required. All students are considered enrolled until we have been notified. This must be a written notice. Tuition must be paid in full before disenrollment.**
4. **Pets:** For the safety of the children, no pets are allowed at Preschool. Exceptions can be made for special occasions with pets in a cage/container to keep children from reaching in.
5. **Inclement Weather:** Preschool closes when Knox County Schools close. When Knox County starts one/two hour late, Preschool will start one hour late. When Knox County dismisses early, Preschool will dismiss at the same time. Please call the Preschool office to arrange any late pick-ups.
6. **Playground/ Office before or after school:** All children must be accompanied by an adult to enter the playground or Preschool Office. Please pick-up after children and yourselves after using the playground. Please recover sandboxes upon leaving the playground.
7. **Solicitation:** Please DO NOT distribute literature regarding personal businesses using the Preschool Directory.
8. **Evacuation:** Should we need to evacuate the building for any reason, we will retreat to First Baptist Church Concord, where we will call and wait for parents/guardians. Our secondary retreat will be Faith Lutheran Church. We will contact parents if we must evacuate.
9. **Special Needs:** Any diagnosed special needs must be documented and be kept in the child's file. Training Preschool staff on emergency situations is necessary by a parent/legal guardian.
10. **Discipline:** Our discipline procedures will consist of the following strategies:
 1. Encouraging children to use their words when having a disagreement with another child.

Facilitating children in their attempts to settle their own disputes.
 2. Redirecting behavior when this seems potentially effective.
 3. Separating a child from the group (Time-Out)-one minute away for each

year of age.

4. Counseling children individually about their behaviors.
5. Making parents aware of disciplinary concerns (Incident Report).

Admission

1. Children must be at least 12 months by August 14th; a child must be born before July 1st of the previous year. Student Information Sheet, complete with emergency information. A completed current immunization record. **All children must have a medical exam record with doctor's signature. Addition of new immunizations requires a doctor's signature.**
2. Health History Checklist
3. An Emergency Card
4. **Non-refundable registration fee**
5. **A medical exam record with doctor's signature. All children must have a physical prior to the start of school in August.**
6. Signature acknowledgement receipt of Parent Handbook, Policy, and Licensing Standards.
7. If any change occurs in child's records, please notify the Preschool office immediately.
8. **We do not start potty training children until they are in our 2-Year-Old Class. Once potty training has started, we ask that you send your children to school in underwear not pullups to help with the potty-training process. Our staff will work closely with families during this process.**
9. For a child **to be in our Three-Year-Old Class they must be potty trained. A child cannot be sent to school in pull ups or a diaper in the Three-Year-Old Class.**

Arrival

1. Please do not arrive before 8:55am. The teaching staff needs their preparation time in the mornings. It is the parent's sole responsibility to make sure each child is signed in/out each day. Please see Extended Care information on p. 6
2. Tardy: If the child is late, he/she is missing an important part of the day. The teachers have planned educational activities that promptly start at 9am. When arriving late, please be respectful of other students and teachers.
3. Please call the office (966-5040) if the child will be absent due to appointments, etc. The Preschool Office will relay the information to appropriate teachers. You may also text your child's teacher or the Director (548-5489) to inform them of your child's absences.

Dismissal

1. **It is the parent's sole responsibility to make sure each child is signed/in out each day.** Please allow adequate time for multiple children pick-ups. Students who are not signed out by 2:10pm will be considered in extended care.
2. No child may be signed out by anyone other than an **authorized adult**.
3. Once signed out, please keep your child within your sight. This includes visits to the gym, office, workroom, and the playground.
4. **Please do not leave any child in vehicle at any time. You could receive a citation from a police officer for doing this. It is against the law to leave any child under the age of 7 in a car alone. It is an offense for a person responsible for a child younger than seven years of age to knowingly leave that child in a motor vehicle located on public property or while on the premises of any shopping center, trailer park, or any apartment house complex, or any other premises that is generally frequented by the public at large without being supervised in the motor vehicle by a person who is at least thirteen years of age.**
5. Pre-authorization is required for people not listed on the enrollment form to pick up a child. Children's safety is The Preschool's priority. If we feel the child would be in danger (ex: intoxicated driver, lack of proper seat belts, etc.), we will ask for other arrangements to be made. If the adult refuses, or a staff member is at risk, we will release the child and immediately notify the proper authorities.

Extended Care:

- This fee will be added to your tuition if you are late on a regular basis.
- \$5.00 for every 10 minutes
Afternoons 2:00pm – 3:00pm (After 3:00pm, \$10.00 for every 10 minutes)

Absence/Illness

1. Please contact the Preschool Office (966-5040) if a child will be absent for any reason. Please text or email your child's teacher to let them know they will be absent.
2. Tuition is not prorated for days absent.
3. When a child becomes ill at the Preschool, a parent/guardian is contacted for the child's pickup.
4. **To avoid spread of viruses and germs, please keep children at home with the following symptoms:**
 - **Temperature over 99 degrees**
 - **Non-allergy related runny nose.**
 - **Diarrhea (must be diarrhea free for 24 hours before returning to school)**
 - **Sore throat**
 - **Headache**
 - **Upset stomach (must not have vomited in past 24 hours before returning to school)**
 - **Bad cough**
 - **Unexplained rash**

Medication

1. **A completed medication form is a must to administer any medication.**
2. **For a prescription medication, it must be in its original, labeled and dated, container with the doctor's name.**
3. **A written authorization is required for OTC medications; it is given following the labeled directions.**
4. **No medicine outside of its manufacturer's container is administered, no pre-measured spoons or bottles.**
5. **We cannot apply sunscreen to your child during any school events unless you have signed a parent permission form. This form must be filled out & turned into the office.**

Day to Day

1. **Personal Belongings**
Please label ALL clothing and ALL items sent to school, including but not limited to backpacks, lunch bags, sweater, jackets, etc. The Preschool is not responsible for lost articles. However, labeling will help return lost items.
2. **Clothing**
Play clothes are the best attire for preschool. We often work with paint, glue, water, dirt, foods, shaving cream, etc. Although we encourage the children to wear smocks when painting, occasionally things get on their clothing. Please send in a change of clothing, including underwear and socks, in a labeled Ziploc bag. Accidents happen, including spills at lunch and snack time.
3. **Chapel**
Every Wednesday morning children will gather for chapel.
4. **Weather Drills**
Periodic fire drills, earthquake, lockdown, and tornado drills are practiced.

5. Field Trips

Parents will receive advance notice of upcoming field trips. A parental consent is required. Parent chaperones are welcomed and required. All children will be required to be properly buckled in a booster/car seat.

6. Injuries

The staff makes every effort to ensure the safety of the children. However, accidents sometimes occur. For minor injuries, a “Boo Boo” report, requiring your signature, will be issued. For an accident greater than a minor boo-boo, a parent/guardian will be immediately notified.

7. School Pictures

School pictures are taken twice during the school year. All students will be photographed. A purchase is optional.

8. Conferences

To establish communication between home and school, parent-teacher conferences are offered three times each year. Please take time to meet with your child’s teacher to discuss their progress. Additional conferences may be scheduled at the request of the teacher or parent.

9. Foods

- a. Snacks are provided. For unique events such as classroom parties, food contributions will be appreciated.
- b. A nutritious lunch is a backbone to children’s development. Please include a protein, grain two fruits/vegetables, and milk. (ChooseMyPlate.gov)
- c. Please do not send in any glass containers or carbonated beverages. Please do not send milk in a bottle.
- d. Please **label** the lunch box and all containers.
- e. **To prevent choking, grapes & cheese sticks, carrots need to be cut in half lengthwise, and hotdogs chopped or quartered lengthwise; cut up any other food that could potentially obstruct a child’s airway.**
- f. Please include an icepack in the lunchbox.

10. Pizza

Pizza Day is offered once a month on the 3rd Thursday from September through May. It is an **optional prepaid \$50** service for school year. Please advise the Office if you wish to refrain from this service to avoid a charge to your account.

11.Children will be offered 60 minutes of physical activity per day, either indoors or outdoors.

12. Viewing of TV, videos or other recordings will be limited to no more than 30 minutes per day.

13. Security Key Fob

Each family will receive one key fob unless request is made for addition key fobs. **Each key fob cost \$12.** We will charge a **service fee at the beginning of each school year of \$6 for returning families.** This helps maintain the cost of our security system.

Our Preschool Program participates in the Gold Sneaker Program. This program is designed to encourage physical activity in children and their families. See information about the policy programs below:

Policy 1:

Children attending less than a full day program shall be offered a proportional amount of the physical activity time as required by TDHS licensure rules. Physical activity for children ages three years and older must be a balance of **structured and unstructured play**, both **indoors and outdoors** (weather permitting) utilizing age appropriate activities.

Policy 2:

Providers shall provide education (i.e., via parent meetings, provider newsletter articles, sharing of educational video resources, etc.) to families twice each year that addresses the importance of **limiting screen time** according to current American Academy of Pediatrics policy and the development of a Family Media Plan.

Policy 3:

Children shall not be allowed to remain **sedentary** or to sit passively for more than 60 minutes continuously, except for scheduled rest or naptime. Child care director shall take **Go NAP SACC Self Assessments** (Infant and Child Safety Physical Activity & Screen Time) to compare their physical activity practices to best practice standards.

Policy 4:

Child care providers must ensure physical activity is a **positive experience** for children and that it is never used negatively or to control behavior.

Policy 5:

Providers shall ensure appropriate infant and child feeding patterns, including **breastfeeding**. All educators shall be trained to: advocate for breastfeeding, safely prepare expressed breastmilk for feeding, feed infants according to their individual needs, and store expressed breast milk properly. Providers shall publicly **display their support for breastfeeding infants and mothers by posting signage** or other publicly facing information (i.e., participate in Breastfeeding Welcomed Here through the TN Department of Health or Team Nutrition resources for new and expectant moms about breastfeeding).

Policy 6:

Childcare educators shall ensure appropriate infant and child feeding patterns, including **adequate time for snack and meal consumption** and age-appropriate portion size. Childcare educators shall **provide education to families** twice each year (i.e., via parent meetings, provider newsletter articles, sharing of educational video resources, etc.) that addresses nutritional learning experiences, with a focus on adequate time for snacks and meals and age-appropriate portion size. All eating opportunities shall consist of a respect for the child and promotion of a **positive attitude toward food**. Childcare educators shall apply evidence-based **early food preference learning strategies** such as introducing healthy foods, repeatedly pairing new healthy food choices with foods children already like and modeling consumption and enjoyment of healthy foods.

Policy 7:

The childcare provider **campus shall be free of all tobacco and tobacco-related products**, including smoking, smokeless and electronic products. The campus is inclusive of all vehicles used to transport enrolled children, all outdoor spaces, and all indoor locations, whether children are present. Childcare

employees and volunteers may not use tobacco or tobacco-related products while off-campus at provider-related activities (i.e. field trips, walks, and all other outdoor activities). Employees who use tobacco products while off campus are required to **change clothes and wash hands** thoroughly prior to interacting with children. **“No Smoking” signs** shall be posted conspicuously at each childcare provider entrance, as required by state law.

Tuition

	Tues & Thurs	Tues, Wed, Thurs	Mon, Tue,Wed,Thur
Toddlers, Two’s & Three’s	\$280/month	\$360/month	\$400/month
Pre-K 3 Days	N/A	\$360/month	
Pre-K 4 Days	N/A/		\$400/month

- August 2023 is due in advance.
- Extra Fees (pizza & key fob are due in Sept.) Please see Tuition Schedule below.
- A family with 2 or more children will receive \$10 discount per additional child.
- Returned checks and insufficient funds will incur a \$45 charge.

***The Preschool operating expenses are primarily paid from tuition income. Therefore, no tuition deduction is made for sickness, holidays and/or inclement weather.

2023-2024 Tuition Schedules

Aug. 22-25(Tue – Thurs): First Week of School

Sept. 1 Tuition Due

Sept. 5(Tues): \$30 Late Fee assessed.

Sept. 12 (Tues): Withdrawal

Oct. 1(Sunday): Tuition Due

Oct. 10(Tue): \$30 Late Fee assessed.

Oct. 17 (Tues): Withdrawal

Nov. 1 (Wed): Tuition Due

Nov.7(Tues): \$30 Late Fee assessed.

Nov. 14 (Tues): Withdrawal

Dec. 1 (Fri.): Tuition Due

Dec. 5 (Tues): \$30 Late Fee assessed.

Dec. 12 (Tue.): Withdrawal

Jan. 1(Mon.): Tuition Due

Jan. 9(Tues): \$30 Late Fee assessed.

Jan. 16 (Tues): Withdrawal

Feb. 1 (Thur): Tuition Due

Feb. 6 (Tues): \$30 Late Fee assessed.

Feb. 13 (Tues): Withdrawal

Mar. 1(Fri.): Tuition Due

Mar. 5 (Tues): \$30 Late Fee assessed.

Mar. 12 (Tues): Withdrawal

Apr. 1 (Mon.): Tuition Due April & ½ May Tuition Due

Apr. 9(Tues): \$30 Late Fee assessed.

Apr. 16 (Tues): Withdrawal

May 1 (Wed.): Tuition Due

May 7th (Tue.) (**ALL Balances must be paid in full**)

We will be enforcing these late fees and withdrawal policy from the school if tuition is not paid in a timely manner. If you have a problem making your payments, please contact the Director.

2023-2024 Calendar (Revisions) (Dates are subject to change)

Aug. 21 st (Mon.)	Open House 5-6pm	
Aug. 22 nd -26 th	First Week of School	
Aug. 29 th (Tue)	No Preschool (Knox Co. Out)	
Aug. 31 st (Thur.)	Mandatory Parent Meeting 9:30am (Teen Room)	
Sept. 4 th (Mon.)	No Preschool (Knox Co. Out)	
Sept. 14 th (Thursday)	Substitute Teacher Training at 9:30	
Sept. 20 th (Wed)	Early Dismissal 11:30 (Knox Co. Schools ½ Day)	
Sept. 21 st (Thur.)	Pizza Day	
Oct. 5 th (Thur.)	Fall Individual Picture Day	
Oct. 9-13 th	Fall Break	
Oct. 19 th	Pizza Day	
Oct. 31 st (Tue.)	Halloween Parade/Party	
Nov. 7 th (Tue.)	No Preschool (Knox Co. Schools Closed)	
Nov. 15 th (Wed)	Early Dismissal 11:30 (Knox Co. Schools ½ Day)	
Nov. 16 th (Thur.)	Pizza Day	
Nov. 21 st (Tue.)	Thanksgiving Feast	
Nov. 22 nd -24 th	Thanksgiving Holidays (No Preschool)	
Dec. 19 th (Tue.)	Christmas Fun Day & Pizza Day & Last Day before Winter Break	
Dec. 20 th (Wed.)	Early Dismissal 11:30 (Knox Co. Schools ½ Day)	
Dec.21 st - Jan. 3 rd	Winter Break	
Jan. 4 th (Thur.)	1 st Day Back from Winter Break	
Jan. 15 th (Mon.)	NO Preschool (Knox. Co. Out)	
Jan. 18 th (Thur.)	Pizza Day	
Jan. 24 th (Wed)	Early Dismissal at 11:30(Knox County ½ Day)	
Feb. 13 th (Tue)	Valentine's Day Parties	
Feb. 14 th (Wed)	Early Dismissal at 11:30 (Knox County ½ Day)	
Feb. 15 th (Thur.)	Pizza Day	
Feb. 19 th (Mon.)	No Preschool (Knox Co. Schools Closed)	
March 5 th (Tue.)	No Preschool (Knox Co. Out)	
March 11 th -15 th	Spring Break	
March 20 th (Wed.)	Early Dismissal at 11:30 (Knox County ½ Day)	
March 21 st	Pizza Day	
March 26 th	Spring Picture Day	
March 28 th (Thur.)	Easter Egg Hunt & Parties	
April 1 st (Mon.)	No Preschool (Knox Co. Out)	
April 18 th (Thur.)	Pizza Day	
April 25 th (Thur.)	St. Jude Trike-A-Thon	
May 9 th (Thur.)	Pizza Day & Foam Party Day	
May 16 th (Thur.)	Last Day of Preschool Dismissal at 11:30 (no lunch)	Preschool Graduation at 6 p.m.

Emergency Procedures: What to Do In Case of Fire, Severe Weather or any kind of Disaster

1. Practice Fire and Severe Weather Drills Monthly. (3 Bells will ring for drills)

2. Know Floor Plan in case of Evacuation needs.

3. Know what to do in case of Fire.

We have fire pull levers by every door.

We have fire extinguishers in the hallway.

Remove children from building and across the parking lot behind the playground.

Take your classroom emergency file. (Should be stored in your cabinet.)

4. Earthquake

Stay inside if already inside.

Get under tables and cover head.

5. Tornado

Line up against inside wall in hallway.

“Tuck” and “Down” with hands over head.

6. KNOW EVACUATION PLAN.

Meet at playground.

Walk or drive to First Baptist Concord if necessary to leave area.

Parents will receive a phone call or text message as soon as children are in a safe area.

Take Emergency File (Director).

Take First Aid Kit (Director).

Understand that the safety of these children precedes all other issues.

7. Emergency requiring us to stay in the church building.

(Blizzard, Gas Leak, Etc.)

Permanent Flashlights in the preschool office.

First Aid Kit in preschool office.

8. Additional Needs or Information

Keep a 24-hour supply of any required medication for any child.

Post floor plan and emergency information inside the cabinet closest to the door.

Know shut off valve locations.

Staff roster posted on corkboard in office.

Always meet in the parking lot on the north of the building if possible.

Water heater can be drained for water use.

All emergency phone numbers are posted on or beside each phone.

Teen Room would serve as temporary morgue.

9. Bomb Threat

Stay calm.

Get as much information as possible.

Form by phone to help you gather information.

COVID-19 Policies

Exclusion from School

Students and employees will be excluded from school if they test positive for COVID-19, exhibit a fever of 100 degree or greater, or exhibit two or more of the symptoms of COVID-19 based on CDC Guidance. These symptoms are:

- Cough
- Muscle Pain
- Shortness of breath or difficulty breathing
- Headache
- Chills
- Sore Throat
- Repeated shaking with chills.
- New loss of taste or smell
-

Return To School After Exclusion

Once a student or employee is excluded from the school environment, they may return if they satisfy the following guidelines.

1. **Untested:** Testing is not mandatory for FCCP Students, but FCCP is requiring persons who have not received a test proving or disproving the presence of COVID-19, an experiencing symptom, to remain out of school until the following conditions are met:
 - a. He/She has not had a fever for at least 48 hours (that is two full days of no fever without the use of medicine that reduces fevers)
 - b. Other symptoms have improved (for example, when your cough or shortness of breath have improved)
 - c. At least four (4) calendar days have passed since first symptoms appeared.

2. **Tested:** Persons who experience symptoms and have tested positive for COVID-19 may return to school if the following conditions are met:
 - a. He/She no longer has a fever (without using medicines that reduce fevers)
 - b. Other symptoms have improved (for example your cough or shortness of breath have improved)
 - c. He/she has been released by a healthcare provider.

3. **Tested with no symptoms:** Persons who have not had symptoms but test positive for COVID-19 may return when they have gone (14) calendar days without symptoms and have been released by a health care provider.

SIBLING AND OTHER HOUSEHOLD MEMBERS

If a student is excluded from school due to COVID-19 symptoms or has had a positive COVID-19 test, his or her siblings (or other students living in the same household) will also be excluded from school and asked to self-quarantine until that family member meets the above requirements to return to school.

SCHOOL RESPONSE TO EXCLUSION FROM SCHOOL OR SELF-QUARANTINE

As soon as the school becomes aware of a student or employee that may have COVID-19, or that has been excluded from school or recommended to self-quarantine, the staff will be informed so that all classrooms of the person are thoroughly disinfected.

SEPARATION WHILE IN SCHOOL

FCCP will bring students or employees who may have COVID-19 or another communicable disease to the preschool office to wait to be picked up. Suspected patients will be given a mask to wear when interacting with another person. Only essential staff will enter the office. All will sign in so that there is a record of the persons who entered the room and the room will be

disinfected several times throughout the day. Anyone entering the room will wear PPE. Students who are ill will be walked out of the building to their parents.

CONFIRMED CASE OF COVID-19 IN THE BUILDING

When there is confirmation that a person infected with COVID-19 was in the school building, FCCP will contact the local health department and take their guidance into advisement on how to proceed. Those that have likely been exposed to the infected person will be immediately isolated until they are able to be picked up from school. Any areas where the infected student was will also be restricted until a thorough cleaning process can occur.

FCCP will notify parents of students who may have been exposed and isolate these students. The individual who tested positive will not be identified in communications to the school community at large but may need to be selectively identified for contact tracing by the health department.

Drop Off & Pick Up Procedures

DROP OFF

- Parents will enter our parking lot and turn right and drive all the way behind our building passing by the playground. You will continue to drive to the main church

office entrance (GREEN Covered Awning) and pull into the covered drive thru entrance. Please be patient as this will take a little longer to check everyone in.

- Parents will sign their child in on attendance sheet before leaving. Please communicate any concerns with your child's teacher via text or email before dropping them off at school.
- We are asking all parents to use the car line and not walk students to the entrance or into school building. We are limiting the number of people entering our building.
- If you are going to be late you will need to come to preschool entrance and walk your child to class. Please be sure to sign the attendance sheet before leaving.

PICK UP

- Parents are asked to use the carline for pickup and to not enter the building.
- Students will be brought to the parent's cars.
- Parents will need to be sure and sign their children out at the end of the day.
- If you need to pick up your child early you will need to contact the preschool office (966-5040 or 548-5489). You can park back by the playground and use your key fob to enter the preschool building. You may walk to your child's class or come to the preschool office to sign them out.