

INTRODUCTION

Mission Statement

Welcome to Little Learners at First Church Preschool. The school was opened many years ago to offer a Christian experience while preparing children educationally for kindergarten. We believe that giving a child a firm foundation in both Christ and education prepares them for success in life. It is our mission to “provide a Christian-based, developmentally-appropriate education to prepare children for Kindergarten.” We are proud to be a Gold Sneaker Child Care Facility.

Beginning July 2019, we have two sites for our preschool. Site 1 is located on Market St., next to the church. Site 2 is located on the campus of Dayton City School (DCS). Throughout this manual, specific sites will be mentioned for specific procedures.

Organization

The preschool is governed by the Little learners Advisory Committee, which is comprised of the Director of the school, the pastor and members of First Church. The committee sets the policies for the preschool.

License

The State of Tennessee licenses the preschool. The preschool meets all requirements for compliance with Section 504 of the Rehabilitation Act of 1973. It does not discriminate based on handicap regarding enrolled children and their parents, potential children and their parents, or current or potential employees.

ANNUAL CALENDAR AND HOURS OF OPERATION

The preschool is open 12 months a year from 7 am -6 pm. We offer three childcare options for your convenience:

- T/TH-- 8am-5pm
- M/W/F-- 8am-5pm
- Full time--7am-6pm

We are open during Dayton City School’s Fall Break and Spring Break, as well as teacher in-service days.

The preschool is closed on the following holidays:

- Labor Day
- Thanksgiving Day and the day after
- Christmas Eve and Christmas day (closed from Christmas Eve day through New Year’s Day)
- New Year’s Day

- Good Friday
- Memorial Day
- Independence Day

Closures due to inclement weather

Both sites will close if Dayton City School has a full-day closure or early dismissal for inclement weather. There may be times that DCS is in school and Rhea County is out, forcing our centers to close due to lack of staff. Remember that Dayton City and Rhea County are two different school systems and may not be closed on the same days. Parents will be notified by text of closures /early dismissals. The final decision concerning preschool closures will be made by the Little Learners Advisory committee. Please make sure you have a back-up plan in place for emergencies such as this.

Arrivals and Departures

Site 1 – Please enter the preschool by turning onto California Avenue, turn right onto the first roadway past the church parking lot, and turn right onto the gravel road next to the preschool building. Park in the space provided, walk your child into the preschool and sign then in. Exit onto Market St.

Site 2 – Enter from Market St. or Hwy. 27 onto Florida Avenue and turn onto Cherry St. Please use the middle/3rd lane, which is a through lane, for dropping off/picking up your child. Due to traffic issues limit drop off times between 7:30 am – 8:15 am and pick-up times from 2:30 pm – 3:30 pm. You will exit towards Market St. and turn right or left. You will need to have your tag displayed in your window so that the police officer knows to let you through to the daycare area.

Full time children may arrive at 7am or after. Part-time children should arrive at 8am or shortly after. Arrival close to 8am allows children to best gain the benefits of our programs.

Departure

On the application form, you may authorize others to pick up you child. We will ask for a photo ID before releasing your child to anyone other than a parent. Under NO circumstances will a child be released to another child. Each child must be signed out by and adult when they leave for the day.

TUITION RATES AND OTHER FINANCIAL POLICIES

Registration and supply fees

- \$75 annual enrollment fee for each child enrolled, due at enrollment or upon withdrawal and return
- Supply fees vary depending on the child's age – see information below

Tuition

2 ½ to 5 years – Full-time - \$450/month or \$22.50/day

Three days - \$275/month or \$23.00/day

Two days - \$195/month or \$24.50/day

13 to 29 months – Full-time - \$500/month or \$25.00/day

Three days - \$310/month or \$26.00/day

Two days - \$210/month or \$26.00/day

6 wks. to 12 months – Full-time - \$550/month or \$27.50 /day

Three days - \$360/month or \$30.00/day

Two days - \$240/month or \$20.00/day

Tuition Payments

Tuition is due and payable in advance of care. Payment is due on the first day of the month and the preschool does not issue bills or statements.

- Tuition for part-time children is due on the 1st of the month
- Tuition payments for full-time children may be paid in full on the 1st of the month or paid on the 1st and 15th of the month.

Late tuition fee and policy

- Payments submitted late must include a \$10 late fee
- Once payment becomes three days overdue you must take your child to your back-up childcare provider. Your child may return when the account becomes up to date, if space is still available.

After Care at Site 2 (DCS)

Children attending DCS needing care after preschool or kindergarten dismissal will be charged \$220/month or \$55.00/week. They may stay until 6 pm.

Extended Care at Site 1

Part-time children who need care before 8 am and/or after 5 pm will be charged an extra fee.

T/TH children will be charged \$50/month

M/W/F children will be charged \$75/month

Discounts

- If you have 2 children, 10% will be deducted off the child with lesser fees
- If you have 3 children, 15% will be deducted off the child with lesser fees
- If you have 4 children, 20% will be deducted off the child with lesser fees

Supply fees

- 2 ½ to 5 years - \$100/year payable in 2 payments due August 15 and February 15
- 13 to 29 months - \$150/year payable in 3 payments due August 15, November 15, and February 15
- 6 weeks to 12 months - \$200/year payable in 4 payments due August 15, November 15, February 15 and May 15

**These fees may be paid in one payment in August if you prefer.

Because our rates for care are extremely affordable, we do not offer rate reductions for vacations or other time away from care. Payment is required for the full program fee even when absences occur. Payment of the program fee will reserve your child's place in the program. If you find you do not need care, you may withdraw your child from the program. Please see instructions for withdrawal at the end of the handbook.

Late Pick-up fee

The late pick-up fee is \$1/minute after the scheduled departure time, payable in cash at the time of pick-up. For part-time children, the late fee begins at 5:01 pm; full-time and after care students (Site 2) at 6:01 pm.

A parent may be asked to find another daycare for repeated late pick-ups, particularly for lateness of 30 minutes or more.

Withdrawal/Change of Hours

A request for withdrawal or change of hours in the program must be made by submitting the form at the back of this handbook. In order to withdraw from the program, a notice of two weeks must be given. Tuition for the current month of enrollment and any other fees will be forfeited due to withdrawal from the program.

If changing hours of care, the effect in change of tuition will be made to the current month if at least two weeks of the month remain. If not, the change will take effect at the beginning of the next month. Program changes will be made as space in the desired program allows. If the desired program is full, the family can request the child's name be placed on the waiting list for the desired program.

Waiting List

When a program reaches its maximum allowable student number, an applicant child's name may be placed on a waiting list for the program with no tuition due until an opening occurs. The family will be contacted when an opening occurs in the order the family is listed on the waiting list.

PROGRAM

There are individual groups for infants/toddlers, 2,3, and 4/5- year-olds. Each group meets in a room with age-appropriate toys and equipment. Specific daily activities are planned for each group. Maximum group sizes are determined by the State of Tennessee.

All Children enrolled are presented a planned program with a developmentally appropriate curriculum. Lesson plans are posted in each classroom. Children are offered opportunities for growth in cognitive, social, language, motor skills, and health and safety, preparing them for future entrance into Kindergarten. These activities are planned to recognize that young children learn through play and that creativity and curiosity are innate qualities we want to encourage.

Chapel

Because we believe spiritual education should be as important as math and reading, students will participate in chapel time on a weekly basis. During this time, we will discover the stories of the Scriptures as well as learn about God's love for us through Jesus Christ.

Nap time

All children attending during mid-day have nap time from approximately 12:00pm to 2:00 pm. Parents must furnish a nap mat at least 2 inches thick. These mats are generally available from retailers during the "back to school" sales period, or online any time. Parents are encouraged to purchase a crib sheet to cover the mat and provide one blanket to cover your child. Blankets and sheets must go home on Fridays to be washed, or on the last day of the week the child will attend. Please label your child's items with their name.

To ensure a peaceful rest for our children, we suggest that children leaving mid-day be picked up before other children begin their rest and relaxation time at 12:00 pm or after 2:00 pm when nap time is done. We greatly appreciate your understanding of this request.

HEALTH, NUTRITION AND SAFETY

Each child under 30 months old must have a health form signed by the health care provider on file. Ask your child's doctor to provide us with proof that your child is healthy enough to attend preschool. An up-to-date record of immunization must also be on file.

It is our practice to take all children outdoors daily. We do not have additional staff available to keep a child indoors while others go outdoors to play. A child too ill to play outdoors is probably too ill for preschool and should be kept at home or at an alternate caregiver situation until the child feels better.

Little Learners employees will not administer any type of medication at any time.

KEEP YOUR CHILD AT HOME IF HE OR SHE HAS:

- A temperature of 100 or higher. Keep your child home until they have been fever-free for 24 hours. Your child cannot return until their temperature is normal without the aid of a fever reducer.
- Cold, sneezing, coughing, and/or and discolored nasal drainage
- Diarrhea (2 or more loose, watery stools in 8 hours). Your child must be free from symptoms for at least 24 hours before returning to school.
- Vomiting. Your child must be free from symptoms at least 24 hours before returning to school.
- Rashes that have not been diagnosed by a physician
- Impetigo, a skin infection consisting of blisters surrounded by a reddened area. When the blisters break, the surface becomes raw and weeps and oozes. The lesions eventually become crusted and yellowish.
- Conjunctivitis, an eye infection commonly referred to as “pink eye”. The eye is generally red with some burning, and there may be a thick yellow drainage. Treatment must be in progress for 24 hours before your child may return.
- Bronchitis, which can begin with hoarseness, cough, and a slight elevation in temperature. The cough may be dry and painful, and then become loose.
- Any of the usual childhood contagious diseases: measles, mumps, rubella (German measles), chicken pox, roseola, etc.
- Strep throat: If the doctor diagnoses a strep throat infection and places your child on an antibiotic medication your child should not be brought into the preschool until they have had the medication for at least 24 hours.
- Head Lice: A child must have been treated and all nits removed. Your child’s preschool caregiver must examine your child’s scalp upon return to the preschool and you must provide proof of treatment with a product box or receipt.
- Any communicable disease

If a child seems sick without obvious symptoms, please do not bring them to the preschool. If your child has a contagious disease not listed above, you must keep the child at home. By helping us observe good health standards, you will be protecting your child and other children in the preschool.

WHEN A CHILD BECOMES ILL WHILE AT PRESCHOOL

If your child becomes ill while at preschool, parents will be notified immediately and are expected to pick up their child within one hour. Please keep your contact information up to date. If you cannot be reached by phone one of the other people you have listed for emergency notification will be contacted to pick up your child. A note from your child’s doctor is required for your child to return to school after a contagious illness.

Parents will also be called, but not required to pick up their child, if he/she is unusually listless, pale, irritable, or has a low-grade fever.

It is extremely important that you follow our illness policy. We can reduce the amount of illness that spreads through the preschool if you keep your child at home for the amount of time suggested above. We appreciate your cooperation.

Medical emergencies

In the event of a medical emergency, we will make every effort to contact parents or, if they cannot be reached, the person authorized to act in an emergency. If no one is reached, the preschool will use the signed release on the application, call 911, and utilize Rhea Medical Center for emergency medical care.

Injuries

Minor injuries will be brought to your attention when you pick up your child. Accident reports will be maintained by the staff. In case of serious injuries, we will follow our medical emergency procedures listed above.

Medication

Please administer both prescription and non-prescription medicines to your child before bringing them to the preschool or after you pick them up for the day. If you want your child to wear sunscreen, please apply it at home. Little Learners employees will not administer prescription and/or non-prescription medications at any time.

NUTRITION

The preschool is not a cooking facility. Therefore, parents are responsible for bringing nutritious foods for their child as follows. We ask that you send snacks and lunches that are not high in sugar. If you do send cookies, brownies or other things of this nature, they will be given during the last snack of the day. Make sure that your child has enough liquids for the day, especially in the summer months (water, milk, juice).

Breakfast

Please ensure that your child has eaten before they arrive at the preschool. Tennessee childcare regulations require an adult to be seated at the table with any child eating to ensure they are guarded against choking hazards. Staff members will be busy greeting parents and children and making sure all feel welcome at arrival time. Staff members will be happy to sit with children when they are eating lunch and at snack times later in the day.

Morning snack

Each child needs a baggie of cereal or crackers and a juice box or water for morning snack. Please discuss with your child that cookies and other desserts must be saved for after nap time.

Lunch

Parents are also responsible for sending lunch for their child. Please send a lunch that is nutritionally balanced and leaves out "junk food". If you need assistance in deciding what is nutritionally balanced, please ask the director or your pediatrician. Some suggested healthy items include cheese, crackers, fruit, lunch meat, some cereals, juice, cereal bars, cut up vegetables, yogurt and peanut butter and jelly sandwiches. Be creative! Think about the food groups when packing your child's meals. They need food from each of these groups daily- bread, fruit, protein, dairy, vegetable, and, yes, even some fat for healthy brain development. Also, send plenty of drinks in a bag with ice packs or an empty cup for us to fill with water throughout the day. Foods must be ready to eat as we do not have equipment to warm lunches. Do not include candy, sodas, excessive amounts of other sweets and chips or gum. If these items are in a child's lunch, they will be returned home with the child at the end of the day. Please do not send items that present a choking hazard such as whole hot dogs, carrots, nuts, popcorn, chunks of cheese or meat, marshmallows, or foods that are too crunchy (Doritos) or whole grapes. Keep foods appropriate for the age of your child and cut them into small pieces that are easier for your child to chew and swallow.

Afternoon snack

Send items that would be appropriate for after nap time. Consult the items listed under lunch.

If your child is an infant, please send breast milk in an insulated bag with ice packs or bottles of water for us to mix with your powdered formula. We do not have a refrigerator to keep milk cold.

Outdoor play

The staff takes children outside to play, even in cool weather, as directed by Tennessee childcare guidelines. Children will not play outdoors if the temperature is 32 degrees Fahrenheit or below, or if the temperature exceeds 95 degrees. Wind, rain, snow and other conditions will always be considered when deciding to go outdoors. Please dress your children appropriately with shoes made for outdoor play, coat, gloves, hat, etc. Please label items with your child's name.

Toys from home

Please leave personal toys at home or in your car. A child may bring a book to share with the group at story time. Please label the book with your child's name.

Parent Visitation

Parents are always welcome to drop in and visit us as frequently as they like. You are also welcomed to participate in field trips and other special events. Please be aware of our nap time to allow our little ones to get their rest. The Director is available to meet with you in the afternoon.

Parent Bulletin Board

The parent bulletin board is located by the entrance door at each site. It contains items of interest to parents.

Birthdays

Children love sharing their birthday celebration with their friends. Parents may want to bring a special treat for the class on this day. Please coordinate this with your child's teacher before bringing any food to the center.

Clothing

The children will be engaged in active, sometimes messy, play. They need to dress so they will be free to participate in all activities. All children need to bring a change of clothes, including underwear and socks, to be left at the preschool. Clothing will be changed as conditions require. Your child will appear as tidy as possible at pick-up time. Soiled clothing will be sent home right away. Please remember to send another clean change of clothes if we must use the one stored at the center. Please label all jackets, coats, sweaters, etc. so they may be easily identified.

Conferences

We want to maintain open and free communication. Please make the teacher aware of anything unusual that might affect your child. Parents are urged to schedule a conference any time they feel a need. Regularly scheduled conferences will take place throughout the year.

Drugs and Alcohol

Persons operating motor vehicles who are noticeably under the influence of drugs or alcohol will be asked by the preschool staff to make other arrangements for transporting children from the preschool. If that person refuses to make alternate plans, the preschool staff is authorized to contact the Dayton Police Department to alert them of an impaired driver.

Parking – Site 1 (Market St.)

Please use the parking spaces designated directly in front of or at the side of the preschool building. The entry and exit routes are one way for driver and child safety purposes. Enter the preschool by turning

onto California Avenue, turn right onto the first roadway past the church parking lot, and turn right onto the gravel road next to the preschool building. Park in the space provided. Exit onto Market Street.

Parking – Site 2 (Dayton City School)

You may park by the sidewalk beside the daycare or in the parking lot beside the creek or beside Robinson Manufacturing. You do not need to enter Dayton City School to drop off or pick up your child. Please follow the guidelines for morning and afternoon drop-off and pick-up. Do not enter from Market St. to deliver or get your child – this is a one-way part of Cherry St. and you will be going the wrong way.

Security – Site 1

The preschool's security system requires a code to be entered before the door will open. The code is issued to parents and will be changed periodically. Parents will be notified of changes. In case of problems with the code, a doorbell is available at the front door so you can let us know you are waiting outside.

Site 2

Doors will be locked during the day. Please knock if you need to enter.

We are proud to be a Gold Sneaker Child Care Facility. Here are the policies we will adhere too:

Gold Sneaker Policies

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: Child care educators shall ensure appropriate infant and child feeding patterns, including adequate time for snack and meal consumption and age-appropriate portion size.

Child care 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.

Child care 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 child care 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 or not children are present. Child care employees and volunteers may not use tobacco or tobacco-related products while off-campus at provider-related activities (i.e. fieldtrips, 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 child care provider entrance, as required by state law.

REVISED NOVEMBER 2018

DISCIPLINE POLICY

In order to fulfill the mission of the Little Learners at First Church Preschool, we believe children need a loving atmosphere to grow physically, mentally, socially, and in Christian spirituality. Young children learn actively through observation of adults, particularly parents and teachers. In high quality programs, teachable moments are available throughout the day.

With this in mind, neither staff nor parents can tolerate disrespectful, loud, or inappropriate behavior in any form. Our goal is to provide an environment marked by pleasant conversations, laughter, love and excitement. Promoting friendly, positive, and respectful interactions is our goal for both children and adults.

The preschool staff will never physically punish a child or use any discipline that will shame or frighten a child. Please do not ask us to spank or threaten your child. Discipline will generally amount to helping children resolve issues as they arise, or by using very brief time out periods. A positive attitude will be used to deal with each child. Parents will not necessarily be notified of every incident. Parents will be notified if discipline issues with a child become persistent and disruptive. If a resolution cannot be reached among involved parties, and after significant effort by staff and parents, or from consultation with the Little Learners Advisory Committee, families or staff members will be immediately dismissed from the preschool.

EXPULSION POLICY

Unfortunately, there are sometimes reasons we must ask that a child be removed from our program, either on a short-term or permanent basis. We want you to know we will do everything possible to work with the family of the child(ren) in order to prevent this policy from being enforced.

WHEN A CHILD IS HAVING A PROBLEM IN THE CLASSROOM

- Staff will try to redirect from negative behavior
- Staff will reassess classroom environment, appropriateness of activities, supervision
- Staff will always use positive methods and language while disciplining children
- Staff will praise appropriate behaviors
- Staff will consistently apply consequences for rules
- Child will be given verbal warnings
- Child will be given time to regain control
- Child's disruptive behavior will be documented and maintained in confidentiality
- Parent/guardian will be notified verbally
- Parent/guardian will be given written copies of the disruptive behaviors that might lead to expulsion
- The director, classroom staff and parent/guardian will have a conference(s) to discuss how to promote positive behaviors
- The parent will be given literature or other resources regarding methods of improving behavior
- Recommendation of evaluation by professional consultation
- Recommendation of evaluation by local school district child study team (if the child is at least 3 years old)

SCHEDULE OF EXPULSION

If, after the remedial actions have not worked, the child’s parent/guardian will be advised verbally and in writing about the child’s or parent’s behavior warranting an expulsion. An expulsion action is meant to be a period so that the parent/guardian may work on the child’s behavior or come to an agreement with the daycare. The parent/guardian will be informed regarding the length of the expulsion. The parent/guardian will also be informed about the expected behavioral changes required for the child or parent to return to the daycare.

PARENTAL ACTIONS CAUSING EXPULSION

- Failure to pay/habitual lateness in payment
- Failure to complete required forms including the child’s immunization record
- Verbal abuse to the staff
- Parent threatens physical or intimidating actions towards the staff

CHILD’S ACTIONS FOR EXPULSION

- Failure of child to adjust after a reasonable amount of time
- Uncontrollable tantrums/angry outbursts
- Ongoing physical abuse to staff or other children (excessive hitting, kicking, biting, etc.)

A CHILD WILL NOT BE EXPELLED

If the child’s parent/guardian:

- Made a complaint to the Office of Licensing regarding the daycare’s alleged violation of the licensing requirements
- Reported abuse or neglect occurring at the daycare
- Questioned the daycare regarding policies and procedures
- Without giving the parent enough time to make other childcare arrangements (2-week notice, and fees will still be due)

NAME OF CHILD: _____

SIGNATURE OF PARENT/GUARDIAN: _____

DATE: _____