

Little Learners at First Church
Parent Handbook
2021 Revision



Site 1- 1035 Market St

Site 2- 520 Cherry St

Dayton, TN 37321



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.

Our Child Care license requires that someone be on campus at all time who is certified in CPR and first aid. This includes training in how to administer the Heimlich maneuver, use an AED, and care for basic injuries.

Enrollment Policies

Little Learners reserves the right to deny care for any child that we feel will not be best served at our locations. Should our staff or facilities be an inadequate match for the need, we reserve the right to not enroll a child. We believe Children should always receive the best possible care and we recognize that in some situations, we may not be able to provide that care.

Before beginning:

- All children must have a completed application on file
- All children must have an up-to-date shot record and signed well child check from a physician.
- All registration fees and application fees must be paid in full.

First day and subsequently:

- All fees must be paid in a timely manner
- Records must be maintained and kept up to date.
 - Paperwork must be completed and turned in. (flu form, emergency contact list, field trip form, Photo consent form, safe kids curriculum acknowledgment, signed handbook form)
- Children must have a Nap Mat, crib sheets, blankets
- Children must come with a breakfast snack, lunch, and an afternoon snack, and have a labeled cup for water.
- Children must have a weather appropriate change of clothes.

*Diapers, Wipes, Formula, Food, and Drinks must be provided from home.

ANNUAL CALENDAR AND HOURS OF OPERATION

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

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

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

We are excited to add another program in 2021. It is a Part day program at site 2 from 7am-2pm. This program is also available full time, T/TH, or M/W/F. and is only available when DCS is IN SCHOOL.

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

Christmas Break: December 24-January 1

Closures due to inclement weather

For inclement weather, the decision to close or remain open is made by the director and preschool committee based on advisement gained from local school systems.

EX: 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.

Arrival:

Children may arrive at 7am or after. But all children should arrive by 9:30am unless previously arranged with your child's teacher. This drop off time allows children to best gain the benefits of our programs academically and socially. This also allows children to learn in a more stable and structured environment with fewer disruptions.

Departure:

On the application form, you may authorize others to pick up your 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 an approved adult when they leave for the day.

TUITION RATES AND OTHER FINANCIAL POLICIES

Effective April 1, 2023

We offer three programs:

Full time- Monday-Friday 7am-6pm;

3 days/ week- Monday, Wednesday, and Friday 7am-6pm; or

2 days/ week- Tuesday and Thursday 7am-6pm

Application Fee

\$20 Application fee per child will be applied to all new applicants. This application fee adds children to the waiting list for placement. Teachers at Dayton city school and staff with the City of Dayton get first availability.

Registration/Enrollment Fees

\$75 ANNUAL ENROLLMENT FEE for each child enrolled. This fee is due at enrollment, upon withdrawal and returning, or on the anniversary of initial enrollment.

Supply Fees

6 weeks-5 years old- \$150/ year. These are to be paid either in full in August or can be spread throughout the year with payments being due in August, November, and February.

After School Care Supply Fees- \$90/ school year. These are to be paid in full in August or can be spread throughout the year with payments in August, November, and February.

*Summer care also requires an additional Supply fee of \$30 to be paid June 1st.

Tuition

6 weeks to 12 months	Full time	\$675
	3 days/week	\$485
	2 days/week	\$365
13 Months to 29 Months	Full time	\$625
	3 days/week	\$435
	2 days/week	\$335
2 ½ years – 5 years	Full time	\$575
	3 days/week	\$400
	2 days/week	\$325

DCS Aftercare

Children attending Dayton City School needing care after Preschool – 2nd grade dismissal may enroll in our aftercare program. *Application fees, enrollment fees, and Supply fees are listed above.

After Care tuition- \$75/ Week

*There is a \$30/day upcharge for attending on days that DCS is closed. This includes professional development days, fall break, thanksgiving break, Christmas break, spring break, and holidays.

School Age Summer Care

This program is for Children enrolled in school up to 2nd grade and needing SUMMER CARE only. Priority placement will be given to students already enrolled at Dayton City School.

Rates- Full time: \$525/month

3 Days/week: \$330/month

2 days/week: \$240/month

Half Day Program- (Site 2) at Dayton City School

7 hour Day 7am-2pm

Registration Fee- \$75

Supply Fee- \$120

Full time- \$425/month

M/W/F- \$300/month

T/TH- \$225/month

This program will be limited to children aged 2 ½ -5 and there are only a total of 10 spots available.

This is a 10 month only Program. This program follows the Dayton City School calendar and will be closed in accordance with the Dayton City School Calendar. This program will be closed on Fall Break, Christmas Break, Spring Break, and all professional development days. There may be opportunities for care on those days but will be based on a first come, first serve basis and will require an additional payment of \$30/day.

Drop in days and rates

Children currently enrolled in our school age programs or our part time programs can request the ability to attend additional days. These days will be granted ONLY IF we have availability. The fee for this is **\$30/Day**. Days must be requested in advance in writing and the fee must be paid the day of attendance. This same fee applies for school age children needing full time care during extended breaks such as fall, winter, and spring breaks.

Late Pick Up fees

The Late pick up fee is **\$1/minute** per child after the scheduled departure time of 6pm. **Late pick up fee must be paid at the time of pickup.** *Repeated late pick-ups may result in a loss of childcare availability at our center.

Potty Training Fee

Any child not FULLY potty-trained by 3 ½ years old will be charged an additional **\$50/month**.

Holding fee

Tuition may be placed on a hold for extended leaves from care of 1 full month or greater. This Hold may be placed by written request in the event of medical leaves or emergencies, deployments, temporary loss of employment, or summer break. The fee to "Hold your spot" is \$125/month per child.

Discounts

- 2 children, 10% will be deducted from the tuition of the oldest child.
- 3 Children, 15% will be deducted from the tuition of the oldest child.
- 4 Children, 20% will be deducted from the tuition of the oldest child

Tuition payments, Late fees, and policies

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. * Full time children may be paid in full on the first day of the month or can be split between the 1st and the 15th of the month.

- Late Tuition fee and Policy – Payments submitted late MUST include a \$10 Late fee. Once Payment becomes more than thirty days overdue, you must find alternative childcare until the account is up to date, if a space remains available.
- Bounced check policy- If your check does not clear, **There is a \$35 fee**. Should this occur more than one time, you will need to find an alternative way to pay fees and tuition.
- NO Family leaving with an outstanding balance will be allowed to re-enroll until the balance is paid in full.

Because our rates for care are so affordable, we do not offer any rate reductions for vacations or other time away from care. Payment is required for the full program fee even when absences occur regardless of the reason for the absence. Payment of the program fee reserves your child's place in the program. If you find that you no longer need care for your child, you may withdraw your child from the program at any time.

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.

Priority is given for current families, staff, church members at First Church of Dayton, and employees of Dayton City School and the City of Dayton.

PROGRAM

There are individual groups for infants/toddlers, 2,3, 4/5- year-olds, and school-aged children. 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. We do developmental assessments and parent teacher conferences twice each year in the Fall and in the Spring.

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, teachers will include Bible components on all lesson plans and 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.

As a ministry of the First United Methodist Church, We teach and believe basic theological concepts of the Church.

The following statements succinctly affirm the theology of First Church Dayton:

We believe in God the Father, Son and Holy Spirit.

We believe in Jesus Christ as our Savior and Lord.

We believe that the Bible is the Word of God.

We believe that we are called to advance Christ's kingdom locally and globally through prayer, personal relationships and compassionate actions and by telling others about our faith.

Learning Schedule

	Theme	Verse	Letters	Number	Colors	Shape
January	Let it Snow	Matthew 28:20	M,N,O	6	Black and White	Rectangle
February	All about me	Psalms 139:14	P,Q,R	7	Pink and Purple	Heart
March	Down on the Farm	Philippians 4:4	S,T,U	8	Green	Diamond
April	Easter/ Spring	Matthew 28:6	V,W,X	9	Yellow	Oval
May	Things that go!	Psalms 119:105	Y,Z	10	Rainbow	Octagon
June	Ocean and Camping	Psalms 150:6	Review	Review	Review	Review
July	USA	1 John 3:23	Review	Review	Review	Review
August	Creation	Genesis 1:1	A,B	1	Blue	Circle
September	Jesus loves the children	1 John 4:19	C,D	2	Red	Square
October	Community Helpers	Ephesians 4:32	E, F, G	3	Orange	Circle and square
November	Thanksgiving	James 1:17	H, I	4	Brown	Triangle
December	Happy Birthday Jesus	Luke 2:11	J, K, L	5	Silver and Gold	Star

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.

General Classroom Schedule:

7:00-9:00am Welcome/ free play

9:00-9:30am- Morning snack

9:30-10:00am- Circle time

10:00-11:30am- Outside/small groups/ free play

11:30-12:00pm- Lunch

12:00-2:30pm- Nap/rest

2:30-6pm- Small groups/ Outside/ free play

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 only administer medications as needed for rescue purposes. These medications include epi-pens, asthma inhalers, breathing treatments through nebulizers, and insulin. ALL medications must be labeled with the prescription label from the physician. A medication administration request form must be on file.

Please communicate with Little Learners staff if your child will be absent due to illness.

Sick Policy

<u>Symptom</u>	<u>When can my child Return?</u>
Fever- 100.0 or higher	After 48 hours of being symptom free WITHOUT medication
Diarrhea (2 or more loose, watery stools in 8 hours)	
Persistent Coughing	
Sneezing and/or discolored mucus	
Vomiting	
Rash (Including impetigo)	Must have a doctor's statement and be on proper medications for no less than 24 hours.
Pink Eye	
Respiratory infections	
Strep throat	
Other communicable diseases	
Head Lice	24 hours AFTER treatment with proof of treatment.

Pandemic Policy

In the event of a pandemic, such as but not limited to COVID- 19, this policy is subject to change per the discretion of Little Learners at First Church and its governing agency.

Little Learners cannot allow attendance by children who have been sent home sick from school. If your child has been placed on quarantine due to illness or exposure to a communicable illness, THEY MAY NOT ATTEND CHILD CARE.

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 only administer rescue medications such as breathing treatments, epi-pens, and insulin.

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). Please send a refillable and LABELED water cup for use at school.

Infants- Breastmilk Must be labeled with the date it was expressed and the child's name.

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 minimizes "junk food". If you need assistance in deciding what is nutritionally balanced, please ask your pediatrician for more ideas. Some suggested healthy items include cheese, crackers, fruit, lunch meat, some cereals, and juice, cereal bars, cut up vegetables, yogurt and 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 hard 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, large chunks of cheese or meat, marshmallows, gummy snacks, foods that are too crunchy (Doritos), or whole grapes or berries. 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.

Potty Training Policy

Toilet training is a big issue for any child care facility because keeping classrooms clean is critical. Frequent toileting accidents by children creates problems with both hygiene and supervision of the group. Toilet training policies are non-negotiable as they help us maintain a healthy environment for children and to maintain our childcare license. While we recognize that every child is unique, this is a matter that effects the health of the center. The American Academy of Pediatrics states that most children gain the skills to be toilet trained between 18 months and 2 ½ years old. This policy is the standard for child care centers across the industry.

- Children must be introduced to potty training by age 2 ½. At age 3 ½, a toilet training fee of \$50/month will be added to the tuition of any child not fully trained. Due to the setup of our classrooms and the facilities, any child not toilet trained by 4 years old will need to seek alternative care. (Exceptions can only be made in cases where a special need has been determined and documented BY A PHYSICIAN.)
- Children must be accident free for 2 full weeks both here and at home, before being sent to school in underwear.
- Children will wear a pull up at nap time until they have successfully completed one month of sleep time without an accident.
- Children must have extra weather appropriate clothing in case of an accident. Please dress your child in clothing that is easy for them to remove. (soft, elastic waist bottoms are best) Please avoid overalls, jumpsuits, or onesies that may have difficult buttons or snaps.

Our staff is happy to work with you and will mirror techniques from home to aid you in training your child.

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.

Please make sure your child has a weather appropriate change of clothes every day.

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 and staff are happy to meet with you, if possible please communicate ahead of time as we have 2 locations and may be at the other location.

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. You may also request a conference with the teacher and/or director as needed.

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.

Both campuses are drug, alcohol, and nicotine free zones. Please do not bring drugs, alcohol, or paraphernalia to our school. We reserve the right to deny your ability to return to campus or to require you to seek alternative care for your child.

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.

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. ONLY STAFF have codes for the door. 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.

In accordance with State law and the state of Tennessee Child Care licensing requirements, ALL campuses are to remain GUN FREE ZONES. ABSOLUTELY NO FIREARMS ARE PERMITTED ON CAMPUS!

We are proud to be a Gold Sneaker Child Care Facility.

Here are the policies we will adhere to:

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, and 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, providing them with appropriate words, or by encouraging children to take time to themselves (with a teacher) to process the situation. 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)

Handbook Acknowledgment form

I have read and understand the entire Parent Handbook for Little Learners. I agree to adhere to the policies therein and acknowledge my right to request a conference at any time with the teacher, director, or preschool committee to discuss any questions or concerns that may arise.

Please initial that you have taken extra care to read each section.

- _____ 1. Mission Statement
- _____ 2. Enrollment Policies
- _____ 3. Calendar and Hours of operation
- _____ 4. Tuition and Financial Policies
- _____ 5. Withdrawal Policies
- _____ 6. Program Information (Chapel, Nap Time, Classroom Schedule)
- _____ 7. Sick Policy
- _____ 8. Nutrition
- _____ 9. Potty Training
- _____ 10. Outdoor play
- _____ 11. Toys from home
- _____ 12. Drug Policy
- _____ 13. Gold Sneaker Policy
- _____ 14. Discipline Policy
- _____ 15. Expulsion Policy

NAME OF CHILD: _____

SIGNATURE OF PARENT/GUARDIAN:

DATE: _____