



WEST END  
UNITED METHODIST CHURCH

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PRESCHOOL

PARENT HANDBOOK

REVISED 2015

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## ABOUT US

### *Philosophy & Mission*

West End Preschool is a ministry of West End United Methodist Church. Serving children from one through five years of age, **the Preschool's mission is to develop within each child a vibrant mind, a healthy body, and a caring heart while building a collaborative, supportive community among our families.**

**A Vibrant Mind:** Our Preschool is committed to providing an engaging and challenging environment where each child feels safe, happy, loved and valued as a unique person. Each child is encouraged to develop at his own pace and to his individual capacity. The program is designed to foster physical, social-emotional, cognitive, literacy and language development. In addition, creative expression is encouraged through music, movement and visual arts. As children complete Preschool, they are empowered with a strong sense of self-worth, a “can-do” attitude, a resilient spirit, respect for others, keen problem-solving skills, kindergarten readiness skills, an insatiable curiosity, and an eagerness to learn.

Our curriculum is based on the Creative Curriculum, NAEYC “best practice” criteria, and the Tennessee Early Learning Standards. Drawing from these three resources, our staff of highly-trained, experienced, dedicated educators melds theory and evidence-based research on how children develop. This practical application of curriculum occurs through organization of the classroom, intentional teaching methods, observations, and positive family relationships.

**A Healthy Body:** Children develop gross motor skills through play opportunities in our full-size gymnasium and on the playground. For additional development of muscle control and the joy of creative expression, a full-time music and creative movement teacher meets weekly with each class. Annual vision and speech screenings are offered in order to identify and remediate possible developmental delays. Emphasis is placed on establishing healthy eating habits and exposing young palettes to a wide variety of foods through our meal program. Lunch and snacks are prepared from scratch in our church kitchen with fresh, locally grown ingredients.

**A Caring Heart:** West End United Methodist Church began its Preschool ministry in 1948. The church takes leadership in promoting early childhood education within our community, acknowledging that superior quality educational experiences are imperative for the future success of all children. In addition, the church strives to promote a greater understanding and appreciation of the world by fostering a culturally and socio-economically diverse community within the church. While no formal Christian instruction is incorporated into the Preschool curriculum, we do strive to instill values of respect for self and others, compassion, stewardship of resources, self-discipline, thankfulness, hope, and community.

**Community:** Community is built as parents volunteer in our school. Opportunities include being a room parent, serving on the West End Preschool Committee, planning our annual fundraiser (the Family Fellowship Festival), assisting with creative arts events, and sharing talents and interests in the classroom. Community among church and Preschool families is developed as we come together for a shared purpose. All families are invited to participate in church events. Special opportunities abound from Children's Choir, Vacation Bible School,

Music Camp, Advent Preparation dinner, Children’s Christmas Eve service, and the Easter Egg Hunt.

The needs of families for Preschool experiences differ. Therefore, we offer three options: the Day School, a full-day, 52 week Preschool, the Play School, a part-day, 50 week Preschool, and the Pre –Kindergarten with both full-day and part-day options.

***Governance and Relationships***

The Executive Director and the Program Director of West End Preschool are members of the church’s professional staff. The Preschool is governed by the Preschool Committee, which reports through the Children’s Council to the Ministry Table of West End United Methodist Church.

***Certification***

The Preschool is licensed by the State of Tennessee as a “3 Star Center” to serve 134 children daily. This is the highest level attainable in Tennessee. We are also accredited by the National Association for the Education of Young Children (NAEYC).

***Staff Qualifications***

West End UMC Preschool has long been known for its exceptional staff. Staff biographies, posted outside of each classroom introduce parents to each teacher’s education, experience and their motivation for choosing early childhood education as their teaching career.

Prior to working alone with children new teachers receive a New Staff Orientation exposing them to our school’s policies and procedures. Annually, our teachers receive a minimum of 18 hours of professional development training. Training is developed and offered in the areas of child growth and development, healthy and safe environments, developmentally appropriate practices, guidance, family relationships, team building, cultural and individual diversity, special needs, curriculum development, assessment procedures and NAEYC Ethics and professionalism

***Program Description***

	<b><i>Full Time Program (9.5 hour day)</i></b>	<b><i>Part Time Program</i></b>	<b><i>Pre-K B (both full &amp; part time)</i></b>
<i>Ages served</i>	20 months – 4 years	12 mo – 4 years	4 - 5 years
<i>Hours of operation</i>	7 a.m. – 5:30 p.m.*	9 a.m. – 2:30 p.m.	7 a.m. – 5:30 p.m.* Or 8:30 a.m. – 2:30 p.m.
<i>Number of days per week a child attends</i>	5 days	2 – 5 days	4 - 5 days
<i>Number of weeks per year program is in session</i>	52 weeks	50 weeks	52 weeks

## *Holidays*

We are closed for certain holidays: New Year's Day, Martin Luther King, Good Friday, Memorial Day, 4<sup>th</sup> of July, Labor Day, Thanksgiving day, the day after Thanksgiving, Christmas Eve and Christmas day.

We will close at noon on the Wednesday preceding Thanksgiving.

## *Professional Days*

We close the Preschool for state mandated professional development days, work days between sessions, visitation days and parent/teacher conferences. Refer to the annual calendar for dates.

## *Definition of Family*

In this handbook we refer to family as a parent, legal guardian, sponsor or anyone else who provides for the well-being, best-interest and responsibility of the child in our care.

# REGISTRATION

## **The Part Time Program**

The Part Time Program has a formal registration period each year in January for the following school year starting in August. Current families will be given a Re-Registration form when they return from Christmas break to complete. This form will confirm your intent to remain at our school for the next school year, and asking which days you prefer. If you are Part Time PreK and decide to attend PreK B the following year, you will need to indicate that on your re-registration form in January. A \$75 annual re-registration fee will be required with this form. Any new church families may also register at this time. Children will be placed in their choice of days on a **first come, first served basis**. On Jan. 16, days will be opened to new families from a rolling waiting list.

Children may be registered for a five, four, three, or two day class (Monday through Friday, Monday through Thursday, or Monday/Wednesday/Friday or Tuesday/Thursday) in all classes as space allows.

**The priority enrollment (please see below)** list is used for enrollment of children, but it is not used in the placement of children in classes. **Placement is governed by the order in which registration forms are received, and the number of days the parent/s request.** Children of parents requesting five or three days will be placed first. The child's gender and age are considered as well. Sometimes, an opening may occur in a different room earlier than August. We will contact families of the oldest children to see if they wish to move up sooner than August.

## **Acceptance of Registration**

Your enrollment is not guaranteed until you receive an email offering you specific days. You must reply to this email within 4 days or we will assume you do not want the spot.

## **New Families**

**An Enrollment Fee** of \$250 will be required to secure your enrollment. This fee will not be refunded should your plans change, however, it will be credited to your last month's tuition.

### **Part Time Program's Waiting list**

Children may be placed on a waiting list with a \$75 non-refundable registration fee and the completed Wait list form at any time of year. If you are offered a spot and decline, you will go to the end of the list. Annually, you will receive an email asking if you wish to remain on the waiting list. You will have 4 days to respond or you will be dropped from the waiting list.

## **The Full Time Program**

**Current families** will receive a Re-registration form in February for Registration in August classes. Placement in classes will be determined primarily by birthday, but developmental factors and gender will also factor into the decision. You will receive an email confirming your re-registration. Class placement for August is usually announced in May. Sometimes, an opening may occur in a different room earlier than August. We will contact families of the oldest children to see if they wish to move up sooner than August.

### **New Families**

The Full Time Program has a "rolling admission policy" for placement. Registration forms are accepted throughout the year with a \$100 non-refundable fee. If we are unable to place the child immediately, the child's name goes on the waiting list. Vacancies occurring during the year as well as class placement for the next school year, are filled from the waiting list. If a family is unable or unwilling to come as soon as the space is available, the invitation will pass to the next child on the list. The declining child's name will move to the bottom of the list for that particular age group. Annually you will receive an email asking if you wish to remain on the list. You will be given 4 days to respond or we will assume you are no longer interested.

### **Enrollment Fee**

An Enrollment Fee of \$450 will be required to secure your enrollment. This is not refundable should you decide not to enroll, but will be credited to your last month's tuition if you give 30 days notice of withdrawal.

### **Pre-Kindergarten B Enrollment**

The PreK B class is designed for our oldest children. All children enrolled will be attending kindergarten the next year. Enrollment in the PreK B is based on age and schedule. Our oldest children from the Full Time Program are placed in this class, as well as children that have completed our Part Time PreK. Any children that have completed Full Time PreK A or Part Time PreK but are not going to Kindergarten, will get first priority in PreK B enrollment. If you are Part Time PreK and decide to attend PreK B, you will need to indicate that on your re-registration form in January. Full Time children will also need to indicate their desire to attend PreK B on their re-registration form in March.

**Pre-K B Enrollment options:**

- Monday through Friday from 7 a.m. until 5:30 p.m.
- Monday through Friday from 8:30 a.m. until 2:30 p.m.
- Monday through Thursday from 7 a.m. until 5:30 p.m.
- Monday through Thursday from 8:30 a.m. until 2:30 p.m.

**Priority Enrollment List**

While members of West End United Methodist Church are given priority in enrollment, once a child is enrolled, the Preschool strives to provide on-going continuity of place and program for all families.

Openings for enrollment are processed in the following priority order:

- children of West End UMC Preschool teachers,
- children of West End United Methodist Church's staff members,
- families who are members of West End United Methodist Church
- families who are not members of West End United Methodist Church and who have children currently enrolled, This includes new siblings.
- families who are not members of West End United Methodist Church and who do not have children currently enrolled.

Please note:

1. "families" denotes parent or guardian, not relative
2. A child is considered to be "enrolled" when assigned to a specific day/s

# TUITION AND FEES

## ***Registration Fees:***

**Play School:** An annual *non-refundable* registration fee is required at the time of registration.

**Day School and Pre-K B:** A one-time, non-refundable registration fee of \$100 is required at the time of registration.

## ***Enrollment Deposit:***

A *non-refundable* enrollment deposit is due when a family accepts placement. This fee is \$250 for placement in the Part Time Program and \$450 for placement in the Full time Program and Pre-K B. This deposit is applied to the last month's tuition payment for which the child is registered.

## ***Tuition***

Tuition payment is due the first school day of the month with no deduction for any absences, holidays, or closures due to inclement weather, power outages, or other situations beyond our control. If needed, arrangements may be made with the Executive Director to pay half of the tuition on the 1<sup>st</sup> and the balance on the 15<sup>th</sup> of each month.

Checks should be written to "West End Preschool" with your child's name written on the check. Please write a separate check for each child. If you need a receipt, write an "R" on your check.

Credit card payment is possible for a 2.5% of tuition fee. This fee is to cover our transaction cost.

Statements are not sent unless a "reminder of payment" is needed.

## ***Late Pick-up Fees***

If a child is not picked up **by** closing time (2:30 for Play School and 5:30 p.m. for Day School), the parent is subject to a late pick up fee of \$2.00 per minute per child. You will sign a late pick up slip and the amount will be billed to your account.

## ***Late Payment Charges***

A late fee of \$30 will be assessed if a scheduled payment is received after the 16<sup>th</sup> of each month. If an account is delinquent after 45 days, the child is subject to dismissal.

## ***Financial Assistance***

The Preschool maintains a scholarship fund that is used to provide tuition assistance to families whose children might be unable to attend (or remain enrolled in) the Preschool without financial help. Applications for tuition assistance may be submitted to the Executive Director at the time of registration, or as the need arises. This application is accompanied with a copy of the family's latest income tax return. The Scholarship Committee reviews applications. Families are notified

as soon as the Committee makes a decision. Complete confidentiality is maintained throughout the process.

Donations to the Scholarship Fund are gratefully received! What a wonderful way to honor or remember a loved one and to help a child at the same time. Just write a check to “West End Preschool” and designate it to the Scholarship Fund.

### ***Hours and Attendance***

The Full Time Program opens at 7 a.m. and the Part Time Program opens at 9 a.m. Please do not drop-off your child prior to the opening. Parents are expected to accompany their children into the classroom and legibly sign them in and remain with your child after signing them out.

The Part Time Program closes at 2:30 p.m. and the Full Time Program at 5:30 p.m.. Please allow enough time to arrive, sign your child out, and leave by closing time. Our teachers need to clean their rooms before they leave.

Full Time Tuition is determined based children attending 9 ½ hours per day. Staying longer than this on a regular basis may subject you to a late pick up fee.

Arriving at preschool by 9 for the Full Time program, or 9:30 for Part Time is much smoother for your child. If you will be arriving past 9 a.m. as a Day School family or 9:30 a.m. as a Play School family, call our office at 321-8500, #8812 or #8849 or email the class. Please do not bring a child to school during our lunch and naptimes (11 a.m. through 2:30 p.m.), as this is disruptive to our calm and peaceful routines.

### ***Withdrawals and Requesting Changes in the Part Time Program Placement***

**Withdrawals:** If a child is withdrawn from the Preschool, a written notice to the Executive Director giving at least 30 days notice, or equivalent tuition, is required.

West End Preschool has the legal option to withdraw a child for any of the following reasons:

1. Non-payment of fees
2. Repeated failure to pick-up child by posted closing times
3. Failure to maintain current information in child’s file and to provide a current Tennessee Preschool Immunization Certificate
4. Inappropriate conduct of parent/guardian.
5. Unresolved behavioral issues that have not been positively impacted after being addressed by parents and teachers over a prescribed period of time.

Requesting Changes in Part Time Program Placement: After accepting placement in the Part Time Program for your child, if you alter your request by reducing the number of days your child attends or by withdrawing from a session, you will be obligated to follow the withdrawal policy stated above. Either of these acts may alter the school’s ability to honor previously announced placement of your child in the following session.

## ***Substituting in the Part Time Program***

The Part Time Program reserves the right to control the means by which a child may attend as a “substitute” in the school. Families may purchase from the Preschool any available day advertised on the Substitute Form. If the Preschool does not have the day available on any given day, the Preschool will honor the transfer of a day from one family to another.

Remember these steps when selling a day:

1. On the clipboard or bulletin board, list your child’s name and the day and the date your child will be absent. *This step informs the teachers your child will not be attending and also advertises the availability of the space to parents who might like to buy the day.*
2. **It is the seller’s responsibility to inform the teachers who will be coming in your child’s space. You will do this by writing in the name of the purchaser on the substitute list and emailing the name to the teachers.**

Remember these steps when you wish to purchase a day:

1. **If the Preschool is advertising a day you need, buy from the Preschool first. Just write your child’s name in the slot. No need to check availability. The fee will be added to your account.**
2. If a family has listed a day on the clipboard or bulletin board that you would like to buy, write your child’s name in the appropriate space followed by a question mark. *This indicates you are in the process of contacting the parent to confirm the date is available.*
3. If the seller gives you permission to buy the day, scribble through your question mark.
4. Send the **seller** a check for the day.
5. After agreeing to purchase the day, you are financially responsible for it and must pay the family from whom you purchased it even if you are unable to use the day. You may resell the day if you cannot use it.

# Operating Policies

## *Closing Due to Extreme Weather*

The Preschool will be closed when weather conditions make attendance hazardous or unsafe for children, parents and teachers.

- On the initial day of a weather event, Metropolitan Nashville Public School (also commonly referred to as “Metro Schools” or “Metro Davidson County Schools”) is closed for weather-related reasons and if church officials deem possible, the Play School and the Day School will open at 9:00 a.m. The Play School will close at its regular time of 2:30 p.m. and the Day School will close at 3:00 p.m.
- The Preschool will return to regular operating hours as quickly as church officials deem appropriate. If this return to normal hours occurs prior to the reopening of Metropolitan Nashville Public Schools, announced on Channels 4 and 5 and by an email message to the parents.
- If Metropolitan Nashville Public Schools **close early** for weather-related reasons, the Play School will close at its regular time of 2:30 and the Day School will close at 3:00 p.m. unless conditions warrant an earlier closing.
- Closing will be announced on Channels 4 and 5. The television stations determine the category under which schools are listed; usually the programs are listed under “preschools”.
- When Metropolitan Nashville Public School are on a pre-scheduled break and weather is potentially hazardous, tune into Channels 4 and 5 to see if we are open and our hours of operation.
- Bad weather days are not made up, and no refunds are given.

In the unlikely event church officials must close the facility for a reason beyond the church’s control, such as a sustained loss of power or water, you will receive an email announcement or phone call as early in the day as possible or, if the closure occurs mid-day, as soon as possible. Your child’s safety is the church’s utmost concern in such circumstances.

## *DROP-OFF AND PICK-UP*

- Parking at West End: Park inside marked spaces in the parking lot. Parking along the curbs and under the porte cochere is prohibited. The church grants Preschool parents permission to park briefly in the handicapped spaces while dropping off or picking up. **DO NOT** leave small children, babies, purses, and other valuables in locked or unlocked cars in the parking lot. Preschool families may not park cars in the church lot all day!
- While in the building Preschool children must be within sight of the adult accompanying them at all times. Hold your child’s hand in the parking lot.
- Take your child to the restroom to potty prior to entering the classroom. Wash your hands and your child’s hands upon entering the classroom.

- A sign-in sheet is located in the classroom notebook. Sign your child in by noting time of arrival, your name, and writing any special instructions on the sign-in sheet or in the notebook provided. Use legible handwriting.
- While written communication is best, teachers are available to have short conversations that are needed to help ensure a smooth transition from home to school for your child. Feel free to call or email the teacher at naptime to discuss an issue or to set up an appointment for a more extensive conversation.
- Regularly review your emergency card and application to update your “transportation plan,” the list of authorized persons who may pick up your child. Complete the green “Information Update” form to amend this information. Return the form to our Administrative Assistant at the reception desk.
- We encourage you to develop a comforting goodbye ritual with your child. Children are comforted by routines.

### ***Authorized & Unauthorized Pick-up***

Your child will only be released to you or those persons you have listed on your Emergency Card or Enrollment form. If you want to add a person to your transportation plan for picking up your child, you must notify us in writing. Your child will not be released without prior written authorization. The person picking up your child will be required to show a picture ID as verification. Please notify your pick-up person of our policy.

### ***Right to Refuse Child Release***

We may refuse to release children if we have reasonable cause to suspect that any person picking up a child is under the influence of drugs or alcohol, or is physically or emotionally impaired in any way that may endanger the child. To protect your child, we may request that another adult listed as an Emergency Contact pick-up the child or we may call the police to prevent potential harm to your child. Reoccurring situations may result in the release of your child from the program.

### ***Part Time Curb-side Pick-up***

When an afternoon funeral is scheduled that conflicts with the Part Time Program dismissal time, we will have curbside pick-up. Enter the parking lot through the entrance closest to Elliston Place and pull alongside the curb adjacent to the automatic doors. Please pull ahead as far as possible. Stay in your car. Your child’s teacher will bring your child to the car. You may depart as soon as you have the child buckled into the car seat and there are no cars ahead of you. A notice will be posted in the classroom when curbside pick-up is scheduled.

### ***Babysitting Policy***

We strongly discourage families from entering into employment arrangements with staff (i.e. babysitting). Any arrangement between families and our caregivers outside the programs and services we offer is a private matter, not connected or sanctioned by West End UMC Preschool. Employment at the Preschool should not serve as a reference in your decision to hire a teacher for transportation of children, or babysitting. Teacher’s driving records are not checked before hire at our school.

### ***Child to Staff Ratios***

Children are supervised and are within sight and sound of teachers at all times. Teachers receive scheduled breaks which reduce fatigue and help to ensure alertness.

We budget and hire to maintain the low child/staff ratios below:

<b>Age</b>	<b>West End Preschool Child to Staff/ Maximum Group Size</b>
Full time Toddlers	1:5 in group of 10
Full time Early Preschool	1:5 in group of 10
Full time Preschool	1:5 in group of 10
Full time PreK A & B	1:10 in group of 20
Part Time Toddler	1:4 in a group of 8
Part Time Early Preschool	1:5 in a group of 10
Part time Preschool	1:6 in group of 12
Part time PreK	1:6 in group of 12

Exceptions to our child/staff ratios may occur when class sizes are low, unexpected events or high teacher absences occur. We then use minimum ratios allowed by DHS and do so only until enough substitutes can be located.

### ***Keeping Child's File Current.***

Parents are responsible for maintaining current information in their child's file including current home, work, and cell phone numbers, home, business and email addresses, the child's medical information including the Tennessee Preschool Immunization Certificate, emergency contact information, custody issues, and persons authorized to pick-up your child. Should you need to make a change in your records, obtain an "Information Update" form from your classroom "Sign In and Out" notebook or on our website. Return the updated form to our Administrative Assistant at the reception desk. Computer files, paper files, and classroom emergency cards will be updated with the new information.

When a child is overdue for any routine health service, parents or guardians must provide evidence of an appointment for those services before the child's entry into the program and as a condition of remaining enrolled in the program, except for any immunization for which parents are using religious exemption.

### ***Grievance Policy.***

In the event that a parent has a complaint regarding a classroom, the parent should first discuss and attempt to resolve the issue with the classroom teacher. If an acceptable resolution cannot be reached, then report the concern to either the Program Director or the Executive Director. For issues not reconciled at that level, parents may contact the Chair of the Policies and Procedures Committee of the Preschool Committee, who will confer with that committee and respond to the complaint. Additionally, the Chair of the Policies and Procedures Committee may take the issue to the Preschool Executive Committee for further review.

### ***Non-Discrimination/Inclusion***

West End's Preschool admits children without regard to race, color, creed, national origin, gender, ethnicity, religion, disability, or parent/provider political beliefs, marital status, sexual orientation or special needs. It does not discriminate in administration of its educational policies, admissions policies, and scholarship policies.

West End UMC Preschool believes that children of all ability levels are entitled to the same opportunities for participation, acceptance and belonging in Preschool. We will make every reasonable accommodation to encourage full and active participation of all children in our program based on his/her individual capabilities and needs.

### ***Maintaining Confidentiality***

This Statement is applicable to the Preschool of West End United Methodist Church. The West End Preschool has created this Privacy Statement to express our firm commitment to protecting the privacy of our students, their families and our staff. This Statement applies to our handling of personal information of students, their families and our staff whether or not currently enrolled in, associated with or employed by the West End Preschool. The West End Preschool shall abide by all applicable laws and regulations governing the sharing of personal information, including Tennessee Code Annotated section 1240-4-3-.06(10) "Right to Privacy/Confidentiality" stating that licensed institutions for childcare "shall not disclose or knowingly permit the use by other persons of any information concerning a child or family except as required by law, regulation or court order, or as may be necessary to be disclosed to public authorities in the performance of their duties and which may be necessary for the health, safety, or welfare of any child enrolled at the Preschool or of the child's family." Our accreditation agency, NAEYC, has dictated that the West End Preschool publish this policy and the above-referenced sharing regulation published by the State of Tennessee.

We collect and maintain personal information about students necessary to safely and effectively maintain their learning experience at an optimal level. Permanent files for children may include, without limitation, application, parent contact information, developmental health history, court orders/records, family instructions, immunization history, allergy information, medication logs and accident/incident reports. These files are stored in the Director's office and are accessible only to teachers and administrators throughout the workday. After regular school hours or during times when the school building may be vacant for a group activity, these files are stored in the Director's locked office. Screenings and assessment documents on students are maintained in a file in the classroom. No information from a child's files may be released without a written request from the parent.

We collect and maintain personal information about our workers necessary to safely and effectively maintain a staff for the school and optimize their work experience and performance. Some information collected and maintained also permits the school to meet certain state regulations. Files on our staff include confidential personnel files, and may include, without limitation, applications with record of experience, transcripts of education, health-assessment records, and documentation of ongoing professional development, disciplinary records, background checks and results of performance evaluations. All such records are maintained under lock and key at all times, accessible only by the administrators. Information about our

staff is released only where required by law, regulation or court order or where we deem it permissible within our employment policies and the worker has consented to such release.

Except as otherwise required by law or regulation, we do not share a student's personal information or information about a student's family with any third party without a written consent from a parent. Screening and assessments of children are used only by staff with a "need to know" in order to plan curriculum and to evaluate the effectiveness of teaching strategies. We reserve the right to amend or change this Statement at any time.

## ***Communication & Family Partnership***

The family is a child's first teacher. We value families as partners in the growth and development of children in our program. We encourage parents and other family members to be involved in the program, visit children's classrooms, participate in events, and provide feedback on the program. We offer a variety of ways in which families can participate in helping us establish and reach our program goals.

### ***Family Visits.***

We encourage and welcome parents to be active participants and to visit any time. Identify yourself by wearing your Preschool lanyard while in the building. If you are eating lunch with your child, make a reservation 24 hours in advance by emailing Lynn McClary at [lmclary@westendumc.org](mailto:lmclary@westendumc.org). Current cost of lunch for a parent is \$6, payable to the Preschool on the day the meal is shared.

### ***Daily Communications.***

Daily notes from classroom teachers for Toddlers, Early Preschool, and Preschool will keep you informed about your child's activities and experiences at Preschool. Notes will be placed into your child's cubby or school bag at the end of the day. We encourage children in all Pre K classes to practice communication skills and independence by self-reporting on their day.

### ***Bulletin Boards.***

Located in the lobby and each classroom, bulletin boards provide Preschool news, calendars, lesson plans, notices of upcoming events, faculty changes, holiday closing dates, announcements, DHS documents, fee schedule and so forth.

### ***Documentation Boards***

Are located in the hallway or in classrooms. These displays highlight the learning that is happening in each activity and provide parents an opportunity to extend that learning through informed discussions with your child.

### ***Newsletters.***

Monthly classroom newsletters provide classroom news, events, and announcements. West End UMC Preschool E-News from the directors is sent on an "as need" basis, usually twice a month, and focuses on announcements pertinent to the entire Preschool community.

### ***Email.***

We encourage you to provide an email address that you use regularly so that we may send you announcements, event invitations, newsletters and general updates. This distribution list would also be used in emergency evacuation.

### ***Preschool Email Addresses.***

Parents may email teachers at any time with information, questions and concerns. Emails will be read and answered at certain times during the day, such as naptime and after the children go home.

Part Time Toddlers	<a href="mailto:Playschooltods@gmail.com">Playschooltods@gmail.com</a>	983-8887
Part Time Early Preschool	<a href="mailto:Playschool2s@gmail.com">Playschool2s@gmail.com</a>	983-8882
Part Time Preschool	<a href="mailto:Playschool3@gmail.com">Playschool3@gmail.com</a>	983-8814
Part Time PreK	<a href="mailto:Playschool4@gmail.com">Playschool4@gmail.com</a>	983-8885
Full Time Toddlers	<a href="mailto:Dayschooltods@gmail.com">Dayschooltods@gmail.com</a>	983-8883
Full Time Early Preschool	<a href="mailto:Dayschool2@gmail.com">Dayschool2@gmail.com</a>	983-8881
Full Time Preschool A	<a href="mailto:Dayschooly3@gmail.com">Dayschooly3@gmail.com</a>	983-8886
Full Time Preschool B	<a href="mailto:Dayschoololder3@gmail.com">Dayschoololder3@gmail.com</a>	983-8848
Full Time PreK A	<a href="mailto:Dayschool4@gmail.com">Dayschool4@gmail.com</a>	983-8847
Full Time PreK B	<a href="mailto:weprek@gmail.com">weprek@gmail.com</a>	983-8884
Kirk Clark, Administrative Assistant	<a href="mailto:kclark@westendumc.org">kclark@westendumc.org</a>	321-8500
Gwen Huffman, Music Teacher & Afternoon Supervisor	<a href="mailto:ghuffman@westendumc.org">ghuffman@westendumc.org</a>	
Sandy Gilbert, Program Director	<a href="mailto:sgilbert@westendumc.org">sgilbert@westendumc.org</a>	983-8849
Lynn McClary, Executive Director	<a href="mailto:lmclary@westendumc.org">lmclary@westendumc.org</a>	983-8812

### ***Parent Open House.***

An adult-only evening is held at the beginning of the fall session to help families understand, appreciate, and support the workings of the Preschool. Parents learn about a typical day in the classroom, the routines and curriculum, and developmentally appropriate goals for the children. Connecting with other parents is an important part of this evening also.

### ***Parent/Teacher Conferences.***

Parent conferences are an important time for sharing and goal setting between parents and teachers concerning the child's development and learning. Conferences are held in the fall and spring of each year using the [Teaching Strategies Gold](#) assessment tool. Parents receive a written report at conferences. In addition to these regularly scheduled conferences, you may request a meeting with your child's teachers as needed.

### ***Parent Volunteer Surveys.***

One of the best ways to get to know the other families in our program is to work together on a project. All parents are invited to participate in the Preschool through a variety of classroom and school-wide

activities. The Parent Volunteer Survey identifies parental interests and availability. It is distributed in the fall.

### ***Enrichment Visitors:***

Parents are a great resource to help us secure enrichment visitors to engage our children's inquiring minds! Concern with safety issues prevents us from taking field trips. Enrichment opportunities are scheduled in the school. We encourage parents to share family and cultural traditions, careers, travel experiences and hobbies.

Pets are welcome with advance notice. All pets or visiting animals must have documentation from a veterinarian or an animal shelter confirming that the animal is fully immunized (if the animal should be so protected) and that the animal is suitable for contact with children. A ten-minute visit is appropriate for dogs or cats. Turtles and other reptiles may not be brought to school because of a Department of Human Services regulation.

### ***Parent Evaluations.***

At least annually, and often throughout the year, we ask our parents to complete anonymous evaluations to help us determine the effectiveness of our program. The results are tabulated and shared with families. A program improvement plan is developed using the results.

### ***Exit Surveys.***

When children depart from West End UMC Preschool, we ask the parents to complete an exit survey that evaluates how effectively we have been in achieving our mission of developing within each child a vibrant mind, a healthy body, a caring heart and community among us.

## ***Parent Participation Opportunities***

### ***Preschool Committee.***

The Committee is comprised of 26 parents and church volunteers serving on Personnel, Policy/Procedures, Finance and Community Building sub-committees. These committees oversee the workings of the Preschool. If you are interested in serving on one of these committees, please see one of the directors.

### ***Room Parents.***

Room parents help support the classroom and teachers by fostering a sense of community within the classroom and recruiting volunteers for classroom needs, parties, teacher appreciation events, and school functions.

### ***Family Fellowship Festival.***

The Parents at West End Preschool are very involved and carry out several fun events to raise added funds for the Preschool. We join with the Children's Ministry of the church to hold these events and share any proceeds with them. Annual events include: Plant Sale, Gourmet Market, black and white photograph sale, and an evening event of fun, food, fellowship and children's activities. These events are successful because of the time, treasures and talents of the parents!

### ***Lunch and Learns, Seminars.***

Throughout the year we schedule opportunities for parents to come together to discuss topics of interest to all of us. Annually we conduct a seminar on the Prevention, Detection and Reporting of Child Abuse as well as sessions on kindergarten readiness and parenting.

### ***Celebrations***

We welcome and encourage all families to share their families' traditions and holidays with our classes. Each of us will grow in our understanding of cultures through experiencing a variety of authentic differences in our own cultures.

### ***Gifts to Teachers.***

The Preschool Committee does not sponsor, and will not approve, any coordinated or pooled gifts. However, parents as an individual may give to any of the staff, as they deem appropriate.

## **CURRICULA & LEARNING**

### ***Learning Environment***

A young child's learning capabilities continue to be revealed through ongoing brain and scientific research. These advances in knowledge have led **NAEYC** to update its quality criteria in 2009. First accredited by NAEYC in 1976, these principles of best practices have been guiding West End UMC Preschool in the operation of our Preschool and in the curriculum development in our classrooms.

West End UMC Preschool has adopted the research and evidence based **Creative Curriculum 5<sup>th</sup> edition**, revised in 2011. It is based on current theory and research and five fundamental principles. These principles help guide our practices and support the development of intentional and purposeful curriculum planning.

### ***Creative Curriculum***

#### **Fundamental Principles of Creative Curriculum:**

1. Positive interaction & relationships with adults provide a critical foundation for successful learning.
2. Social-emotional competence is a significant factor in school success.
3. Constructive, purposeful play supports essential learning.
4. The physical environment affects the type and quality of interactions.
5. Teacher-Family partnerships promote development and learning.

West End UMC Preschool curriculum is predictable yet flexible, actively engages children, and is responsive to the individual needs and interests of the children as determined through our assessment process. Our curriculum reflects the current classroom's family backgrounds and beliefs. Our curriculum promotes positive approaches to learning that foster children's choices

and independence, and offer children activities built on prior knowledge with a developmentally appropriate level of challenge and complexity.

Teachers are required to routinely document classroom learning activities. Documentation done well tells a complete story including the purpose and learning stages of the curriculum. Parents are encouraged to keep abreast of the classroom's current curriculum by reviewing classroom displays and documentations.

Teachers are intentional in their design of the environment, daily schedule, lesson plans and learning activities that support the Creative Curriculum's 38 Objectives for Development and Learning listed below:

### **Creative Curriculum Objectives for Development and Learning**

#### ***Social-Emotional:***

1. Regulates own emotions and behaviors
2. Establishes and sustains positive relationships
3. Participates cooperatively and constructively in group situations

#### ***Physical:***

4. Demonstrates traveling skills
5. Demonstrates balancing skills
6. Demonstrates gross-motor manipulative skills
7. Demonstrates fine-motor strength and coordination

#### ***Language:***

8. Listens to and understands increasingly complex language
9. Uses language to express thoughts and needs
10. Uses appropriate conversational and other communications skills

#### ***Cognitive:***

11. Demonstrates positive approaches to learning
12. Remembers and connects experiences
13. Uses classification skills
14. Uses symbols and images to represent something not present

#### ***Literacy:***

15. Demonstrates phonological awareness
16. Demonstrates knowledge of the alphabet
17. Demonstrates knowledge of print and its uses
18. Comprehends and responds to books and other texts
19. Demonstrates emergent writing skills

#### ***Mathematics:***

20. Uses number concepts and operations
21. Explores and describes spatial relationships and shapes
22. Compares and measures
23. Demonstrates knowledge of patterns

#### ***Science and Technology:***

24. Uses scientific inquiry skills
25. Demonstrates knowledge of the characteristics of living things

26. Demonstrates knowledge of the physical properties of objects and materials
27. Demonstrates knowledge of Earth's environment
28. Uses tools and other technology to perform tasks

***Social Studies:***

29. Demonstrates knowledge about self
30. Shows basic understanding of people and how they live
31. Explores change related to familiar people or places
32. Demonstrates simple geographic knowledge

***The Arts:***

33. Explores the visual arts
34. Explores musical concepts and expression
35. Explores dance and movement concepts
36. Explores drama through actions and language

***English Language Acquisition:***

37. Demonstrates progress in listening to and understanding English
38. Demonstrates progress in speaking English

### ***Enrichment Music and Creative Movement Program***

Weekly group music and creative movement classes are an integral part of our Preschool curriculum. Music and movement experiences help to develop both sides of the brain contributing to children's social-emotional, physical, language, and cognitive development and learning. The fall session focuses on the basic elements of dance and creative movement. The winter-spring session emphasizes basic concepts of music and exploring instruments, sounds and rhythms. The summer session is comprised of summertime fun themes and music activities to help prepare the children for their transition to the music curriculum in the fall. Our Preschool through PreK classes participate in several special events which showcase our music and creative movement program throughout the year. Some programs we have done in the past are: a Christmas celebration, a Spring Sing, the Musical Petting Zoo (musician parents and friends share their instruments providing a hands-on musical experience) and our 4<sup>th</sup> of July Parade and Popsicle Celebration. Families and friends are invited to all of these events.

### ***Child Assessment***

Parents receive a written assessment report at each of our parent teacher conferences, which are conducted twice a year. Children are assessed using the Teaching Strategies Gold Assessment tool. Regular and on-going assessment that is integrated with teaching and planning provides information for teachers and families on each child's learning and development. While assessment is used primarily to support learning and guide planning, it also aids in identifying special needs, evaluating the program, and measuring school accountability. A teacher's role is to maximize children's learning by observing and reflecting on where each child is and then planning ways to extend their learning. Parents are invited to view the assessment instruments used by our school at any time.

## ***Transitioning to new classrooms***

As children enter the Preschool and subsequently move to a new classroom, our goal is to help each child feel safe, secure, confident, and happy within the new environment. We help prepare children and parents for smooth transitions in many ways.

- **Look & Listen Months** - In November and December, parents are invited to visit in their child's next classroom. Parents are encouraged to observe the environment, teacher/child interactions, and evidence of curriculum to ensure they understand the growth opportunities their child will have in the next year.
- **Visitation days for Parents and Children** – Children and parents are comforted by the opportunity to visit their new classroom and to meet the teachers and peers in small groups. Visitation days are scheduled prior to the opening of a new term. Refer to your calendar for these dates.
- **School-wide Move-up Days** – Most “move ups” occur in August. However, we may also move children during the year or for summer if the opportunity arises. Prior to moving children to a new classroom, we schedule visits for currently enrolled children. Teachers escort children to their new classroom for a short visit. Children gain confidence by meeting their new teachers and exploring their new classroom with their classmates.
- **On Your Child's First Day:** Your child will sense your attitude about this momentous occasion. Be confident! Let your child walk into the classroom if possible. Help the child engage in play quickly. As soon as your child is focused on play, give the teacher the signal that you are leaving. Say goodbye to your child and tell him you will be back at a specific time.
- **Separation Anxiety:** It is normal for Preschool children, especially toddlers and two year olds, to experience separation anxiety. Creating a “good-bye ritual” is comforting to children. Our responsibility, once you have departed, is to comfort and reassure your child while respecting the child's feelings. Learning to trust each other (parent, teacher, child) is imperative for a successful classroom experience. Feel free to phone or email the school to find out how your child is doing. Each child is uniquely different. When parents and teachers are working together to comfort and reassure the child, the anxiety disappears as quickly as it came and we are left with a happy child who is eager to come to school.

## ***Children who do not speak English***

It is helpful for children who do not speak English as their primary language to learn to express their basic needs with a few English words such as mom, dad, bathroom, hungry, tired, sad, thirsty, play, outside, eat, drink, and happy. When parents bring books from home written in their native language, lists of words in English and the native language and photographs of familiar objects labeled in both languages, children and teachers are comforted.

## ***Diversity***

West End UMC Preschool values the opportunity to include families from a wide range of cultures in the Preschool community. Exposure to multiple cultures is vital for all children to promote respect for all people and the environment we inhabit. We utilize books, toys, music, games, and a wide range of activities as aids to teach our children respect for our world and the diversity of life upon it. We welcome and encourage families to share their family traditions and holidays!

## ***Rest Time***

After lunch, all children participate in a quiet rest time. Children are not required to sleep and may be given quiet activities. West End Preschool provides laundered sheets for the cots. Parents are asked to send two clean blankets.

## ***Toilet Teaching***

The most important factor in making the toilet learning experience successful and as low-stress as possible is a family/teacher partnership that supports the child. Research indicates that children cannot successfully learn how to use the toilet until they are physically, psychologically, and emotionally ready. Positive toilet teaching occurs only after children show signs of physical control or awareness of their bodily functions and when they demonstrate an interest or curiosity in the process. We are committed to working with you to make sure that toilet learning is carried out in a manner that is consistent with your child's physical and emotional abilities and your family's concerns.

Toilet teaching is best begun when the child has adjusted and is comfortable in the classroom, shows the 5 signs of readiness and has trained successfully 2 weeks at home prior to starting toilet teaching at Preschool. Children who are physically able must be potty-trained **prior** to entering a 4-year-old classroom.

### PRIOR to beginning toilet training at the school:

1. Parents and teachers will meet to discuss the child's readiness, parent responsibility to train 2 weeks at home, the number of children already in training, the overall procedure, and an agreed upon start date. A "Parent/School Toilet Teaching Agreement" will be discussed and signed.
2. To begin training at school the child must show the following 5-signs of readiness at home and school: 1) **Interested** and eager to learn 2) Possesses **self-help** skills to manage clothing 3) **Language skills** to express self 4) **Stays dry** for periods of 2 hours during the day consistently 5) **Stays dry overnight** consistently.

### Once Toilet Training begins at school:

1. Parents will provide at least 4 clean changes of clothing a day. Clothing should be easy for the child to manage by him/herself. No belts or snaps in the crotch.
2. Teachers will encourage the child to go every 2 hours. Potty training books will be read daily. Dolls with diapers will be added to the dramatic play center.

3. Teachers will keep a Toilet Training log. If the Toilet Training log indicates the child is disinterested or not having success at the end of 2 weeks at school, the school reserves the right to determine if the toilet teaching should be postponed until the child shows signs of readiness at a later date.
4. Clothing and underwear soiled by urine will be placed in a plastic bag (without rinsing or avoidable handling). For health/sanitary reasons when underwear is badly soiled with feces, it will have to be thrown away. (NAEYC 5A08).

### ***Diapering:***

Teachers check children for signs of wetness/bowel movement at least every two hours and when children awaken from their nap. Parents must supply at least five commercially available disposable diapers each day. It is the parent's responsibility to check each child's cubby or bag daily to make sure enough diapers and clean changes of clothing are available. Clothing and underwear soiled by urine will immediately be placed in a plastic bag (without rinsing to avoidable handling) and sent home that day. For health/sanitary reasons underwear that is badly soiled with feces will be thrown away (NAEYC 5A08).

### ***Positive Guidance***

Thoughtful direction and planning ahead are used to prevent problems and encourage appropriate behavior. Communicating consistent, clear rules and involving children in problem solving help children develop their ability to become self-disciplined. A Kindness Curriculum has been explored by our teachers to use for activities to nurture feelings of empathy and compassion and to teach strategies for conflict resolution.

### **Teachers will help children manage their own behavior by guiding, encouraging, and supporting children to:**

- persist when frustrated,
- play cooperatively with other children,
- use language to communicate needs,
- learn turn-taking,
- be fair with others
- be respectful of other people
- be stewards of the earth and our resources
- understand the results of their actions
- gain control of physical impulses,
- express negative emotions in ways that do not harm self or others,
- learn about themselves and others.

### **Teachers use positive guidance and discipline techniques and recommend these techniques to parents. They suggest parents should:**

- Tell children what you want them to do.
- State things positively.

- Model desired behavior.
- Allow children to solve problems themselves. Brainstorm solutions with them.
- Allow children to empathize with others and view situations from the perspectives of others.
- Give choices.
- Use “when/then” statements.

### ***Challenging Behavior***

NAEYC defines “challenging behavior is any behavior that (1) interferes with children’s learning, development and success at play, (2) is harmful to the child, other children, or adults (or) (3) puts a child at high risk for later social problems or school failure.”

At West End Preschool children are guided to treat each other and adults with self-control and kindness. When a child becomes physically aggressive, we intervene immediately to protect all of the children. Our teachers ***never use*** physical punishment, threats or derogatory remarks, engage in psychological abuse, withhold or threaten to withhold food as a form of discipline.

When teachers have a concern regarding a child’s behavior or development in the Preschool setting, we respond by tracking the perceived challenging behavior over a period of time. If logs indicate a need, the classroom teachers and our Program Director meet with the parents. An individualized “Behavior Management Plan” for the child is created and implemented by the teachers, family and other professionals, if necessary. This plan supports the child’s inclusion and success within the classroom.

Parents play a vital role as mutually acceptable goals, teaching and parenting strategies, expectations and boundaries are developed for the child’s behavior. Parents and teachers meet regularly to review progress being made, adjusting goals, and strategies as needed. Ultimately, if the teachers are unable to meet the child’s needs in addition to the needs of the other children in the class, it may become necessary for the parents to seek outside professional help or to hire a school-approved “shadow” for their child. Our goal is to enable all children in the Preschool to succeed.

### ***Physical Restraint***

Physical restraint is not used or permitted for discipline.

### ***Biting***

Biting is a normal stage of development that is common among infants and toddlers – and sometimes even among Preschoolers. It is something that most young children will try at least once.

When biting happens, our response will be to care for and help the child who was bitten and to help the biter learn a more appropriate behavior. Our focus will not be on punishment for biting, but on effective behaviors that address the specific reason for biting.

Notes will be written to the family of the child who was bitten and the biter's family. We will work together with the families of each to keep them informed and to develop strategies for change.

### ***Personal Belongings***

**Clothing** Please dress your child in play clothes! We paint, cook, play in sand and water, roll, slide, run, jump, fall down, ride trikes - all activities that are hard on clothes. If your child has an outfit of which you are particularly fond, save it for dressy occasions.

- Make certain your child is dressed in sun protective clothing. It is best to layer clothing when the weather is changing. Add a cap or hat for added protection. We will go outside each day weather permitting.
- Send your child in easy to manage "I Can Do It Myself" kind of clothing. All drawstrings from children's clothes should be removed as a safety precaution.
- Sandals, Crocs, and flip-flops are not recommended for Preschool play and make it difficult for your child to safely participate in some activities. Most of our accidents are caused by inappropriate footwear!
- Keep a complete change of clothing in your child's school bag. Please label all items of clothing with your child's name (coats, sweaters, hats, mittens, shoes, blankets, bags). Remember to replace this outfit as the seasons change!

**When soiled clothes are sent home, remember to replace them immediately.** Clothing and underwear soiled by urine will immediately be placed in a plastic bag (without rinsing or avoidable handling) and sent home that day. For health/sanitary reasons underwear that is badly soiled with feces will have to be thrown away (NAEYC 5.A.08).

"Children in diapers should wear commercially available disposable diapers or pull-ups. A health provider's authorization is required for the use of cloth diapers when there exists a documented medical reason for their use." (NAEYC 5.A.08)

**Toys from Home** - We request that you do not allow your child to bring toys from home unless they are part of a show-and-tell activity or naptime routine.

# NUTRITION

## *Nut “Cautious”*

We recognize that peanut and tree nut allergies represent a health and safety hazard, which can have serious consequences for those who have such an allergy. In order to help protect those students and staff from an environment that may be harmful to them, we do not serve peanuts or tree nuts. Our kitchen is used for many functions that do serve nuts so we cannot guarantee all surfaces and serving pieces are free from contact with peanuts and tree nuts. **If your child has an allergy of any kind, please refer to the Allergy section on Page 26.** *Meals from Home.*

The Part Time Toddlers and Early Preschool are provided a mid-morning snack of fresh fruit, crackers, and water. These classes only, bring their own lunch from home. The Preschool provides milk as a beverage at lunch – whole milk for twelve to twenty-four month olds and 2% milk for 2s, 3s, 4s, and 5s.

## *Meals by Martha Stamps*

**All Full Time classes, and Part Time 3s and 4s** are provided a “church-made” lunch and two snacks each day using fresh of ingredients. Parents receive a copy of the menus at the beginning of each month. Food prepared at the Preschool is properly planned, prepared and portioned according to the Child and Adult Care Food Program (<http://www.fns.usda.gov/cnd/care/>) and the state requirements for food service.

## *Lunches from Home*

Part Time Toddlers and Early Preschool should send a nutritious lunch in a lidded, divided plate that is labeled with your child’s name and the date the lunch is to be eaten. After your child has eaten lunch, the lid will be replaced and the plate returned home. This will help you see what your child has eaten.

**As a licensed Preschool program, we are unable to serve raw carrots, raisins, popcorn, pretzels, nuts, raw peas, whole grapes, whole hot dogs and large chunks of meat and cheese.** Our teachers are unable to cut or heat foods. *You may send grapes if you cut them into quarters; hot dogs if you quarter them lengthwise and then slice; meat and cheese if you cut into bite-size pieces.*

We are unable to serve peanut butter and products containing peanut butter. Sandwiches made with “soy peanut butter” may be served but ONLY if the sandwich container is clearly labeled “soy peanut butter.”

Lunches brought into a licensed childcare center must conform to CACFP and USDA nutrition guidelines. Please help your child develop healthy eating habits and help us meet our DHS licensing requirements by packing lunches with the appropriate sized serving of food from each food group.

## Recommended Daily Nutritional Guidelines for Preschoolers

*www.mypyramid.gov/Preschoolers*

Age	2 years	3 years	4 and 5 years
<b>Fruit</b>	1 cup	1 to 1.5 cups	1.5 cups
<b>Vegetables</b>	1 cup	1.5 cups	1.5 cups
<b>Milk</b>	2 cups	2 cups	2 cups
<b>Grains</b>	3 oz.	4 – 5 oz.	5 oz.
<b>Meat/Beans</b>	2 oz.	3 – 4 oz.	4 oz.
<b>Calories</b>	1000	1200-1400	1400

### *Meal Time*

At meal time the children and their teachers eat in their classroom. Good table manners, appropriate conversations, and healthy attitudes toward food are modeled and encouraged. Children share responsibility for setting the table. A caregiver who is trained in first-aid for choking is present at all meals.

## HEALTH

### *Immunizations*

A current immunization record known as the Tennessee Preschool Immunization Certificate must be signed by a health care provider and **on file BEFORE the child's first day of attendance.** Provide the Preschool with an updated certificate as your child receives additional immunizations. The TN Health Department requires immunizations are documented on this form only.

Each child must receive all immunizations required by the State of Tennessee at entry. Exceptions to this requirement may be made if the child's physician or the health department provides a signed and dated statement, giving a medical reason why the child should not be given a specified immunization or the child's parent provides a signed written statement that such immunizations conflict with his/her religious tenets and practices. Under-immunized children will be excluded from the Preschool if a vaccine-preventable disease to which children are susceptible occurs in the Preschool.

In addition to the immunization record, children born outside of the United States must present evidence of tuberculosis screening. Children with special needs must provide a physician's statement that identifies the condition and includes the physician's instructions for the child's care.

## ***Illness Policy***

In the event a child becomes ill during the day, the parents will be notified and must remove the child immediately. The following is a list of symptoms that would warrant removal of the child:

- Illness that prevents your child from participating in activities.
- Illness that results in greater need for care than we can provide.
- Fever (above 100°F under the arm, above 101°F in the mouth, above 102°F in the ear) accompanied by other symptoms.
- Diarrhea – stools with blood or mucus, and/or uncontrolled, unformed stools that cannot be contained in a diaper/underwear or toilet.
- Vomiting – green or bloody, and/or 2 or more times during the previous 24 hours.
- Mouth sores with drooling.
- Rash with fever.
- Pink or red conjunctiva with white or yellow eye discharge, until on antibiotics for 24 hours.
- Impetigo, until 24 hours after treatment.
- Strep throat, until 24 hours after treatment.
- Head lice, until treatment and all nits are removed.
- Scabies, until 24 hours after treatment.
- Chickenpox, until all lesions have dried and crusted.
- Pertussis (Whooping Cough), until 5 days of antibiotics.
- Hepatitis A virus, until one week after immune globulin has been administered.

Children who have been ill may return when:

- They are free of fever, vomiting and diarrhea for 24 hours.
- They have been treated with an antibiotic for 24 hours.
- They are able to participate comfortably in all usual activities.
- They are free of open, oozing skin conditions unless:
  - The child's physician signs a note stating that the child's condition is not contagious, and;
  - The involved areas can be covered by a bandage without seepage or drainage through the bandage.
- If a child had a reportable communicable disease, a physician's note may be required prior to returning to Preschool.

## ***Medications***

Please make every effort to administer any needed medications at home and minimize the need to bring medications to school at all. The Department of Human Services, that has oversight of Preschools, closely monitors dispensing of medicine. The state's laws are clear about our responsibility as a licensed center.

- **Prescribed medications, as well as over-the-counter medications and ointments that are labeled with "Keep out of the reach of children," must be kept under lock and key – NOT in the child's school bag.** Sunscreen, diaper ointment, lip balm are considered "medicines" by the State and are regulated accordingly.

- Medication must be in the original container, labeled with the child’s name, dosage, and instructions for administering. Follow these steps:
  1. Parents must complete a Daily Medication Permission Form. (found in the “Sign In/Sign Out” notebook in each classroom, or from a Director)
  2. Only diaper ointment, lip balm and emergency medications for a child with an allergy action plan may be taken to the classroom. Ointments will be placed in the class lock box and epipens and Benedryl in the emergency bag. Medication Permission Forms and all prescription or over the counter medications such as cough syrup, must be given to one of the directors after the teacher confirms the instructions.
  3. When removing medicine from the school, signatures of both the parent and teacher or a director are required by DHS. Please ask for teacher assistance when removing medicine from the locked medicine containers.
- Staff will carefully record in the Administration Log the dispensing of the medicine and any side effects observed. Parents will be notified when medication has been given.
- We are not allowed to give fever-reducing medications.
- Apply sunscreen before your child comes to school. Use a long lasting full spectrum brand that provides UVA and UVB protection of SPF 15 or higher.

Failing to comply with any of these regulations is a “Critical Violation” with the Department of Human Services and puts our license in jeopardy! The responsibility for complying rests on the shoulders of both the parents and the staff. Our medication policies are designed to minimize the ways in which mistakes can be made.

## ***Allergies and Special Health Concerns***

When children enter the program with an identified special health care need, the parent is responsible for notifying and providing the school *in writing* specific instructions for a child’s special health needs (i.e. asthma, diabetes, seizures, autism, hearing or vision impairments, food allergies or feeding needs, and urinary or other on-going health problems *PRIOR* to a child’s enrollment date. (NAEYC 5B05)

### **Food Allergies:**

We cannot guarantee our meals and snacks are Peanut Free, however, we do not serve nuts to children.

Children with food allergies will need to provide the school with a ***Food Allergy & Anaphylaxis Emergency Care Plan*** signed by the child’s pediatrician. Parents are responsible for updating this document as needed, but a minimum of annually. Parents are required to meet their child’s teacher to review the plan and use of Epi Pen for their child.

### **Snacks and Lunches for children with Food Allergies requiring an Epipen:**

The parents will provide ALL snacks, meals and classroom party treats for their child. The school cannot supplement food brought from home. The food sent into the school must meet all

CCAFP and USDA food guidelines. (DHS, NAEYC) Send food in containers labeled with your child's name and date (DHS/NAEYC). Food must be sent in containers that will fit in your child's cubby and maintain safe food temperatures required. Unfortunately, we will not be able to reheat meals.

It will be advisable for parents providing all snacks & meals for their child to keep a supply of non-perishable approved snack and food items in your child's cubby or bag in the event you forget. Teachers will communicate when they have used your non-perishable food items.

***Monthly tuition will be reduced*** by the current daily food costs for families required to provide their child's meals, snacks from home. Only children with allergies requiring an epipen will be given this discount.

### ***Parent Food/Milk Preferences:***

Often parents have food preferences for their child. The school cannot individualize our meal program for these requests. However, we do have one day a week "meat free" and provide a meat substitute all days as requested for vegetarians..

**Milk Preferences:** At lunch we serve milk or water only. Currently our milk is from a local small dairy called G&G Family Dairy located in Orlinda TN. This dairy does not use hormones for their cows. The fields are pesticide free and seeded with non-genetically modified seed. If you prefer to send different milk, you may send it in a milk thermos that will maintain safe milk temperature, and is labeled with your child's name and date on it. Bring your child's milk thermos daily and place in your child's cubby. Should you forget your child's milk thermos, we will serve water at lunch.

### **Classroom Party Treats:**

Classroom party treats must be nut free or they cannot be served. We recommend you visit [SnackSafely.com](http://SnackSafely.com) for an extensive list of foods that would be safe.

Posted on our preschool website:

- USDA food guidelines
- CCAFP food guidelines
- Snack Safely snack guidelines

## **SAFETY**

### ***Extreme Weather and Outdoor Play***

Outdoor play will not occur if the outside temperature is greater than 95 °F or less than 32 °F degrees. Additionally, outdoor play will be shortened if the air quality rating is in the unhealthy range for children with breathing problems. Children will be closely monitored.

## ***Injuries***

Safety is a major concern. Playground safety inspections are completed daily in order to prevent injuries. First aid for minor injuries will be administered by a teacher trained in first aid. You will receive an incident report outlining the incident and course of action taken. If the injury is to the head, produces any type of swelling or needs medical attention, you will be contacted immediately.

In the event of a serious medical emergency, 911 will be called, while we contact you or an emergency contact.

## ***Child Custody***

Without a court document, both parents/guardians have equal rights to custody. We are legally bound to respect the wishes of the parent/guardian with legal custody based on a certified copy of the most recent court order, active restraining order, or court-ordered visitation schedule. We will not accept the responsibility of deciding which parent/guardian has legal custody where there is no court documentation.

## ***Suspected Child Abuse***

We are required by law to report all observations of child abuse or neglect cases to the appropriate state authorities if we have reasonable cause to believe or suspect a child is suffering from abuse or neglect or is in danger of abuse or neglect, no matter where the abuse might have occurred. The child protective service agency will determine appropriate action and may conduct an investigation. It then becomes the role of the agency to determine if the report is substantiated and to work with the family to ensure the child's needs are met. Our Preschool will cooperate fully with any investigation and will maintain confidentiality concerning any investigation or report of child abuse or neglect.

## ***Emergency Management Plan***

In the event of an extreme emergency, which would require that the building be evacuated, we will use the following procedures.

### ***EVACUATION SITE***

Loews Vanderbilt Plaza Hotel  
2100 West End Avenue  
Phone: 320-1700

### ***OR***

A site assigned to us by professional Emergency Management personnel.

### ***COMMUNICATION CHANNELS***

- A sign on the automatic doors will identify the evacuation site.
- You will receive an email informing you that we have evacuated the building. Please insure we have your accurate email address.
- The Directors will notify Channels 4 and 5 and WPLN 90.3 FM and request coverage of the emergency and the relocation site.

### ***EARLY WARNING CAPABILITIES***

The church and the Preschool have weather alert radios. If electrical service is interrupted, the radio switches to battery power.

### ***TRANSPORTATION/ADULT ESCORTS***

Preschool staff and West End United Methodist church staff will walk with the children to the relocation site. An emergency management professional might call in additional transportation.

### ***STAFF RESPONSIBILITY***

- Staff is required to stay with the children until parents or authorized persons come for them.
- Staff is required to use the emergency information you provided to help us keep the children safe and secure.
- Staff participates in our annual evacuation practice drill.

### ***PARENTAL RESPONSIBILITY***

- Familiarize yourself ahead of time with the locations of valet parking area of Loews Vanderbilt Plaza Hotel.
- **Keep your child's records up to date. We must have current phone numbers and email addresses!**
- Make certain your child has a bag with a set of extra clothes that fit the child and the season. You may wish to include "comfort items" in your child's bag – a family photo, a small book. Please label these items.
- Be familiar with this emergency management plan in order to act quickly.

February 27, 2015