



Proverbs 22:6

Train up a child in the way he should go:
and when he is old, he will not depart from it.

Parent Handbook 2018-19

3601 Hillsboro Road
Nashville, TN 37215
Phone (615) 297-9962
Fax (615) 297-3991

Email address:

Martha Duff: mduff@woodmontcc.org
Sheila Mathias : smathias@woodmontcc.org
Beth Jackson : beth@woodmontcc.org



Website :

www.woodmontchristianpreschool.com



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Purpose

Woodmont Christian Preschool (WCPS) operates as an outreach of Woodmont Christian Church (WCC). WCPS seeks to reach and minister to the children and families in the community by offering a high quality weekday preschool program. WCC strives to strengthen the lives of the preschool families by providing opportunities for involvement through the family, children, men and women’s ministries.

Governance

The Preschool Director, who is a member of the church’s administrative staff, supervises Woodmont Christian Preschool’s daily operations. The preschool is governed by the Woodmont Christian Preschool Advisory Board, whose chair is a member of Woodmont Christian Church.

Licensing and Accreditation



Woodmont Christian Preschool is licensed by the **Tennessee Department of Human Services Child Care Services** to serve children from 4 months to 5 years of age. The Child Care Evaluation and Report Card Program is required for all licensed child care providers in Tennessee. During the annual review for license renewal, the State evaluates 7 areas of quality: Director’s qualifications or experience, education, and training; Education, training, and previous work experience of teaching staff; Compliance history; Parent and family involvement; Ratios and group sizes; Center’s pay and benefit plans for staff; Program assessment (on-site observation). In addition to annual announced visits, the Tennessee Department of Human Services conducts unannounced visits to perform inspections of the classrooms, programs and facility records.



Woodmont Christian Preschool is a **Three Star Center**. The **Tennessee Star-Quality program** recognizes child care providers who meet a higher standard of quality. Participation in Star-Quality Child Care Program is voluntary. Participating programs are evaluated using the Early Childhood Environmental Rating Scale (ECERS) and Infant Toddler Environmental Rating Scale (ITERS). Based on this evaluation, one, two, or three stars are awarded. Each star shows that increasingly higher standards have been met. The Report Card showing the most recent scores is posted in WCPS preschool entry hall.

For more information about the Child Care Evaluation and Report Card Program or Star-Quality Care Program, visit their website at www.tnstarquality.org.



Woodmont Christian Preschool is accredited by the National Association for the Education of Young Children. **NAEYC Accreditation** is a voluntary program by which child care providers are measured against a national set of standards. The revised NAEYC Standards evaluate our program in the following areas: Relationships, Curriculum, Teaching, Assessment of Child’s Progress, Health, Teachers, Families, Community Relationships, Physical Environment, Leadership and Management. For more information about the NAEYC Accreditation process, standards and criteria, visit their website at www.naeyc.org.

The Christian Church (Disciples of Christ) advocates freedom and respects diversity. Over the years, Woodmont has served as a "bridge church" or a common ground for people and families with diverse denominational backgrounds. At Woodmont Christian Church, we worship God as revealed through Jesus Christ in an atmosphere of joy and reverence. Just as our spire reaches toward heaven, we aspire to reach toward God. Finding unity within our diversity and guided by the Holy Spirit, we seek to serve with excellence, both as a Church and as individuals, through compassionate ministries to people in need, providing opportunities for spiritual growth, careful stewardship of all our gifts and of God's creation and bringing others to Christ by sharing the Gospel of faith, hope and love in our words and actions.

WCPS is a Christian preschool, believing in the truth and relevance of the Bible. We are all created in God's image and WCPS accepts all regardless of race, color, national and ethnic origin. *So God created man in his own image, in the image of God he created him; male and female he created them. Genesis 1:27* We are called to love all and WCPS does not discriminate on the basis of race, color, national and ethnic origin in administration of educational policies, admissions policies or behavioral policies. *Love your neighbor as yourself. No other commandment is greater than these. Mark 12:31*

Woodmont Christian Church provides a chapel service in the church sanctuary for 3, 4 and 5 year-old WCPS children. The weekly fifteen-minute chapel service is led by a Woodmont Christian Church staff member. The chapel experience is designed to encourage spiritual development by offering an age appropriate opportunity for children to grow spiritually. Teachers accompany the children during the chapel service in the sanctuary. Parents are welcome to attend the service with their children.

Educational Philosophy

The foundation of Woodmont Christian Preschool's educational philosophy is the development of the whole child. The intellectual, social/emotional, creative, physical and spiritual growths of the child are all of equal importance.

WCPS provides developmentally appropriate preschool experiences designed to help each child develop:

- Intellectually by encouraging an enthusiasm for learning through exploration and hands-on experiences.
- Social/ Emotionally by modeling and encouraging participation in group activities, getting along with others and developing a feeling of security and belonging.
- Creatively by encouraging children's imagination and supporting expression of their thoughts and ideas.
- Physically by providing and encouraging experiences that develop large and small muscle coordination and motor skills.
- Spiritually by providing a chapel experience and by integrating a biblical worldview throughout the curriculum and learning environment. Christ-centered character qualities are modeled through the love of our staff and the responses given to the children in our care. Bible stories, songs, and prayer give children an awareness of God's love for them.

Each child is a unique gift from God and is encouraged to progress at his or her own rate. The loving caring Christian atmosphere provides a warm backdrop, allowing children to feel confident as they experiment, make mistakes and discover their abilities. The stimulating, child centered setting offers a safe and developmentally appropriate environment where children can learn self-discipline and have the opportunity to make good choices. Experienced and devoted teachers create challenging opportunities for children, inspiring them to do great things.

Inclusion of Children with Special Needs:

WCPS welcomes applicants who have been diagnosed with special needs. Our goal is to insure that our program can best meet the child's need. Therefore potential students will be observed by the Director and their parents will meet with the Director before a final decision concerning placement is made. WCPS requires that students with special needs be accompanied by a trained aide (provided by the family) while in school. WCPS reserves the right to remove any child whose needs cannot be met in our program. In this case, tuition paid for by the family, will be pro-rated and returned to the family.

Including students with special needs benefits both that student and his/her typical peers. Studies have shown that special needs children who are placed in classrooms with typical peers test better, have less absenteeism, and learn important academic and behavioral skills. Typical peer students learn compassion and acceptance of people's differences; which is essential in becoming a global citizen.

Classes Offered

Our policy is to place each child in a group with which he/she can expect to attend kindergarten. Classes are formed on the basis of the age of each child on the Tennessee kindergarten enrollment date of August 15th. The Admissions Committee operates with some flexibility for individual differences in maturity.

The necessity of placing all currently enrolled children may result in the Admissions Committee increasing enrollment in a classroom. If the class size is increased, steps are taken to provide additional staff coverage to maintain the lowest possible Teacher:Child ratio. The State's recommended guidelines for Teacher:Child ratios and class sizes are met, as are all other state policies. Tennessee DHS Child Care guidelines are available for review in the preschool office.

Woodmont Christian Preschool offers a low Teacher:Child ratio:

Infants (4-12 months) 1:3 ratio	Twos (24-36 months) 1:5 ratio	Fours (4 years) 1:7 ratio
Toddlers (12-24 months) 1:4 ratio	Threes (36-48 months) 1:6/1:7 ratio	Pre-K (5 years) 1:7 ratio

WCPS Extended Day – A mixed age group program for WCPS students, from 2:30-5:00 PM. Registration form upon request.

WCPS Breakfast Club - A mixed age group program for WCPS students, from 7:30-9:30 AM. Registration form upon request.

WCPS Summer Camp – runs for 4/5 days a week for 3 weeks. All age groups served, further information found on the Summer Application link on the website. Summer Camp is open to children enrolled in WCPS.

WCPS Book Club – runs during the period that school ends in May and teachers return in August. Vacation Days are noted on school calendar.

Staff

Qualifications: At Woodmont Christian Preschool, all staff members first and foremost have a sincere love for children. Staff members meet or exceed the requirements of the State of Tennessee for training experience and early childhood education. All staff members have been fingerprinted and have Child Abuse Index clearance. Our teaching staff is certified in First Aid/CPR and trained in blood-borne pathogens and universal precautions. WCPS staff continues to grow professionally by participating in early childhood workshops, seminars and classes.

Mandated Child Abuse Reporters: Woodmont Christian Preschool staff is required by Tennessee State standards to report any sign of or suspicion of child abuse or neglect. Phone numbers for the appropriate reporting agencies are posted near each WCPS telephone.

Private Employment of WCPS Staff: Parents occasionally employ a WCPS teacher as a baby-sitter. WCPS requires that parents and staff member fill out a Waiver, Release and Indemnification agreement. Staff will provide parents with this form or it can be picked up in the preschool office. WCPS must have this waiver on file before a staff member can drive any student off campus.

Consultants: To insure consistent quality, WCPS solicits early childhood consultants or specialists to observe our classrooms, teachers, children and the environment. Resource input is solicited from the Tennessee Early Childhood Training Alliance (TECTA), Childcare Resource and Referral (CCR&R) and other reputable early childhood sources.

School Schedule

Calendar: Please refer to the school calendar for all scheduled school closures and events. The calendar is available online at the preschool website.

Hours: The Preschool Office opens at 8:30. Preschool classroom hours are 9:30-2:30.

Attendance Policy: On Monday, children may enter the classroom beginning at 9:30. Tuesday through Friday, children may enter the classrooms beginning at 9:20. If you arrive before 9:20, please wait in the foyer so your child's teacher can have adequate time to prepare for the day.

Importance of Arrival Time:

Each classroom teacher has set aside 9:20 and 9:40 for morning greetings. Children, parents and teachers benefit from this opportunity to say "hello" and exchange information. A child arriving after morning greeting time misses the morning ritual and may have difficulty joining in the activity of the class. Because of the nature and design of our programs, we value and reserve these times for the children and their experiences. Late arrival makes this difficult to maintain as it disrupts the continuity and flow for the children in the classroom. If you have an unscheduled late arrival, drop off your child in the least disruptive manner possible. Also, help your child be aware that activities may already be occurring as they arrive so they will be comfortable entering the classroom and/or so they will not be "upset" they missed something.

Children may be picked up at any time during the school day. If you prefer to pick up your child before naptime, consult the individual classroom teacher and schedule to determine the least disruptive time to do this.

Security

Cameras: Cameras allow the preschool office the ability to view each of our 4 secure entrances – the main preschool entrance, the West entrance, the Prayer Garden Bridge and the Infant/Toddler entrance. WCPS office staff will immediately respond to any threat observed.

Codes: The church building is accessible only by using certain codes. The codes are given to the church, preschool staff and the preschool parents. If we believe the security has been compromised, we will change the codes and notify parents.

During drop off and pick up times, only the main preschool door will have the security turned off for approximately a 20 minute period so that all families can come into the building without the use of the code. A WCPS staff member will remain in the lobby during the time the code is turned off.

Curriculum

WCPS utilizes The Creative Curriculum® for Preschool and The Creative Curriculum® for Infants, Toddlers & Twos. The curriculum is research and evidence based, including directed activities, free choice/self-initiated learning activities, outdoor physical development, thematic activities, instructional materials, special guests and outings. The curriculum is predictable yet flexible and responsive to the individual needs and interests of the children. The Creative Curriculum GOLD Assessment is administered and provides a framework for developing appropriate activities for each child.

Character building stories, music, prayer and bible stories are part of our curriculum through classroom interaction and chapel. Children are able to learn God loves us, the Bible is God's Word and prayer is our time to talk to God.

Development of the whole child is a team effort, with instruction and experience in the classroom being supported and reinforced at home. You can help your child get the most out of his/her learning opportunities as well as continue the learning experience at home by talking with your child about class activities. Ask your child's teacher for suggestions or activities to reinforce what is being stressed in the classroom.

Developmentally Appropriate Practices (DAP)

WCPS embraces Developmentally Appropriate Practices (DAP). Different levels of activity, development and learning styles are expected, accepted and used to design appropriate activities. In all activities we strive to build each child's self-concept in a loving, secure and accepting environment. With a balance of appropriate free choice and planned activities, children are offered the opportunity to learn through their play.

What Do I Learn When I Play?

Block Area: When I play with blocks I learn concepts of shape, size, length, and location as well as reading and math skills. I also learn to use my imagination and cooperate with others.

Dramatic Play: In the dramatic play area I learn to improvise and use things in a symbolic way to represent something else. This is abstract thinking. I also am able to try on different big people roles and to solve social problems through negotiation with friends.

Story Time: At story time I learn that letters on a page represent words and to interpret a picture to represent words and ideas. I learn to follow the development of thoughts and ideas in the plot of a story. These are all pre-reading skills.

Sensory Activity: During sensory activities I learn to use new vocabulary while exploring concepts of texture, color, weight, and size. I observe differences and similarities. These are math and science skills.

Science: During science I use my fine motor skills and tactile senses. I learn about real-life situations and experiences, cause and effect, questioning and logic.

Clean-up Time: At clean-up time I learn to cooperate and work with my classmates and to put toys back where they belong. When putting the toys away, I learn to categorize

Coloring/Writing: During coloring and writing I learn to hold a crayon and a pencil. I learn to control the pressure when using writing tools. I learn to express myself through pictures and words.

Outside Play: When I am outside I use my energy in a constructive way. I am able to show my physical strength, coordination, and balance. I use my imagination and learn to cooperate with others when involved in group play.

Art: I am able to use my imagination, creativity, and express my feelings. I learn about space, size, and concepts of symmetry, balance, and design. These are math and reading skills.

Circle Time: In circle time I learn to listen, sit still and play with and understand language. I learn to listen to others.

Snack and Lunch Time: At snack time I practice using my manners. I visit with my friends and teachers as we eat snack and when we are done I throw away my trash. I am learning to be independent and social skills, too.

Enrichment

Music: Music is a natural and important part of a young child's growth & development. During weekly group music classes, our music specialist exposes each child to a rich music program of singing, rhythm, movement, dance & creative dramatics. 5 year olds are taught to play the recorder and perform in their classroom. 4 and 5 year olds learn seasonal songs and present a Christmas musical program. Parents, grandparents and friends are invited to these performances.

Foreign Language: The 4 and 5-year-old classrooms receive 30 minutes of Spanish instruction each week. The 2 and 3-year-old classrooms receive 15 minutes of Spanish instruction each week. In the spring, parents are invited into the classroom to watch the children during a language lesson.

Chapel: 3, 4 and 5 year-old children of Woodmont Christian Preschool attend a chapel service in the church sanctuary. A Woodmont Christian Church staff member leads the weekly fifteen minute chapel service. Teachers attend with the children and parents are welcome.

Personal Safety: The Department of Human Services (DHS) rules require a personal safety curriculum be presented each year to all 3, 4 and 5 year old children in our care. Keeping Kids Safe, the curriculum provided by DHS, was developed by Prevent Child Abuse Tennessee. Keeping Kids Safe allows providers to teach children the correct anatomical names for their body parts or use the general term "private body parts". Parent choice on this issue will be determined at Parent Orientation, prior to implementation of the program.

Outdoor Classroom: 4 and 5 year old children have the opportunity to visit our Outdoor Classroom once a week. This fully equipped classroom is located outside, on the south end of the building. Children engage in activities based in all centers found in an indoor classroom but also have access to experiences with nature.

Art: 3, 4 and 5 year-old children of Woodmont Christian Preschool attend an art program in the Art Studio (Rm. 207). A WCPS staff member leads the weekly class. Teachers attend with the children and parents are welcome. This class takes place after Personal Safety has run its course.

Application

The WCPS application is available to complete online. The application is a Family form, including all children on the same application. Each family must complete an application every year. Priority is given to applications received by December 14th preceding the school year, but applications are accepted throughout the school year.

WCPS has a tenure based admission process for currently or formerly enrolled families. Applications are ordered by initial date of enrollment, with priority given to active Woodmont Christian Church members. New applicant families are ordered by random lottery draw, with priority given to active Woodmont Christian Church members. The WCPS Admissions Committee processes the lottery. Families applying under WCC member must be an **active church member for a full year at time of application**. *Active church membership requires consistent attendance and regular tithing.*

Any applications received after the December 14th cut-off date will be considered on a first come basis. Applicants requesting placement in a classroom that is full will be placed on the waiting list and will be notified if an opening becomes available. The office staff maintains a waiting list for filling vacancies that may occur. The waiting list does not carry over from one year to the next. Wait list families must reapply for the following year.

Admission

The Admissions Committee reviews the applications and makes placement recommendations. WCPS admits children of any religion, race, color, national and ethnic origin. It does not discriminate on the basis of religion, race, color, national and ethnic origin in administration of its admissions policies. Children with emotional, physical or cognitive special needs will be accepted if it is determined that they will benefit from the program and the staff is able to meet their needs in addition to the needs of the other children.

Classes are formed on the basis of the age of each child on the Tennessee kindergarten enrollment date, which by law enacted April, 2012 is August 31st for K class of 2014 and August 15th for all subsequent years. A child entering a WCPS class must be the appropriate age for that class age span by the specified cutoff date. The goal is to place each child in a group with which he/she can expect to attend kindergarten.

Every effort is made to honor each applicant's requested days. The number of children with special needs, the physical space available and the boy/girl ratio for each class may influence the specific day or days each child is assigned. The Admissions Committee operates with some flexibility for individual differences in maturity. Any desired program changes must be submitted in writing. Program changes will be based on availability and must be approved by the Director.

The necessity of placing all currently enrolled children may result in the Admissions Committee increasing enrollment in a classroom. If the class size is increased, steps are taken to provide additional staff coverage to maintain the lowest possible Teacher:Child ratio. The State's recommended guidelines for Teacher:Child ratios and class sizes are met, as are all other state policies. Tennessee DHS Child Care guidelines are available for review in the preschool office.

Classroom Placement: We take the responsibility of class placement very seriously and **appreciate your respect of our policy to not request a specific teacher or classmate**. As a school we want to be able to place *each* child into the most successful environment possible.

Our teachers are extended contracts during the summer months, therefore, we cannot guarantee a particular teacher will be returning to WCPS until that contract is returned. In addition, staff members occasionally have the desire to switch to another age group or teaching partner. These changes are made over the summer so that your child's classroom experience is not impacted by a mid-year change.

When dividing the children into classroom groups, many hours and much consideration are given to assure the best placement for each student at WCPS. Factors considered when assigning students to a class include the child's learning style, the teacher's style, gender equity, and the intangible classroom chemistry. Several of our rising 3 & 4-year-olds have older siblings that attend(ed) WCPS in the 3's or 4's. We do not automatically place a younger sibling with the teacher we chose for an older sibling. We consider each child individually. A teacher that meshed well with a compliant, rule-following first child may not be the best match for a limit-testing second or third child. If a child has special needs that should be considered, please discuss them with our administrative staff.

We frequently hear requests for children to be placed with specific friends. With an understanding of our placement procedures you can appreciate why we ask for no requests of this type. We are seeking an appropriate educational environment for each child. Your child and your child's best friend may have very different learning styles, temperaments or school personalities and might thrive best with different teachers.

As advocates for children, our main goal is to provide placement that is best for each individual child in the preschool setting. We appreciate your support in making each placement a positive experience at home and at school.

Arrival and Departure Procedures

DHS mandates that each child be signed in upon arrival and signed out before departure. The sign in/out sheet is located at each classroom and must have the signature of the responsible adult, the time the child was signed in or out and phone number where you or a responsible person can be contacted in case of an emergency.

Arrival: Please drop off children from youngest to oldest. Sibling chairs are available outside the classrooms.

Please arrive between 9:20 and 9:40 a.m. for drop off. If you will be arriving late or the child will not be attending for the day, please call our office at 615-297-9962.

Take your child to the restroom to potty and wash hands prior to signing them into the classroom.

Sign-In on the sign-in/out sheet located in the classroom notebook. Infant/Toddler parents complete daily check-in sheet.

It is each authorized adult's responsibility to be sure that a teacher acknowledges his/her child's arrival and departure. Please do not leave children unattended in the classroom or on the playground.

Look for and read notices posted in the hallways and classroom parent communication areas.

Place your child's Woodmont bag in your child's designated spot. All possessions must be labeled with the child's name.

While their primary responsibility is supervising the entire class, teachers are available to have short conversations that are needed to help ensure a smooth transition from home to school for your child. Either verbally, or in writing, inform the teacher of any special needs for the day. Feel free to ask the teacher to call you at naptime to discuss an issue or to set up an appointment for a more extensive conversation.

Inform your child's teacher when someone other than a parent will be picking up your child. Regularly review and update your list of authorized persons who may pick up your child.

After your child has adjusted to the new classroom, develop a short morning routine of saying your goodbyes.

Departure: Please pick up children from oldest to youngest. Sibling chairs are available outside the classrooms.

Children are required to be picked up by the specified dismissal time. (See Late Pick-Up Policy) Please note dismissal time is 12:30 during the first week of school, the day before Christmas break and the day before summer break.

Children may be picked up at any time during the school day. If you prefer to pick up your child before naptime, consult the individual classroom teacher and schedule to determine the least disruptive time to do this.

Sign-Out on the sign-in/out sheet located in the classroom notebook. DHS requires a responsible authorized adult to sign each child out of the preschool daily, noting the departure time of the child.

Look for and read notices in the parent communication area. Check your child's cubby/area for belongings and notes.

Children will be released only to parents or other authorized adults listed on the Emergency Card. Inform all persons authorized to pick up your child that if the adult is unknown to the staff on duty, identification will be requested. Verbal authorizations either over the phone or in person will not be accepted. You may stop by the preschool office and make

changes to the Emergency card OR leave a signed and dated note with the front office staff authorizing the preschool staff to make the changes.

Under the Influence: If a teacher or school official reasonably believes that a parent or guardian picking up a child from school is under the influence of an intoxicating substance, the teacher or school official will not release the child into the custody of the impaired person. The teacher will immediately contact the listed alternative parent, guardian or emergency contact and ask that person to pick up the child.

Child Custody: For the school to legally refuse release of a child to a parent, we must have on file a notarized copy of the court decree awarding custody to one parent and excluding the other parent. This document must clearly state one parent does not have the right to pick up the child at school. Please notify us immediately of any changes in custody.

Parking Lot Etiquette

For the safety of all children, exhibit caution while driving in the parking lot. Adhere to all parking lot and traffic regulations.

Park inside marked spaces in the parking lot. Respect the spaces reserved for auction winners and church staff.

DO NOT leave siblings (older **or** younger) in locked or unlocked cars in the parking lot. This is against the law. If a younger sibling is asleep or an older sibling is sick in the car, please call the office and WCPS office staff will be glad to watch your vehicle while you walk your child to class.

Preschool children must be within sight of the adult accompanying them into and out of the building. Please discuss with your child the importance of staying with you and not running or hiding inside or outside the building.

No Cell Phone Zone: Woodmont Christian Preschool is a “no cell phone zone.” As a courtesy to the staff, other preschool families and for the safety of the children, cell phone use is not allowed while in the preschool or parking lot.



Transitioning into Preschool

Classroom Visitation: Children and parents are comforted by the opportunity to visit their new classroom and to meet the teachers. Parents and children can visit their new classroom on the Friday morning preceding the first day of the session. Please check the preschool calendar for dates.

On Your Child's First Day: Starting school for the first time can cause anxiety in some children and parents, too. Your child will sense your attitude. 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 them you will be back at a specific time.

Separation Anxiety: is normal for preschool children, especially toddlers and two year olds. If your child is experiencing difficulty leaving you, please try to make this separation process as quick as possible. Our responsibility, once you have departed, is to put your child's fears at ease, comfort him/her, respect the child's feelings and begin to gain their trust and yours. Feel free to phone the school to find out how your child is doing.

Each child is uniquely different. Some experience mild forms of separation anxiety (1 -2 weeks), and some experience stronger, more severe forms of separation anxiety (3 – 4 weeks). 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 beautiful, happy child who is eager to come to school.

For those children entering our school mid-year, we suggest you visit the school with your child before leaving him/her for the day. We will make every effort to work with you to make this adjustment period a positive experience. We recommend that you give your child at least one month to adjust to the preschool experience. Please do your best to keep goodbyes cheerful, positive and reassuring at drop off. Maintain your positive attitude even through the tears. If you believe in us your child will, too. Please, please no sneaking out of the classroom!

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 hungry, tired, sad, thirsty, play, outside, eat, drink, happy. Teachers and children appreciate it when parents prepare booklets of photographs of familiar objects labeled in English and the child's native language.

Diapering

Teachers check children for signs for wetness/BM at least every two (2) hours when children are awake and when children awaken from nap. Parents must supply at least five (5) diapers each day. Parents must check each child's cubby daily to make sure enough diapers & clean changes of clothing are available. Clothing & underwear soiled by urine or feces will immediately be placed in a plastic bag (without rinsing or avoidable handling) and sent home that day.

Toilet Training

Potty training should be a happy, relaxed time when a child's self-esteem soars. It is best to begin potty training when a child shows signs of readiness. Most children will be potty-trained when starting their 3-year-old year. Typically developing children who are physically able should all be fully potty-trained prior to entering a 4-year-old classroom.

Prior to beginning potty training at the school, the child must be successfully potty-trained at home. The child should:

1. Recognize the physical urge to go to the bathroom
2. Control the urge until they can notify a parent/teacher
3. Continue to control the urge until parent/teacher and child reach bathroom

Parents must meet with teachers to discuss the child's readiness and the overall procedure before sending the child to school in underwear. Teachers will encourage child to go every 1-2 hours and when staff notices the non-verbal signals. Parents and teachers will communicate regularly on progress seen at school and home.

When potty training begins at school, parents must provide at least 2 clean changes of clothing a day. Clothing should be easy for the child to manage by him/herself. Often a child will be using the toilet within 2 – 4 weeks without accidents if the home and school are working together with a consistent plan. Prepare to be patient!

Children will wear a diaper or pull-up until fully potty trained at school. Soiled clothing will immediately be placed in a plastic bag (without rinsing or avoidable handling) and sent home that day (NAEYC 5A08). For health/sanitary reasons when underwear is badly soiled with feces, we will throw it away. When soiled clothes are sent home, remember to replace them immediately.

Discipline

At WCPS, we believe the primary goal of discipline is to teach children self-discipline and self-control. This discipline approach recognizes and values children as human beings. We believe children should be treated with respect and balance their freedom with responsibilities. This is accomplished by setting limits, providing choices within those limits and using natural and logical consequences as the basis for discipline. Positive reinforcement and redirection allow our teachers to guide children as they make behavioral choices.

Children who are encouraged to make decisions learn their choices count. They can make mistakes and learn from them. These children have a sense of control and power in their lives and are responsible for their actions. At all times, we strive for the children to develop compassion for other's feelings. It is our goal to eliminate conflict and replace it with cooperation and mutual respect. We believe this is a worthy and achievable goal. We welcome discussions regarding behavior and have a resource library available for parent's use.

Teachers focus on each child's social/emotional development and plan curriculum experiences that assist them to learn the skills needed to regulate their emotions, behaviors and attention. Teachers plan varied opportunities for children to develop a sense of competence and positive attitudes towards entering into social groups, developing friendships, learning to help and other pro-social behaviors. Our teachers never use physical punishment, threats or derogatory remarks, engage in psychological abuse, or withhold or threaten to withhold food as a form of discipline.

Challenging Behaviors

We strive to facilitate conversation and communication among the children even in discipline issues. Our goal is to be proactive in preventing potential problems by redirecting a child or helping children resolve conflicts by using their words to communicate their feelings and thoughts. It is important to remember that at times mildly aggressive feelings in young children are a normal part of the developmental process of growing. Each teacher has a goal to help the child develop self-control over those feelings while still helping to build positive self-esteem. Most aggressive tendencies at preschool can be controlled by various techniques. Teachers are trained to be alert to potential areas of frustration both in the classroom and outdoors. When possible, teachers intervene before physical disruption takes place. However, excessive biting, scratching, kicking, and hitting behaviors can jeopardize the safety of other children.

If aggressive behavior becomes excessive, the preschool will communicate their concerns with the parent. We will implement discussion with the parent regarding the inappropriate behavior, redirection that has been effective at home and agreed-upon procedures for when at school. Continued occurrences may necessitate picking up your child from school immediately following an incident. Also, we may request that the child stay home the following day. It is our ultimate goal to determine the reason for the disruptive behavior and help the child regain control. The teachers, family and other professionals (if necessary) will work as a team to develop and implement an individualized plan that supports the child's inclusion and success for children who exhibit persistent, challenging behaviors within the classroom.

Special Events

Birthday Special Snacks: Parents are welcome to share their child's birthday with the other children in the class. If you prefer to celebrate this day by donating a book, cd or other toy, please contact the teacher or director for a wish list.

Please notify the teacher in advance if you plan to bring in a special snack. Your teacher will be able to make you aware of any special dietary restrictions in your classroom. Birthday treats will be served after our DHS approved snack is offered. Parents are asked to provide nutritious treats for birthday celebrations. Some suggestions are fresh fruits and yogurt dip, fun shaped cheeses and crackers, 100% fruit popsicles. If bringing cupcakes, we ask that mini versions be brought and no additional sugar such as cookies or juice boxes be included.

Birthday Invitations: In consideration of the feelings of our young students, please do not send birthday or other invitations to school unless every classmate is invited. Due to space limitations, etc. we know that it may not be feasible to invite all of your child's classmates. In that case, we ask that invitations be mailed to the home. Your sensitivity in this matter will help us avoid hurt feelings.

Programs: Due to space limitations and the increased supervision required when all children enrolled in preschool are present, all special events held during regular school hours will be guided by the following plan. During special events, children who are regularly scheduled to attend preschool on those particular days may attend during their normal schedule. Children who are not scheduled to attend on those days may attend with a parent or guardian during the times designated or "advertised" by WCPS. We do our best to rotate special events, alternating different days of the week as much as possible.

School Pictures

We hire a professional photographer to take individual and class pictures in the fall. Purchase of these pictures is entirely optional.

WCPS Photo Policy

Parents sign a photo waiver when your child first enrolls. This gives permission for your child to be photographed at school or at school events. You may customize this permission form to fit your families comfort level. Parents may take pictures at school events, but may not post photo of children (other than their own) on any public sites.

**TENNESSEE DEPARTMENT OF HUMAN SERVICES
SUGGESTIONS FOR PREPARING NUTRITIOUS SACK LUNCHES**

Children's lunches must meet the guidelines provided by DHS. These guidelines emphasize low fat, sugars in moderation, salt in moderation and increasing high fiber foods.

EACH DAY INCLUDE FOOD FROM EACH OF THE 4 FOOD GROUPS BELOW:

Meat or Meat Alternate (1-2 oz)

Any kind of meat	Roast beef	Navy, pinto, or white bean soup
Egg	Beef stew	Ham
Chicken	Egg salad	Tuna or salmon
Cheese	Turkey	Chili

Enriched or Whole Grain Bread, 1 serving (1/2 -1 slice)

Loaf bread	Roll	Biscuit
Muffins	Cornbread	Raisin bread
Crackers (5)	Banana bread	French bread

Vegetables and Fruits, 2 servings (1/4 to 1/2 Cup ea.)

Select a vitamin C food every day and a vitamin A food 3 times a week

Soup	Celery	Strawberries	Peaches
Grapes	Lettuce	Apple/apple sauce	Plums
Cabbage	Fruit cocktail	Cantaloupe	Dried fruits
Watermelon	Cauliflower	Orange	Pear
Carrots	Cucumber	Tangerines	Pineapple
	Green pepper	Banana	

Milk (1/2 – 1 Cup)

WCPS provides milk with lunch. Whole milk is provided for children under two. Older children receive lower fat milk.

Easy- to- Pack Sources of Vitamins A & C and Iron

Vitamin A (3 days a week)

Broccoli	Tomato juice	Spinach
Tomatoes	Carrots	Liver
Eggs	Green pepper	
Cantaloupe	Apricots	

Vitamin C (1 daily)

Orange juice	Green pepper	Spinach
Cabbage	Cantaloupe	Grapefruit
Strawberries	Cauliflower	Tangerine
Orange sections	Broccoli	Tomatoes

Iron (as often as possible)

Liver	Enriched bread	Enriched cereals
Raisins and dried fruits	Lean meats	

Suggested Menus

Lunch # 1	Lunch # 2	Lunch # 3	Lunch # 4
Cold Chicken	Vegetable Soup	Mild Chili	Sunbutter sandwich
Celery sticks	Cheese Sandwich	5 crackers	Deviled egg
Roll	Cherry tomatoes	Hard-boiled egg	Cole slaw
Tangerine	Small apple	Orange	1/2 banana
Oatmeal cookie	Milk	Milk	Milk
Milk			

The following foods are considered to be choking hazards to children **younger than four years**: hot dogs, whole or sliced into rounds, whole grapes, nuts, popcorn, raw peas, hard pretzels, chunks of raw carrots or meat larger than can be swallowed whole. Please help your child develop healthy eating habits and help us meet our DHS licensing requirements by packing lunches that meet the guidelines.

Nutrition Policies

Nutrition education is one of the components of our program. We continue to educate children and others in the preparation of well-balanced meals and children are encouraged to try new foods. Although young children usually have food preferences, often a fruit or vegetable in a different form or consistency will be appealing to them. Food is never denied to a child as a form of punishment or redirection. Menus for snack are posted on the Parent Board.

At preschool, snack and lunch times are pleasant social learning experiences for children. Children and teachers pray together, conversation is modeled and encouraged, self-help skills are fostered, and good nutrition habits are promoted.

Lunch: A divided lunch tray is provided. Send lunch in the plate provided. Additional trays may be purchased in the preschool office. The lunch plate must be labeled with the child's name. If your child is in the 3, 4 or 5 year old program, please pack food that does not require refrigeration, or include a 4 hour ice pack. **All items must be peanut free.**

Lunches brought into a licensed childcare center must conform to CACFP and USDA nutrition guidelines, which are included in this handbook. DHS requirements state that a child's lunch must contain 4 items; 1 protein, 1 whole grain, 1 fruit and 1 vegetable. For information concerning meal guidelines and the USDA Food Plate, go to the USDA website: www.choosemyplate.gov All children will be served milk with lunch, unless the child has a documented condition excluding milk.

Just as we strive to provide the very best learning environment for young children, we ask parents to provide the most nutritious food choices for children. Avoid processed foods, high fat/high salt items and high sugar items. DHS standards do not recognize any nutritional value in cookies, chips, fruit rollups or sprinkles on yogurt; therefore, we ask parents not include these items in their child's lunch. Those items will be put back into the child's lunch box.

Snack: The school provides a healthy daily snack. This snack is served with water. If your child has special dietary restrictions, please check with the office to review the snack schedule.

Children's Birthday Celebration Snacks: Please read suggested guidelines under **Special Events**.

Health Policies

We must have a current Health/Vaccination record on file **BEFORE** your child can attend school. If you are new to WCPS, please obtain a TN Day Care Immunization Certificate from your pediatrician's office, showing the child has received all immunizations required by the State of Tennessee. Current families, please provide our office with an updated record. Your pediatrician's office can fax the Immunization form to the preschool office. If you choose to have the pediatrician fax, please follow up with them to verify they were sent.

WCPS does not accept immunization exemptions. According to TN State laws and as a private institution we require all our students to immunized. Exceptions to this requirement may be made if the child's physician provides a signed and dated statement, giving a medical reason why the child should not be given a specified immunization or will be given immunizations on a delayed schedule. In addition to the immunization record, foreign-born children must present evidence of tuberculosis screening. Children with special needs must provide a physician's statement which identifies the condition and which gives the physician's special instructions for the child's care.

Communicable Diseases: We follow strict NAEYC sanitation and hand-washing guidelines to prevent the spread of disease. Please help keep the spread of communicable diseases to a minimum. Do not send your child to school until he/she has been free of the following symptoms **for at least 24 hours, without the assistance of medication:**

- ⊗ a fever 100 degrees or higher
- ⊗ an unexplained rash
- ⊗ diarrhea
- ⊗ sore throat
- ⊗ vomiting
- ⊗ eye infection
- ⊗ thick, colored nasal mucus, indicating an infection

If the teacher questions the health of a child at the beginning of the school day, the teacher will send the parent and the child to the Director's office for a determination of whether the child is well enough to attend school. If your child suffers from allergy symptoms, a physician's confirmation and a list of suspected allergies is required.

If symptoms of an illness appear during the course of a school day, parents will be notified. An authorized adult must pick up the child immediately. Sick children will be separated from other children until the parent's arrival. Children in the Infant/Toddler area will be supervised in the Infant/Toddler lobby. All other sick children will wait in the preschool office until an authorized adult arrives. A mat will be provided so that a sick child may rest comfortably until the adult arrives. Sick children will be properly supervised by their teacher or the administration of WCPS.

We will do our best to keep our school healthy, but we need your help! It is best to keep your child at home if s/he is not feeling well, exhibits lethargic behavior or increased crying. We recommend that a child stay home if s/he is fussy, cranky or generally not himself/herself. Rest during these times may prevent the development of serious illnesses and prevent the spread of potential infection to others. Please notify the office immediately if your child has a communicable disease. Parents will be notified of the occurrence of a communicable disease among the children in their class.

Recovery: If a child is sent home with symptoms of illness, the child may not return until s/he is free of symptoms for 24 hours. If the physician has prescribed an antibiotic, the child must stay home until he/she has completed the first 24 hours of the antibiotic. **If a child has experienced a surgery, broken bones, stitches or other atypical medical conditions/symptoms, a physician's release is required stating the child may participate in all school activities. If the child cannot be released parents must meet with the director to determine his/her attendance guidelines.**

Your child should return to school after illness when:

- ☺ Child is fever free for 24 hours
- ☺ Nausea, vomiting, or diarrhea has subsided for 24 hours
- ☺ Antibiotic has been given over a 24-hour period for any type of strep or bacterial infection
- ☺ Child is feeling well again and normal behavior has returned

Medication: Prescribed medications, as well as over-the-counter medications that are labeled with "Keep out of the reach of children," must be kept under lock and key and **MAY NOT** be stored in the child's school bag. Many over the counter medical products have this label – sunscreen, diaper ointment, Chap Stick. If your child requires sunscreen, please apply it prior to arrival at school. These products are considered "medicines" by the State and are regulated accordingly.

The Department of Human Services, the government agency that has oversight of childcare centers, closely monitors dispensing medicine in a childcare center. The state's laws are clear about our responsibility as a licensed center. At WCPS, teachers will not administer prescribed or non-prescribed, internal or external medications. Administrative staff administers prescribed medication after all necessary documentation has been completed. Check with the preschool office to obtain the appropriate forms. Any prescribed medication will require documentation of the physician's signature. Medication must be in the original container, labeled with the child's first and last name, name of clinician, expiration date, dosage and instructions for administering and storing medication.

Parents must complete a Medication Permission Form, found in the preschool office. Parent presents the completed Medication Permission Form and medication to the assistant director or director. The assistant director or director will review the form to verify we are meeting DHS & NAEYC health and safety codes. The medication and form are then placed in a locked cabinet.

WCPS administrative staff will administer the medication at the designated time and record on the form the dispensing of the medicine and any side effects observed. Please note: we are not allowed to give fever-reducing medications.

At the end of the day, the parent retrieves medicine from the locked cabinet and signs the bottom of the Medication Permission Form stating the parent has received the medicine. This form indicates time the medicine was given, by whom and any observed side effects.

Failing to comply with any of these regulations is a "Critical Violation" with the Department of Human Services and puts our license in jeopardy. Our medication policies are designed to minimize the potential for error.

Special Health Care Needs: When a child enters the program with an identified special health care need (i.e. asthma, diabetes, seizures, hearing or vision impairments, feeding needs, urinary or other on-going health problems), **the parent is responsible for notifying and providing the school specific written instructions for the child's special health needs** PRIOR to a child's enrollment date. (NAEYC 5B05) The child's health provider should provide the school with a written individualized care plan.

Developmental Assessment: All children receive a comprehensive developmental assessment. Results of this assessment are discussed during parent conferences held in the fall and spring. Parents are given the option for their child to receive speech, language and cognitive screenings. If abnormal results are identified, we will work with parents and outside agencies, if needed, to help each individual child reach their full potential. If teachers identify possible developmental delays after careful observation, teachers will communicate their concerns with parents in a sensitive and confidential manner. Parents will be provided with documentation and explanation for the concern, suggested next steps and given resources for assessment.

Allergies: Parents who have a child with food, medical or environmental allergies have a responsibility to communicate that fact to the teachers at the beginning of the term, or as soon as the condition is discovered. All allergies to medications and other substances including insect stings must also be stated on the emergency and medical forms. Information about children with allergies will be posted in the child's classroom and in the class sign-in book which remains with the class at all times. Parents of children with food allergies should maintain a supply of alternate treats compliant with their child's dietary restrictions, which their child will be given when we have a birthday celebration. These alternate treats must be labeled with the child's name and will be placed in a freezer until needed.

Peanut Allergies: There are children at WCPS with peanut allergies so severe that exposure can cause a life threatening anaphylactic reaction. In consideration for the health and safety of our children, **WCPS is a Peanut-Free Center**. Please pack your child a peanut free lunch. *If there is a child with a peanut allergy in your child's classroom, you will be asked to refrain from sending items packed or processed in a plant where nuts are present.* If your child wishes to take peanut butter to school in their lunch, there are peanut butter alternatives available, Sun Butter and other peanut free alternatives. **If you send your child with an alternative that looks just like peanut butter, please label the lunch to let your teacher know.**



Safety Policies

Accidents and Injuries

Minor bumps and scrapes are an everyday part of your child exploring and learning through experience. All of our teaching staff is certified in infant/child CPR and first aid. In the case of a minor accident, assessment and treatment of the injury will be given under the supervision of the teacher, Director and/or office staff. Minor injuries sustained at school are reported to parents on an "accident" report. A copy of the report is given to the parent and filed in the child's file.

If further treatment is deemed necessary, the parent, guardian, or emergency contact person will be called. Parents are called immediately in the event of any serious or questionable injury. In the event of an emergency, children will be transported by ambulance to Vanderbilt Children's Hospital, unless otherwise noted by the parent. A WCPS staff member will accompany any child requiring hospital attention. Whenever possible, the adult will be the child's primary teacher.

Safety Plans

The safety of WCPS children is of paramount importance to our staff. We have emergency plans and evacuation routes posted in each classroom. The teachers and children conduct regular emergency drills. This allows the children to become familiar and comfortable with the various evacuation procedures. Fire evacuation is practiced monthly, while severe weather, earthquake and lock-down drills are practiced once per semester.

The Preschool office has a weather alert radio. If electrical service is interrupted, the radio switches to battery power. WCPS office staff closely monitors any weather situation and warns teachers when there is potential for severe weather.

In case of severe weather, children are taken to interior safe rooms within the church.

Infant/Toddler – Mansion Conference Room/Minister's Library

2's – Teacher Resource Room (next to 2's classrooms)

3's and Room 208 – Copy Room (near preschool office, next to hall restrooms)

4's and 5's – Restrooms under the Narthex (directly under the Spire)

In the event of an Intruder, all classrooms, the gym and playground will be contacted by phone to lock their classrooms and gather children in a corner furthest from their entry point. Children will be kept busy with quiet activities and reading until given the all clear by Metro Police. Parents will be notified by email that we are in lock-down and not to come to the WCPS campus until receiving an all-clear email.

Emergency Management Plan

In the event of an extreme emergency, requiring evacuation of the preschool, the following procedures will be followed:

In case of **FIRE**, we will go:

NEXT DOOR to:

Calvary United Methodist Church
3701 Hillsboro Road
615.297.7562

In case of **EARTHQUAKE**, we will go:

OUTSIDE to:

The grassy area between South Hall
and the portico entrance.

If we must **EVACUATE** the property,

we will use church and personal

vehicles to drive the children to:

Westminster or Glen Leven Preschools
OR Site assigned by EMS

Transportation/Supervision: Preschool staff will drive the children or walk with the children to the relocation site. An emergency management professional might call in additional transportation. Staff members will stay with the children until parents or authorized persons come for them.

Communication In the event of evacuation, the director or assistant director places signs on the 4 preschool entrance doors, sends a mass school email and contacts Channels 2, 4 and 5 to the notify families of the emergency and the relocation site. Each teacher has a class sign-in book, which holds the emergency information for all children in her care.

Parental Responsibility: Be familiar with the emergency management plan in order to act quickly. Know the location of Westminster Preschool, Glen Leven and Calvary UMC. Keep your child's records up to date. For children with special needs, include on the emergency card a written individualized plan for accommodating their child's special needs.

School-Family Relationship

We believe God has charged parents with the primary responsibility for the training of their child. You have chosen us to partner with you in the education of your child and we count it a privilege to do so. We take this responsibility seriously and desire the same level of support from you. Your support is essential to the success of our school and vital for your child's self-esteem. Active parent participation is essential. Working with your child's teacher is one of the first steps in helping your child achieve academic success.

As an Early Childhood Program, we will

- accept, respect and nurture each child
- provide a safe environment
- present a stimulating and developmentally appropriate curriculum
- strive to build self-esteem and confidence in each child
- provide an environment free of any form of harassment or discrimination
- facilitate open communication and cooperation between parents and school regarding a child's academic, social and physical development
- be available, by prior arrangement, to discuss progress, behavior or any concerns about your child
- maintain confidentiality of personal information, see *Maintaining Confidentiality of Personal Information* statement
- help children participate in the program when professional values and practices differ from family values and practices

As the parent/guardian, we ask that you

- support the preschool in its mission, philosophy and policies
- cooperate with the school in the guidance and discipline of your child
- make the staff aware of any problems or situations that might affect your child's learning or behavior
- facilitate open and appropriate communication, expressing concerns constructively through appropriate channels
- make every effort to attend meetings and events, showing your child a desire to participate in his/her education
- strive to have your child arrive at school on time and attend school regularly
- notify the preschool if your child will be absent
- provide prompt payment of tuition and other preschool fees as addressed in the WCPS contract
- abide by the guidelines set forth in the Positive Environment Pledge, see below

Positive Environment Pledge

Woodmont Christian Preschool is committed to providing a loving learning environment for your child that is free from any form of harassment or intimidation. In an effort to protect all children and ensure their development in a positive way, we ask all parents and staff to make the following pledge. This pledge is a reminder of the appropriate channels and ways to communicate with children, staff and other parents as in accordance with Woodmont Christian's biblical beliefs and grievance policy. Woodmont Christian Preschool staff members have a similar pledge.

- We will strive to support the school in the way we communicate with our children, the staff of the school and other parents.
- We will not be discourteous to, threaten or use inappropriate language or actions towards any child, teacher, administrator, parent, guardian or any person acting on behalf of the school.
- We will take any questions or suggestions to the teacher, director or other staff members directly.
- We will not approach any children other than our own to obtain confirmation, clarification or "their view" on school related issues, disputes or disagreements between children at school. Such matters or concerns must be brought to the attention of an appropriate staff member.
- We will conduct ourselves with dignity and respect in all communication and conduct with any WCPS children, parents or staff.

Parent Opportunities

Participation/Involvement

Parents are a valued component of our program. Throughout the year, there are opportunities to be involved with WCPS and your child's educational experiences. Parents are encouraged to involve themselves in the WCPS community and are invited to participate in any of the following involvement opportunities:

Woodmont Christian Preschool Advisory Board: The Board is comprised of preschool parents & church volunteers serving on Executive, Personnel, Finance and Volunteer committees. These committees oversee the workings of the preschool. The Board chair must be a church member.

Woodmont Christian Preschool Auxiliary Board: The Auxiliary Board is comprised of preschool parents. The board oversees all volunteer and fund raising events.

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

Fall Fest: Join us during Fall Fest, a fun filled family event held each fall. The gym and several classrooms are transformed into exciting, fun filled party rooms! Outside you will find inflatable climbers, pony rides and much more! Fall Fest is one of the two major fund raising events held each year. The money raised during this event is an important means for enhancing and upgrading the WCPS facilities.

Auction: In the spring, join the preschool parents and staff for an adult only evening of food, fun and shopping! Many fabulous items are available during the silent auction. Classroom projects, featuring the children of WCPS, are auctioned live at the end of the evening. Don't miss your chance to own a wonderful piece of memorabilia from your child's year at WCPS. The auction event is one of the two major fund raising events held each year. The money raised during this event is a major means for enhancing and upgrading the WCPS facilities.

Parent Volunteer Survey: Parents are invited to participate in the preschool through a variety of classroom and school-wide activities. A volunteer survey, which identifies parental interests and availability, is distributed annually in the registration packet. For additional information, please talk with your child's teacher, Auxiliary Committee members and/or the director.

Volunteers: WCPS continually strives to update and improve its program and facilities. We always welcome donations of your time, talents, creativity or resources. Please see the preschool staff if you feel you have any talent or resource to donate.

Enrichment Visitors: All parents are encouraged to visit in their child's class during the year. We encourage parents to share family and cultural traditions, careers, travel experiences and hobbies. If you have talents you would like to share with your child's class, please let us know and we will find an appropriate time to work it into the curriculum.

Visiting Animals: Pets are welcome with advance notice so that staff can instruct children on safe behavior when in close proximity to animals and make sure that any child who is allergic is not exposed. Visits are to be conducted outside. All pets or visiting animals must have documentation from a veterinarian or an animal shelter to show that the animals are 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 reptiles may not be brought to school because of a Health Department regulation.

Classroom Parties and Events: Parents are invited to attend seasonal classroom parties and special events. Please strive to attend without younger siblings since the classrooms are designed to be developmentally appropriate for the enrolled child and may have inappropriate materials that could harm younger children. It is our hope that you can spend the time celebrating with your child, strengthening your bond and creating special memories for the two of you to share.

4's and 5's: Parents of children in the 4 and 5-year-old programs are asked to give of their time for special events outside of the preschool. It is important that parents attend without younger siblings since the experiences are designed to be developmentally appropriate for the enrolled child and may be inappropriate for younger children. Attending with younger siblings forces the parent to divide their attention. It is our hope that you can spend the time focusing on your child, strengthening your bond and creating special memories for the two of you to share.

See www.woodmontchristianpreschool.com for information on the preschool, forms, calendars, announcements, and more!

Parent Opportunities

Communication

Open Door Policy: Communication between home and school is one of the best ways to ensure that your child's school experience is successful. We encourage and welcome parents to be active participants and visit anytime during our regular program hours. The director or assistant director is on site during the entire preschool day. Either is available to address any questions or concerns you may have. Please try to avoid bringing up issues and concerns during pick-up/drop-off times, as these are often hectic and do not allow us the opportunity to give you our full attention. Call, email or stop by if you would like to set up an appointment to meet.

Parent Open House: Parent Orientation is held the second Tuesday evening after Labor Day. This is a childless event designed to give parents the opportunity to hear about the philosophy, curriculum and policies of WCPS and curriculum specific for their child's classroom. Parents gather in the sanctuary for a meeting with the director. After this meeting, parents go to their child's classroom to meet with the teacher and the other parents in the classroom.

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. Classroom teachers perform observations of the children throughout the year. A progress report addressing a variety of aspects of your child's development is reviewed during two scheduled conferences held in the fall and spring of each year. Teachers will post a list of possible times to schedule a conference on the designated days. Child care is provided during posted meeting times. Parents may also schedule a conference at the beginning of the school year to meet with their child's teachers. Times available are after early dismissal during Gradual Entry Week.

Ongoing Check-Ins: We value ongoing communication between parents and teachers. In addition to regularly scheduled conferences, you may request a meeting with your child's teacher. It is beneficial to children for parents to explain to staff about events occurring at home that may influence changes in a child's behavior at school. Please be mindful that when children are present, the teacher's primary responsibility is for the safety and well being of the children. Please make conversations brief or schedule an appointment to talk at a later time. Call the school, stop in the office or ask for time to talk with your child's teacher or the Director. It is our hope that quality care and clear communication with parents will provide children with the best opportunities for success.

Parent Information Boards: Cork strips and bulletin boards hang at seven different locations. These parent information boards are used to communicate reminders and announcements.

Parent Resource/Community Info Board: Across from the WCPS office are posted our NAEYC Credentials, DHS license and 3 Star Report Card are posted in this area.

Classroom Parent Communication Areas: Each classroom has a designated parent communication area where announcements, lesson plans, schedules, and menus are posted. Bulletin boards in the hallways outside each classroom are maintained to inform parents about current events. Please read them regularly!

Classroom Communication: Daily notes are sent home with children in the Infant, Toddler and Two year old classes. These notes inform parents of their child's daily events. Monthly newsletters are published by the 3, 4 and 5-year-old classrooms and are emailed to parents, placed on the classroom Shutterfly account or a hard copy is sent home with your child. Additional reminders are posted on the classroom communication board outside the classroom. Teachers have the option of communicating electronically or by hard copy. Individual classroom teachers will advise their parents how information will be communicated.

School Communication: A regular WCPS "Friday Message" will be sent from the Director each week, during the school year. This is the most up to date information concerning school and community activities. Please read this regularly! WCPS has a website which is regularly updated. The director and assistant director will also send reminders and information via email. Please help keep us current by informing the preschool office if your email address changes.

Parent Evaluations: Annually, parents have an opportunity to complete an evaluation to help us determine the effectiveness of our program. A continuous program improvement plan is developed using the results.

Parent Seminars: WCPS offers information about special parent education and interest programs at various times during the school year. As a body with common concerns, you are invited to connect with others and share, learn, and grow together. Information about additional parenting seminars are posted as they become available.

Keeping Child's File Current: Parents must maintain current information in all of the following areas: 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. Please notify the preschool office immediately if any of this information changes

Administrative Policies

Withdrawal: Please refer to the school enrollment contract concerning monetary obligations to Woodmont Christian Preschool.

The WCPS Advisory Board has the legal option to withdraw a child for any of the following reasons:

- Non-payment of fees
- Repeated failure to pick-up child by posted closing times
- Failure to maintain current information in child's file and provide appropriate immunization documentation
- Inappropriate conduct of parent/guardian

The director may bring withdrawal review before the Advisory Board if:

- Services provided by WCPS do not meet the needs of the child as determined by the parent(s) and/or Director
- Child has physical, emotional, behavioral or psychological disorders that are beyond the capabilities and/or expertise of the teaching staff as determined by the Director.
- Parent(s) or guardian are in disagreement, or are non-supportive of the preschool's philosophy of education, discipline, and/or policies and procedures.
- Parent(s) or guardian are uncooperative, disruptive or antagonistic towards staff or other families; create discord within the Woodmont Community.
- Parent(s) behavior endangers children, other families, or staff.

Unexpected Closures: We do our very best to open WCPS every day. DHS has determined guidelines we must follow in order to insure the safety of your children. Your child's safety is the chief concern.

In the unlikely event the preschool must close the facility for a reason beyond the school's control, such as a sustained loss of power, water or phone, the preschool will notify parents as early in the day as possible or, if the closure occurs mid-day, as soon as possible. In the event school is closed after the school day has begun, teachers will call the parents and the preschool office will send an email to all preschool parents. Please be certain all contact information is updated so we can reach you in a timely manner.

WCPS will close if weather conditions make attendance hazardous or unsafe for children, parents & teachers. We must take into consideration whether or not adequate staff can safely reach the center during icy/snowy weather. If our ratio is not met, we are unable to accept children. We will make every effort to make this determination as early as possible.

If the weather is questionable, please check for information concerning closures on Channel 2 (WKRN), Channel 4 (WSMV) or Channel 5 (WTVF). *Woodmont Christian Preschool* will appear if our hours of operation are affected by the weather. Families are encouraged to sign up for the electronic alerts available through these stations.

If Metropolitan Nashville Public School (aka "Metro Schools" or "Metro Davidson County Schools") announces overnight it will close for weather-related reasons, Woodmont will close. On the days that follow, WCPS will make an independent determination about when/whether to open or close. If Metro Schools open late or close early for weather-related reasons, WCPS will also open late or close early. We will notify families of the specific times of these happenings.

When Metropolitan Nashville Public Schools are on a pre-scheduled break and weather is potentially hazardous, please check Channels 2, 4 and 5 to see if we are open and the pertinent hours of operation.

Unexpected Closure Days are not made up and tuition attributable to those days is not refundable.

Maintaining Confidentiality of Personal Information

Statement: This Statement is applicable to the Woodmont Christian Preschool ministry of Woodmont Christian Church. The Woodmont Christian Preschool Advisory Board has adopted this Privacy Statement to express a 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 Woodmont Christian Preschool ministry. The Woodmont Christian Preschool ministry 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 center or of the child's family." Our accreditation agency, NAEYC, has dictated that the Woodmont Christian Preschool Ministry publish this policy and the above-referenced sharing regulation published by the State of Tennessee.

Student Files: Personal information about students is collected and maintained. This information is used 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 preschool 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, these files are stored in the preschool'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.

Staff Files: Personal information about employees is collected and maintained. This information is used to safely and effectively maintain employees and optimize work experience or 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, documentation of ongoing professional development, disciplinary records, background checks and results of performance evaluations. All such records are maintained in a secure area at all times, accessible only by the administrators. Information about 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.

Sharing of student's information: 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.

Amendment or Change to the Statement: We reserve the right to amend or change this Statement at any time.

Grievance Policy

It is essential that the concerns and grievances of parents, teachers and staff are addressed and resolved quickly. It is important that the Director be made aware of all grievances so that all parties involved are assured the proper course of action is taken. Grievances should not be discussed with parents, teachers or staff not directly involved. Please express your concerns only to the person(s) who should hear it. Unneeded worry, harm and hard feelings results when problems and dissatisfaction are expressed to persons other than those directly involved with the problem or situation.

Summary: In the event that a parent has a complaint regarding a classroom, the parent should first discuss & attempt to resolve the issue with the classroom teacher. If an acceptable resolution cannot be reached, then report the concern to the Director. Questions regarding policies and procedures should be taken to the Director. For issues not reconciled at that level, parents may write a letter to the Chair of the WCPS Advisory Board, who will confer with that committee and respond to the complaint.

Procedures: If you have a concern or a grievance that you would like to have addressed, please take the following steps:

1. Request a meeting in a private setting to discuss your grievance with the person whom it concerns. The person with the grievance is responsible for setting up the meeting at a time convenient for both parties. The meeting cannot interfere with running of a class. Give written notice of this meeting and the grievance to be addressed to the director. The meeting should take place within five (5) school days of the written notice. If requested, the director will be present at the meeting. If the director's presence is not needed, a full written account of the results of the meeting should be shared with the director.
2. If you are not satisfied with the outcome of this meeting, request a private meeting with the WCPS director. The director will arrange a date to meet with the parent, teacher or staff within five (5) school days to seek a resolution to the grievance.
3. If your grievance has not been resolved, write a letter addressed to both the Director of WCPS and the Chair of the WCPS Advisory Board describing your grievance. The Board Chair will meet with you to discuss your grievance within five (5) school days of receiving the letter.
4. If a satisfactory resolution has not been obtained through the Board Chair, the grievance shall be brought to the Advisory Board who will meet with you within five (5) school days of your written request.
5. If the grievance is with the director, meet with the director, giving the director an opportunity to respond and seek a resolution. If you are not satisfied with the outcome, request, in writing, a private meeting with the WCPS Board Chair. The Board Chair will meet with you to discuss your grievance within five (5) school days of receiving the written notice.

Financial Policies

All WCPS families will be required to enroll in a tuition payment schedule through Tuition Express.

Any bank fees associated with a returned or insufficient payment will be assessed directly to the family's account. Statements are sent via email. Late payments are subject to a \$50 late fee. An online payment option is available. Please contact the preschool office for details.

Tuition may be increased when new school year applications are produced. Increases occur when the budget examination reveals costs to the school increased (e.g.; increase in cost of supplies) or the budget is not being met for any reason (e.g.; lower than normal enrollment during the preceding year) and cuts to spending are not sufficient or desirable to meet the budget.

Tuition: Tuition is based on a school year amount and is a set fee. Please refer to the current school year application for these amounts. Tuition for children starting after the first day of school is calculated based on exactly how many weeks remain in the school year.

Enrollment Deposit: A non-refundable deposit of 25% of the annual tuition is due when the family accepts placement in the program.

After receipt of the 25% deposit, families are offered two options to pay remaining tuition:

1. One payment: Full payment due by July 3, 2017 **OR**
2. Two equal payments: Due July 3, 2017 and January 2, 2018

Families will have a 15-day grace period to make payments, after-which A monthly late fee equal to 2.5% of the balance due will be assessed on amounts not paid by the dates selected for either an annual or semi-annual payment. The minimum late fee assessed will be \$25. WCPS reserves the right to terminate enrollment of any student whose tuition payment is more than 60 days delinquent.

Financial Assistance:

WCPS Scholarship Policy

- Scholarships are made possible through funds raised by the Auxiliary Board of Woodmont Christian Preschool and approved by the Advisory Board of Woodmont Christian Preschool.
- After completing the school application, parents requesting a scholarship will receive a copy of the WCPS Scholarship Policy and an application form. Parents are then required to complete the application form and include a copy of their current tax returns. These should be returned to the Director of WCPS by the due date given. Scholarship requests are not factored into whether a child is accepted into the program.
- Parents who have requested a scholarship must pay the non-refundable Application Fee and the full deposit payment.
- Parents will be notified and scholarships awarded before the contract due date.
- Distribution of scholarships is based upon the total number of requests and levels of need. Please note that this does fluctuate from year to year.
- Scholarship priority will be given to the 4s and then to the 3s.
- Tuition assistance is not provided for children who have received other tuition breaks (i.e. WCPS Staff and WCC Staff).
- Scholarships are granted on a year-by-year basis.
- Any questions or concerns regarding the WCPS Scholarship Policy may be directed to the WCPS Director.

Fees:

Application Fees: A non-refundable application fee must accompany each application.

Fall/Spring Session is \$75

Summer is \$30 per session

Any fee charged above and beyond your regular tuition payment will require a separate payment made to WCPS. These fees may include supply fee and activity fee.

Private or Public School recommendations for admission or Encore - \$20 per form, payable to the lead teacher.

Credits/Refunds:

No credit is given for regularly scheduled school holidays and vacation periods.

No tuition credit is given for any of the days a child is absent due to illness or vacation.

Application fee and initial tuition deposit are non-refundable.

Unexpected Closure Days are not made up and tuition attributable to those days is not refundable.

Early Pick Up Policy:

Children may be picked up at any time during the school day. Tuition will not be adjusted for early pickup. If you prefer to pick up your child before naptime, consult the individual classroom teacher and schedule to determine the least disruptive time to do this.

Late Pick Up Policy:

WCPS has a Late Pick-Up Policy to help insure our staff is able to meet their own family obligations. The teaching staff is scheduled to leave at pick up time; therefore, all children must be picked up from their classroom by their scheduled pick up time of 2:30. Please note the 12:30 pick up time during the first week of school and the last day of school before Christmas break and summer break. If you see you are going to be late, please call the school to let the staff know what pick up arrangements have been made. If a child has not been picked up by the scheduled pick up time and the teacher is unable to stay late, the teacher will take the child to the preschool office. If the office staff has not heard from a parent within 15 minutes after dismissal, the WCPS staff will begin calling the names on the emergency contact list. When an authorized person arrives to pick up the child, they will be required to sign the child out, write the time in the Late Notebook and pay a graduated fine as explained below. Fees will be assessed according to the time on the preschool clock(s). Additional late pick ups result in additional fines and meetings with the Director and/or WCPS Board. Emergency situations will be taken into consideration.

First Late Pick-Up: \$1.00 per minute fine, read and sign WCPS Late Policy, sign child out.

Second Late Pick-Up: \$2.00 per minute fine, sign child out, schedule meeting with the Director.

Third Late Pick-Up: \$4.00 per minute fine, sign child out, schedule a meeting with the Director and three (3) members of the WCPS Executive Committee.

Fourth Late Pick-Up: \$8.00 per minute fine, sign child out. If the Director and the Executive Board feel that it is appropriate, the family's registration privileges may be withheld the following year.

Payments must be paid to the teacher or administrative personnel who has stayed late with the child.

Benevolence

As a community, we are blessed in ways that most of the world will never experience. We believe it is important for children to learn to give as well as receive. During the year, WCPS provides opportunities for our children to bless others. Opportunities will include, but are not limited to, our annual food drive to support the Nashville Food Project at Thanksgiving.

What To Bring - All items sent to school with your child must be clearly marked with your child's name.

1. **Nutritional Lunch** – A divided lunch tray is provided. Send lunch in the plate provided. Additional trays may be purchased in the preschool office. The lunch plate must be labeled with the child's full name and the date the lunch is to be eaten. If your child is in the 3, 4 or 5 year old program, please pack food that does not require refrigeration, or include a 4 hour ice pack. **All items must be peanut free.** Lunches brought into a licensed childcare center must conform to CACFP and USDA nutrition guidelines, which are included in this handbook. DHS requirements state that a child's lunch must contain 4 items; 1 protein, 1 whole grain, 1 fruit and 1 vegetable. All children will be served milk with lunch, unless the child has a documented condition excluding milk. For information concerning meal guidelines and the USDA Food Plate, go to the USDA website: www.choosemyplate.gov Just as we strive to provide the very best learning environment for young children, we ask parents to provide the most nutritious food choices for children. Avoid processed foods, high fat/high salt items and high sugar items. DHS standards do not recognize any nutritional value in cookies, chips, fruit rollups or sprinkles on yogurt; therefore, we ask parents not to include these items in their child's lunch box. There are children at WCPS with peanut allergies so anaphylactic reaction. In consideration for the health and safety of all children, **WCPS is a Peanut-Free Center.** Please pack your child a peanut free lunch. If there is a child with a peanut allergy in your child's classroom, you will be asked to refrain from sending items packed or processed in a plant where nuts are present. If your child wishes to bring peanut butter in their lunch, please send a peanut free alternative. If you send your child with an alternative that looks like peanut butter, please label the lunch to let your teacher know.



2. **Mat Cover** – Send a fitted crib sheet with your child's name on it. Old WCPS mat covers can also be used.

3. **Top Cover/Blanket** – Please make sure the blanket has your child's name on it. If you wish to bring a small stuffed toy for your child to rest with, please mark it with your child's name and place it in his/her bag along with the bedding.

4. **Complete change of clothing, including shoes and socks** -- Please make sure the bag and each piece of clothing has your child's name on it. Please update the change of clothing in your child's backpack according to the season.

5. **Disposable diapers** – at least 5 per day (when applicable)

6. **WCPS Diaper bag or Backpack** – Distributed during Classroom Visitation, first week of school or upon enrollment.

Personal Items/Toys

All children have – and want to show or share - special treasures such as stuffed toys, recent gifts, vacation memorabilia, etc. Encourage your child to put the item in their WCPS bag and inform your teacher they have something to share. She will find an appropriate opportunity for your child to show/share the item with his/her classmates. Remind your child they will be put the item back in their bag for the remainder of the day so it is not damaged or lost. Toy guns or other warfare objects (i.e. knives, etc.) are not permitted at school. If a child does bring in a questionable item, it will either be sent home upon arrival or be put in the cubby and not shared. Please check with your child's teacher if you have any questions.

What To Wear

Rubber soled, closed toe shoes – Help us enforce this rule. Children cannot wear boots, sandals, flip-flops, clogs, etc. Well-built, washable tennis shoes allow the greatest freedom of movement and highest degree of safety.

Clothing - We paint, cook, play in sand and water, slide, run, jump, fall down, ride bikes - all activities that are hard on clothes. Send your child in "I Can Do It Myself" play clothes! Teachers **and** children appreciate easily managed clothing. Dresses and two-piece outfits (pants with elastic rather than buttons and snaps) are easiest to manage for all ages. Children still in diapers can wear one-piece outfits, but they must have snaps down the legs. If your child has an outfit of which you are particularly fond, save it for dressy occasions such as picture day.

DHS mandates children play outside when the temperature is between 32 and 95 degrees. Please dress your child in appropriate clothing for outdoor play based on the weather.

- Warm weather: Help your child choose clothes that are comfortable, breathable and easy to climb and slide in.
- Cold weather: Prepare your child for the temperature by dressing them in a coat, hat and gloves or mittens. Help your child dress in layers of clothes that are comfortable and easy to climb or slide in.

Clothing and underwear soiled by urine or feces will immediately be placed in a plastic bag (without rinsing or avoidable handling) and sent home that day (NAEYC 5A08). For health/sanitary reasons when underwear is badly soiled with feces, we will throw it away. When soiled clothes are sent home, remember to replace them immediately.

Sunblock – Please apply appropriate sunblock before your child comes to school. Children are exposed to the sun when they go outside, regardless of the temperature.

WCPS T-shirt – Children in the four and five year old programs are provided one to wear for identification on field trips.