



# PARENT HANDBOOK

2100 Woodmont Blvd  
Nashville, TN 37205

Tel: 615-297-2810  
[www.woodmontbaptist.com/wbwp](http://www.woodmontbaptist.com/wbwp)

Dear Woodmont Parents,

It is my pleasure to welcome each of you to Woodmont Baptist Weekday Preschool (WBWP). We are honored that you have chosen to partner with WBWP during these fundamental years of growth and development for your child.

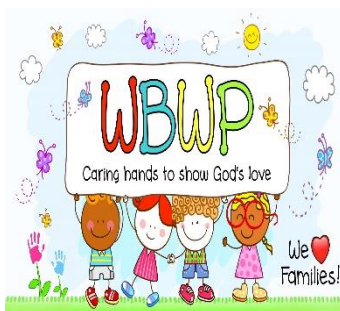
Our goal is to glorify God by providing a nurturing and caring atmosphere, where your children can thrive spiritually, physically, socially and emotionally. Our dedicated teachers and staff are eager to work with you and your children and we anticipate an exciting year for all of us as we explore, learn, and grow together.

This parent handbook has been written with you in mind. Please take time to read it thoroughly, as it contains important information about your child's life in the school. Annual calendars and family directories will be distributed separately.

Thank you for partnering with us in your child's development. We anticipate an exciting year as we explore, learn, and grow together.

Sincerely,

Windy  
Robbins  
Director



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WBWP is licensed by the Tennessee Department of Human Services. WBWP admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its admission policies

## ABOUT US

### *Mission*

Woodmont Baptist Weekday Preschool's mission is to provide a quality, Christian based, early childhood education. WBWP was established in 1967 as a ministry of Woodmont Baptist Church.

### *Philosophy*

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

- Intellectual by encouraging an enthusiasm for exploration and hands on experience
- 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.
- Spiritually 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 songs, stories, and prayer give children an awareness of God's love for them.

## ***Hours of Operation***

Our preschool operates from 8:50-2:30 Monday through Friday.

## ***Calendar***

WBWP operates on a traditional academic year calendar, starting in late August and ending in mid-May. Our calendar can be found on our website at [WoodmontBaptist.com/WBWP](http://WoodmontBaptist.com/WBWP).

## ***Admission & Enrollment***

Children are admitted without regard to race culture, sex, national origin, or disability. WBWP does not discriminate on the basis of special needs as long as a safe, supportive environment can be provided.

## ***Termination of Enrollment***

If it becomes necessary for parents to withdraw a child from the program after the enrollment contract is signed and at any time during the year, parents must notify the Director, Windy Robbins, in writing at [WindyR@WoodmontBaptist.com](mailto:WindyR@WoodmontBaptist.com) as soon as possible.

Tuition is only refunded, or a family is released from the contract at the Director's discretion when the child's place can be filled by a subsequent applicant who is accepted into the program and the withdrawn student's obligation is thereby fulfilled.

Occasionally a child may experience a significant amount of difficulty in managing his/her behavior in the classroom, resulting in problems for him/herself and/or other children in the classroom. Staff, in consultation with parents, will develop a plan to support that child's development and appropriate behavior. The plan may involve a referral for additional assistance. If, after a concerted effort, the level of difficulty experienced by the child (and the class) is not significantly reduced, it may be deemed best for the child and for the school to identify a better placement for the child, to better meet his/her individual needs.

WBWP believes that a positive and constructive working relationship between the school and a student's parents/guardian is essential to the accomplishment of the school's mission.

Accordingly, the school reserves the right not to renew or to terminate a student's enrollment if the school reasonably concludes that the actions of a parent or guardian make such a positive and constructive relationship improbable. The school considers, as grounds for dismissal, any action by a student and/or his or her parents or guardian which seriously interferes with the school's ability to accomplish its mission.

## ***Inclusion***

WBWP believes that children are entitled to the same opportunities for participation, acceptance and belonging in the classroom. We will make every reasonable accommodation to encourage full and active participation of all children in our program based on individual capabilities and needs.

If your child has an identified special need, please contact the Director at [WindyR@WoodmontBaptist.com](mailto:WindyR@WoodmontBaptist.com) to set up a meeting to discuss how Woodmont Baptist Weekday Preschool may best serve your child.

## ***Staff Qualifications***

Staff members first and foremost have a sincere love of children. The staff meet or exceed the requirements of the Tennessee Department of Human Services for training experience and early childhood education. All staff members have been fingerprinted and have child abuse clearance. All staff are certified in First Aid/CPR and first aid. WBWP staff continues to grow by attending early child workshops, seminars, and classes

## **Staff Babysitting Policy**

WBWP strongly discourages families from entering into employment arrangements with staff (i.e. babysitting). Any arrangement between families and our caregivers outside the programs and services we offer is a private matter, not connected or sanctioned by Woodmont Baptist Weekday Preschool or Woodmont Baptist Church

## **Communication & Family Partnership**

Establishing a warm, caring and trusting relationship with parents is of utmost importance to all of the staff members at Woodmont Baptist Weekday Preschool. We hope to have open and honest communication among families at home and staff at school throughout the year. If you have concerns regarding your child's experience in the preschool, the staff and administration will work collaboratively with you to find mutually satisfying solutions.

Keeping you informed of your child's school activities and events that are of interest to parents and children is important to us. Throughout the year you will receive from the school a variety of written communications including:

- **Teachers (Infants through 2's classrooms)** communicate *daily* through the Procure mobile application with a note to inform you of your child's day. The Preschool and above classes will email you monthly with a newsletter.
- **Parent Night is** scheduled in the fall. This event gives parents an opportunity to become oriented to the school and to policies that may be pertinent to your age-level. You will have the opportunity to meet your teacher, view your classroom, and connect with other families.
- **Monthly newsletters from the Director** with dates and times of events, notes from the music teacher, parenting information, and educational articles. A copy will be emailed to each family. In addition, the newsletter will be available on WBWP's website ([www.WoodmontBaptist.com/WBWP](http://www.WoodmontBaptist.com/WBWP)).
- **Monthly calendars and newsletters from classroom teachers** indicating curriculum, special events/dates, classroom needs, and accounts of classroom happenings.
- **Parent-teacher conferences** are scheduled for all students in the Fall and Spring. Conferences may take place at other times as the teachers and parents deem necessary - you may request additional conferences regarding your child's progress at any time. A summary of the child's assessment, detailing the child's development over the past months, is provided to the parents at the time of the conference. If concerns about a child's developmental growth or behavior persist or need to be addressed beyond typical classroom strategies, the Director shall be informed in order to help in possible resolution. We encourage you to communicate any concerns.
- **Bulletin Boards** are located outside the classrooms and provide news, upcoming events, calendars, announcements, etc.
- **Please read all communications thoroughly and note appropriate dates/times on your home's master calendar.**

## *Open Door Policy*

Communication between home and school is one of the best ways to ensure that your child's school's experience is successful. We encourage and welcome parents to be active participants and visit anytime during our regular program hours. Please call, email or stop by if you would like to set up an appointment to meet. Please talk with the director or administrative assistant if you have any questions or concerns.

## **CURRICULA & LEARNING**

### *Learning Environment*

WBWP provides a rich learning environment with curricula that are developmentally appropriate to the specific ages in each classroom. We have a flexible day routine that allows children to advance at their own pace. We strongly believe that learning happens through play. Learning and exploring are hands-on and are facilitated through interest areas. Our program is designed to enhance children's development in the following areas: creativity, self-expression, decision-making, problem-solving, responsibility, independence, and reasoning.

### *Curricula & Assessment*

#### **Curricula**

WBWP is a play-based learning environment. Classrooms are structured around centers of interest. They are designed to offer many choices and to differentiate learning for each child. Rich and varied materials encourage children to investigate using all of their senses. Woodmont teachers organize the classroom environment to implement a set of content-based goals. Content areas include language, math, social-emotional, fine and gross motor physical development, science, social studies, health, and visual and dramatic arts.

#### **Assessment**

At WBWP, teachers use assessments to support children's learning, obtain specific developmental information about children, identify children's interests and needs, and to aid them in setting goals, planning, and implementing the curriculum. The assessments are consistent with the WBWP curriculum and are used throughout the year to adapt teaching practices, support children's learning, enhance the learning environment, plan, update, and improve program goals, make appropriate referrals for diagnostic assessment when indicated, and communicate with families.

Teachers conduct ongoing assessments throughout the school year including anecdotal notes based on observations, developmental checklists, and structured play tasks. Both informal and formal observation tools are teacher-developed and are administered in the classroom during a normal setting through familiar structured activities. Accommodations are made for children who demonstrate their learning in non-traditional formats or environments. Both formal and informal assessments provide information on all areas of development.

### *Physical Activity*

WBWP students engage in at least one hour per day of physical activity. Physical activity is a balance of structured and unstructured play, both indoors and outdoors (weather permitting) utilizing age-appropriate activities. Playground time is an important time of day for children to run off steam, develop their large muscles, gain confidence in their physical abilities, engage in dramatic play, and observe nature in transition. WBWP playgrounds are set up for a certain number of children daily. Classes rotate to keep ratios in compliance. School playgrounds are reserved exclusively by use of WBWP students during the school day.



## *Enrichment*

### **Playscape**

Whether they are closely observing seasonal changes, discovering how easily pumpkin seeds grow or following the life cycle of the painted lady butterfly, children at WBWP learn about nature every day. During appropriate seasons and weather, WBWP children dig in the dirt and sow seeds. They feed the birds and hunt for insects with magnifiers.

### **Art**

Art is incorporated daily into every classroom at WBWP. Open-ended art materials are available to students throughout the day.

### **Music**

WBWP has a rich tradition of offering music instruction to all of the children enrolled in our program. WBWP believes music instruction aids in the development of critical literacy skills and is an important bridge to multiple facets of our curriculum. Preschool aged children receive KinderMusic instruction weekly.

### **Additional Enrichment**

Students in each age-level also enjoy various enrichment activities that may include author visits, Nashville Public Library's Puppet Truck, Rescue Rex, Fire Department, Mounted Patrol and any number of other guest visitors.

## *Transitions*

Whenever possible, children remain with the same teacher for the school year (9 months). WBWP teachers are hired for the academic year. In the event that a teacher leaves WBWP during the school year, one of the school's regular substitute teachers will complete the term until a permanent replacement is hired. If time permits, the substitute will go into the room and become acquainted with the children and the class routines before the teacher leaves WBWP.

### *Transition from home to WBWP*

Prior to your child's first day, you will have an opportunity to tour the school. At the start of the school year, you will have the opportunity to meet with your child's teachers during our Come Meet Your Teacher, and communicate any anticipated concerns.

### *Electronic Media*

Our normal daily routine does not include any electronic media (television/TV, video, DVD) viewing and computer use but on rare occasions, students may watch a movie or video (examples may include a class watching a documentary that pertains to a unit they are studying or as part of a special event). All Electronic Media will be screened by the teacher prior to use for content and age appropriateness and will consist of non-violent and high-quality educational material. Our focus is to provide your child a positive experience with increased understanding of the world. Parents will be informed in advance and give permission for their student to participate in viewing any Electronic Media.

### *Birthdays*

Parents are allowed to bring a birthday celebration snack for their child's birthday. Teachers make each child's birthday in the classroom a special occasion. Please inform your child's teacher of the date you

wish to send a birthday treat to school. Birthday invitations may be distributed in school bags only if every student in the class is invited.

## **Rest Time**

After lunch, all children in our 1s, 2s, and Y3s programs participate in a quiet rest time. Children are encouraged to nap but are not required to sleep. Children may be given quiet activities if they are not sleeping.

## **Guidance**

### **General Discipline Procedures**

WBWP is committed to each student's success in learning within a caring, responsive, and safe environment that is free of discrimination, violence, and bullying. WBWP works to ensure that all students have the opportunity and support to develop to their fullest potential and share a personal and meaningful bond with people in the school community.

Thoughtful direction and planning ahead are used to prevent problems and encourage appropriate behavior. Communicating consistent, clear rules and involving children in problem solving help children develop their ability to become self-disciplined. We encourage children to be fair, to be respectful of other people, of property, and to learn to understand the results of their actions.

### **Discipline Policy**

We have created a discipline policy that reflects our philosophy of positive guidance with children - our policy is designed to teach children to evaluate and make choices, to take responsibility for their own actions, to recognize and express their feelings appropriately, and to be considerate and fair in solving problems with others.

The classroom management guidelines are based on the recognition that a stimulating, balanced, age- and developmentally appropriate learning environment, an atmosphere of mutual respect and caring, and positive attitudes and expectations will encourage cooperation and prevent most behavior problems.

The following best practices are observed in our classrooms to ensure the safety and welfare of all children and to help teachers to be consistent in setting limits and using techniques that convey the values of respect, trust, honesty and caring for others. WBWP teachers will:

- establish a climate of trust
- be guided by developmentally appropriate expectations
- be reasonable, appropriate, and communicate in terms children can understand
- focus on positive behavior and the individual child's strengths
- not focus solely on unacceptable behavior
- help children to develop a feeling of self-worth
- communicate positively and clearly
- prevent inappropriate behavior with redirection and gentle reminders
- offer choices
- praise effort and accomplishment using appropriate language (e.g., "I notice", "I see")
- ignore minor annoyances and first distract the child's attention and substitute a desirable activity
- assist with verbal problem solving and conflict resolution

When a child's behavior goes beyond the boundaries set and cannot be guided back on course via

preventive techniques (including redirection or conflict resolution), the teacher may ask the child to leave the activity and have a very brief time to rethink his/her actions. The child will never be humiliated, isolated, or made to feel badly about him- or herself. Additionally, discipline will never involve food, toileting, or rest.

### *Challenging Behavior*

Children are guided to treat each other and adults with self-control and kindness. Each student at WBWP has a right to:

- Learn in a safe and friendly place
- Be treated with respect
- Receive the help and support of caring adults

When a child becomes verbally or physically aggressive, we intervene immediately to protect all of the children. Our usual approach to helping children with challenging behaviors is to show them how to solve problems using appropriate interactions. When discipline is necessary, it is clear, consistent and understandable to the child. We maintain a zero tolerance to bullying. If you have any concerns about this at any time, please report it to the Director.

Challenging behavior is defined as any behavior that:

- interferes with children's learning, development, and success at play
- is harmful to the child, other children, or adults, or
- puts a child at high risk for later social problems or school "failure"

Examples of challenging behavior include the following: physical aggression (hitting, biting, shoving, whacking with toys), relational aggression (you can't play with us, verbal bullying), tantrums, whining, testing limits, refusal to follow directions or observe classroom rules

For children with persistent, serious, challenging behavior, teachers, families, and other professionals work as a team to develop and implement an individualized plan that supports the child's inclusion and success.

Teachers are encouraged to focus on teaching the child appropriate behaviors, using positive behavior support strategies, rather than focus solely on reducing the challenging behavior. This may take the form of emotional regulation skills, communication strategies, and appropriate social interactions. Teachers may remove materials or modify the classroom environment that triggers challenging behavior, or create a predictable daily schedule so children know what to do and when to do it. Teachers may provide modifications to the classroom environment, activity structure, or student groupings.

Teachers respond to a child's challenging behavior, including physical aggression in a manner that:

- Provides for the safety of the child
- Provides for the safety of others in the classroom
- Is calm
- Is respectful of the child, and
- Provides the child with information on acceptable behavior

Teachers address challenging behavior by

- Assessing the function of the child's behavior, observation, documentation
- Convening families and professionals to develop individualized plans to address behavior (these are not defined as IEPs, but may include informal meetings, calls, emails, and other communication)
- Using positive behavior support strategy as part of the plan Parents can help ensure a happy school experience for their child by:
- Talking about school in a positive way

- Consistent school attendance
- Planning for a prompt arrival time - children often find it difficult to enter a group when the play is already well underway
- Teaching your child self-reliance by encouraging him/her to do things independently and providing clothing that allows the child to practice that independence (for example, mittens are easier to manage than gloves)

### ***Physical Restraint***

Physical restraint is not used or permitted for discipline. There are rare instances when we need to ensure a child's safety or that of others and we may restrain a child by gently holding her or him only for as long as is necessary for control of the situation.

### ***Notification of Behavioral Issues to Families***

If a child's behavior/circumstance is of concern, communication will begin with the parents as the first step to understanding the child's individual needs and challenges. We will work together to evaluate these needs in the context of our program.

On rare occasions, a child's behavior may warrant the need to find a more suitable setting for care. Examples of such instances include:

- A child appears to be a danger to others.
- Continued care could be harmful to, or not in the best interest of the child as determined by a medical, psychological, or social service personnel.

## **TUITION AND FEES**

All payment and fee processing will be completed by a third-party billing company, Tuition Express. If you have a question or concern regarding a payment or fee, please contact [WBWPOffice@WoodmontBaptist.com](mailto:WBWPOffice@WoodmontBaptist.com) or call the main office at 615-297-2810.

### ***Tuition Rates***

Prompt and regular payments must be made in order for a child to remain in the school. If you require other terms for paying tuition, please email [WBWPOffice@WoodmontBaptist.com](mailto:WBWPOffice@WoodmontBaptist.com) or call the main office at 615-297-2810. Payments will be made according to this contracted schedule. No credits are given for sick or vacation days, holidays, staff training closure, or closure due to staffing shortages, inclement weather or local emergencies, including but not limited to health crises.

### ***Tuition Deposit***

At the time a child is officially accepted into WBWP, a non-refundable deposit is required which is your last month's tuition.

## **ATTENDANCE & WITHDRAWAL**

### ***Absence***

If your child is going to be absent or arrive late, please call the main office at 615-297-2810 and notify

your child's teacher on the ProCare App. We will be concerned about your child if we do not hear from you.

### ***Withdrawal***

If it becomes necessary for parents to withdraw a child from the program after the enrollment contract is signed and at any time during the year, parents must notify the Director, Windy Robbins, in writing at [WindyR@WoodmontBaptist.com](mailto:WindyR@WoodmontBaptist.com) as soon as possible.

### ***Closing Due to Extreme Weather***

Should severe weather or other conditions (i.e., snow, storms, floods, tornadoes, hurricanes, earthquakes, blizzards, loss of power, loss of water) prevent us from opening on time or at all, notification to the families will be announced on local television channels 2 & 5, on the school website, and in an email sent to teachers and families. School closing decisions will follow the action taken by the Metro Nashville/Davidson County school system for the first day. For the second and subsequent days, WBWP will make closure decisions at the discretion of the Director.

If it becomes necessary to close early, we will contact you or your emergency contacts as soon as possible.

## **DROP-OFF AND PICK-UP**

### ***Supervision of Children***

It is the responsibility of both parents and staff to ensure the safety and supervision of the children. The following guidelines (abbreviated from DHS *Keeping Children Safe Response*) should be followed each and every day.

1. The first and most important priority of each adult is to always know the whereabouts and status of each child in their care.
2. Parents/caregivers must sign their children in and out of their classrooms.
3. Children will only be released to people who are listed by the parents on the children's transportation forms in ProCare app and kept in the school office. Staff are unable to release children to anyone excluded from the forms. (Parents are required to keep transportation forms up to date, as permission is granted to adults caring for their children.)

### ***Security & Door Policy***

At WBWP, the safety of our children and faculty is paramount. All outside doors leading into WBWP and Woodmont Baptist Church are locked.

Our **entrance** is located on the side of the church, considered the **West Entrance**, under the large portico. The school's main office is just inside this entrance.

A staff member is stationed at this door to greet and visually check each person entering the school, and to provide assistance as needed.

Thank you for your assistance in helping WBWP maintain the safest possible environment for our children

and faculty. WBWP also has emergency preparations, procedures, and plans for review in the classroom.

### ***Arrival and Dismissal Procedures***

Arrival and Dismissal procedures are evaluated annually for safety and efficiency. Detailed Arrival and Dismissal procedures will be shared in writing with families before the start of each school year.

Important Items to Note:

- Arrival time is between 8:50 and 9:15 am. If you arrive after 9:15 am, please ring the doorbell.
- Dismissal time is 2:15 to 2:30.

Please help us ensure everyone's safety by adhering to the following guidelines whenever on campus:

- Never leave children unattended in cars.
- Use seatbelts for all passengers. **Seat belts save lives and prevent serious injuries. Tennessee State Law requires passenger restraint systems to be used for all children.**
- Please discontinue use of cell phones at arrival and dismissal and anytime you are on school grounds.

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

Your child will only be released to you or those persons you have listed as an Authorized Person in the Transportation Information section of your student's emergency information. If you want a person who is not identified as an Authorized Person to pick-up your child, you must notify us in advance. Your child will not be released without prior written authorization. The person picking up your child will be required to show a picture ID as verification. Please notify your pick-up person of our policy.

In order to safeguard your child, we will need copies of any court ordered custody agreements. Without a custody agreement, we are not able to prevent the release of your child to a parent.

We may refuse to release children if we have reasonable cause to suspect that any person picking up a child is under the influence of drugs or alcohol or is physically or emotionally impaired in any way that may endanger the child.

## **DIAPERING**

WBWP encourages using commercially disposable diapers or pull-ups, but cloth diapers are permitted if used appropriately. Teachers check children for signs of wetness/BM at least every two hours when children are awake and when children awaken from nap. Clothing and underwear soiled by urine or feces will be placed in a plastic bag and sent home that day.

## **NUTRITION**

### ***Snacks and Lunches***

WBWP serves meals and snacks at regularly established times.

Current USDA Guidelines and WBWP Staff encourage parents to bring healthy and balanced lunches. The lunch meal should consist of 1 serving of fluid milk, 2 servings of vegetables or 1 serving of fruit and 1 serving of vegetables, 1 serving of grains/bread, and 1 serving of meat/meat alternative or dairy. WBWP provides milk for lunch.

Each classroom has a daily snack time. The school provides snacks which comply with our current

licensing regulations and takes steps to ensure food safety in its provision of snacks and meals:

- The snacks are nut-free, easy to swallow, and cover the food groups.
- Milk and water are provided by WBWP with these snacks. Also drinking water is made available to children throughout the day.

The snack is to be prepared on a clean and sanitized surface. All snacks are stored in original sealed packaging or in sealed containers in the kitchens. Milk is also kept in refrigerators.

- A written snack menu is posted on the outside bulletin board of each classroom for families to see and copies are made available for families if requested.
- Food may not be used as a reward or withheld from a child as a form of discipline.

At times, other snacks may be eaten in your child's classroom. Teachers may plan lessons for the study of other cultures, nutrition, cooking, or seasonal remembrances. Parents may be asked to participate in these projects as we are always looking for ways to foster links between home and school.

Please **label each child's bento box** with the child's name. Please send the child's lunch in a plastic divided container with a lid.

### ***Allergens and Dietary Restrictions***

Food allergies can be life threatening and each child with a food allergy should have an action plan for emergency care completed by the family physician (FARE form). For detailed information, please see the *health* section of this document.

PLEASE NOTE THAT ALL CLASSROOMS ARE NUT-FREE AT ALL TIMES.

If your student has a dietary restriction (vegetarian, does not drink cow's milk, etc), please inform your teacher prior to the start of school.

### ***Reducing Choking Risks***

Children 3 and under are not permitted to bring the following items which are deemed to pose a significant risk of choking:

- hot dogs (unless cut into small pieces)
- whole grapes (quartered grapes are acceptable);
- popcorn.
- whole tomatoes.
- raw peas.
- hard pretzels.
- any type of carrots.
- any foods that are small, round and/or could conform to the child's airway.

Children in the 4s and 5s classroom are permitted to have the above foods, but they **MUST** be cut small enough to prevent choking hazards.

The Department of Human Services regulations consider each of these foods a choking hazard for children under 4.

**The risk of choking still remains significant until the age of 5.**

Teachers sit at the tables with the children and use snack time and lunch as an opportunity for conversation, to review the events of the morning, etc. Teachers prepare tables with food, drinks and utensils before sitting down so that full attention is available for the needs of the children while they are



eating. A teacher who is trained in first aid for choking is present at all meals.

## HEALTH

Every effort is made to keep WBWP a safe and healthy place for your children. Pediatric First Aid and CPR training is required for all staff members and is provided annually. Each child is required to have a health record that documents important health information on file including current immunizations and a routine, annual physical by a licensed physician.

To help maintain a safe and healthy classroom environment, our staff:

- carefully and frequently wash their hands and teach children to do the same
- visually screen children for signs of illness upon arrival
- call for parents to pick up their children in the event sickness begins at school
- perform regular safety checks on the playground and in the classrooms

Parents' responsibilities in promoting a safe and healthy school environment include:

- maintaining current phone numbers on file for use in case of emergency
- notifying the school if a child has contracted a communicable illness or condition and keep him/her at home for the appropriate length of time needed for recovery
- when a child enters the program (or receives a diagnosis while in our program) that requires special accommodations (e.g., asthma, diabetes, seizures, autism, hearing or vision impairments, food allergies, special feeding needs, or urinary or other ongoing issues), the parent is responsible for notifying and providing the school with specific, written instructions for how to meet the child's needs PRIOR to the child's beginning to attend.

### *Immunizations*

Routine immunizations at the appropriate age are the best means of protecting children against vaccine-preventable diseases. Immunization is particularly important for children in child care because preschool-aged children have the highest age-specific incidence or are at high risk of complications from many vaccine-preventable diseases (specifically, measles, pertussis, rubella, influenza, varicella [chickenpox], rotavirus, and diseases due to Haemophilus influenzae type b (Hib) and pneumococcus). If a vaccine-preventable disease to which children are susceptible occurs at WBWP and potentially exposes any under-immunized children who are susceptible to that disease, the Health Department will be consulted to determine whether these children should be excluded for the duration of possible exposure .

### *Illness*

If a child becomes sick with any of the illnesses listed below, the child's parents will be notified and will be required to pick up the child from school. A sick child will be removed from the classroom and kept in the Director or Office Administrator's office until parents or caregivers arrive.

Parents should keep a child at home from school if s/he has a fever (100 degrees or higher without medication), sore throat, runny nose with yellow or green discharge, experiences nausea, vomiting or diarrhea in the previous 24 hours, has a skin rash of unknown or transmissible origin, inflamed eyes, severe cough, ear ache, or enlarged glands. Rest is required for recovery from illness. Please remember that a child who doesn't feel well will not benefit from the program and will expose other families to his/her germs.

- Vomiting and/or diarrhea - Child may return after being symptom free for 24 hours.
- Fever - 100 degrees or higher - Child may return after being fever free without medication for 24 hours.



- Strep throat - Child may return after 24 hours of prescribed antibiotic treatment.
- Pink eye/conjunctivitis - Child may return after 24 hours of prescribed antibiotic treatment and eye discharge is gone.
- Head lice - Child may return accompanied by a written statement from the child's physician stating that proper treatment has been administered and that the child is free of lice and nits. Please report the presence of any lice or nits or exposure to such, and please seek proper treatment to rid both your family and your home of them.
- Fifth Disease – Child may return after nasal discharge is gone.
- Covid - 19 - Child may return when released from quarantine guidelines by TN Health Department
- Hand/Foot/Mouth Disease-Child may return when lesions are crusted over and dry.

A local health crisis may temporarily change these parameters, as determined and communicated by the Director, such as the length of time a student must be fever-free to return to school. Additionally, in order to ensure the safety and wellbeing of the entire school, WBWP reserves the right to make decisions independent of the child's physician regarding when a child may return to school.

### ***Medical Conditions Including Severe and/or Life-Threatening Allergies and/or Asthma***

If a physician has ordered a special medical management procedure for a child in care, an adult trained in the procedure must be on-site whenever the child is present. Examples of special medical management procedures include Asthma action plan (use of a nebulizer), allergy action plan (use of an Epi-Pen), diabetes management plan (insulin monitoring and injections).

Families are expected to notify us regarding children's food and environmental allergies prior to the first day of school or as soon as the diagnosis is received. Families of children with diagnosed allergies are required to provide us a letter detailing the child's symptoms, reactions, treatments and care. A list of the children's allergies will be posted in the classroom. WBWP teachers and substitutes are trained to familiarize themselves and consult the list to avoid the potential of exposing children to substances to which they have known allergies.

We cannot guarantee that our snacks or the lunches that children bring to school are peanut- or tree nut-free. However, we do not serve nuts as part of the snacks that we provide.

### **WBWP Staff Responsibilities**

Following are the actions that staff at the school will undertake when properly notified about a child's allergies and/or asthma:

1. Medication and information related to each child's allergies (e.g., *Food Allergy and Anaphylaxis Emergency Care Plan - FARE form*) is stored in a known and uniform place. One copy of the FARE form is kept with emergency medication that travels with the student and one copy is kept in the Assistant Director's office.
2. A list of allergies will be posted on the classroom information bulletin board for access by substitute teachers.
3. A list of known allergies is posted in the classroom. If an item containing allergens is accidentally sent from home, it will be substituted with a replacement item and returned, unopened, in the lunchbox with a note from the teacher.
4. Emergency medications and instructions travel (carried by teachers) with students at all times - to the playground, playroom, etc.
5. The school playground is checked routinely for wasp and bee nests.

6. Outside trash bins are emptied on a regular basis.
7. Children who have been diagnosed with life-threatening allergies are always accompanied by an adult to the office if they need medical attention.
8. The teachers are certified in first aid and CPR; there is an AED located by the elevator.
9. Changes or precautions are made in areas for children and staff who have allergies or any other special environmental health needs according to recommendations by a healthcare professional.

### **Parents' Responsibilities**

Parents of children with allergies are required to discuss with the teacher their child's teachers to review the allergens, triggers, action plan, and medications before the beginning of school.

1. Review the WBWP allergy and asthma policy in advance of the conversation with the teachers.
2. Bring all medications. Prescription medications should be in original containers with the prescription label with the child's name, expiration date, doctor's name, administration instructions, etc. Over-the-counter medications should be in original containers with expiration date, administration, and storage instructions, etc and labeled with the child's name
3. Provide a completed *Food Allergy and Anaphylaxis Emergency Care Plan* (FARE form) Please note that this form must be signed by a physician. Provide a *Permission to Administer Medication* authorization form (available in the school office) for each medication - every individual medication must have a separate completed form. Parents are responsible for updating this document as needed.
4. Parents must discuss any changes in allergens or the allergy protocol with the appropriate staff as they happen.
5. Parents of students with allergies to animals or asthma triggered by contact with animals should mention this to teachers.

### **Medications**

WBWP staff may only administer medication in the case of a life-threatening asthmatic or allergic reaction or in special cases approved by the Director. All teachers, staff, and administrators to administer medication must receive specific training on the five right practices of medication administration that verifies:

1. That the right child receives
2. The right medication
3. In the right dose
4. At the right time
5. By the right method with documentation of each right practice each time medication is given

Medication is accepted by the teacher only with:

- Completed *Permission to Administer* form (required for ALL medications including prescription, diaper rash cream, etc – 1 per medication)
- Completed *Food Allergy and Anaphylaxis Emergency Care Plan* form (FARE form is only required for all food allergy-related medications and must be signed by a physician)

Emergency medication travels with the student (to the playground, music room, gym, on field trips, etc) but is kept out-of-reach of children – in a safe manner, inaccessible to children, while allowing for safe access by staff. If medication is needed, a record of its administration will be noted daily on the *Permission to Administer* form and the parent must sign the form we have administered medication to their child.

Under no circumstances can any medication be placed in a child's lunch box, bag, or pocket for self-administration or to be sent home.

Expired medications will be sent home immediately. Parents should ensure to replace expiring medications in a timely manner.

All medications must be checked out at the end of the school year, when the student leaves the school, when medication is no longer needed, or when the medication expires, from the Assistant Director.

### **Diaper Rash Cream**

Diaper rash cream must be sent in its original container and be labeled with the child's name and instructions. Teachers must have a completed *Permission to Administer* form in order to apply diaper cream.

### **Sunscreen/Bug Spray**

Please note that WBWP teachers do not apply sunscreen or bug spray - if your child needs sunscreen or bug spray, please apply this at home prior to bringing your child to school.

## **SAFETY**

### ***Clothing***

Please dress your child in practical clothing that allows for freedom of movement and is appropriate for the weather. Your child will be involved in a variety of activities including: painting, outdoor play, sand, weather, and other sensory activities. Our playground is used as an extension of the school, and daily programs are conducted outside whenever weather permits.

**Tennis shoes with socks are the very best choice** of shoes for a preschooler. **Flip-flops, sandals, boots, slides/clogs/mules, croc-type shoes, and "jellies" are *not* appropriate footwear in school. C**

While every effort is made to help children remain clean during the day by providing smocks at the paint easel and for other art activities, children do get somewhat dirty when involved in vigorous play outdoors and in. **Washable clothing** is strongly suggested!

To facilitate success in using the restroom, **clothing that is easy** to get snapped and unsnapped, buttoned and unbuttoned, up and down is very helpful.

**Please label all clothing** (including shoes) with the child's name.

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

At WBWP, we believe that outside play is an important component of early childhood education. Our schedules allow for a minimum of one hour outside each day for each age group.

On days when the temperature range, after adjustment for wind chill and heat index, is outside thirty-two

degrees and ninety-five degrees Fahrenheit, on days when it is raining, or on days when high levels of air pollutants are noted by local authorities, each teacher is urged to exercise good judgment and general prudence when determining outdoor play and how much time each class shall remain outdoors. On these days, classes are offered alternate gross motor experiences in the playroom

Parents are encouraged to dress their children appropriately for the weather including sun protective garments in summer and layers for warmth in winter.

### ***Injuries***

Safety is a major concern in childcare and so daily safety inspections are completed inside and outside the school in order to prevent injuries. First aid will be administered by a trained caregiver in the event that your child sustains a minor injury (e.g., scraped knee). You will receive an incident report outlining the incident and course of action taken. If the injury produces any type of swelling or needs medical attention, you will be contacted immediately. The school is equipped with first aid kits that meet state regulations.

Serious injuries, including but not limited to, massive bleeding, broken bones, head injuries, possible internal injury, etc. shall be reported to the parent/guardian immediately to arrange for emergency treatment. In no event will WBWP delay seeking emergency medical treatment due to a delay in making contact with the parent/guardian.

Parents indicate the hospital and that they prefer on the information sheets and indicate their consent for their child to be treated as needed in their absence. In case of an emergency that requires transportation from the school, the Director, or other administrative staff, and/or a teacher will accompany the child or employee who requires urgent care, both to assist in the process of providing such care and to comfort the injured party(ies).

Those indicated as emergency contacts for both adults and children will be called by a faculty or staff member as soon as possible in the event of an emergency or sudden illness or accident.

### ***Medical Insurance***

Woodmont Baptist Weekday Preschool carries limited liability insurance coverage for medical costs if an injury occurs on school grounds. All school insurance is carried under the umbrella of Woodmont Baptist Church.

### ***Biting***

Biting is a normal stage of development that is common among infants and toddlers – and sometimes even among preschoolers. When biting happens, our response will be to care for and help the child who was bitten and to help the biter learn a more appropriate behavior. Our focus will not be on punishment for biting, but on effective behaviors that address the specific reason for biting.

We will notify both the bitee and the biters parents of the situation. We will work together with the families of each to keep them informed and to develop strategies for change.

### ***Child Custody***

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

### ***Suspected Child Abuse***

In an effort to protect the well-being and safety of children, the State of Tennessee requires anyone who suspects child abuse and neglect to report it to the proper authorities. All staff have been trained to identify the signs of abuse and neglect. All suspect indicators will be documented and reported. WBWP is required by law to cooperate with any investigation of child abuse and neglect.

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

## **EMERGENCIES**

### ***Evacuation/Emergency Procedure***

Teachers and children routinely practice what to do in case of fire and tornado. We have fire drills once a month and tornado drills twice a year. Evacuation routes are posted in each classroom. In case of emergency, we will be in contact with Metro Emergency Management, as has been recommended by Tennessee Emergency Management. In case of a toxic fume release or if the building must be evacuated, the children will be taken to Saint Paul Christian Academy 5303 Hillsboro Pike Nashville TN 37215. A telephone tree is used for communication of information from the preschool to parents. WBWP maintains a supply of food and water in case we must be sheltered for a period of time.

## **MISCELLANEOUS SCHOOL POLICIES**

### ***Parents' Night and Orientation***

Parents' Night and Orientation is held early in the school year - please check the school calendar for details. Parent (all ages) meet with teachers in each of their children's classrooms. Childcare is *not* provided for this event. Meetings and programs on parent night are for parents and teachers.

### ***E-mail***

Teachers and parents may vary in their preferred modes of communication. Many teachers prefer to communicate via email, others with a personal phone call. The same holds true with parents. Please let your classroom teachers know the best way to reach you. Timely and/or sensitive information will be communicated in person or with a phone call.

**Please contact the school office directly with any pick-up or carpool changes at 297-2810 or you may send them a message on the ProCare App.**

### ***Telephones and Cell Phones***

Please refrain from texting teachers during the day to ask questions about your child. Parents are welcome to call the office and convey messages to the teachers. Staff members are discouraged from using their

cell phone during the school day, except in the case of emergencies. Teachers may then return parents' calls during breaks in the school day.

For this reason, we ask you to use the **school office telephone 615-297-2810** as a primary source of contact for your teachers during the school day. In the event the phone is unattended, please leave a confidential voicemail message, and the staff will return your call as soon as possible. You may e-mail the school administration at [wbwpooffice@woodmontbaptist.com](mailto:wbwpooffice@woodmontbaptist.com)

During drop-off and pick-up, please discontinue use of cell phones. Use of cell phones in the Carpool Line is expressly forbidden. Children require our full attention, and safety warrants focus on the children.

### *Volunteer Opportunities*

Woodmont welcomes and appreciates our volunteers! There are many opportunities to serve, tasks involving simple things and big projects. Help where you are able; we're glad to have you.

**Room parents** volunteer with their children's classes, coordinating efforts with faculty and staff to supplement activities for the classes. Room parents maintain the classroom email list, help to create a sense of community among the families in their children's classes, coordinate snacks for special events and gifts for special occasions (end-of-year and holidays, etc.), find volunteers for classroom projects, and plan out-of-school gatherings for parents and/or children. Teachers provide guidance for each class and share ideas with room parents as needed.