

Woodmont Baptist Weekday Preschool and Parent's Day Out

'Let the little children come to me....' Matthew 19:14



Parent Handbook

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“Caring Hands to Show God’s Love”

Dear Parents,

Welcome to Woodmont Baptist Weekday Preschool. We are excited about the opportunity to share in your child’s early education. Our goal is to glorify God in all that we do and to seek His will throughout our program. How honored we are to join with you in creating a safe and happy environment where your child will thrive spiritually, emotionally, academically and socially.

We welcome you and look forward to a great year ahead.

With Warmest Regards,

Windy L. Robbins
WBWP Director

Our Mission and Purpose

Woodmont Baptist Weekday Preschool (WBWP) was established in 1967 as a ministry of Woodmont Baptist Church. Our heritage has been and continues to be a program dedicated to providing preschoolers with a developmentally appropriate education that is biblically based.

Our Philosophy

WBWP is a weekday early childhood program that provides a developmentally appropriate curriculum for children from infancy through the pre-kindergarten years. We strive to provide a loving and safe environment for learning in which Christian principles and values are taught through practice and example.

We believe that a quality early childhood program provides experiences that are both age appropriate and individually appropriate.

We believe that a quality program provides care in small groups with low teacher-child ratios by caregivers with education and experience in Early Childhood Education.

Private Employment of WBWP Staff

Parents occasionally employ a WBWP teacher as a baby-sitter. WBWP does not accept any responsibility in this matter. WBWP urges parents to use great care in the selection of a baby-sitter.

Our Curriculum

The school implements a well-rounded thematic approach. We believe that children are active participants and learners. Therefore, our curriculum is child-based and stresses process-oriented experiences rather than product-oriented experiences.

Arrival

WBWP opens at 8:50 a.m. Please do not bring your child to the classroom before this time. Teachers meet for prayer time from 8:30 until 8:45 every morning. Even if your teacher has returned to the classroom when you arrive, we ask that you be considerate and wait until 8:50 to enter the classroom.

Please do not allow children to enter a classroom at any time if the teacher is not present. Each child must be accompanied by an adult to his/her room each day. A sign-in sheet will be outside of the classroom. **Per the Department of Human Services regulation, each child must be signed in daily with the name and phone number of the adult who will be responsible for them that day.** Should an emergency situation arise, and you personally will not be available during the day by phone for any reason, we must have a name and number of someone else that could be called if your child becomes sick or there were to be some other type of emergency.

Dismissal

Dismissal for our Parents Day Out (Infants, Ones and Twos) classes is 2:20-2:30 p.m. each day. Dismissal for our Preschool (threes and Pre-K) classes is 1:00 p.m. or 2:20-2:30 p.m. each day. **Per the Department of Human Services regulations, each child must be signed out upon dismissal.** After 1:05 p.m. or 2:35 p.m., you will be asked to sign a late pick-up form and there will be a charge of \$1.00 per minute per child. We have this policy because children feel anxious or upset if they are left at school after all of their friends have gone home. Also, our teachers have families of their own and need to have a dependable time for leaving in the afternoon. If you are running late, please call WBWP. We do understand that sometimes there may be an emergency that prevents you from picking up on time.

Other than parents, children will be released only to persons pre-authorized by parents. Persons who may be picking up your child should be listed on your emergency information. The child's teacher and the front desk should be notified as soon as possible of such changes. Please let the authorized person know that we will ask for identification. We will also ask for the CODE word that you will list on your emergency card.

Right to Refuse Child Release

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

prevent potential harm to your child. Reoccurring situations may result in the release of your child from the program.

Parking

Please do not park in the covered drive at any time or in the *“No Parking” zone*. The prime parking spot purchased by the highest bidder at our Silent Auction is reserved for one school year.

Security

For security purposes, our door is always locked. To enter, please ring the doorbell located to the right of the glass doors. Security cameras allow the preschool and church offices the ability to view our entrance and hallways.

Health Policies

Health Forms

WBWP must have a current Tennessee School Health Form for each child enrolled. This form must be signed by the child’s physician in (2) places. Children without the proper immunizations and health forms will not be allowed to attend school.

Medications

We do not administer medications. Never put medications (including over the counter medications) in your child’s lunch box, sippy cup, or backpack. Please notify your child’s teacher and the Director of any special medical circumstances concerning your child.

Accident Reports

Whenever a child develops a visible injury due to an accident on the playground/playroom or in the classroom, an accident report will be completed. Appropriate first aid will be administered. The Director will determine if immediate notification of the parent is necessary. The accident report will be signed by the parent at pick up. All teachers are trained in Pediatric CPR and First Aid.

Wellness Policy

We ask that you keep your child at home with any of the following symptoms and/or illnesses.

- Fever equal to or greater than 100
- Runny Nose – yellow or green
- Questionable Rashes

- Vomiting within the past 24 hours
- Coughing
- Diarrhea (i.e. two instances of loose stools within the past 24 hours)
- Impetigo
- Active Chicken Pox
- Measles
- Mumps
- Conjunctivitis (Pink Eye)

Children should be symptom free for 24 hours before returning to school. The above policies will supersede a physician's statement. If your child develops any of the above symptoms while at school, you will be notified immediately to come and pick up your child. If parents are unable to be contacted within a reasonable amount of time, emergency contacts listed on the child's emergency card will be called.

Inclement Weather

In case of inclement weather, for the first day of the inclement weather, the school will follow the action taken by the Metro/Davidson County School System. For the second and subsequent days, we will post any closings on Channel 2 and Channel 5 News and send an e-mail notifying you of the closing. As a private program, we are not responsible for making up inclement weather days.

If Metro/Davidson County closes early during the day due to bad weather, then WBWP will close early, too. Please come as quickly as possible to pick-up your child.

During the school year fierce storms and tornadoes are possible. The following are the provisions that we have made at WBWP for your children.

- Weather Alert Radio – during suspicious weather circumstances, our weather alert radio is kept on and monitored all day.
- Broadcast Radio – also kept on and monitored.
- Take Cover Drill – when there is a tornado warning, the children are taken to the interior of the building.

We ask that throughout the day you stay tuned to the radio and TV to monitor conditions that may be dangerous and/or frightening to your child.

If you choose to pick your child up during a tornado warning, there will be a sign posted on the door telling parents where we are and how you can get there.

Home-School Communication

Regular communication between home and center is necessary to optimize your child's experience and safety at the center. It is important to us to keep you informed about your child's growth and development daily and over time, and about school activities and events. We use the following methods of communication to keep you informed about Preschool and Parents Day Out happenings at WBWP.

- This Parent Handbook should answer many of the questions and concerns that you might have regarding WBWP policies and procedures.
- The School Calendar will list scheduled school closings and early closings as well as some scheduled events, so keep it handy!
- The WBWP Newsletter is published monthly and will include reminders about calendar events, happenings, policy changes and Woodmont Baptist Church events that would be of interest to our families. In an attempt to save printing costs, this will be e-mailed to you. Often our e-mails will include attachments and will be sent using Constant Contact as our e-mail provider. Please adjust your spam filter accordingly. In addition, in the event of a change in your e-mail address, please notify the WBWP office promptly.
- Daily sheets from the Parent's Day Out staff will give you specific information about your child's day at school.
- A Parent bulletin board is located in the Main Lobby by the water fountain, and will contain the snack menu and other pertinent information and articles.
- Parent/Teacher Conferences will be planned twice a year for the Preschool, Pre-K and PDO programs. These conferences are designed to share information, develop relationships and discuss your child's progress and goals. You will be given the opportunity to select a convenient time on a sign-up sheet in your child's classroom. Please check the yearly calendar provided for these dates, or you may find a calendar on our website at:
www.woodmontbaptist.com/weekday-preschool

- If you have a concern that needs to be addressed more immediately, conferences may be scheduled as needed. You may discuss this concern with your child's Lead Teacher and/or the Director. Teachers may not leave their classroom during teaching time, but if you call and leave a message or send a note by your child, the teacher will get back to you as soon as possible.
- If you have a grievance that is not resolved by meeting with the Lead Teacher and with the Preschool Director, you may request a meeting with the Woodmont Baptist Weekday Preschool Committee. A meeting will be scheduled to hear your complaint.
- We encourage you to use our E-Mail for questions or comments. We will respond to you as soon as possible. Our E-mail address is: wbpoffice@woodmontbaptist.com
- In addition to the main school telephone number, we have a cell phone that can be used to contact us if the main line is busy. The number is (615) 585-2580.

Terms for Dismissal

WBWP staff and administration are dedicated to developing and continuing a good relationship with families. Our goal is to maintain a longstanding relationship with each child and family so that we can be an integral part of helping your child learn and grow during his or her preschool years.

Unfortunately, there are instances in which a child may be dismissed from the program. Such instances include, but are not limited to the following:

- Unwillingness to immunize the child in accordance with the State of Tennessee's immunization requirements
- Unresolved grievances remaining after meetings with the Lead Teacher, Preschool Director, and/or Preschool Committee/Church Pastor
- Non-payment of tuition
- Threatening behavior toward staff, other children or property

Guidance

It is our belief that guidance techniques should teach appropriate behavior in a calm, respectful way. Acceptable behavior is encouraged through positive reinforcement. Attention spans and skills of children are considered so that behavioral expectations are developmentally appropriate.

Children are guided in resolving conflicts through redirection and using words. Sometimes a quiet thinking time is necessary before resolving the conflict.

If we feel a child is exhibiting behaviors that need further intervention (ex: biting, aggression and sensory issues) or, the parents refuse to cooperate with us in seeking solutions to deal with the child's behaviors, we reserve the right to refer the child to another program or ask that the child exit our program.

General Information

What to Bring

- A tote bag or backpack to carry clothing and bring home art and important notices. Bags should be checked daily.
- Please keep a complete change of clothes for your child in his/her backpack at all times. Accidents can happen at any age and at any time. Every article of clothing that your child wears or brings to school must be labeled.

What to Wear

DHS mandates children play outside each day that 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 in 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.
- Please apply appropriate sunblock before your child comes to school. Children are exposed to the sun when they go outside, regardless of the temperature.
- Please do not bring or wear: a) small hairclips that could become a choking hazard; b) toys from home (we cannot be responsible for loss or damage).

Food

Snack

- A mid-morning snack is provided for all classes. All snacks are in accordance with DHS recommendations, including 100% fruit juice.
- A snack schedule is posted on the front desk in the lobby, on the Parent bulletin board and by each classroom.

Lunch

Your child should bring a healthy lunch from home in an insulated lunch box (no refrigeration is available) labeled clearly with your child's name. WBWP provides 2% milk for lunch. For healthy lunch suggestions, refer to the USDA handout given out at Orientation (also available on our web page at: www.woodmontbaptist.com/weekday-preschool)

The following foods should **NOT** be sent in your child's lunch:

- Convenience foods with metal pop-top lids (these will be returned unopened).
- Food needing preparation or a can opener. (Microwaves are for heating purposes only. Please send food already prepared in appropriate containers as teachers do not have time to prepare food.)
- Hot dogs (unless cut into small pieces), grapes (unless cut into quarters), nuts, popcorn, raw peas, chunks of raw carrots or meat larger than can be swallowed whole. The Department of Human Services regulations consider each of these foods to be choking hazards for children under 4 years of age.
- Perishable food will not be returned home in your child's lunchbox.
- Please Note: The Pre-K rooms do not have microwaves.

Allergies

- Please inform your child's teacher, in writing, of any food or other allergies (e.g. insect stings) that your child may have.
- If your child has any food allergies, you must provide all food and drinks for your child's snack and lunch. WBWP cannot serve any food to a child with food allergies due to uncertainty of ingredients in some foods. A monthly snack calendar is available so that you may plan similar, appropriate snacks for your child.



Peanut Allergies

There are children at WBWP with peanut allergies so severe that exposure can cause a life threatening anaphylactic reaction. In consideration for the health and safety of our children, **WBWP is a Peanut-Free Center**. Please pack your child a peanut-free lunch. If your child wishes to take peanut butter to school in their lunch, there are peanut butter alternatives available. Many grocery stores carry *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.

Videos

Videos are watched when relevant to a unit of study; to enhance a child's learning experience; or as an instructional exercise video on rainy days.

The Director will give prior approval on all videos and a sign indicating the title of the video, and the reason for showing the video will be posted by the classroom door.

Birthdays

We love to celebrate birthdays with your children. Please inform your child's teacher of the date you wish to send a birthday celebration snack to school for your child and his/her class. Birthday invitations may be distributed in school bags, only if every student in the class is invited.

Registration Procedures

Registration will begin on Martin Luther King Jr. Day. School is out of session on this day due to the holiday. Registration will begin at 9:00 a.m. and continue until 11:00 a.m., or until all registrants have been waited on. Completed registration forms will be given a number in the order received and must be accompanied by a \$75.00 registration fee which is non-refundable. Currently enrolled registrants will be given preference for spots based on their registration number.

A waiting list will be started after a class is filled. Vacancies during the year will be filled from this waiting list in order of application receipt and day availability. For children not currently enrolled, a non-refundable registration fee of \$20.00 must be paid to be put on the waiting list and would be applied to the \$75.00 registration fee if an opening occurs. This fee is valid for the current year only and will not carry over to the next year in the event a position is not offered in the current year.

Safety Plans

The safety of WBWP 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. WBWP office staff closely monitors any weather situation and warns teachers when there is potential for severe weather.

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: OUTSIDE to: Soccer Field to the far west drive.

In case of EARTHQUAKE, we will go: OUTSIDE to: Soccer Field to the far west drive.

In case we must EVACUATE the property; we will use church and personal vehicles to drive the children to: St. Paul Christian Academy 5035 Hillsboro Pike, Nashville, TN 37215.

Transportation/Supervision: Preschool staff would 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. Staff will use the emergency information you provided to help us keep the children safe and secure.

Financial Information and Schedules

Tuition

A non-refundable registration fee of \$75.00 is payable with your child's registration. The last month's tuition (May) is payable with your signed contract and is also non-refundable.

Tuition is based on an annual cost that is divided into nine equal monthly payments as follows:

- May tuition (last month) Due with signed contract
- September tuition Due August 10
- October tuition Due September 10
- November tuition Due October 10
- December tuition Due November 10
- January tuition Due December 10
- February tuition Due January 10
- March tuition Due February 10
- April tuition Due March 10

Additional policies regarding tuition and other fees:

- If payment is not received by the 10th of the month due, a \$25.00 late fee will be charged.
- All returned checks will be charged a fee up to the maximum amount allowed by law. Two or more returned checks could result in your account being placed on “cash only” status.
- WBWP reserves the right to ask any parent two or more months behind in tuition payments NOT to bring the child (children) to school until tuition is brought up to date.
- Tuition remains the same regardless of vacations, holidays, snow days, or sickness, or temporary closure due to flu pandemic. No deductions are made for absences. There is also no swapping of days with other parents.
- In the event that you withdraw your child from WBWP, you are required to give a thirty (30) day written notice, or one month’s tuition will be required. May’s tuition paid with the enrollment contract does not count for this requirement.
- Make all checks payable to **WBWP** (or Woodmont Baptist Weekday Preschool)
- Fees for extra activities will be requested by the individual classrooms and require a separate check made payable to **WBWP**.

Notes