

## **Policies and Information Guide 2009-2010**

**Embracing and celebrating every stage of childhood.**

**1 Corinthians 13:11**

When I was a child, I talked like a child, I thought like a child, I reasoned like a child.  
When I became a man, I put childish ways behind me.

**Equipping children for life.**

**Proverbs 22:6**

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

## **Woodmont Christian Pre-School**

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**Topics Included**

Purpose .....	2	Discipline .....	9
Governance .....	2	Special Events .....	9
Licensing and Accreditation .....	2	School Pictures .....	9
Statement of Faith .....	3	TN DHS Suggestions for Nutritious Sack Lunches .....	10
Educational Philosophy .....	3	Nutrition Policies .....	11
Classes Offered .....	3	Health Policies .....	11
Staff .....	4	Safety Policies .....	13
School Schedule .....	4	School-Family Relationship .....	14
Security .....	4	Positive Environment Pledge .....	14
Curriculum .....	4	Parent Opportunities – Involvement .....	15
Developmentally Appropriate Practice .....	5	Parent Opportunities – Communication .....	16
Enrichment .....	5	Administrative Policies .....	17
Admission .....	6	Maintaining Confidentiality of Personal Information .....	17
Arrival and Departure Procedures .....	6	Grievance Policy .....	18
Parking Lot Etiquette .....	7	Financial Policies .....	19
Transitioning Into Preschool .....	8	Benevolence .....	19
Diapering .....	8	What To Bring .....	20
Toilet Training .....	8	What To Wear .....	20


**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 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 Executive 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 6 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](http://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](http://www.naeyc.org).

### **Statement of Faith**

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 an opportunity for the 3, 4 and 5 year-old children of Woodmont Christian Preschool to attend a chapel service in the church sanctuary. 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, 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 encouraging participation in group activities, getting along with others and developing a feeling of security and belonging.
- Physically by 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.

### **Classes Offered**

Classes are formed on the basis of the age of each child on September 30<sup>th</sup>. The goal is to place each child in a group with which he/she can expect to attend kindergarten. 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 Adult:Child ratio. The State's recommended guidelines for pupil/teacher 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 the following Fall/Spring Session classes:

Infants (5 months-12 months) 1:3 ratio Enrichments: Music (upon return in January)

Toddlers (12-18 months) 1:3 ratio Enrichments: Music

Toddlers (18-24 months) 1:4 ratio Enrichments: Music

Young 2's (24-30months) 1:5 ratio Enrichments: Music

Old 2's (30-36 months) 1:5 ratio Enrichments: Music

Preschool Threes (36-47 months) 1:6/1:7 ratio, Enrichments: Music and Chapel

Pre-K Fours (4 years - some will go to kindergarten the following year) 1:7 ratio, Enrichments: Music, Chapel and French

Pre-K Fives (5 years – all go to kindergarten the following year) 1:7 ratio, Enrichments: Music, Chapel and French

WCPS offers two 2-week summer sessions. Ages served, dates and fee schedules are found on the summer application.

## **Staff**

**Qualifications:** At Woodmont Christian Preschool, all staff members 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 does not accept any responsibility in this matter. WCPS urges parents to use great care in the selection of a baby-sitter.

**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.

**Arrival Policy:** Children may enter their 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.

Each classroom teacher has set aside the time between 9:20 and 9:35 for morning greetings. Children, parents and teachers benefit from this opportunity to say "hello" and exchange information. A child arriving after the morning greeting time often misses the morning ritual and may have more 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 because of the disruption of the continuity and flow for the children in the classroom. For these reasons, we ask that you make every effort to arrive between 9:20 and 9:35.

However, we are aware there are times you may be unavoidably detained. Please call and tell us when to expect your child. When you have an unscheduled late arrival, we ask that you drop off and pick up your child in the least disruptive manner possible. Additionally, please help your children 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.

## **Security**

**Cameras:** Cameras allow the preschool office the ability to view each of our 3 secure entrances – the main preschool entrance, the West entrance, 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 only given to the church, preschool staff and the preschool parents. If we ever have reason to believe that the security has been compromised, we will change the codes and notify the staff and parents at that time.

## **Curriculum**

WCPS utilizes The Creative Curriculum® for Preschool and The Creative Curriculum® for Infants, Toddlers & Twos. The curriculum is research and evidence based and includes, but is not limited to, 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 Assessment is administered and provides the framework for developing appropriate activities for each child.

Character building stories, music, prayer and bible stories are part of our curriculum. 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.

**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.

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

### **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.

**French:** The 4 and 5-year-old classrooms receive 30 minutes of French instruction each week. Children are taught several songs which they perform during the Christmas performance. In the spring, parents are invited into the classroom to watch the children during a French 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.

## **Admission**

**Application:** Classes are formed on the basis of the age of each child on September 30<sup>th</sup>. A child entering a WCPS class must be the appropriate age for that class age span by September 30<sup>th</sup> of the current school year. The goal is to place each child in a group with which he/she can expect to attend kindergarten.

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.

Woodmont Christian Preschool has a lottery based admission process for applicants not currently enrolled in the program and a tenure based process for applicants that are currently enrolled. Applications for the summer camp and school year are accepted all year, but priority is given to those applications received before January 31. After the January 31 cut off date, all applications are grouped according to the approved priority grid below. Within the first two groups listed, priority in placement will be given based on the original enrollment date of the family's first child to attend WCPS. In the event the first child has graduated from the program, the alumnus' original attendance date will determine priority. For the remaining 3 groups, priority is determined based on a random drawing system within each group. The WCPS Admissions Committee processes the lottery.

The Admissions Committee reviews the applications and makes placement recommendations. 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 applications received after the January 31 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 priority list is used when filling vacancies. The waiting list does not carry over from one year to the next. Wait list families must reapply for the following year.

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 Adult:Child ratio. The State's recommended guidelines for pupil/teacher 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.

Applications received by January 31 will be given priority in the following order:

1. Woodmont Christian Church members currently enrolled in WCPS
2. Current children enrolled in WCPS
3. Woodmont Christian Church members new to WCPS
4. Siblings of WCPS alumni
5. New applicant families

WCPS admits children of any race, color, national and ethnic origin. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its admissions policies.

All desired program changes must be submitted in writing. Program changes will be based on availability and must be approved by the Director.

**Classroom Placement:** We view each child placement very seriously. When deciding in which classroom to place a child, we review numerous criteria and evaluate what is best for individual children and for the group as a whole. Criteria include but are not limited to age of the child, developmental readiness, schedule, gender and social development. Parent feedback is welcomed and considered but is not necessarily a determining factor. As advocates for children, our main goal is to provide placement that is best for the 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**

For your child's safety, DHS mandates that each child be signed in upon arrival and signed out before departure. The sign out sheet 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. The sign in/out sheets are located at each classroom near the classroom door.

Note: Please arrive between 9:20 and 9:35 a.m. If you will be arriving late or the child will not be attending for the day, please call our office at 297-9962.

Note: Children are required to be picked up at 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.

**Arrival:** For your child's safety and protection, please follow these procedures for dropping off your child(ren) at school:

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. DHS requires a responsible authorized adult to sign each child into the preschool daily, noting the arrival time of the child. Include a contact number for the day. Infant/Toddler parents complete the 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:** For your child's safety and protection, please follow these procedures for picking up your child(ren) at school:

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 posted 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.

**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, 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 Thursday or Friday morning preceding the first day of the session. Please check the preschool calendar for dates. Parents of children new to the preschool should phone the preschool office and schedule a morning visit to tour the center prior to their first day.

**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. It is the parent's responsibility to 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. (NAEYC 5A08).

### **Toilet Training**

Potty training should be a happy, relaxed time when a child's self-esteem soars. We believe it is best to begin potty training when the child is comfortable in the classroom and secure at home and shows signs of readiness. Typically developing children who are physically able should be potty-trained prior to entering a 4-year-old classroom.

Prior to beginning potty training at the school, the child must show signs of readiness at home and school.

- 1) Interested and eager to learn
- 2) Possesses self-help skills to manage clothing
- 3) Language skills to express self
- 4) Consistently stays dry for periods of 2 hours during the day
- 5) Consistently stays dry overnight

Parents and teachers will meet and discuss the child's readiness and the overall procedure. Teachers will encourage child to go every 1-2 hours and when staff notices the non-verbal signals. Teachers will document the results. 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.

Be aware that 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.

Each child is different. Often a child will be reliably using the toilet within 2 – 4 weeks if the child is ready to learn and home and school are working together with a consistent plan. Prepare to be patient!

## **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 strongly encouraged to provide nutritious treats for birthday celebrations.

**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 that is 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, the 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" in our monthly school newsletter. We will 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.

**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. If desserts are packed, keep the guidelines in mind and choose low-fat, low-sugar selections. Fresh fruit or light syrup canned fruits are suggested.

**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)**

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

**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**

<b>Lunch # 1</b>	<b>Lunch # 2</b>	<b>Lunch # 3</b>	<b>Lunch # 4</b>
Cold Chicken	Vegetable Soup	Mild Chili	Sunbutter sand
Celery sticks	Cheese Sandwich	5 crackers	Deviled egg
Roll	Cherry tomatoes	Hard-boiled egg	Cole slaw
Tangerine	Small apple	Orange	1/2 banana in Jell-O
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 in advance on the Parent Board. At preschool, snack and lunch times are pleasant social learning experiences for children. Conversation is encouraged, self-help skills are fostered, and good nutrition habits are promoted.

**Lunch:** Sack 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 foods and beverages must be labeled with the child's full name and the date the lunch is to be eaten. All children will be served milk with lunch, unless the child has a documented condition excluding milk. **All items must be peanut free.**

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. Please send a lunch in a container that is easy for your child to manage. If your child is in the 3, 4 or 5 year old program, please pack food that does not require refrigeration. For information concerning meal guidelines, go to the USDA website:

[www.nal.usda.gov/childcare/Cacfp/index.html](http://www.nal.usda.gov/childcare/Cacfp/index.html)

**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.

### **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 card. 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.

Exceptions to this requirement may be made if the child's physician or the health department provides a signed and dated statement, giving a medical reason why the child should not be given a specified immunization or the child's parent provides a signed written statement that such immunizations conflict with his/her religious tenets and practices.

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 if he/she has any of the following symptoms **within the last 24 hours:**

- ⊗ 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. A parent or 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 cot or mat will be provided so that a sick child may rest comfortably until the adult arrives. The sick child will be properly supervised by the administration of WCPS. Please come to these areas to pick up and sign out the child.

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 been absent due to surgery, broken bones or other atypical medical conditions/symptoms, a physician's release may be required.

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 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. Link to a Peanut Butter-Less Lunch article; [http://www.regional.niagara.on.ca/living/health\\_wellness/healthyeating/pdf/Peanut\\_Butter-Less\\_Lunches.pdf](http://www.regional.niagara.on.ca/living/health_wellness/healthyeating/pdf/Peanut_Butter-Less_Lunches.pdf)



## 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 one copy is retained 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 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/Toddlers – Mansion Conference Room

2's – Teacher Resource Room (next to 2's classrooms/beside soda machine)

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

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

### **Emergency Management Plan**

In the event of an extreme emergency, requiring the building be evacuated, the following procedures will be followed:

In case of **FIRE**, we will walk next door to:  
Calvary United Methodist Church  
3701 Hillsboro Road  
615.297.7562

If we must **EVACUATE**, we will drive the children to:  
Westminster Preschool  
3900 West End Avenue  
615.297.0235  
OR A site assigned to us by professional Emergency Management personnel

**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 is required to 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.

**Communication:** In the event of evacuation, signs on the 3 preschool entrance doors will identify the evacuation site. The director or assistant director will notify Channels 2, 4 and 5 to request notification of the emergency and the relocation site. Each teacher takes her class sign-in book, which holds the emergency information for all children in her care.

**Parental Responsibility:**

Be familiar with this emergency management plan in order to act quickly.  
Familiarize yourself ahead of time with the location of Westminster Preschool and Calvary UMC.  
Keep your child's records up to date. We must have current phone numbers to contact you!  
Make certain your child has a bag with a set of extra clothes that fit the child and the season. Please label these items.

**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. We invite every parent to participate in any of the following involvement opportunities:

**Woodmont Christian Preschool Executive 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.

**Carnival:** Come join us during "Wide Eyed Wonder at Woodmont", 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! Carnival 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.

**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 and is available online at [www.woodmontchristianpreschool.com](http://www.woodmontchristianpreschool.com). 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. 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.org](http://www.woodmontchristianpreschool.org) 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 Orientation:** 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 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.

**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:** A white communication board hangs at each secure entrance. These parent information boards are used to communicate reminders and announcements. The Abuse/Neglect Hotline number is posted here.

**Parent Resource/Community Info Board:** On the wall across from the preschool office is a parent board with postings of parenting resources, community resources and reminders of upcoming events. 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 6-12, 12-18, 18-24, 24-30 and 30-36 month classes. These notes inform parents of their child's daily events. Monthly newsletters are published by the 3, 4 and 5 year old classrooms. Additional daily notes are posted on the classroom communication board. Teachers have the option of communicating electronically with their entire class. Some teachers communicate reminders and requests through printed notes home while others send notes by email.

**School Communication:** WCPS publishes a monthly newsletter which is emailed to all parents and posted online. The director and assistant director 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 is an annual sponsor of the Community Foundation of Middle Tennessee's Edna S. Thomas Lecture Series. WCPS also 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 Executive 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 Executive 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 in disagreement, or non-supportive, of the preschool's philosophy of education, discipline, and/or policies and procedures.
- Family is unable to cooperate with the staff, or for behavior endangering the 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 be closed when 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. For information concerning closures due to weather, watch Channel 2 (WKRN), Channel 4 (WSMV) and Channel 5 (WTVF).

If Metropolitan Nashville Public School (also referred to as "Metro Schools" or "Metro Davidson County Schools") is closed for *weather-related reasons*, Woodmont will close, also. If Metropolitan Nashville Public Schools open late or close early for weather-related reasons, WCPS will make an independent determination about when/whether to open or close.

When Metropolitan Nashville Public Schools are on a pre-scheduled break and weather is potentially hazardous, please tune into 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 Executive 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.

**Child 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 Personnel Board, who will confer with that committee and respond to the complaint. Additionally, the Chair of the WCPS Personnel Board may take the issue to the WCPS Executive Board for further review.

**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 Personnel Committee describing your grievance. The Personnel Committee 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 Personnel Committee, the grievance shall be brought to the Executive 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 Chair of the Personnel Committee. The Personnel Committee will meet with you to discuss your grievance within five (5) school days of receiving the written notice.

### **Financial Policies**

Checks should be written to "Woodmont Christian Preschool" with your child's name in the memo portion on the check. Any bank fees associated with a returned check will be assessed directly to the family's account.

Statements are sent via email.

Late payments are subject to a late fee.

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 days remain in the school year.

**Enrollment Deposit:** A non-refundable deposit of 10% of the annual tuition is due when the family accepts placement in the program.

After receipt of the 10% deposit, families are offered two options to pay remaining tuition:

1. One payment: Full payment due by July 1.
- Or
2. Two equal payments: Due July 1 and January 15

### **Fees:**

**Application Fees:** A non-refundable application fee is required at the time of application.

- Fall/Spring Session is \$50
- Summer is \$25 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, scrapbook fee and activity fee.

### **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 and tuition fees are non-refundable.

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

### **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.

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

1. Nutritional Lunch – Sack lunches brought into a licensed childcare center must conform to CACFP and USDA nutrition guidelines. All foods and beverages must be labeled with the child's full name and the date the lunch is to be eaten. 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. 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. Please send lunch in a container that is easy for your child to manage. If your child is in the 3, 4 or 5 year old program, please pack food that does not require refrigeration. For information concerning meal guidelines, go to the USDA website: [www.nal.usda.gov/childcare/Cacfp/index.html](http://www.nal.usda.gov/childcare/Cacfp/index.html).



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 all children, **WCPS is a Peanut-Free Center**. Please pack your child a peanut free lunch. If your child wishes to bring peanut butter in their lunch, please send a peanut free alternative, found in most grocery stores. 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 – Infant class: Send a small crib sheet with your child's name on it. All other classes: 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** – These are available for purchase for any child in size 2/4, 6/8, and 10/12. Children in the four and five year old programs must purchase one to wear for identification on field trips. Sweat shirts are also available to purchase.