



# Handbook 2017-2018

**Jesus said, "Let the children come to me, and do not hinder them, for the kingdom of God belongs to such as these." Mark 10:14**

This handbook is designed for parents of children enrolled in Berry's Chapel Preschool. It contains policies, procedures, and other useful information designed to make your experience at Berry's Chapel an enjoyable one.

### **Our Mission**

The mission of Berry's Chapel Preschool is to promote each student's growth emotionally, socially, spiritually and mentally in a safe and loving Christian atmosphere.

### **Preschool Goals**

The program goal of Berry's Chapel Preschool is to give your child the foundation for a lifetime of learning by providing a developmentally appropriate environment with engaging and mentally stimulating activities. Teachers will direct children's growth through positive reinforcement and praise.

Specific Goals for children include:

- Development of positive self-concept
- Ability to play & work cooperatively while respecting others
- Growth in thinking, listening, and communicating skills
- Readiness for kindergarten
- Appreciation of God's love for us

## Admission

Admission to Berry's Chapel Preschool is open to children age 2 (by November 30 to age 5). Applications are available in January to existing preschool students. The application process is open to the public in February. Applications are reviewed on a first-come basis.

### Registration/Enrichment Fee

The registration/enrichment nonrefundable \$135 fee (\$75 for 1 day 2 year old class) is payable with application. Fee payment guarantees acceptance.

This fee also covers art and craft supplies, books for the classroom, accident insurance, etc. The registration/enrichment fee funds many fun activities throughout the school year including Fall Fun, Pumpkin Fun, Breakfast with Santa, and more. This fee also allows children to experience special programs such as a magic show, musical sing-a-longs, petting zoo and safari show. It does not include Thanksgiving Feast.

### 2017-2018 Tuition

1 day per week (Wednesday) - \$130/month

2 days per week (Monday/Wednesday OR Tuesday/Thursday) - \$210/month

3 days per week (Tuesday/Wednesday/Thursday) - \$280/month

4 days per week (Monday/Tuesday/Wednesday/Thursday) - \$340/month

### Payment of Tuition

Payment may be submitted via your child's folder, the black mailbox located in the preschool entry outside the office, or via U.S. mail. All cash payments must be submitted to the Director/Assistant Director so a cash receipt may be given.

Checks may also be mailed to: Berry's Chapel Preschool  
1777 Berry's Chapel Road  
Franklin, TN 37069

**For accounting purposes, please write student name(s) on the memo line of your check.**

Families with more than one child enrolled at Berry's Chapel Preschool are offered a 10% discount on the second and third child's tuition. A 10% discount in tuition is offered to active members of Berry's Chapel Church of Christ.

Tuition payments are due the 1<sup>st</sup> school day of the month. For example, if the first day of school for the month is Tuesday than all tuition payments will be due by Tuesday. If by chance school is canceled that day, then the payment is due the next school day. \$25.00 late fees will be assessed if payment is not received by the 10<sup>th</sup> day of the month. No exceptions. Negligence to pay the tuition and any assessed fees by the end of the month may result in a reevaluation of enrollment and could result in removal from the program.

A fee of \$30 will be charged for a returned check due to insufficient funds.

A student cannot begin the school year with an unpaid balance from the previous year.

Withdrawal: A two-week notification is requested prior to withdrawing a student. Application fee and tuition will not be refunded.

### Financial Assistance

Berry's Chapel Preschool has a Financial Assistance Scholarship Program. This scholarship may be awarded to those going through crisis and in financial need. A confidential application may be picked up in the director's office.

## About the School Day

### Arrival/Dismissal

The school day begins at 9:00 a.m. The doors open at 8:55 a.m. An authorized adult, parent, or guardian is required to walk in the preschool with his/her child(ren). During morning arrival, a table with class sign in/out sheets will be set up inside the "big room". All children must be signed in each morning. Where applicable, children will put lunchboxes in the appropriately labeled bucket and be sent to the restroom to wash hands before entering the classroom. For safety purposes, the preschool doors are locked each school day at 9:20 to prevent unauthorized access to the school.

The school day ends at 2:00 p.m. During afternoon dismissal, the authorized adult, parent, or guardian must go to the child's classroom for child pick-up/sign out. A class teacher will be at the classroom door with the sign out sheet located on a nearby table for the adult to complete. All children must be signed out each afternoon. After sign out, the child will be allowed to leave the classroom with the adult. **All children must be picked up by 2:10. Children will be released only to authorized persons.** We will ask for a driver's license as a means of identification if the pick-up person is unknown to our staff. Please notify the teacher and/or director, in writing, with any changes in the transportation of your child.

During both morning arrival and afternoon dismissal, the drive loop at the front of the preschool will be coned off to prevent parking in this area. **All vehicles must be parked in the adjacent parking lot during arrival and dismissal. The two parking spots in front of the building are reserved for parents of infants. For safety purposes, **DO NOT park in the drive loop at the front of the preschool.****

Morning arrival and afternoon pick up are not times to have conversations with your child's teacher at length. If you have an issue or concern that needs to be addressed, please schedule an appointment with your child's teacher(s). You may also express your concerns to the director and/or assistant director.

We ask that all parents adhere to a "no cell phone" policy when in the building – not only for safety reasons but so you can give your child the full attention he/she wants and deserves at the beginning and end of each school day.

Tennessee State Law requires that all children under the age of 9 years and under the height of 4'9" be placed in a car seat/booster seat. Berry's Chapel is required by law to report to the proper authorities any child who could be in danger because of riding in a car not properly restrained or with a driver who is impaired in any way.

### Late Pick-Up

We close promptly at 2:00 p.m. A late fee of \$20 and then \$1 per minute will be charged for children picked up after 2:15 pm. These policies will be strictly enforced for the comfort of your child as well as to accommodate the needs of our staff.

### Typical School Day

In the preschool program, daily learning is encouraged and enriched through the student's exposure to age appropriate learning centers including arts and crafts, science & nature, music, dramatic play, reading, math manipulatives, and blocks. Daily "Circle Time" includes reading a Bible lesson, singing songs, reciting the Pledge of Allegiance, etc. Students make weekly crafts to bring home or to display at school. There is daily outside playtime, weather permitting, with a separate play area provided for toddlers. Toddler classes eat lunch in the classroom followed by an afternoon nap. The 3 yr. old, 4 yr. old and Pre-K classes have lunch in the cafeteria.

### Inclement Weather Policy

Berry's Chapel Preschool follows Williamson County School's calendar for holidays, in-service days, fall, winter and spring breaks and snow days. If Williamson County schools are closed for inclement weather, Berry's Chapel Preschool will be closed. If Williamson County schools open late, preschool will open late accordingly. A special announcement concerning our school closing/delay will not be made. Please refer to the Williamson County School closings or delays at [www.wcs.edu](http://www.wcs.edu).

## Child's Needs

Please be sure your child gets a good night's sleep before school days and that he/she eats a good breakfast. Any time anything happens at home to upset your child's routine or emotions, please give us a call or send a note along with him/her telling us about it. Remember, our first concern is the happiness and well-being of your child, so feel free to call on us any time we can help.

### Messages

Verbal messages brought by the children from parents to teachers cannot be accepted. Children will be released only to those authorized on their application form. Please notify the teachers, in writing, if there is a change of carpool, if your child is going home with a friend to play after school, or if another person will be picking up your child from school. You may also email the school with changes at [bcpreschool@bellsouth.net](mailto:bcpreschool@bellsouth.net).

### Tote Bag

Each child will need a large (approximately 12" x 18") open (no buckles or zippers) tote bag to bring to school each day and hang in his/her cubby. Each child's crafts, artwork, and folder containing any teacher or office information will be sent home in this bag. Please check it daily to keep informed of any important school news. This is our way of communicating with the family.

### Clothing

All clothing should be marked with your child's name. This is essential for sweaters, jackets, coats, and hats.

Children will need a change of clothing including socks. Accidents do happen so we want to be prepared! Parents of children in diapers will need to send enough diapers or pull-ups to cover the day.

Since our program emphasizes activity and freedom of movement, we prefer washable play clothes appropriate to the season and day. Please, no long dresses, flip-flop sandals, or cowboy boots.

## Rest Mat

For rest time, two day/week two and three year old classes will need a nap mat and cover. We ask that you provide a tri-fold kindermat (minimum 2" thick), and a large pillow case. The kindermats can be bought at toy, drug, and discount stores. We ask for this specific kind due to our limited storage space. Our three day/week three year old class will need a fitted crib sheet for use as a cover for the provided nap mat. Four year old and Pre-K I classes will only need a bath towel (labeled with their name) for quiet time. If your child needs a special blanket at rest time they may bring one. However, they will only be allowed to have it at rest time.

## Toys from Home

**Please leave child's personal toys at home.** Exceptions will be made for teddy bear day, special friend day, show and tell, and star of the week. Parents will receive notice for these special days. If a favorite video is sent when your child is star of the week, please make sure it is G-rated. We only show G-rated videos.

## **Discipline Guidelines**

When a child exhibits behavior that endangers the safety of themselves or others, behavior that is disruptive to the classroom, or behavior that is socially inappropriate, discipline will be administered in a consistent, firm, yet loving manner.

First incident – the child will be warned about the behavior

Second incident the same day – the child will be removed from the group and redirected to another activity.

Third incident the same day – the child will be placed in time out (1 minute per year of age). Time out is used as a REMINDER not a punishment. All of us need reminders occasionally.

Fourth incident the same day – the child will be taken to director's office.

Any misbehavior afterwards – Parents will be called. Consistently unhappy or disruptive children will be brought to the director's attention.

## **Carpools**

Parents often find carpooling convenient. The preschool assumes no responsibility for arranging carpools. If you are in a carpool, please see that your child's teacher and the office have the following information (as required by the state of Tennessee Licensure requirements):

1. Names of all children in the carpool.
2. Names of parents/guardians driving each day. (The driver is expected to act as parent substitute for all children in the carpool and should follow all procedures for parents outlined in the handbook.)

Berry's Chapel Teachers and Staff are not permitted to transport children to or from school.

## Parties

Parties are planned for the following holidays:

Halloween\*

Valentine's Day

Christmas

\*A fun-filled day with a costume parade, trick or treating, and a party.

Parent volunteers are needed to help with the parties.

### Birthday Parties

A child's birthday is a very special event. A child may bring treats to share with the class to celebrate his/her birthday. We request that the celebration be simple. Cookies are usually enough for a happy celebration; only bite sized cupcakes, please. Parents are welcome to share this time with the child. Please arrange the time in advance with the teacher.

Children with summer birthdays are invited to choose a date during the year for an "unbirthday" celebration. Please plan this ahead with your child's teacher.

We request that no birthday party invitations be sent home from school unless the entire class is invited. We do not want any little broken hearts for not getting an envelope they all recognize.

## Health Regulations

Each child entering Berry's Chapel Preschool must present proof of having been immunized in accordance with state law and Tennessee Department of Health and Environment Child Health Standards. The following vaccines are currently required: DTP #4, Polio #4, Hib and MMR, Hepatitis B and Varicella (chicken pox). A TB test is required for children born in countries other than the United States, Canada, Western Europe, Australia, New Zealand, and Japan. This proof is to be presented in the form of a health record dated and signed by the physician or healthcare giver. **This certificate must be submitted by the first day of school in September.**

Do not bring your child to school with a cold, discharging eyes, rash, fever over 100.4, diarrhea, head lice/nits, or if he/she has had an upset stomach or fever within the past 24 hours. Until your child has been fever free without medication for 24 hours, he/she can still be contagious. If your child has been placed on an antibiotic please keep him at home until he has been on the medication for at least 24 hours.

Any child showing or developing symptoms of a communicable disease during the school day must be excluded from the group until his/her parents can come for him/her or until other arrangements are made for his/her care elsewhere. Parents of every child enrolled must be notified whenever a communicable disease has been introduced into the preschool.

If your child becomes ill or injured at school, they will be isolated and made comfortable. Parents will be called and asked to make arrangements to have the child picked up within one hour. No one can care for your sick child like you, so please let us know if any of your contact numbers change during the school year.

Medication cannot be administered to a child by the preschool staff.

Children who attend school for as many as three consecutive hours, must have an outdoor play period, weather permitting. Please do not send your child to preschool if he/she is unable to go outside.

## Lunch Packing Tips

1. Include foods that your child can handle – finger foods, pieces of fresh fruit, sandwiches, carrot strips, etc.
2. Do **NOT** send foods which require teacher preparation – foods requiring warming, apples to peel, etc. **Please do NOT send containers of yogurt or gogurt, applesauce, Jell-O, etc.** Often these items are left uneaten and are too messy for the children to handle.
3. Avoid the use of containers that a child cannot manipulate himself/herself. Using disposable wraps, such as foil or plastic baggies, is preferable to plastic containers that are difficult to open and subject to being lost or misplaced. No glass containers!
4. **Please send all drinks in a spill proof cup.** Please provide milk. No carbonated drinks are allowed.
5. Clearly label all lunch boxes, containers, etc. with child's name.

### **Suggested Meal Patterns for Lunches:**

<b>Food Components</b>	<b>Ages 1-2</b>	<b>Ages 3-5</b>
<b>1 milk</b> fluid milk	1/2 cup	3/4 cup
<b>2 fruits/vegetables</b> fruit and/or vegetable	1/4 cup	1/2 cup
<b>1 grains/bread</b> <sup>1</sup> bread or cornbread or biscuit or roll or muffin or cold dry cereal or hot cooked cereal or pasta or noodles or grains	1/2 slice  1/2 serving  1/4 cup  1/4 cup  1/4 cup	1/2 slice  1/2 serving  1/3 cup  1/4 cup  1/4 cup
<b>1 meat/meat alternate</b> meat or poultry or fish <sup>2</sup> or alternate protein product or cheese or egg or cooked dry beans or peas or peanut or other nut or seed butters or nuts and/or seeds <sup>3</sup>	1 oz.  1 oz.  1 oz.  1/2  1/4 cup  2 Tbsp.  1/2 oz.	1½ oz.  1½ oz.  1½ oz.  3/4  3/8 cup  3 Tbsp.  3/4 oz.
<sup>1</sup> Breads and grains must be made from whole-grain or enriched meal or flour. Cereal must be whole-grain or enriched or fortified. <sup>2</sup> A serving consists of the edible portion of cooked lean meat or poultry or fish. <sup>3</sup> Nuts and seeds may meet only one-half of the total meat/meat alternate serving and must be combined with another meat/meat alternate to fulfill the lunch or supper requirement.		

## Child Abuse and Neglect

The involvement of early childhood professionals in reporting child abuse and neglect is mandated in Tennessee state laws and Department of Human Services licensing regulations.

Persons may notify DCS in one of two ways:

Calling the statewide child abuse and neglect reporting hotline  
1-877-237-0004 or 1-877-54ABUSE (1-877-542-2873)

Faxing the statewide child abuse and neglect reporting hotline  
1-615-253-6588

### Tennessee Statutes Regarding Reporting Child Abuse and Neglect

Tennessee Code 37-1-403 (a)(1) states: Any person who has knowledge of or is called upon to render aid to any child who is suffering from or has sustained any wound, injury, disability, or physical or mental condition shall report such harm immediately if the harm is of such a nature as to reasonably indicate that it has been caused by brutality, abuse or neglect or that, on the basis of available information, reasonably appears to have been caused by brutality, abuse or neglect.

Tennessee Code 37-1-403 (a) (3) states: If any such person knows or has reasonable cause to suspect that a child has been sexually abused, the person shall report such information in accordance with § 37-1-605, relative to the sexual abuse of children, regardless of whether such person knows or believes that the child has sustained any apparent injury as a result of such abuse.

Tennessee Code 37-1-410 (a) (4) (B) states: Because of the overriding public policy to encourage all persons to report the neglect of or harm or abuse to children, any person upon whom good faith immunity is conferred pursuant to this subdivision shall be presumed to have acted in good faith in making report of harm.

In addition, remember that the Department of Human Services' licensing regulations require providers to immediately report any reasonable suspicion of abuse or neglect.

## **Keeping Kids Safe/Personal Safety Curriculum**

Tennessee state law requires children be taught a personal safety/child abuse prevention curriculum every year. This law has been in place in Tennessee since 1985 in recognition of the fact that, for children younger than school age, the most critical safety net for preventing and stopping child abuse lies with child care providers. Berry's Chapel Preschool adheres to this law through the use of the Keeping Kids Safe curriculum. A letter will be provided to parents of children in the 4's, PreK-1, and Pre-K2 classes with an outline of topics covered in the curriculum.