



Parent Handbook 2019-2020

OUR MISSION STATEMENT

The Forest Hills United Methodist Church Day School is a ministry of the church to children (six weeks to Pre-k) and parents of the church and community. It is a place where self-esteem is enhanced through positive relationships and mutual respect. Our mission is to provide each child a safe and secure, loving and nurturing environment, in which children learn through developmentally appropriate play. Each child is loved and celebrated for his/her unique gifts.

In partnership with parents, church and staff, we foster an interest in learning by serving the developmental needs of the whole child: socially, emotionally, spiritually, physically and academically to their greatest potential, so that they may be prepared for their next school environment. Through the teaching of Christian values, children are educated and affirmed toward responsible behavior and positive character development by means of diverse programs, administered with the love of Christ.

ADMISSION/REGISTRATION

Registration begins in January for the upcoming school year. Children currently enrolled in the program are given first consideration. Siblings of children currently enrolled and Forest Hills United Methodist active church members are given second priority. Forest Hills United Methodist Day School alumni families are given third priority and those from the community are given final priority. The registration fee is due at registration and is non-refundable. A month's tuition and appropriate supply fee will be due by May 15th to hold your spot and is considered August 2019's tuition. If we do not receive your payment by May 15th – your child's spot is forfeited to a child on the waiting list. To place a child on a waiting list a \$25 fee is required. Once a spot opens the balance of \$60 will be due.

On receipt of payment you will receive an invite to download the Brightwheel app from the Apple App Store or Google Play.

BRIGHTWHEEL

Brightwheel is an all in one platform that makes communication and coordination much easier. It helps save time for staff members, while giving parents a closer connection to their child. It is free and only takes a few minutes to sign up.

When your August 2019's tuition and appropriate fees are paid you will receive an email inviting you to download the app, create a new parent account and enter your personalized parent invite code.

Before the first day of school a parent or legal guardian must:

1. Visit our website foresthillsunc.org and select dayschool
2. Download and complete forms
3. Submit a health report signed by the child's pediatrician indicating **up-to-date** immunizations in conformity with the requirements of the Tennessee Department of Human Services
4. Pay the appropriate registration fee, supply fee and tuition as provided in Table A
5. Download the Brightwheel app

ANNUAL FEES AND TUITION INSTALLMENTS

Forest Hills UMC Day School is a non-for-profit ministry to the community. Fees/tuition is charged to cover the costs of the program.

TABLE A

Days Attending	1 day	2 days	3 days	4 days	5 days
Doves/Chickadees	\$150	\$277	\$404	\$515	\$625
Toucans		\$245	\$349	\$467	\$556
Bluebirds/Cardinals		\$245	\$342		\$520
Falcons			\$342		
Owls				\$416	
Eagles			\$342		\$520
Supply Fee*	\$95	\$100	\$105	\$110	\$115
Registration Fee**	\$85	\$85	\$85	\$85	\$85

Drop-in fee: \$30/day (for ages 2 and under only) Please visit the office for more information

A registration fee of \$85 is required for all classes. Registration fees are for the entire year and are non-refundable.

Tuition:

Although tuition is accepted as a monthly payment, it is important to note that these monthly fees are based on an annual budget. Tuition is determined by the amount of days children attend school.

The sum is then divided into equal monthly payments for your convenience. Tuition is consistent regardless of absences, vacations, holiday or inclement weather days. Tuition is due by the third of each month and will only be accepted through the Brightwheel app.

Any family in our program who is experiencing a financial need in paying their child's preschool tuition,. If a family is in need please see the Preschool Director, Assistant Director or the Pastor of Forest Hills UMC. All conversations are held discreetly and in strict confidence.

THE DAILY SCHEDULE

Forest Hills United Methodist Church Day School hours are 9:00 a.m. to 2:00 p.m.

Extended care is offered.

Because of safety concerns, we ask that you **DO NOT** use your cell phone while dropping off your child or picking them up. This allows us to inquire about their morning and tell you about their day.

ARRIVAL PLAN

For the safety of the children, parents should park in a marked parking space (not under the canopy or along the curb) and bring their child to their classroom. All children **must** be signed in using the check in code that you have selected. Others who may drop off your child will also need to have the code. Children are not permitted to walk to their classrooms without a parent or guardian. Doors unlock at 9:00 am and lock at 9:15. If you arrive after that time please ring the bell. Please stand in front of the door so that we can identify you and/or speak to you.

DISMISSAL PLAN

Dismissal is between 1:50 p.m. and 2:00 p.m.

Children will be released only to those individuals authorized by the parent (or legal guardian). In instances where another person is designated to pick up the child, we must be authorized by you, as parent or guardian. Please, **TURN OFF YOUR CAR** as you wait for your child. To release your child authorized persons must have photo identification reflecting name you have provided and/or Brightwheel check in code. The code is unique and private to each family

Doves, Chickadees and Toucans will be picked up in the classroom. Parents should park in the parking lot. **PLEASE DO NOT PARK UNDER THE CANOPY OR ALONG THE CURB** and "run in", as this delays the movement of the line of cars.

Bluebirds, Cardinals, Robins, Owls, Falcons and Eagles will be loaded under the canopy. Parents will make two lines and pull up as far as possible. A teacher will walk your child to your car. All children must be securely fastened in an age appropriate car seat (by their designated guardian) before leaving the day school parking lot. Please be aware of small children being loaded into the car in front of you and drive very slowly and carefully. If you have children in the infants, toddlers or twos, please follow the pick-up procedures for the younger group and pick up all your children inside the building. If you need to discuss something with your child's teacher, please do not do so in the car line. You may pull up past the canopy to prevent blocking traffic.

Late Policy:

Children not picked up before 2:00 p.m. will be taken to the school office to wait. Children will NOT be taken to Stay and Play due to state mandated teacher/child ratios. After a one-time grace opportunity is used, there will be a charge of \$25 – the cost to have a teacher or staff member wait with your child.

Late policy applies to extended care program as well. Children not picked up before 2:55pm will be taken to school office. After a one-time grace opportunity is used, there will be a charge of \$25 -the cost to have a teacher or staff member wait with your child.

TOILETING

Children cannot successfully learn how to use the toilet until they are physically, psychologically, and emotionally ready. For some this may occur at 24 months and for other children it may occur at 36 months. We are committed to working with you so that toilet learning is carried out in a manner that is consistent with your child's physical and emotional abilities, and your family's commitment. Children entering Bluebirds and Cardinals must be toilet trained. The teachers will still assist and will begin directing for independence. Children in Owls, Falcons and Eagles should be independent in bathroom use and buttoning as well as zipping. Please do not use belts. These teachers will verbally direct your child as needed. If you feel that your child is not ready and his/her placement does not meet your child's needs, please see the director.

HEALTH

Children will be observed for any signs of communicable disease each morning and throughout the day. These signs include:

1. Fever
2. Vomiting or diarrhea
3. A bronchial or deep chest cough
4. Swollen glands

5. Unexplained rash or skin eruptions
6. Any sign that something is wrong
7. Pink eye

Should any of the symptoms be observed, the parents will be contacted, and the child should be picked up immediately. If any of these symptoms exist before school, please keep your child at home. Medications will not be given to your child or sunscreen applied by a day school staff member. If your child should need medication (such as an antibiotic) or sunscreen during the day, a parent must come in and administer it. If a child suffers from a severe condition such as, asthma, severe allergies, diabetes, etc., a note must be provided from the child's doctor and the child's parents must see the director for an emergency care plan. Please see the attached illness policy for further details.

Forest Hills United Methodist Church Day School is part of the Gold Sneaker Initiatives which was developed to enhance policy related to health and wellness within licensed child care facilities across Tennessee.

Our Physical Activity Policy:

- **Policy 1.1:** Children ages 12 months or older attending a full day program shall be offered at least 60 minutes of physical activity per day, either indoors or outdoors. Children attending less than a full day program shall be offered a proportional amount of such activities. For children ages three and older, this physical activity must be a balance of free play, teacher-directed activities, and music and movement. This must be documented in the daily schedule and on lesson plan forms.
- **Policy 1.2:** Viewing of television, videos and other visual recordings shall be limited to no more than 60 minutes per day of educational programs or programs that actively engage child movement. Children attending less than a full day program shall be limited to a proportionate amount of such viewing. This shall be stated in the individual child care facility's policies.
- **Policy 1.3:** Children shall not be allowed to remain sedentary or to sit passively for more than 60 minutes continuously, except for scheduled rest or naptime. This shall be stated in the individual child care facility's policies.

- **Policy 1.4:** Child care facilities must ensure physical activity is a positive experience for children and is never used negatively or to control behavior. This shall be stated in the individual child care facility's policies.

Our Nutrition Policy:

- **Policy 1.5:** Ensure appropriate infant and child feeding patterns, including breastfeeding. Staff will be sensitive to breastfeeding mothers and infants, and their eating patterns. Each infant will have a feeding plan on file, which is completed by the parent/parents and facility as a team to address their unique feeding patterns.
- **Policy 1.6:** Ensure appropriate infant and child feeding patterns, including adequate time for meal consumption. Adequate time for meals and snacks will be allowed for all children and will be included in classroom schedules.
- **Policy 1.7:** Ensure appropriate infant and child feeding patterns, including appropriate portion sizes. Appropriate portion sizes will be assured through staff training and adherence to portion sizes as found in child care licensing regulations.
- **Policy 1.8:** All eating opportunities should consist of a respect for the child and promoting a positive attitude toward food. Food shall never be used as rewards for children. This shall be stated in the individual child care facility's policies.

Our Tobacco Policy:

- **Policy 1.9:** Child care facility campus shall be tobacco free. This shall be stated in the individual child care facility's policies.

More info can be found about the Gold Sneaker Initiative at

<http://health.state.tn.us/Goldsneaker/index.htm>

BEHAVIOR POLICY

We use a positive approach to discipline by directing children toward age- appropriate behavior. Teachers help the children to develop self-discipline by:

- Using positive reinforcement of appropriate behavior choices
- Modeling appropriate language
- Redirecting the child
- Using patience, love and understanding
- Setting clearly defined limits
- Talking about acceptable ways of handling situations as they arise

· Understanding their feelings and expressing how they feel

We aim to help children develop a sense of self-regulation, independence, confidence, and competence in their own abilities to negotiate with peers.

There are instances when a child may need to be removed from the group to ensure the safety and/or comfort of themselves and others. This is not a “time out” or punishment but rather a short time alone and is viewed positively as a time of renewal and calming oneself, and not a punishment.

We work to find a solution to problems, grow compassion, help others and build respect for nature and our materials. We encourage the children to look for solutions to problems, helping them recognize how their behavior affects others and discover appropriate alternatives. In guiding children’s behavior, we emphasize positive reinforcement, to name and verbalize feelings and actions. We feel these help young children to develop and internalize control of their behavior.

SHARING

Please do not bring toys to school and only Lovies if your child needs for napping. A child may bring a book, nature project, or something of interest to share.

BIRTHDAYS

If you choose to celebrate your child’s birthday at school, we ask that you keep it simple. Please consult with your child’s teacher. She can provide birthday direction suited for their age group, class schedule and diet/allergy restrictions.

HOLIDAYS & CLASS PARTIES

We celebrate many Christian and secular holidays throughout the year. They are handled differently in each classroom. Each teacher determines what will work in their classroom, keeping in mind the developmental and special needs of their class.

CHILDREN’S WORK

Children’s creative art or craft work usually represents a serious effort on the child’s part, and it is important to treat it as such. The child will experience many materials and media through activities. We encourage, but do not stress, the finished product. Emphasis is placed on the process rather than the product. Part of the educational experience is the child’s satisfaction and pride he/she shares with the family.

PROGRAM SCHEDULE AND HOLIDAYS

Our program runs August through May. We generally follow school closings for holidays and breaks listed by Williamson County School System. Any other closings will be announced in the monthly newsletters, by emails, text and/or the Brightwheel notification. The full year schedule will be provided in August.

INCLEMENT WEATHER DAYS

Forest Hills United Methodist Day School will be closed for inclement weather and other unexpected events according to the Williamson County School System. This includes closings, early departures and late starts. (For example, if Williamson County schools open two hours late, the day school will open two hours late). If Williamson County Schools close two hours early, the day school will close at 12:00 p.m.

SPECIAL NEEDS

If a child is receiving services for cognitive, emotional and physical abilities (such as speech, occupational therapy, physical therapy, behavioral intervention, etc.) a meeting with the parents and specialists is required at the beginning of the school year. Ongoing communication between the specialist and the child's teacher will be required, so that we can assure that best practices are in place to meet the child's individual needs.

ASSESSMENTS

Each child age two and older will be developmentally assessed twice each year by his/her teacher. The assessments are based on the age appropriate curriculum based on the TN-ELDS (Tennessee Early Learning Developmental Standards). The standards assist in recognizing the developmental level and milestones for each child. The focus standards for the month will accompany the monthly calendar. Conferences will take place in the fall and spring, but you are welcome to meet with your child's teachers at any time during the year.

ACCIDENT PROCEDURES

The parent will be notified immediately in case of an accident. If the parent cannot be reached, a decision will be made based on the circumstances and the seriousness of the situation which may include any of the following:

1. Contact the person listed as the emergency contact.
2. Call the doctor listed on the emergency information form.
3. Take the child to the hospital.

Parents will accept full financial responsibility for any services needed. It is the parent's responsibility to keep the emergency information on file current with updated names, phone numbers and addresses.

FIRST AID

Supplies are kept in first aid kits for simple cuts, scrapes and abrasions. In the event of an accident that does not require a phone call, a note will be sent home explaining how the accident happened and what action was taken.

COMMUNICATION

We try our best to communicate through a variety of communication methods (email, text, notes, and the Brightwheel). The school monthly newsletter will keep you informed of upcoming events, announcements and special reminders. Each individual class also sends a monthly newsletter, a monthly calendar that references the skills and activities based on the state standards known as the TN-ELDS (Tennessee Early Learning Developmental Standards).

CLOTHING

Your child will need an extra set of clothing. These can be kept in school in cubby or child's backpack. Put in a gallon baggy and clearly labeled with the child's name. Each teacher has a plan in effect and will share with you. Your child's name should be printed on each article of clothing that is brought to school each day. This includes hats, coats, gloves, lunch boxes, etc. Outdoor play is an important part of our program. Please see that your child is suitably dressed to play outside.

NAP TIME

For Preschoolers: Nap time is at the teacher's discretion. If the children do not nap, they will have a "quiet time" where they will have quiet activities in a designated area. If your child's class naps – you will need to provide a sheet and blanket.

For Doves Chickadees and Toucans: Nap time will take place daily. Please bring a clean blanket and sheet from home daily. Cribs are provided for infants (12 months and under). Doves (over 12 months), Chickadees and Toucans will be provided with mats. Safe Sleep practices are used in our Doves class. Therefore, blankets, stuffed animals, bumpers etc. are not permitted in the cribs. One-piece footed sleepers are acceptable.

FOOD

One snack is provided for your child daily. Your child needs to bring a nutritious lunch that includes protein, bread, fruit and a vegetable. All food should be in ready to eat form: apple slices, halved grapes, etc. Lunch boxes, cups, bottles, pacifiers, etc. should be labeled with your child's name. Please do not send glass containers, flip top

metal cans or soda in any type of container. Soda, nuts popcorn and hard candy will be discarded. Please see additional "Making Lunches Nutritious" handout.

A NOTE OF THANKS

Thank you for allowing us to participate in the early development of your child. It is an honor to share in this precious time of your child's life.

Policy Agreement 2019-2020

Forest Hills United Methodist Church Day School, 1250 Old Hickory Blvd, Brentwood, TN 37027, Phone 615-373-1728 hereafter referred to as the school, is a child care facility operated by the Forest Hills United Methodist Church. The school is licensed by the Tennessee Department of Human Services, pursuant to the Section 8 of Chapter 370 of the Public Acts of 1975.

A. Basic Services

The school shall provide the following basic services:

1. Childcare between 9am-2pm. Children are not to be left at the school before 9am (unless attending Rise and Shine).
2. The child shall be given assistance with personal care as needed.
3. The child shall be placed in a group of peers based on age and/or special needs as determined by the director and staff.
4. The child shall be involved in a program of play and learning experiences which are appropriate for the ages of children enrolled in the school. A balance of active and quiet play is provided, with individual and group activities planned to provide for the young child's emotional, social, academic, physical, spiritual, and cognitive development.
5. Upon arrival in the classroom, the teacher will assess the child's wellness, and the school shall assume responsibility for the child after it is determined that the child is healthy enough to attend school. The teacher will be responsible until the child is released to a parent, guardian, or designated representative of the child's parents or guardians. Parents, guardians, or designated representatives must sign children in and out.
6. The school shall give appropriate first aid to a hurt child. The school shall use its best judgment in dealing with an emergency situation and shall not be liable. Parents will be notified if a child is hurt or injured. An accident report will be filled out and given to the parent or guardian.

7. An ill child shall be isolated and given appropriate care until a parent, guardian, or representative can come get the child.
8. The school shall notify children's parents or guardians of a suspected exposure to a communicable disease.
9. The school shall make every effort to safeguard personal belongings brought by the child, but shall not be responsible for lost or broken items.
10. Discipline shall be dealt with by using redirection, conflict resolution, and time out. If aggressive and inappropriate behavior, including but not limited to biting and hitting, continues to be an issue, parents shall be notified and a conference will occur. If after two conferences, the problem cannot be resolved, it is the school director's discretion whether to dismiss the child from the program.
11. The director or any other staff members shall report to Child Protective Services or the Police Department, as required by the State Penal Code, any suspicion of child abuse, sexual or otherwise, neglect, or endangerment of which they become aware.

B. Payment Provisions

1. In accordance with the statement of fees in the parents' handbook:
 - a. A non-refundable registration fee shall be paid upon enrollment
 - b. Tuition shall be paid on the first working day of each month. A \$25 late fee will be added to any delinquent account beyond the tenth of the month.
 - c. The non-refundable August 2019 installment and supply fee are due in May.
 - d. No credit shall be given for days the school is officially closed. Tuition is the same for each month.

C. Obligation of Parents or Guardian

1. A parent or guardian shall furnish requested Parental Consent, Child's Application, Medical/Immunization Information, and Health History on the first day the child comes to school.
2. A parent or guardian, or designated representative shall take the child to his/her classroom upon arrival. Children will be dismissed by their teachers in accordance with the pick-up plan. Parents of Doves, Chickadees, and Toucans, will park in the parking lot and pick up their children in the classroom. Other children will be safely dismissed under the canopy.
3. The parents or guardians shall notify the directors' office when someone other than those named on the emergency information sheet shall be picking up a child. This person must come to the director's office with a photo ID to ask for the child's release.

4. Parents shall be responsible for signing the child into his/her classroom each morning upon arrival. Parents shall inform someone in the office if picking up a child early.
5. Parents or guardians shall provide the child a nutritious lunch. Milk will be provided by the school. A morning snack with juice will also be provided by the school.
6. Parents or guardians shall provide the child with a sheet or blanket to use during the nap period. The sheet or blanket will be sent home for washing as needed.
7. Parents or guardians shall see that the child is dressed appropriately when brought to school.
8. Parents or guardians shall notify the school of a child's possible communicable disease.
9. Parents or guardians shall notify the school when a child is absent.
10. Parents or guardians shall give 30 days notice or forfeit 30 days tuition fees in case of withdrawal from the program.
11. Parents or guardians are responsible for additional fees for late pick up. If parents are late, children will NOT be taken to Stay and Play. After a one time grace opportunity is used, there will be a charge of \$1 per minute for the second offense, and \$2 per minute for the third offense, and \$3 per minute for any following offenses, with a max of \$25 per day.
12. Parents or guardians shall respect the Christian nature of our program.
13. Parents or guardians shall refrain from reprimanding children of other families while on the school's premises.
14. Parents or guardians shall see that the child is potty trained by the age of three.
15. Parents or guardians shall send the child to school only when healthy. Parents are obligated to communicate any health issues with teachers and/or staff. Please see attached wellness policy for details.

D. Termination of Agreement

1. This Agreement shall be terminated if any one or more of the following occur:
 - a. The school year comes to an end.
 - b. Serious illness or death of the child.
 - c. Parents or guardians allow account to become delinquent.
 - d. Failure of the parents or guardians to honor the obligations listed in this agreement or any rules, regulations, or manuals provided by the school.
 - e. The school determines that it is unable to meet the needs of the child.
 - f. The school determines that it is unable to meet the special requests of the parents.

- g. The school determines that it is in the best interest of other children or the school to terminate this agreement.
2. Procedure
- a. In exercising its discretion, the school may require the child and/or the child's parents or guardians to attend conferences with the director and appropriate staff that potentially warrant termination of the agreement. The child's parents or guardians may request a conference with the school regarding matters that potentially warrant termination, but the school shall have no obligation to grant such a request. The school's director or staff shall have the sole right and responsibility to determine any disputed factual matters regarding termination of the agreement.

E. Modification Clause

This agreement may be modified whenever any of the circumstances covered by this agreement change. Such modifications may only be made in writing, and must be signed and dated by the parties involved in order to be binding and effective. Oral modifications are not binding under this agreement and shall not be enforceable under any condition.

F. Other

This provides that the parties to this agreement are aware of the State Department of Human Services right to interview the child and the school staff, and to inspect and audit all records maintained by the school, without securing prior consent of anyone. The parties are also aware of the licensing agency's right to observe the physical condition of the child, including conditions indicating abuse or neglect and to have a licensed medical doctor examine the child. The Department of Human Services requires that the school provide personal safety training to all students ages 3 and older. The Department of Human Services provides the curriculum for the teachers to incorporate into their lesson plans.

The school shall provide a copy of the State Department of Human Services Licensing Rules to the parents or guardian(s).