

Walnut Street Church of Christ Preschool
A ministry of the Walnut Street Church of Christ
2009-2010
201 Center Avenue – Dickson, Tennessee 37055

OUR PURPOSE

As a part of Walnut Street's ministry of teaching, the church supports a weekday preschool program. The foundation of our educational philosophy is the development of self-esteem in the individual child. We strive for a loving and caring Christian atmosphere within a stimulating environment. Our classrooms will operate a daily schedule providing a planned program of activities geared to the needs and developmental levels of the children served. These activities shall provide experiences that promote the individual child's physical emotional, social, cognitive, and spiritual growth and well being.

Walnut Street Church of Christ Preschool admits children without discrimination in regards to race, color, sex, national or ethnic origin or political belief. The programs and policies administered by the Preschool program do not discriminate on the basis of race, sex, color, national or ethnic origin or political belief.

OUR GOALS

1. To provide a positive learning environment.
2. To provide concrete (hands on) activities in a child-centered program that promotes an awareness of self, others, our world, and the Bible.
3. To help children become more independent in developing self-control, following directions, and accepting responsibility for their own actions.
4. To provide opportunities of learning through discovery, play, and exploration.
5. To give children confidence in their abilities.
6. To improve large and fine motor skills.
7. To nurture growth in socialization and language skills.
8. To encourage new friendships while practicing the Golden Rule.
9. To teach the children that God loves them unconditionally.

REGULAR HOURS

The preschool program operates from August to May, Monday through Thursday. Staff will be present between the hours of 8:30 AM and 1:30 PM. If you need to speak with someone regarding the Preschool program, you may contact the Preschool Director, Andrea Beaubien at 218-8422, year-round. If the Preschool Director is unavailable, you may also contact the Child Care Director, Lillie Grigsby, who is located in the Child Care office year-round (441-3410).

ENROLLMENT POLICY

The Preschool will accept children who will be 3, 4, and 5 years of age before and on September 30 of the current school year. The Preschool Director assigns children to a class appropriate for the age of the child.

Children must be completely potty-trained **before** they can be registered for preschool.

Immunization records are required before children are accepted into preschool. The immunization record must show that children have been age-appropriately immunized against the following diseases: diphtheria, tetanus, pertussis, polio, measles, mumps, rubella, and haemophilus influenza type B. Exceptions to this policy may be made for medical or religious reasons.

If a child has any known allergies, they must be indicated in his/her health record.

Registration Fee

A fee of \$25.00 is due at the time of registration. Applications will not be accepted if the fee has not also been paid.

ENROLLMENT PROCEDURE

All children who have registered will be placed on a waiting list. Once enough children have registered to fill a class roster, you will receive a letter in the mail regarding open house and teachers.

In the event that your child remains on the waiting list due to a large volume of students, you will be given the option of receiving a refund of your deposit. However, you may choose to keep your child on the waiting list in hopes a space becoming available.

LIST OF FEES

Tuition is \$80.00 per month regardless of the length of the month. Tuition may be paid for the entire year (\$800.00) or by the semester (\$400.00/semester). Tuition including any late charges owed must be paid by the fifteenth of each month. If tuition is not paid during this time a late charge of \$5.00 will be added for **every** class period that the tuition is overdue. If payment is not made by the end of the month, the child will not be allowed to return. No refunds will be made for holidays, vacations, or illness.

SNOW DAYS

For each day missed because of snow, \$10.00 will be deducted from your tuition. We will make the deductions from the April tuition. If Dickson County schools are closed or cancelled, we will also be closed. If Dickson County schools are beginning at 9 AM, we

will also begin one hour late at 10 AM. If they are beginning at 10 AM, we will also begin at 10 AM. We will dismiss at our regular time on days that we arrive late. If Dickson County Schools dismiss early, we will too. Please try to pick your child up in this situation as soon as possible. Please listen to the Dickson radio station or watch for the alerts on TV for school cancellations and early closings, or you may call **441-1994** for Dickson County Schools snow information.

SIGNING IN AND OUT

Each morning and afternoon, the adult bringing or picking up your child **MUST** sign him or her in and out. There will be a sign-in sheet posted outside of the classroom each morning. Please sign **YOUR** name by the child's name you are bringing to class. This will help the teachers keep up with absences and with whom the children arrive and leave. Your child will not be allowed to leave with person not authorized by the parent or guardian. Authorization for his must be written and signed by the parent. Proper identification will be required. Preschool assumes responsibility for a child only when he/she has been delivered to his/her teacher or the assistant and signed in by the parent.

ARRIVAL TIME

The door will be open for class each morning at 8:50. Please do not leave your child before this time. Teachers may be present, but they are busy preparing activities for the class. The teacher and/or assistant can not be responsible for your child before this time.

PICK UP TIME

Please arrive promptly between 12:45 and 1:00 for afternoon pick up.

Your child will be waiting in the Fellowship Hall (gym). Please enter through the door across from the paved lot on Chestnut Street (the side closest to Center Avenue). A parent or guardian **MUST** come inside and sign the child out. Thank you for your cooperation in this matter. Helping us keep our schedule is one of the best examples you can set for your child.

CUSTODY OF YOUR CHILD

You are required to provide us with any documents pertaining to your child's custody prior to or at the time of enrollment. You are required to give us **IMMEDIATE** notification and verification of any changes in custody.

HOLIDAYS

Preschool will observe all holidays recognized by the Dickson County school system. All holidays included are: Labor Day, Fall Break, Thanksgiving, Christmas, New Year's, Martin Luther King Jr. Day, President's Day, Spring Break, Good Friday, and Easter. We will also be closed on days the Dickson County school system schedules as in-service

days. We will have Friday classes on the Friday following a Monday holiday. Please see our calendar for those days we will not be in session. Your child's teacher will also notify you at the beginning of each month of those days in which classes will not meet.

FOOD

Preschool does not provide breakfast or lunch, so the parents must provide these meals. We encourage you to have your child eat breakfast before arriving at Preschool. This will insure they will be focused on learning and having fun, rather than being hungry. A snack will be provided. This snack is not considered a late breakfast.

All children need to bring a lunch to school each day.

Lunch should be solid food that **DOES NOT** require refrigeration. Beverages are not provided due to the location of our rooms (we do not have access to sinks in our rooms). Please avoid sending lunches that have to be prepared by an adult. Please do not send a thermos that is filled with a soft drink. Many times the carbonation causes the drink to leak out of the thermos and into the bag.

BACKPACKS

We recommend a backpack to transport papers and projects. Please place your child's backpack and/or coat on the rack in the classroom under his or her name. We ask that you check your child's backpack each day for newsletters, art projects, tuition receipts, etc.

Shopping for school items (backpack, lunch box, etc.) can be a fun and positive way to introduce your child to the new experience of school.

CLOTHING

Clothing worn to school should be simple, washable, and easy to manage. We prefer play clothes, as many of our activities are messy and much of our time is spent on the floor. If the temperature outside is questionable, please go ahead and send a coat or light jacket with your child. This will allow him or her to go outside to play when the sun is shining. A change of clothing and underwear (labeled with your child's name) should be kept in your child's backpack at all times. This might alleviate embarrassment due to any accidents. **LABEL EVERYTHING WITH YOUR CHILD'S NAME!** (Clothing, backpack, lunchbox, thermos, etc.)

HEALTH DOCUMENTS

A current medical form from your pediatrician or Health Department must be on file with your child's teacher.

Parents are expected to help prevent the spread of communicable diseases. Be fair to us in using your judgment about whether your child is too ill to attend. **DO NO SEND YOUR CHILD TO SCHOOL IF HE OR SHE HAS HAD FEVER OR VOMITTED**

WITHIN 24 HOURS OF THE SCHOOL DAY. Parents will be called to pick up the child if any symptoms appear. Also be cautious if he/she has a skin rash, sore throat, severe cough, diarrhea, obvious eye inflammation, **head lice** or runny nose. If your child has had scabies or lice, then proof of treatment must be shown to the teacher to be readmitted.

ADMINISTERING MEDICATION

Preschool staff prefers not to administer any type of medication. However, any prescribed and non-prescribed, internal, and external medication may only be administered to a child by Center staff if we have written authorization from a doctor. Please let your child's teacher know if he or she is on any type of medication.

EMERGENCIES

We are required to have written consent from the parents of all students to seek emergency medical treatment.

If a medical emergency develops with your child, efforts will be made to contact your immediately. If you cannot be reached, or if the situation warrants, the child's doctor and secondary contacts will be contacted and the child transported to an appropriate medical facility.

Other emergencies will be handled as the situation warrants with the top priority being the safety of you child.

Attached to this handbook is the center's Emergency Plan. This plan shall be considered as part of this handbook.

DISCIPLINE

One of our goals is to help children develop self-control. We use positive reinforcements and redirection of the child's attention whenever possible to modify behavior. Discipline will be reasonable, responsible, and related to the age of the children. IN some cases, a brief "time-out" may be used. At all times, we strive for the children to have a feeling of self-worth and acceptance. Other methods of positive reinforcement will be used throughout the year to emphasize certain areas we are learning about (ex: manners, sharing, etc.).

CORPORAL PUNISHMENT WILL NOT BE USED.

We will use a preschool-wide discipline policy. Notes of encouragement and praise will be sent home to inform you of your child's exceptional behavior or acts of kindness. Likewise, if your child is in trouble three times in one day, then, a note will be sent home informing you or your child's choices and specific problems so that we can work together to help your child in developing self-control. If your child is in trouble more than three

times in one class day, then you child may be asked to call you and explain his/her behavior. If necessary, the parents may be called to pick up your child.

CHILD ABUSE AND NEGLECT

Tennessee state law requires that anyone who has reason to believe that a child has been abused or neglected report it to the proper authorities. We will follow this policy and will fully cooperate with any investigation. No one will be knowingly employed, or have access to or contact with children in the preschool program who is identified in any way as having abused children or been involved in any crime involving children.

PERSONAL ITEMS

Toys (unless you are asked to bring them because of show and tell or some other special day), extra money or gum and candy should not be brought to school unless specifically requested by the teacher. Students are responsible for any personal items brought to school. Books and tapes are welcome. However, if several are brought in at the same time, we will not be able to use all of them the day they come in to school.

PARENTAL PARTICIPATION

Parents are an important part of our program. We depend upon you to arrive for preschool on time and depend upon your support by participation in many of the activities that are planned during the year. Sign up sheets are frequently posted near the classroom door, so please check them each time you come to school. If you have any special talents that the children would enjoy, please let us know and we will schedule your participation. Teachers always welcome and appreciate any help with coloring, cutting, and the putting together of special center activities. Keep in mind as well that for the first few weeks children may need to adjust to time away from parents or other caregivers. Also remember that it is sometimes difficult for your children to focus on their activities or teacher when parents or caregivers are present. Please just use your best judgment in this matter.

PARTIE/BIRTHDAYS

Parents who wish to share their child's birthday with his or her class are welcome to bring cupcakes or other treats to school. Please notify your child's teacher in advance. Your child's class will occasionally have parties for specific holidays. You will be given the opportunity to sign up for refreshments if you wish.

HOLIDAYS

We will follow the schedule exactly as decided by the Dickson County school system. We will, however, begin classes after their beginning and end in mid-May.

NOTES

Occasionally notes and reminders will be sent home with your child. PLEASE be sure and check your child's lunch boxes and backpacks for these papers. It is important that you get these notes in case your child needs something for the next school day.

Messages to teachers must be written. Staff cannot accept verbal messages through a child.

EARLY WITHDRAWAL

Any parent withdrawing their child from preschool must give at least two weeks written notice to the preschool director before withdrawal. This will assist us in making arrangements for a new student.

BIBLE TEACHING

Children enrolled in the Walnut Street Preschool program will be introduced to basic Bible knowledge through stories, songs, and crafts. Children will have the opportunity to learn a memory verse each month.

ATTENDANCE

You are encouraged to bring your child to class every day that they meet. It is understandable that he or she may become ill and attendance is not possible during these times. Please encourage your child about school, as perfect attendance will be recognized at the end of the year.

COMPLAINTS, COMMENTS OR COMPLIMENTS

Please notify the preschool director if you have any complaints, comments, or compliments. She is responsible for the program. The director will respond to all written complaints in a timely manner and as a general rule will respond to the complaint in writing as to the subject matter of the complaint. You may contact her at the following address:

Walnut Street Church of Christ Preschool
Attn.: Andrea Beaubien, Director
201 Center Avenue
Dickson, Tennessee 37055

If, after filing a written complaint with the director, you are dissatisfied with the director's response, you may file a written complaint with the child care committee at the following address:

Walnut Street Church of Christ
c/o Child Care Committee
201 Center Avenue
Dickson, Tennessee 37055

Complaints will not be considered by the committee unless the above procedure is followed.