



2020 Parent Handbook

 <p>WEST NASHVILLE cumberland presbyterian church</p>	
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Welcome to WNCPC Children's Weekday Ministry

At WNCPC Children's Weekday Ministry, each child is a precious and unique gift from God who will be nurtured and loved unconditionally through opportunities to learn and develop to his/her full potential.

Mission Statement

To engage an ever-changing community with the never-failing love of Christ.

Values

- Purposeful Play- We believe that children learn best through meaningful play experiences.
- Safety- We believe that children thrive in a safe and loving environment.
- Excellence- "And whatever you do, whether in word or deed, do it all in the name of the Lord Jesus, giving thanks to God the Father through him." Colossians 3:17 (NIV) No task is too small to do well.
- Relationships- We believe that building and sustaining secure, trustworthy relationships fuels our mission.
- Love- "And over all these virtues put on love, which binds them all together in perfect unity." Collosians 3:14 (NIV) Above all else, we believe in living our mission out in loving relationships with children, parents, and team members.

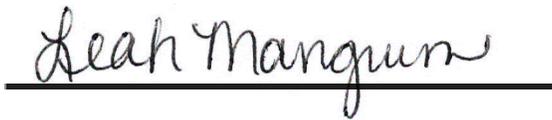


Purpose

The purpose of this ministry is to offer your child a Christian early education environment through which they can grow in all developmental domains. Starting with children as young as 6 weeks, we believe it is important for every child to feel safe and loved in order to have the greatest opportunity for positive outcomes throughout early childhood. We are committed to providing a high quality, stimulating, and loving learning environment for all children at WNCPC Children's Weekday Ministry. It is our greatest priority to share the love of Jesus with all children and their families, which we do out of the abundance of grace we have been given.

Thank you for entrusting us to love and care for your children and for giving us the opportunity to guide your children in the love of God.

In His Love,



Leah Mangrum
WNCPC Children's Weekday Ministry Director



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2020-2021 WNCP CWM Calendar	
July 24, 2020	Last day of summer session 2020
July 27- July 30, 2020	CLOSED Teacher In-service
July 31, 2020	Open House (CLOSED for child care)
August 3, 2020	First day of fall session
September 7, 2020	CLOSED Labor Day
October 5 - October 9, 2020	Holiday care --Reservation Required (MNPS Fall Break)
November 25-2, 2020	CLOSED Thanksgiving Holiday
December 18, 2020	Christmas Program/ WNCP Closing at noon
December 21 - December 25, 2020	CLOSED Christmas Holiday
December 28-31, 2020	Holiday care --Reservation Required (MNPS closed for Winter Break)
January 1, 2021	CLOSED New Year's Day Holiday
January 18, 2021	CLOSED MLK Day Holiday
February 15, 2021	Parent Teacher Conferences -CLOSED for child care
March 15-19, 2021	Holiday care – Reservation Required (MNPS closed for Spring Break)
April 2, 2021	CLOSED Good Friday
May 25, 2021	Last day of school year session
May 26-28, 2021	CLOSED Teacher In-Service
May 31, 2021	CLOSED Memorial Day Holiday
June 1, 2021	First day of summer session
July 5, 2021	CLOSED Observe Independence Day Holiday
July 27, 2021	Last day of summer session
July 28 - 30, 2021	Closed—Teacher Orientation/In-Service
Aug 2, 2021	Open House
Aug 3, 2021	Fall Session Begins



1. Christian Emphasis

As a Christian program, we will include Bible stories, prayers, and songs in order to share with all children that they are wonderfully made by God. All children, regardless of race, religion, or culture, are a welcome part of our program and will experience these Christian activities daily.

2. Curriculum

In the introduction of “Emergent Curriculum,” the book that guides WNCP’s Early Childhood Educators in how to develop effective plans for learning (formerly referred to as “lesson plans”), the author, Susan Stacey says,

“What is ideally central to quality early years education...is play. **Self chosen** and **child directed** play provides ample opportunity for learning. When children use play to explore their own theories about how the world works, they become deeply engaged. Montessori teaches us that children learn best about that which they are interested in. Dewey reminds us that children love to be engaged in real work; that is, they find out about the world by being in it and by constructing their knowledge through community projects that are meaningful to them. And Vygotsky teaches us much about social learning between the children themselves and between the child and the teacher in the role of facilitator.”

Emergent Curriculum in Early Childhood Settings promotes our philosophy of play-based learning. We believe play is the work of children, and children naturally learn concepts through play. As teachers, we are here to provide provocations and invitations, document play to plan further, and facilitate appropriate play.

How does Emergent Curriculum differ from traditional preschool curriculum?

- Plans for learning are based on previous observations of students’ interests, not on a monthly or weekly theme
- Teachers emphasize the development of social/emotional skills by supporting children as they learn to identify, regulate, and process emotions.
- Teachers are more focused on creating a stimulating learning environment rather than planning “activities”

3. Keeping Kids Safe Curriculum

The law requires all licensed childcare programs to educate preschool children (ages 3 and above) on the importance of personal safety and child abuse prevention. In this curriculum (Keeping Kids Safe) offered by the state of Tennessee by the Department of Human Services, children are taught prevention, safety, and also taught the correct anatomical names for their body parts. This curriculum also teaches bike safety, feelings, problem solving, and other great topics. You can find the curriculum online at: <http://www.tn.gov/humanserv/adfam/kksvw.pdf>



4. **Children with Special Needs**

We will work with families in dealing with the special needs of a child. We seek to meet the needs of children with and without disabilities. We feel the importance of all children being educated and cared for no matter their physical, mental, or social disabilities. We ask that all parents be an active part of their child's education while here at WNCPC. Serving children with special needs is one quality that we strive to individualize with each family. We will do our best to communicate needs, support families, and teach the importance of the difference we each have in our lives. (We have limited services, but will work with parents to bring in other services to help meet the needs of children with developmental delays or other special needs).

5. **Staff**

Our staff members are chosen for their training, experience, dedication, character and ability to connect and communicate effectively with children and adults. Staff members also maintain training in First Aid and CPR. They are expected to continue to grow personally and professionally through workshops, training events, professional organizations and reading throughout the year. All teachers have state required training on the TN Developmental Standards, Shaken Baby Syndrome, and Child Abuse Detection and Reporting.

6. **Preschool Parent Support Team**

Parents are encouraged to participate in the PPST of the school. The Support Team is responsible for things such as special fundraising events, teacher appreciation activities, and helping with holiday parties.

7. **Parent-School Communication**

At the beginning of each school year we will have an open house and ask that at least one parent attend. This is a time to visit your child's classroom and ask any questions you may have to their teacher/s. During the spring semester of each year we will have a parent/teacher conference where we will meet with you and your child individually to go over his progress and any needed improvements.

Before the new school year begins, parents are given several date/time options to attend a mandatory parent meeting.

Brightwheel- Brightwheel is an app that can be downloaded to your phone or you can view your child's profile by creating a login at brightwheel.com. We use Brightwheel for daily parent communication from teachers as well as group announcements from the director. See sections on check-in and tuition payments for more info on Brightwheel.



8. Inclement Weather Policy

WNCP will follow Metro Schools for the first day of inclement weather closing. Each subsequent day that Metro is closed, the director will make an independent decision on whether to close, open late or be on regular school hours. Closings will be communicated through Brightwheel messages. **If Metro Schools open 1-2 hours late we will open at 9:00 a.m. but there will be NO Before Care. If Metro Schools close early we will close early also and there will be NO After Care. There will be no reduction in tuition due to weather closings.**



9. Schedule and Hours

Regular Care Hours

Begin at 9:00 a.m. and end promptly at 3:00 p.m., Monday through Friday.

Children must be here by 10am unless they have a doctor appointment. Please notify the school if your child will be arriving late.

Extended Care Hours

Begin at 7:15 a.m. and end promptly at 5:15 p.m.

- If your child is not enrolled in the before care program, please wait until 9:00 to enter the classroom. If you enter earlier, you will be charged \$15 for before care.
- If your child is not enrolled in after care, please arrive no later than 3:00 for pickup. If you arrive late you will be charged \$1/minute Late Fee.

Regular and extended care are provided for a full calendar year except for holidays and teacher in-service as outlined on the calendar.

Holiday Care Policy:

WNCP will provide care for children who have made prior reservations for specified days/weeks outlined on the calendar. Staffing will be based on reservations and no drop-ins during this time will be permitted. If you make a reservation and then choose not to attend, you will be charged a penalty of \$20/day because staffing will be based on reservations.

10. Ages Served

6 weeks to age 5 years of age. WNCP does not currently host a summer program or before/after school care for school children.

11. Disenrollment of Child

One month's written notice is required when leaving WNCP. One month's tuition will be due if notice is not given one month prior to disenrollment of your child.

12. License

We are licensed by the Department of Human Services of the State of Tennessee. Please note **ratios** in our DHS licensure summary. We also participate in the Star Rating System and are currently a 3 star center.



13. **Open Door Policy**

WNCP Children's Weekday Ministry welcomes and encourages you to visit the center any time. For security purposes, please know we keep the doors locked at all times. Staff have been instructed to ask anyone with an unfamiliar face to present identification. All parents enrolled into WNCP will have a door access code to enter the building during school hours.

14. **Door Code Access**

To enter WNCP you will need a door code to have access to the building. The only door that you can enter into is the door facing Charlotte Pike and the lower door on the backside of the building (older children area). The access code will be changed at least once a year, and can be changed by the director at any time deemed necessary. Parents will be notified if the door code changes.

15. **Health Records**

An **up-to-date** immunization record signed by your physician or health agency is required for our files. **Verification on all other immunizations is required.**

****As of July 1, 2008 Immunizing Children against Influenza (Flu) is effective. The intent of this law is to communicate to parents the benefits of annual immunizations against influenza for children aged six months to five years of age**

Please fax to 1-888-786-1227

16. **Entering, Parking, and Exiting**

Here at WNCP we have two entrances into the building. Parents can always enter the upstairs entrance facing Charlotte Pike. The back entrance may be used for dropping children off and picking up from the preschool classrooms downstairs. This door is locked at 3:00.

Parents are asked to park their cars so as to not block the entry sidewalks. This is a safety issue for the children and parents in our program, so please be courteous to all by leaving sidewalks accessible to all entering and exiting WNCP. **Your children's safety is our main concern here at WNCP Children's Weekday Ministry!**



17. **Photograph and Video Taping**

During the school year, teachers, parents and other professionals authorized by the staff may photograph or video the children. Photo release signatures are requested on the last page of the enrollment form. By signing, you acknowledge that you have been made aware that your child's picture may be included in a group photo sent to classmates' parents. Parents **do not** have permission to share any photograph that includes any child's face other than their own on social media.



18. Facebook

WNCP has a Facebook Page where we post upcoming events, pictures of activities, and have up-to-date information on school closings and other information. Please “like” our Facebook page and post a review.

<https://www.facebook.com/WNCPCChildrensWeekdayMinistry/>

19. Release Authorization

Please notify your child’s teacher through brightwheel if another person other than a parent will pick up your child. Children will not be released to unauthorized persons. Please advise your spouse, grandparents, and baby-sitters that proof of identification will be required. **Children will not be released without a photo ID if not recognized.** WNCP requires all persons authorized to pick your child up have their own check-out code. **Parents must not share their check-out code.** The unique codes allow us to keep a record of who drops off and picks up your child each day. This is required by DHS.

20. Risky Adult Behavior

The Department of Human Services has a policy regarding the pick-up of children by persons with questionable behavior. If a person arrives to pick up a child and it is determined that their behavior is in any way harmful to that child (i.e. intoxicated, out of control, etc.), the staff will follow these procedures:

- The teacher will refer them to the Director or Assistant Director for assistance.
- That person will not be allowed to take the child home.
- The emergency transportation names listed in that child’s file will be called to arrange transportation.

If the person in question insists on taking the child, the police will be notified.

21. Registration Fees

School year enrollment fee: Current Families - \$125 per child/ New Families - \$150 per child

Summer 2020 enrollment fee: \$30

Waiting List fee: \$50

Waiting list fee is non-refundable, but will apply to new family enrollment fee when placement is made.

22. Required Items That Families Provide

We ask that all our families provide these items for their child:

- Diapers- As needed
- Ready to eat lunch in a lunch box with an ice pack and MILK (Eating utensil, if needed)
- Backpack or Diaper Bag large enough to put extra clothes, accessories, and lunchbox inside. Please provide seasonally appropriate extra clothing. Preschoolers remember to include extra panties or underwear.



- Older infants through 2 year olds need an empty sippy cup for water at snack (later in the year as 2 year olds become more coordinated, sippy cups may not be necessary.)
- There may **NOT** be anything in the diaper bag or backpack labeled “keep out of the reach of children.” This includes diaper cream, sunscreen, hand sanitizer, lotion, medicine, etc.

PLEASE BRING THE FOLLOWING SUPPLIES TO OPEN HOUSE

- 1 box of baby wipes
- 3 pack of Kleenex

23. Scholarships/Certificates

WNCP Children’s Weekday Ministry honors the DHS Childcare Certificate program. You may contact the certificate office @ 615-352-4000 or visit TN.gov and search for the Childcare Certificate Program. If, at any time, you find that you are having a financial hardship paying the school tuition, please let us know as soon as possible. We can discuss the possibility of financial assistance or an altered payment schedule. If you would like to make a donation to support families with a financial hardship, please speak with the director.

24. Disenrollment of Child by WNCP

WNCP Children’s Weekday Ministry has the option to disenroll a child due to the following but not limited to list: (*Termination of services may be warranted without notice.*)

- Failure to pay monthly tuition or fees
- Behavior issues that are endangering a child’s wellbeing or other children in our care
- Behavior that is harmful to teaching staff
- *Please see behavior policy.*

25. Before and After Care

Your child must be enrolled in the full day program to ensure placement in extended care. Space may be available for your child to drop in depending on enrollment/staffing. If you have a need for extended care services, please call or email to request to drop-in 24 hours in advance. Please note: A late fee will be charged when you are late picking up from aftercare. The fee is \$1.00 per minute after 5:15. Fee is payable by cash only and goes directly to the teacher(s) that cared for your child past the end of their shift.

26. Monthly Rates

All tuition is due BEFORE the 1st day of the month. Below are the monthly rates for the 2020-2021 school year. If you have any questions or concerns about your child’s tuition, please feel free to notify the director. A 10% sibling discount applies to the sibling with the lower tuition rate. You will receive a monthly tuition invoice through Brightwheel. Autopay through the Brightwheel app is the preferred method of payment.



27. Enrollment Choices

**** ATTENTION PARENTS ****

Beginning August 2021, WNCPC will offer ONLY Monday - Friday enrollment options in the infant and inf/tot classrooms!! Families may still choose between the 9-3 and 7:15-5:15 options.

TUITION RATES – EFFECTIVE AUGUST 1, 2020

Infant - Inf/Tot	Monthly Rates 9:00 - 3:00	Monthly Rates 7:15 - 5:15
Tues/Thurs (2 days)	\$338	\$468
Mon/Wed/Fri (3 days)	\$455	\$663
Mon - Fri (5 days)	\$737	\$1040
Tot 1 - Tot 2	Monthly Rates 9:00 - 3:00	Monthly Rates 7:15 - 5:15
Tues/Thurs (2 days)	\$312	\$442
Mon/Wed/Fri (3 days)	\$429	\$637
Mon - Fri (5 days)	\$693	\$997
Preschool Classrooms	Monthly Rates 9:00 - 3:00	Monthly Rates 7:15 - 5:15
Tues/Thurs (2 days)	\$286	\$416
Mon/Wed/Fri (3 days)	\$403	\$611
Mon - Fri (5 days)	\$650	\$953

You may choose a combination of FT or PT as long as you stay consistent with M/W/F or T/Th.

*Drop In Fee – Daily Rate	\$45/day (9:00-3:00)	\$60/ day (7:15-5:15)
*Drop In Fee – Extended Care	Before Care - \$15 (7:15-9:00)	After Care - \$20 (3:00-5:15)

28. Late Charges

If you arrive after 3:00 and your child is not on the roster for aftercare, he/she will be signed into after care at the cost of \$1/minute or \$20 drop in fee (if picked up after 3:20). If space is not available, a teacher will have to stay with your child at the same rate (\$1/minute) until you arrive or until ratios allow him/her to go into aftercare. If you are consistently late picking up your child, the director will contact you to set up an action plan which could include increased late fees.

29. Tuition Refund/Reduction Policy

There will be no refund or reduction in tuition for any reason.

30. Return Check Policy

There is a return check fee of \$30.00. After 2 returned checks, cash or automatic payment is required.

31. Payment Options

The preferred method of payment is auto pay from your bank account through Brightwheel. This feature is available at no charge to you. You may also pay with cash or check. Make all



checks payable to WNCPC. Please use the “memo” line to indicate the purpose of your check. For example: “January tuition,” “Summer reg fee,” “Rolley Polley,” “Drop in AC 1/15.” **If your child has a different last name than the one printed on the check, please write your child’s name in the memo as well.**

32. Drop-ins

Drop-in services are to accommodate occasional needs for additional care and emergency situations.

Drop-Ins are permitted provided a 24 hour request has been made and approved by the office. We will not accept a child in a non-emergency situation whose parents did not contact the director in advance to check availability for that day. If the child is dropped off, parents will be notified to come pick up the child and also be charged the appropriate drop in fee. See the tuition table above.

- Payment for drop-ins must be made at the time the child is brought to school with a memo on the check stating what the drop-in is for that day.
- Drop-in Limit – families needing to use drop-in services more than 2-3 times per month will be required to adjust their current enrollment.

33. Check-In/Out Kiosks

Kiosks are located in the lobby upstairs and on the parent table downstairs. Please use your unique code to sign your child in and out. DHS requires a record of who drops off and picks up your child each day. Follow the prompts until the tablet returns to the original check in screen.

34. Health

Children are not accepted if they have had:

1. Fever within the last 24 hours.
2. Diarrhea or vomiting in the last 24 hours
3. Persistent cough.
4. Skin infections.
5. We reserve the right to ask for a note from your doctor stating that your child is not contagious at any time.
6. If your child has two loose stools or vomits at school, we will ask you to come and remove your child from the center.
7. Hand, foot, mouth syndrome is very contagious, yet can be carried by individuals who show no symptoms, so preventing the spread of HFM is very challenging. If your child is diagnosed with HFM, he/she must stay home until the above criteria is met.

We are unable to provide sick care at WNCPC. There may be occasions that your child needs to stay home even if the above symptoms are not present. If your child is not eating or sleeping, has a painful ear infection, or shows other signs of illness, we ask that you stay with your child until he/she is well.

***We will NOT give medications nor will we give infants bottles with medicine in them.** Please put in writing if your child is allergic to anything, including medications. **See Medication section for treatment of allergic reactions.**

***If a child becomes ill at school, we will immediately isolate them and call the parents. Please keep all emergency numbers current during the year.**

35. Medications

Administration of medication is limited to allergic reactions or drugs that are required for long term health. We will not administer antibiotics. A Medical Release Form will be required for all children to whom we administer medication. **All medications must be labeled with child's name, name of medication and required dosage.** Medication forms and medication log will be kept in the office. **Only the director or assistant director will give medication. In emergency situations the teacher with your child will and can administer the emergency dose of medication. Expired medications must be replaced.**



36. Accidents and Injuries

First aid equipment is maintained in the classroom and in the director's office. An injury report is kept on file in the office. The Director or Teacher will contact a parent whenever a head injury occurs, an injury requiring additional medical assistance occurs, or if the child is inconsolable. All accidents and incidents will be documented on Brightwheel.

37. Daily Reports

All daily reports are sent through Brightwheel. Infant and toddler daily reports will include diaper changes, feedings, naps, in addition to pictures and updates of developmental activities. Preschool teachers for 3-5 year olds will use Brightwheel to keep you informed about the activities that the children are involved in at preschool. They will send incident reports and reminders through the app as well.

38. Answering Machine

If by calling during the day you reach our answering machine, please leave a message. During business hours this machine will be checked every 30 minutes.



39. **Communication**

WNCP Children's Weekday Ministry will be contacting you prior to Aug.1 to let you know your child's teacher for the year and the date/time of **Open House**.

Open House is offered during the week prior to the first day of school. During Open House we ask for all children to attend to help with the transition for the first day of school. At Open House you will get to meet your child's teacher, visit your teacher and classroom, as well as receive important information about our school and school year ahead. If you cannot attend, please let your child's teacher know and an appointment may be scheduled during inservice week.

Daily messages are sent through Brightwheel.

- Newsletters from the classrooms will come home once every **month** to help you stay informed about upcoming events at school.
- Parents will receive a **WEEKLY** email blast from the Director of upcoming events and important reminders, so make sure we have the email address that you check regularly.
- You may request a **conference** with teachers and or director at any time during the year when concerns arise. WNCP will hold a parent teacher conference during the spring semester school year to discuss your child's progress and development. Please be respectful of the teacher's instructional time with the class by requesting a phone call during her break should you have questions or concerns (if possible). Putting your concerns in writing is always helpful for us as well.

If English is your second language and you need assistance to understand written documents or verbal communication, every effort will be made to assist you. Please provide prior notification of your needs if possible.

40. **Snacks**

A snack is offered to each child at mid-morning for children ages 1 to 5. Your child will receive a variety of snacks including but not limited to fruits that are in season, graham crackers, goldfish, cheese, etc. A more extensive snack list is available upon request. We will also serve 100% juice or water with snacks. A snack is also offered to those children who are staying in aftercare program. All early care children are asked to eat before school or bring breakfast.

We are required to follow rules given to us by the United States Department of Agriculture Food and Nutrition. Please see below and on the web.

http://www.fns.usda.gov/sites/default/files/Child_Meals.pdf

41. **Birthdays**

We are happy to celebrate birthdays with the children. Please arrange with your child's teacher if you would like to bring a special snack for the class on that day.



42. Lunch

Please label all lunch boxes, containers or bags so these items can easily find their way back home to you. **Milk WILL NOT BE PROVIDED, BUT IS REQUIRED.** Please send milk for your child every day. If he/she doesn't prefer milk, you may send a carton of milk that can be left unopened in the lunch box. Lunches MUST meet DHS requirements. **All food must be cut up and ready to eat.** Finger-foods that require no heating are preferred. If you would like to send warm food, please heat it at home and send in a thermos. Oranges must be peeled home.

DHS has safety guidelines for proper food preparation so please do the following:

Your child's esophagus is very small (about the size of a straw) so please pay close attention to the size of food being sent. Our job is to keep your children as safe as possible and one way you can help is by cutting your child's food up to prevent choking.

Be sure to cut all fruits and vegetables into bite size pieces (cut lengthwise and across). We cannot serve your child anything that is a choking hazard. All grapes, cherry tomatoes, carrots and hot dogs should be cut lengthwise and across. NOTHING SHOULD BE ROUND.

Your child's lunch should contain the following. Please refer to serving sizes in the table above:

- 1 serving of grain: Bread or cereal, roll, muffin, etc. (1/2 pc. bread)
- 1 serving of meat or meat substitute (peanut butter, eggs, cheese, nuts, yogurt)- 1/2 oz. meat or 2 oz. yogurt
- 2 servings of vegetables **or** 1 vegetable and 1 fruit (1/2 cup portions- 100% fruit required)
- **Milk** is required unless a doctor's note is submitted due to allergies.
- **"Blue ice pack"** is a **MUST** for every lunch box no matter the contents!!
- Children can bring chips and cookies if the above are in their lunch box.
- Parents are asked to send utensils (forks, spoons, etc.) if needed to consume the food and the development stage of the child.

43. Rest Time

Rest cots are provided for each child; however, you are required to purchase a **"Rolley Polley"** that is a cot cover, blanket, and pillow combo. Cost is \$20.00. Your child will have rest time for an hour or more each day. Children are not required to sleep, but are asked to stay on their mats and rest. **PLEASE** write your child's name on the Rolley Polley.

44. Videos

WNCPC will show videos on special occasions such as Polar Express day or planned movie days in the summer. Videos will be age appropriate. Parents will be made aware of what movies will be shown. Other activities will be available to children who are disengaged with the video.

45. Diapers

DHS does not allow the use of cloth diapers in group care. Please send a diaper bag with 4-5 diapers each day or you may bring a labeled sleeve of diapers to use at school. If you choose to bring a sleeve of diapers, your child's teacher will let you know when you need to send in a new pack.



46. Diaper Cream

We will use diaper cream on your child, but you must sign a permission form and provide your preferred cream (labeled). Form will be provided at open house or upon enrollment throughout the year.

47. Extra Clothes

Children should come to school dressed in simple, washable play clothes suitable for current weather conditions. For outside play in cold weather, a coat, mittens and a cap should be worn or sent in your child's backpack. For safety sake, shoes must be worn at all times on the playground and in the classroom preferably tennis shoes. Please no sandals, crocs, flip flops, or clogs. Please label any hats, coats etc.

Remember: Dress your child in play clothes because they will be going outside and they will enjoy messy experiences in the classroom as well.

48. Outdoor Play

Cold Weather

Outdoor play will be encouraged even in the cold weather. If the temperature is below 39 degrees, the director will make the decision to either play outdoors or stay inside.

Rainy Days

The playground will be free of standing water. Classroom teachers can take walks around the school to get some fresh air if the playground is too wet, and they can use the gym.

Hot Weather

The director will make the decision about outdoor play when the heat index is over 90 degrees. Children will be supervised carefully to prevent overheating. Water will be offered frequently.

49. Classrooms

INFANT ROOM

Ratio 1:4 DHS (WNCP classroom ratio is 2:6)

Children 6 weeks old to appx. 7/8 months in August will be enrolled in this class. Parents' written instructions are requested for their child's day with us. We will feed as close to the child's schedule as possible. Please label all bottles, food containers, formula, etc. **No glass bottles or previously opened baby food jars are allowed by DHS.** Please send milk for bottles and for lunch, if your child is eating solid foods. Sippy cups must be provided by parents. All breast milk must be dated as to when milk was expressed. Paci clips are PROHIBITED by DHS. For safe sleep practices, DHS requires no blankets or lovies in the crib. Approved sleep sacs are allowed. The infant room will have a weekly lesson plan posted that includes materials that will be provided based on individual and classroom interests and developmental needs of children. Each day is filled with learning opportunities in all developmental domains.

INFANT/TOT ROOM

Ratio 1:4 DHS (WNCP classroom ratio is 2:8)

Older infants who are 7/8 to 13/14 months in August will be enrolled in this class. This is the room where children will transition from infancy to toddler-hood together. They will begin the year with each child on his/her own schedule. Most will be taking bottles, eating in the high chair, and sleeping in a crib. As the year progresses, the children will transition to sleeping on a cot at the



age of 13 months. They will also eventually all sit together at the table to eat lunch at the same time. Gym or outside play will be held every day. The inf/tot room will have a weekly lesson plan posted that includes materials that will be provided based on individual and classroom interests and developmental needs of children. Each day is filled with learning opportunities in all developmental domains.

TODDLER 1 ROOM

Ratio: 1:6 DHS (WNCP classroom ratio is 2:8)

Children ages 14-23 months will be enrolled in this classroom. Please send a simple **ready to eat** lunch, including milk. (Please see LUNCH section.) Also send an empty sippy cup that is labeled. (for water at snack) If your child has a food item that requires feeding, he/she will be given the utensil to work on eating independently, but the teacher will assist as needed. The toddler room will have a weekly lesson plan posted that includes materials that will be provided based on individual and classroom interests and developmental needs of children. Each day is filled with learning opportunities in all developmental domains.

TODDLER 2

Ratio 1:7 DHS (WNCP Classroom ratio is 2:10)

Children must be 24 months old to be enrolled in this classroom per DHS. Please send a simple **ready to eat** lunch that includes milk (See LUNCH section). Please bring an empty labeled sippy cup for water or juice at snack time. Toddler 2 will have a weekly lesson plan posted that includes materials that will be provided based on individual and classroom interests and developmental needs of children. Each day is filled with learning opportunities in all developmental domains.

POTTY LEARNING

We will help your child with potty learning. We encourage you to watch for signs of readiness which typically occurs between the ages of two and three years. Information is available if you need help determining readiness. There is a potty in the classroom to accommodate children first learning to use the restroom.

THREE - FIVE YEAR OLDS

Ratio Three Year Olds: 1:9 (DHS), Ratio Four Year Olds: 1:13 (DHS)

Ratio for Mixed Ages Three Year Olds to Five Year Olds: 1:13 (DHS)

(WNCP does not enroll to the capacity that DHS allows.)

All children must be out of pull-ups or diapers and using the potty successfully to move into the 3-5 year old classrooms. The only restroom is down the hall and there are no changing tables in the classroom, so we cannot change diapers in these classrooms. includes materials that will be provided based on individual and classroom interests and developmental needs of children. Each day is filled with learning opportunities in all developmental domains.



50. **Enrichment**

Special enrichment opportunities are offered to the children in our program. The annual enrichment fee is \$50 and will be due at the beginning of the school year. We hope to stimulate curiosity, creativity, communication, and excitement for learning by offering a variety of enrichment opportunities. These classes may change from year to year.

- A music teacher will come to WNCPC once/week on alternating days. Full time students will have music every week while part time students will have music every other week.
- Chapel will be held once/week on alternating days. Full time students will attend chapel every week while part time students will attend chapel every other week.
- Bringing Books to Life and the Puppet Truck will come to our school several times during the year from the public library to share stories with the children and help create enthusiasm for reading.
- The Science guy will come each year and do fun, cool science activities with the children.
- Additional special events take place at WNCPC such as a visit from the fire truck, a visit from a dental hygienist, a visit from the Nashville Zoo at Grassmere.

51. **Discipline**

We encourage and teach children to evaluate and make the good choices, to take responsibility for their own actions, to recognize and express their feelings appropriately, and to be considerate and fair in solving problems with others. Our first response to an undesired behavior is redirection. We offer choices as often as possible to empower children to be intrinsically motivated and give them the opportunity to make a different choice when necessary. When a child is unable to follow safety rules or is not making appropriate choices, he/she will be asked to “take a break” until ready to engage appropriately. Additionally, discipline will never involve food, toileting, or rest. **Biting** is a part of normal development at some ages. However, we will notify you if your child bites or is bitten. Please see the behavior policy for detailed information regarding persistent undesirable behavior.

52. **Behavior Policy**

In the situation of an ongoing challenging behavior (including but not limited to: injury causing behaviors such as repeated kicking/hitting of students or staff, repeated flipping/throwing of items intended to harm, tantrums that cannot be deterred within 10 minutes, biting), this policy is meant to support the child and his/her family by determining and implementing the appropriate steps. Throughout the process, WNCPC will work with the family towards goals that are in the best interest of the individual child as well as the other children in the program. If deemed necessary for the safety of the children, any child may be dis-enrolled from WNCPC with or without completing the full process.

Parents will be made aware of the child’s behavior observed at school via daily notes and/or face to face communication with the child’s teacher. If the behavior persists, the director will be contacted and the behavior plan will begin.

1. Director (along with the teacher, when possible) will meet with parents to discuss a plan of action to increase positive behavior outcomes. If necessary, a developmental evaluation



<p>may be recommended. If so, the parent will have 1 week to make the appropriate connection and 60 days for the evaluation to take place. Please provide documentation to the office. Failure to follow through in a timely manner may result in expulsion from the program.</p>
<p>2. Following the meeting, a behavior log will be kept to seek out triggers and patterns for repeated undesirable behavior. These logs will also serve as a record of repeated behaviors and will be available to parents and the DHS program evaluator. During the following 2 weeks of observation, the teacher will implement discussed interventions.</p>
<ul style="list-style-type: none"> • Children who are displaying aggressive behaviors may be asked to reduce hours of care during the observational period if the director deems it necessary for the safety of the other children.
<ul style="list-style-type: none"> • Parents will be asked to pick their child up if 3 incidents occur in one hour or if an injury causing incident occurs. (WNCP staff will first separate the child here if staffing allows. Parents will be notified by phone call, email, or incident report when separation from the group is required.)
<p>3. After the completion of a 2-week intervention and observation period, the director and teachers will evaluate the child's progress. If the interventions are not successful and qualitative progress has not been observed, withdrawal may be necessary.</p>

53. Safety

<p>Safety is very important to the children in our care as well as the teachers, staff, and parents of WNCP Children's Weekday Ministry. We ask that all parents help with the safety of WNCP by:</p>
<ul style="list-style-type: none"> • Not leaving children unattended in their vehicles when dropping off or picking up their children. • Refraining from using your cell phone while dropping or picking up your child. • Understanding that children will be released only to parents or authorized adults. • Signing the child in and out daily upon arrival and dismissal. • Supervising your children while in and around the building. • Not letting unfamiliar persons into the building as you enter. • When entering or exiting the building, please do NOT allow anyone to enter with you. All parents and persons approved to come into the building should have the door code. • If there is no answer on the preschool line and you need immediate assistance, you may reach the director directly and immediately through the Remind app.

54. Toys

<p>Children should not bring toys from home to school. It's very hard at this age to share, and it creates unpleasant interactions. Items of security are welcomed. These items are sometimes needed at rest time (or during the day for younger children). As the children get older, teachers will work with children to help them have successful days without depending on security items all day at preschool.</p>
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55. Grievance Procedure

West Nashville Children’s Ministry encourages parents to openly and respectfully communicate with their child’s teacher and all administrative staff throughout the year.

When a grievance arises, parents have the right to:

- Share your concern with your child’s teacher if it is related to your child or classroom.
- Share your concern with the Weekday Director or Assistant Director (appointments are preferred).
- Seek additional assistance by contacting the Church Administrator (for us it would be the Weekday Children’s Ministry chairperson and/or the Pastor) to set up a conference.

Cheryl Dillingham	email: cheryld40958@gmail.com	phone: 615.300.8627
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- File a formal complaint with DHS at 615.532.4410, if the situation is a violation of DHS policy.

56. Teacher Turnover & Transitioning Children

WNCPC Children’s Weekday Ministry would like to inform all parents that life is always changing, and at times, teachers do move on. We will work with the children, parents, and teaching staff when turnover does happen by sending out letters to the parents about the changes that will be taking place and who will be taking the place of the teacher that is leaving. We will work to make any changes as smooth as possible for everyone involved. Thanks for your support in dealing with teacher turnover.

Advancing children throughout the year will only occur when absolutely necessary. Your child will be placed in an appropriate age group in the fall and will remain there for the school year. This will allow both the child and the parent to build deep bonds with the teacher/s. The classroom will slowly transform throughout the year to match and challenge developing skills.

57. Volunteering

Parents and family members are welcome to volunteer any time in their child’s classroom as well as for other teachers, the director, or with our PPST. We ask that all volunteers or guests sign into the center on the volunteer sign in sheet by Director’s office. Extra hands are always welcome! Please consider giving some of your time to work in your child’s classroom, help on clean-up days and join in fundraising activities. We just ask that all volunteers be at least 18 years of age, are to wash hands upon arrival into the classroom, and always be aware of the teacher's role in the classroom. Volunteers may not supervise children alone or change diapers/do toileting of children in the program.



58. Disaster Plan
<p>Disaster plans are a requirement by D.H.S. If a disaster occurs, turn your radios on, and check our Facebook page. Also, your local TV stations will keep you updated. In addition, we will post signs on the doors at WNCPC Church providing information on the whereabouts of the children in the unlikely event that we have to evacuate the building or the area. Our plans are as follows:</p>
<p>PLAN 1-EVACUATE BUILDING Evacuate building first - if possible children will evacuate to the playground.</p>
<p>PLAN 2- EVACUATE PREMISES Evacuate to the nearest location, which will be Church Rental Property: Bresslyn Road. We would be able to walk if necessary.</p>
<p>PLAN 3-EVACUATE PREMISES Evacuate to a further location which would be to BROOK HOLLOW BAPTIST CHURCH: 678 Brookhollow Road (615-352-3099). Our church bus could be used to transport children to this area.</p>
<p>PLAN 4-EVACUATE PREMISES Evacuate to a further location which would be to HARPETH HEIGHTS BAPTIST CHURCH: 8063 Hwy 100 (615-646-6553). Our church bus and teachers vehicles could be used to transport children to this area.</p>
<p>PLAN 5-EVACUATE TO EMERGENCY SHELTER Evacuate to an emergency shelter that would be set up by Tennessee Emergency Management Agency (1-800-262-3400 / local-862-8530). The information on location of shelter will be via the local radio and TV stations.</p>
<p>POSTED SIGN ON PREMISES We will post a sign on the grounds as to the location of the children. Parents will be called as soon as possible, giving the necessary information about your child. Parents, we need your help in keeping our records current. Telephone numbers, addresses, and emergency numbers are a must each day. Before you arrive each day have a telephone number for your child's teacher. Thanks for your help.</p>
<p>Fire Evacuation: All children will participate in fire drills on a monthly basis. Each room has posted an evacuation floor plan in the classroom. Children exit the building and go to the farthest parking lot curb/grass area. All emergency information and sign-in and out sheets will be taken.</p>
<p>Intruder/Open Shooter/Enraged Parent:</p> <ul style="list-style-type: none"> - Director (or the first staff member made aware of a risky situation) will notify staff that the building is on lock-down (by walkie-talkie) by saying "LOCKDOWN. THIS IS NOT A DRILL." - The director, assistant director, or staff member witnessing the incident will call 911. - Staff will remain inside, close and lock the classroom door. Teachers have wedges to put under the door that are made to keep doors from being pushed open. <i>All teachers have a wedge in their emergency bags. If the teacher is in transit, she will take the children into the closest room and wedge the door closed.</i>



- When it is safe to come out of lockdown, the director will use the word **“Superstars.”** Teachers and students should NOT leave their safe space unless they hear the word “superstars.”

Riot/War Evacuation:

Same rules apply as stated in Tornado/Severe Weather Evacuation

Tornado/Severe Weather:

All children will participate in the severe weather drill on a regular basis. This evacuation procedure is for all classrooms to go downstairs into the Sunday School Room on the right side of hall when coming into the Kingdom Road. Signs will be posted if we are in a tornado/severe weather evacuation. All emergency information and sign-in and out sheets will be taken.

Earthquake:

All children will have a safety spot for earthquakes in their classrooms. The children are taught to drop, cover, and hold on! This means that children will find something to get under to cover themselves and hold on the cover i.e. being a table, chair, etc. All parents will be notified if an earthquake does happen.

Bomb Threat:

Children will evacuate to the Brook Hollow Baptist Church at 678 Brook Hollow Road, Nashville, TN 7205 or Harpeth Heights Baptist Church at 8063 TN-100, Nashville, TN 37221.

A more detailed Disaster Plan is located in the director’s office.