

## **PARENT HANDBOOK**

Director: Ms. Pam Kornman

Preschool Office: (615) 370-4296  
Church Office: (615) 370-4227

Child Care Resources & Referral/Complaint Hotline:  
1-800-462-8261

Department of Children's Services Abuse Hotline:  
1-877-237-0004  
1-877-542-2873

## **Our Vision**

“Because we affirm that all children are a gift of God, created by God and created good; all children are a gift to the whole of the human community; all children have a real faith and gifts for ministry; all children have the right to be children; and all children are not just tomorrow, they are today... Because Jesus welcomed children and encouraged us to welcome them in his name; Jesus lifted up a child as an example of what the realm of God is like. We covenant to act so that this vision may be made real for all children, now and in times to come.” [An excerpt from *A Vision for Children and the Church*, PCUSA 1999]

## **Our Purpose**

East Brentwood Children’s Academy is a ministry of East Brentwood Presbyterian Church. Our purpose is to provide ministry that nurtures a child's early childhood experience by providing a Christian environment that enhances learning and promotes development of the child. This ministry will provide educational opportunities that will help the child develop into the whole person God intends, both individually and within the context of community.

## **Our Belief**

- The social curriculum is as important as the academic curriculum.
- How children learn is as important as what they learn.
- The greatest cognitive growth occurs through social interaction.
- There is a specific set of social skills that children need to learn and practice in order to be successful academically and socially: cooperation, assertion, responsibility, empathy, and self-control.
- Knowing the children we teach individually, culturally, and developmentally is as important as knowing the content we teach.
- Knowing the families of the children we teach is as important as knowing the children we teach.
- How we, the adults at school, work together is as important as our individual competence.

## **East Brentwood Children's Academy Parent Handbook**

### **I. Introduction**

Welcome to East Brentwood Children's Academy. We are very pleased that you have chosen our preschool for your child. A child's preschool years are very important to his/her development and we are honored to be a part of that growth.

We have been awarded 3 stars (the highest rating available) by the State of Tennessee for excellence in childcare every year since their program began in 1999.

At our preschool, your child will have the opportunity to participate in chapel, art, music, learning centers, physical activity, quiet time, and free play time. These experiences will vary according to your child's age. You can help your child adapt to this new environment by telling him/her that our preschool is a fun place to learn, play, and make new friends.

We provide small classes for children from age two to five. The programs are child-focused. The content and teaching practices are guided by the developmental needs of each child (including social, cognitive, moral, physical, emotional, and spiritual needs). This environment places a high value on the child as an individual, while promoting the social skills necessary to flourish in a community of mutual respect.

East Brentwood Children's Academy may not have the resources to meet the needs of all children. Because our primary interest is the welfare and success of each child, we are limited in the number of children that we can successfully serve and may not be able to accommodate the special needs of all children. It is at the Director's discretion to determine whether the preschool can meet the child's needs.

### **II. Our Purpose**

The purpose of East Brentwood Children's Academy is to nurture a child's early childhood experience by providing a Christian environment that enhances learning and promotes development of the child. The preschool will provide educational opportunities that will help the child develop into the whole person God intends, both individually and within the context of community.

### III. Admission/Registration

- December - Registration begins for the upcoming school year. Registration forms will be available in the Preschool office.
- January 31<sup>st</sup> - Deadline for registration - Forms can be turned in at any time prior to the deadline along with the **non-refundable** registration fee.
- ***This is not a first come first serve registration.*** Priority will be given to church members first, preschool families next, and finally the community at large.
- May 1<sup>st</sup> - One month's tuition and the supply fee are due. This holds your child's placement for the upcoming school year and is considered a security deposit of your last (May) tuition payment for that year. We cannot hold a place for your child if this payment is not received.

### IV. Tuition and Fee Schedule

East Brentwood Children's Academy is a not-for-profit ministry of East Brentwood Presbyterian Church. Tuition and fees are charged in order to cover the costs of the program.

- **Registration Fee:** A registration fee is required for all preschool classes. Registration fees are for the entire year and are non-refundable.
- **Supply Fee:** A one-time supply fee is required for all preschool classes and covers the cost of supplies for each individual student. Supply 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. We have divided the fees into equal monthly payments for your convenience. **Tuition is averaged over the entire program year, and your tuition payments will be consistent regardless of absences, vacations, holidays, or snow days.**

Tuition is due on or before the **first day** of each month, September through April, provided you have prepaid your May tuition as a deposit.

Tuition may be paid ahead of schedule if parents desire. It is essential for tuition payments to be made in order to meet our financial obligations. Severely overdue accounts may result in the termination of your child's enrollment.

- **Late Fees:** **Payments received after the first are considered late** and a \$10.00 late fee will be assessed on past due accounts. If there are extenuating circumstances and/or other arrangements need to be made, please speak with the Preschool Director. Any late fees collected will go into a scholarship fund. These funds will be available to any family in our program who is experiencing a financial need in paying their child's preschool tuition. If a family is in need, they can talk to the Preschool Director or the Pastor. All conversations about financial assistance will be held in strict confidence.

- **Payments:** All checks for fees and tuition should be made **payable to EBCA with your child/children's name(s) in the memo line** and placed in the tuition box located inside the church office, or mailed to the church at 9000 Concord Road, Brentwood, TN 37027, or you may pay by bank draft, which can be set up through Brightwheel Application.
- **Fee Schedule:** The current Fee Schedule can be found on the back of the Registration form, in the Preschool pamphlet, on our website (eastbrentwoodpc.com), and will be included in your Welcome Letter.
- **Withdrawal:** When a 30-day written notice of withdrawal is received, the May deposit will be either refunded or applied to the last month's tuition. If a 30-day written notice is not given, tuition will not be refunded. **The supply fee and registration is non-refundable.**

## V. Dates and Hours of Operation

- The EBCA Preschool Calendar will indicate the start and end dates of the school year. You will receive your calendar with your acceptance letter.
- The Preschool follows the Williamson County School (WCS) calendar for holidays, weather related closings and in-service days.
- The daily hours of operation are 9am to 2pm.

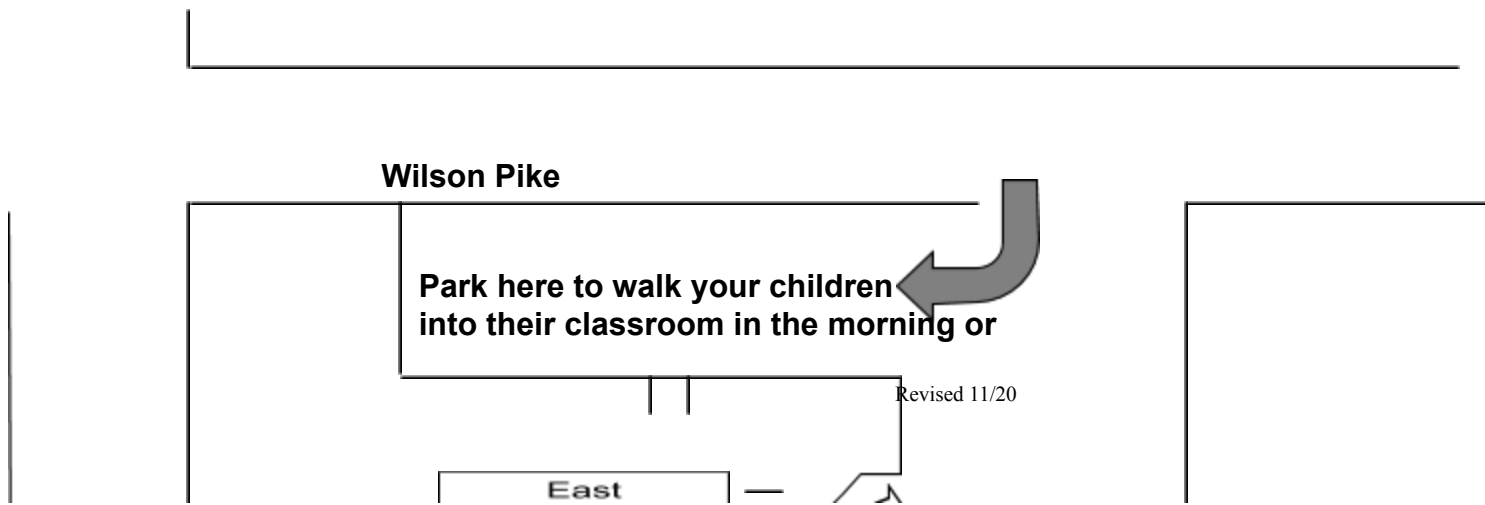
## VI. Arrival Procedure

- **Arrival Time:** Children may arrive no earlier than 9:00 am. For the safety of our children and staff, after 9:15 AM the side entrance doors will be locked. If you arrive after 9:15 am, please bring your child in the front door by the church office (Wilson Pike entrance), ring the buzzer (to the left of the front door) in order to be let in and sign in before proceeding to the classroom.
- **Carline Drop-off:** From 9:00-9:15 am, parents will have the option of using the carline drop-off and having our staff escort their child to the classroom. To form the drop-off line, enter from Concord Road and drive to the side entrance, forming **ONE LINE**. Once you are **inside the circle**, turn your engine off and our staff will come and take your child inside. **DO NOT** drop your child off until you are **INSIDE** the circle. Never leave your child before a staff person is ready to take them inside. Some mornings are slower than others, especially in the first few weeks of school when we are trying to help the children adjust to coming to Preschool. Leave by the Wilson Pike exit.  
**Please note: We will not do carline if it is storming!** (See the diagram below)

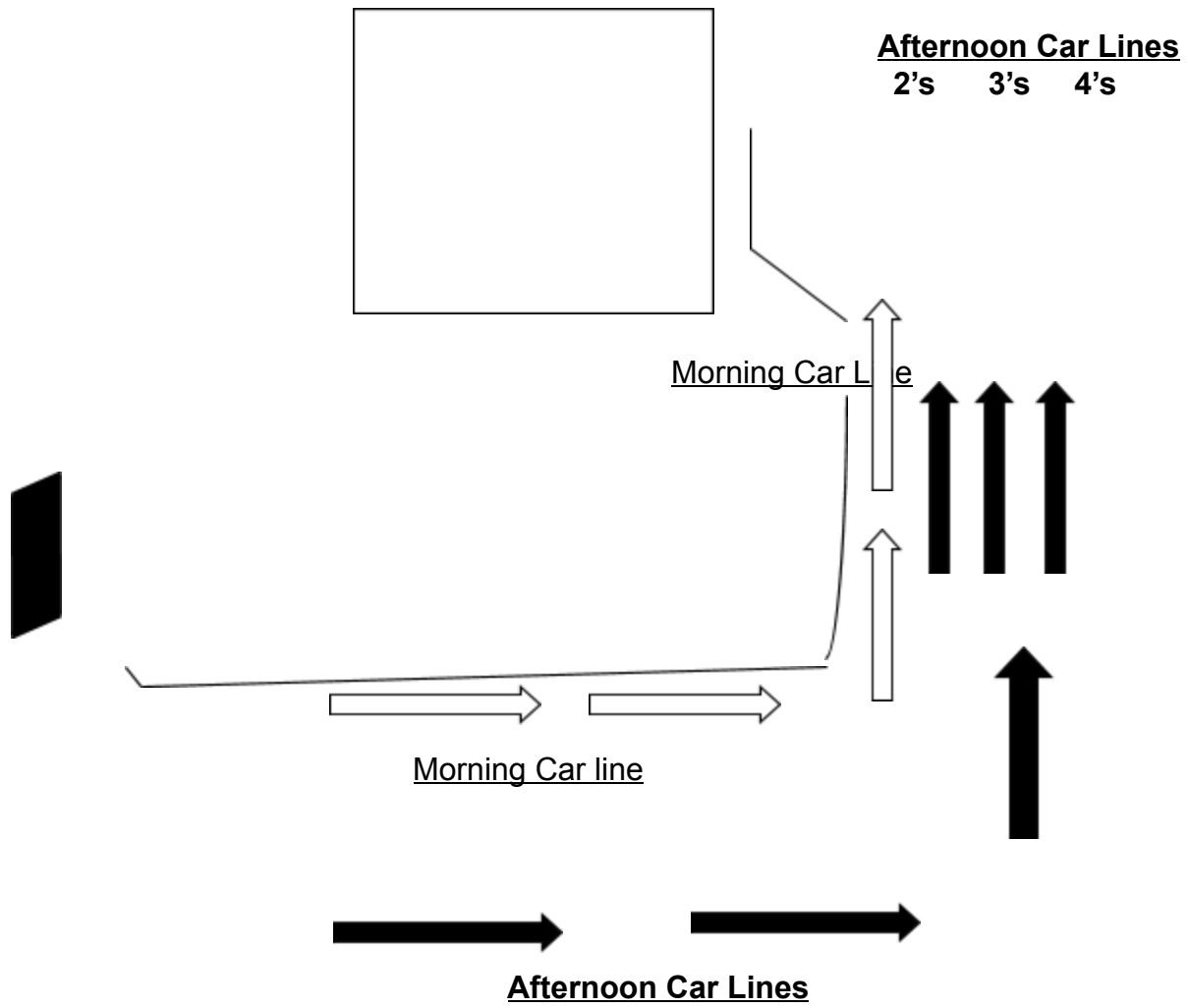
## VII. Dismissal Procedure

- **Dismissal Time:** Children will be dismissed at 2:00 pm.
- **Rules for Dismissal:**
  - Children will not be permitted to go home with anyone, other than a parent or a person listed on their Preschool Enrollment Form, without written permission. In the event of an emergency that requires someone else to pick up your child; please call the preschool office to make arrangements for the necessary permission. **The person picking your child up MUST show proof of identification.**
  - Under no circumstances will we release your child to someone with whom we are not totally comfortable. By law, we cannot release your child to you or any other person that we deem is in any way impaired. If we are met with resistance, proper authorities will be called.
  - **We cannot release a child if there is not a seat belt and car seat or booster seat for that child.**
  - Please do not use your cell phone during carline.
- **Pick-up from the Classroom:** If you choose to pick your child up from their classroom, you must be at your child's classroom any time **before 1:40 pm**. If you cannot come by 1:40 pm we ask that you use the carline or wait in the parking lot until carline is finished. The front doors will be locked after 1:40 pm and we ask that you **do not** come into the building from either entrance after the doors are locked to pick up your child. We do this for the safety of all of our children. From 2:00 - 2:15 our Preschool staff needs to focus on their entire class to prepare for dismissal and this can be achieved safely and efficiently if it can be done without interruption.
- **Pick-up Carline:** For your convenience, your teacher will escort your child to your car in the pick-up carline. You will receive a carline sign with your child and teacher's names that should be displayed in the driver's side window. When lining up for carline at dismissal, there will be **3 lines**. The two-year old line is closest to the building. The three-year old line is the middle line. The four/five-year-old line is furthest from the building. (See the diagram below) Please pull into the line that is designated for your child's age and **turn off your engine**. If you are picking up more than one child, pull into the youngest child's line. Your child must be seated and buckled into their car seat or booster before you move your car.

### MORNING AND AFTERNOON CAR LINE ROUTES



to pick up before 1:40pm in the afternoon



### VIII. Bad Weather/Disaster/Emergency Procedures

The Preschool follows Williamson County Schools (WCS) for all off days, holidays and weather related closings. In the event of bad weather, PLEASE be sure to check your local news station for early dismissal, late school opening or school cancellations. The Preschool staff **will not** call you if school is closed for the day, opening late or closing early.

- In the event of severe weather at morning drop-off or afternoon-pick up **WE WILL NOT DO CARLINE**. If you wish to wait in your car until the storm passes, then we will gladly assist you in getting your child in or out of school.
- In the event of a tornado students will follow approved safety procedures. They will be directed to go into the main hall and sit with their heads bowed, hands covering their heads. We try to practice this on calm, sunny days so that we do not instill fear as we learn this procedure. Please talk to your children about this drill and what they would do at home in the event of a tornado warning.
- We also have regular fire drills throughout the school year.
- In the event of a disaster and the need to evacuate this building or leave the immediate area should arise, we would evacuate by walking to:

**CONCORD ROAD CHURCH OF CHRIST  
8221 CONCORD ROAD  
(615) 661-4612**

*(Located diagonally across Concord Road and down one block)*

Parents will be contacted as soon as possible. All children will remain there until picked up by parents or it is deemed safe for them to return to school. **Needless to say we would never undertake this trek unless it was absolutely necessary.**

### IX. Medical and Health Policies

- All children must have a physical examination by a licensed physician that is signed and dated for the current school year.
- All children must meet Tennessee's immunization requirements prior to entering school. A physician should complete and sign a **Child Health Record**. *The State of Tennessee requires immunization against diphtheria, measles (rubeola), pertussis (whooping cough), poliomyelitis, rubella, mumps and tetanus before your child attends school. Exceptions to these immunizations must be signed by the child's doctor and be notarized.*
- Emergency information and who to call in case of an emergency is also required.
- Our goal is to provide a safe and healthy environment for your child at EBPC Preschool. Here are some reminders to keep our children and our staff free from recurring illness:

The Tennessee Department of Health requires us to contact you and have you pick up your child for the following symptoms:

- 1) Diarrhea--more than one (1) abnormally loose stool
- 2) Severe coughing--red or blue face or makes a high-pitched croupy/whooping sound after coughing
- 3) Discolored mucus
- 4) Unusual rashes or spots
- 5) Difficult or rapid breathing
- 6) Yellowish skin or eyes
- 7) Conjunctivitis (pink eye)



- 8) Fever (temperature of 100 degrees or higher)
- 9) Unusually dark urine and/or gray or white stool
- 10) Stiff neck and headache, vomiting, sore throat
- 11) Lice, scabies or other parasitic infestation
- 12) Unexplained listlessness, sluggishness or other behavior suggestive of illness
- We also requested that parents notify the preschool if their child has a communicable disease, for example, chicken pox, head lice, ringworm or conjunctivitis. This will enable the preschool to take precautions to minimize the risk of infecting other children and alert parents of other children to be on the lookout for the particular symptoms of the illness involved. The child's identity will be kept confidential when deemed necessary or if requested by the parents.
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- **DHS encourages parents to have all children, age six months to five years, be immunized against influenza each year.**
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- **Please note: We are not prepared to accommodate sick children. Teachers are not allowed to administer medications. We especially ask that you do not send your child to school with any communicable illness. Before bringing your child back to school after an illness, he/she should be fever free for at least 24 hours and free of any vomiting or diarrhea for at least 24 hours.** Colds, viruses, flu, and strep throat spread easily. We hope you will take precautions to protect your child and other children from excess exposure.
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- Please call the Preschool if your child is sick and unable to come to school.

#### **X. EBPC Preschool is Peanut/Nut Free**

We have a number of children who are extremely allergic to various foods, the most severe of which are to peanut/nuts. **Therefore, we ask that you not send peanut butter sandwiches, cookies, crackers, etc. in your child's lunch.** Each classroom will have a list of the children who have allergies and the details of those allergies. We ask that you be aware of these allergies when sending in birthday snacks or holiday treats. Parents of these children are very aware of their children's special dietary needs and are more than willing to help you identify appropriate foods. Please read the labels on products before you send in food items. We have found that soy and sun butter looks and tastes like peanut butter. If you use this product please send us a note in the lunch box identifying it as soy or sun butter rather than peanut butter, otherwise we send peanut butter sandwiches, etc. back home! Please inform everyone in the household, especially those that only make lunches occasionally.

## **XI. Behavior Management Policy for EBPC Preschool**

The philosophy of EBPC Preschool reflects and promotes pro-social skills in young children. This philosophy will be implemented and reinforced through modeling of positive interactions with staff and with all the children. This policy will be implemented as a teaching model, which makes the assumption that certain behaviors are “stage appropriate”, and young children need assistance from caring adults as situations arise (teachable moments). Staff assistance will provide the child with alternatives to the misbehaviors. If another child is involved, suggestions will be given to that child of what he/she can do to prevent an unwanted or undesirable behavior.

Misbehavior or challenging behavior will be dealt with in a positive way that will enable the child to learn and move toward mastery that is appropriate for their stage of development. The definition of misbehavior/challenging behavior: "Challenging behavior is any behavior that (1) interferes with children's learning, development and success at play, (2) is harmful to the child, other children, or adults, [or] (3) puts a child at high risk for later social problems or school failure." (Kaiser & Rasminsky, *Challenging Behavior in Young Children* (2nd Ed.), Pearson Education Inc., 2007, p. 8). Examples of challenging behavior: Physical aggression (hitting, biting, shoving, whacking with toys), relational aggression ("You can't play with us", verbal bullying), tantrums, whining, testing limits, refusal to follow directions or observe classroom rules.

A self-calming time (time out) will be used for an appropriate length of time (no longer than one minute per year of age) and will be administered within the classroom. The child will then be given guidance and suggestions about how to best re-enter the group.

Communication between the staff and parents about behavior is crucial in order to provide a consistent approach for the child. However, “if all efforts have been exhausted, and the current placement does not meet a child’s needs, or the child is seriously jeopardizing the ability of other children to benefit from the program, we shall collaborate with the child’s family and appropriate specialists to determine the additional services needed and/or the placement option(s) most likely to ensure the child’s success.” (NAEYC Ethical Code, p.17). This particularly applies to the issues of biting and inconsolable crying in the classroom. Biting, while age appropriate, is harmful to the children being bitten and inconsolability is disruptive to the other children in the class. A reasonable adjustment time (6 weeks) is given to all children and the staff will work with both parent and child to assure a successful transition.

## **XII. Biting**

Biting is a normal process for a child before they learn to express themselves. The most effective way to circumvent the biting issue is to help your child learn to “use their words” to express their wants and feelings. If your child bites we will tell you. We will also tell you if your child has been bitten. We will not disclose whom your child has bitten or who has bitten them. If your child is three years or older and bites more than once, you will be asked to pick up your child for the remainder of the day. With children under the age of three, we will work with you to remedy the situation. However, after exhausting all other options, the biting child may have to be removed, either temporarily or permanently, from preschool in consideration of the other children in the class.

## **XII. Children's Protective Services**

Tennessee children protection laws require any individual or organization having knowledge of suspected child abuse or neglect to report it to a juvenile judge, the Department of Children's Services, or a local law enforcement official.

The laws require the identity of a reporting person to be kept confidential, subject to disclosure only by consent of the person or the judicial process. It provides immunity from civil or criminal liability if reports are made in good faith.

The laws give the Department of Children's Services the authority and responsibility to investigate reports of abuse and neglect.

The EBPC Preschool staff will abide by these laws and will report any suspected incidents of child abuse or neglect to the Department of Children's Services.

As part of Children's Protective Services requirements, Child Abuse/Personal Safety curriculum is taught to all preschool teachers. Children in the 3's and 4's are also taught a Personal Safety curriculum that was developed by the EBPC director. Notification of when and how we teach this curriculum is sent to all parents of children in the 3 and 4 year-old classes. You are welcome to see the curriculum in the Preschool Office at any time.

### **XIII. Discharge**

The discharge of a child may become necessary if a child is unable to adjust to the school's routine and social interaction. "If all efforts have been exhausted, and the current placement does not meet a child's needs, or the child is seriously jeopardizing the ability of other children to benefit from the program, we shall collaborate with the child's family and appropriate specialists to determine the additional services needed and/or the placement option(s) most likely to ensure the child's success." (NAEYC Ethical Code, p.17).

### **XIV. Parent Visits/Participation**

Our teachers welcome the opportunity to meet with parents to talk about their children. In August our teachers will be calling to set up a visit with you and your child here at the Preschool. This "Meet and Greet" time will be approximately 15 minutes in length. This will give you and your child the opportunity to meet his/her teacher before the start of school and hopefully, calm any first day jitters.

For new parents to our school we will have a **Parent Orientation meeting in August**. (Please see your school calendar for the date and time) This is an informal informational meeting that will review school policies and answer questions that you may have. A school-wide **Open House will be held in October**. (Please see your school calendar for the date and time)

Parents are welcome to visit their child's classroom, but please remember that the first few weeks can be a period of adjustment for a child, particularly if this is the first time they have spent regular hours away from home. A parent's presence may be limited during this time if it is determined by the director, teacher, and parents that it is in the best interest of the child. Always feel free to discuss concerns with your child's teacher or the director. However, the teacher must devote her time to the entire class. If your concerns require more time, please arrange to talk with the Director or the teacher either before or after Preschool.

Please sign in at the church office when you visit school during the day. For the safety of the children, a staff member must escort visitors who do not have children currently enrolled in the preschool. EBPC reserves the right to limit visitors, including parents and family members, whose presence disrupts the operation of the preschool.

A weekly sign-in and sign-out sheet will be in each classroom and at carline in the mornings and afternoons. We ask for your patience in car line as this procedure does add to the time it takes to drop off and pick up your child.

Parents are also encouraged to participate in preschool activities. Volunteers are requested to help with field trips and holiday parties. In addition, each class may have special needs for volunteers. Your child's teacher will notify you of any such needs. We would love to have you share your hobbies and special interests with your child's class and our school. **Please be aware, however, that our classrooms are set up to accommodate children of a certain age range and are not baby-proof.** This is especially true when there are a number of parents and siblings in our classrooms during parties or other special events. We want everyone to be safe here at the Preschool.

This year we hope to add more cultural awareness to our curriculum with a variety of activities throughout the year. We encourage your involvement and welcome your suggestions.

Please inform your child's teacher, in writing if possible, when a change occurs in your child's daily routine. This helps us understand a child's behavior pattern under these circumstances and we can act accordingly. For example, if you are going out of town and your child will be in the care of another person, please write down the information and give it to your child's teacher. As always this information will be kept in strict confidence. Also, please inform us of any changes to medical or emergency information, as well as, updates to immunization records.

#### **XV. Communication**

We will communicate information to you via EBPC Parent Orientation, a monthly newsletter, toddler daily notes, preschool teacher notes, brightwheel, telephone calls, and Parent/ Teacher Conferences in November and March. Parents should feel free to contact a teacher or the director any time a question or concern arises.

EBPC Preschool (615) 370-4296  
E-mail [pkornman@ebpctn.org](mailto:pkornman@ebpctn.org)

#### **XVI. Conferences**

Conferences for all classes will be scheduled in November and March. (Please see your school calendar for dates) In order for us to maintain our 3 Star rating with the state, we must have an annual conference time with parents. These conferences are for the purpose of viewing children's assessments, a time for parents and teachers to discuss your child's progress at preschool and to make suggestions for placement in the following school year. If at any time parents, teachers, or directors feel that a conference is necessary, we will schedule one as soon as possible. The staff and the director are familiar with the numerous community services that are available for children in this area. We will gladly guide you in the process and/or accompany you to evaluations and IEP meetings for your child.

#### **XVII. Nap-time**

We will have a nap time every day in the 2 year-old classes. We will provide a 2" thick mat for each child to rest/sleep on. We ask you to send a blanket and a crib-sized fitted sheet. Also, if your child has a snuggly or other special object that helps them sleep, you may send it too. These things will be sent home every day. Although, not every child will sleep, it is important that they rest. The preschool day is strenuous and a rest is beneficial. The 3 and 4-year-old classes usually have a quiet 'transition time' rather than a scheduled rest time.

#### **IXX. Clothing/Personal Belongings**

We believe play is important. You should always assume we will go outside. Therefore, **please dress your child appropriately.** Children should wear washable, comfortable, play clothes suitable for indoor and outdoor play. Tennis or other rubber-soled shoes are preferred for active play. NO SANDALS, PLEASE! THE PEA GRAVEL GETS INTO SANDALS AND IS NOT COMFORTABLE! Children should bring appropriate jackets or coats for outdoor play in colder weather. We go outside on cold days unless the wind chill is a concern. All articles of clothing and other personal belongings (especially jackets, coats, hats, gloves, etc.) should be labeled with the child's first and last names. A change of clothing should be sent with every child. Make sure that the spare set of clothes keeps up with the weather and growth of the child! The EBPC Preschool has a supply of generic clothes for times of spills and emergencies. We ask that these clothes be washed and returned as soon as possible.

**Children should not bring toys to Preschool.** We have found that additional toys only make for a distraction in the classroom. Your child may bring a snuggly for rest time but this must be kept in their backpack until that time. There will be opportunities for show and tell for other special items. We will not allow any types of toy weapons in the classroom. And please, no pacifiers unless your child can keep it in their backpack until rest time.

## **XX. Field Trips**

**Field trips are taken *only* by children in the 4/5-year-old classes.**

Parents will need to act as drivers and riders on these trips. According to TN State Law, each child must have a booster seat for car riding. Each car must also include another adult in addition to the driver. When parents act as a driver or a rider, they are considered staff and should not be accompanied by other siblings. We must have a photocopy of your valid **Tennessee Driver's license** and a signed copy of the **EBPC Transportation Policy, along with Proof Of Insurance** on file before you will be allowed to drive for your child's field trip. (A copy of this form will be included in your paperwork, please sign the form and turn it into your teacher with a copy of your valid TN Driver's license. Staff members may NOT act as drivers on field trips but they will act as riders.

***Field trip permission slips will be sent home in your child's folder at least one week prior to each trip. We must have a signed permission slip in order for your child to attend. (No exceptions)***

Reasonable precautions will be taken to insure the safety of the children on these trips. However, neither East Brentwood Presbyterian Church nor its staff assumes any liability in the event of any accident or injury.

## **XXI. Lunches**

**If your child has food allergies please let us know immediately. Please be aware of other children's allergies when sending in food for the entire class. We are a peanut/nut free school.**

Children should bring their lunches in an insulated lunch box labeled with their first and last names. All items in the lunch box that need to be returned home (such as thermoses, plastic containers, spoons, lids, etc.) should also be labeled.

Please be considerate of our teachers when packing your child's lunch. We ask that you cut sandwiches or fruits into small pieces to make them easier for your child to handle without assistance. We also ask that you **do not** send candy, gum or soda in your child's lunch.

## **LICENSURE RULES FOR CHILD CARE CENTERS CHAPTER 1240-04-03 (Rule 1240-04-03-.11,**

To avoid choking, foods shall be appropriate for the eating and chewing abilities of children. Hotdogs, if served to preschool children, shall be finely chopped or quartered lengthwise because they swell if trapped in a child's throat. The same goes for grapes and marshmallows, which can also be a choking hazard.

In order for us to get credit for "healthy lunches" in our evaluations with the state each child must have:

- One serving of meat or meat alternative
- One serving of milk or milk alternative
- One serving of bread/grain

- Two serving of fruit/vegetables or fruit/vegetable juice

The national guidelines for healthy meals are found at the web site [www.nal.usda.gov/fnic](http://www.nal.usda.gov/fnic)

The Preschool purchases gallons of milk on a weekly basis. We will provide milk free for the first week of school to all students who want it. If your child likes the idea of having milk at school, then we ask that you to complete the order form (included in your forms packet) and pay milk for the entire year.

Based on \$.30 per day:  
 T/TH classes would pay \$22.00  
 M/W/F classes would pay \$32.00  
 M-F classes would pay \$ 54.00

In order for us to get credit for healthy lunches, 80% of the children must drink milk at school!

## **XXII. Gold Sneaker Initiative**

East Brentwood Presbyterian Church Preschool is part of the Gold Sneaker Initiative 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:** All EBPC Preschool children will be offered 60 minutes of physical activity per day, either indoors or outdoors. For children ages three and older, this physical activity must be a balance of free play, teacher-directed activities, and music and movement.

**Policy 1.2:** Our facility does not allow for television or video viewing except for the 3's and 4's annual Pajama Day. Parents are notified in advance of what video will be offered.

**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.

**Policy 1.4:** Physical activity is a positive experience for children and is never used negatively or to control behavior.

### **Our Nutritional Policy:**

**Policy 1.6:** Ensure appropriate 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 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.

### **Our Tobacco Policy:**

**Policy 1.9:** East Brentwood Presbyterian Church Preschool is tobacco free.

More information about the Gold Sneaker Initiative is available  
<http://health.state.tn.us/Goldsneaker/index.htm>

**XXIII. Birthdays**

If you choose to celebrate your child's birthday at school, we ask that you keep it simple and confine the celebration to the time allotted for lunch. Please notify the teacher of your plans at least a day in advance. Also, please do NOT give out birthday party invitations at school unless every child in the class is invited. **Please be aware of any food allergies in your child's class before bringing any food items.**

**XXIV. Holidays and Class Parties**

We do celebrate many Christian and secular holidays throughout the year. These celebrations 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 classroom.

If your child is sick, PLEASE do not send him/her to the party. Your child may be able to handle the party without any negative effects but he/she may infect classmates and ruin their vacation (most of our parties occur before vacations!).

Every year there is special concern about Halloween. Like our other celebrations, we will celebrate Halloween keeping in mind the developmental and special needs of our children.

If you have a concern about any particular celebration, please talk to your child's teacher or the director.

**XXV. A Note of Thanks**

Thank you for allowing us to participate in the early development of your child. The preschool years are very special and important. We will do our best to help you and your child to thoroughly enjoy them.

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

- 1) Complete and submit enrollment forms with personal data and emergency information;
- 2) Submit a health report signed by the child's doctor indicating up-to-date immunizations in conformity with the requirements of the Tennessee Department of Human Services
- 3) Pay the appropriate registration fee, supply fee and tuition

## Covid -19 Adaptations

This document serves as a notification to ensure that each parent is aware of the adaptations that East Brentwood Children's Academy will take as safety precautions for the health and safety of our children, families, and staff.

### Here are a list of signs and symptoms to be mindful of:

- Cough, shortness of breath or difficulty breathing
- Fever or chills
- Muscle or body aches
- Vomiting or diarrhea
- New loss of taste or smell
- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion
- Inability to wake or stay awake
- Bluish lips or face

1. All persons entering the building will adhere to a temperature reading. Temperatures of 100.4 higher will not be allowed to enter.
2. Children will be screened for temperatures prior to exiting the car during carline. Verbal Screening will be performed.
3. Teachers and Staff will be wearing masks at all times **except for outside**.
4. Everyone **12 years and older** are required to wear mask upon entry in the building.
5. We recommend that all children wear mask. Children will not wear mask outside.
6. High touch areas will be sanitized frequently throughout the day.
7. Teachers and children will increase the frequency of hand washing.
8. **Carline is required for drop-off and pick-up**. If child is experiencing separation anxiety, please notify the director.
9. Arrival Time: Children may arrive no earlier than 9:00 am. For the safety of our children and staff, after 9:30 AM the side entrance doors will be locked. If you arrive after carline, please bring your child to the Northside entrance (doors children enter from carline) in order to be let in and wait in the lobby for an EBCA staff member to assist you. Please call 615-370-4296 for entry.
10. We must be alerted of any positive COVID-19 test or diagnosis in the child's home/family or close contacts.
11. Documentation of a negative Covid-19 is required for returning to school.
12. In the event of positive COVID-19 case, those directly impacted will be notified of on three platforms: Brightwheel, Email, and Physical Health Notifications during carline.



13. Please bring items during lunch that minimizes using mouths to open. More than often teachers have to assist with opening of items.

14. EBCA will limit the amount of transitions during the day.

15. The side entrance will be the main point of entry for the 2020-2021 school year. This is the entry that children enter from car line.

16. Pick-up from the Classroom: If you choose to pick your child up early from school, you must send a message on Brightwheel and call the school by noon of the day you are picking your child up. You must pick up your child before 1:00 or you will be asked to join the carline.