

PARENT HANDBOOK

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Fax: (615) 661-5820

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 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 a ministry that nurtures a child's early childhood experience by providing an environment that enhances learning and promotes the 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 the community.

Our Beliefs

- 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 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

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) now called QRIS rating by the State of Tennessee for excellence in childcare every year since our program began in 1999.

At our preschool, your child will have the opportunity to participate in chapel, art, music, Spanish, 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 ages 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.

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 the 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 the community.

Admission/Registration

- January - Registration begins for the upcoming school year. Registration forms will be available online or by request.
- Forms can be turned in at any time along with the **non-refundable** registration fee.
- Priority will be given to church members first, preschool families next, and finally the community at large.
- 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.

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 a one time per year fee 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, are non-refundable, and are determined based on the number of days your child attends.

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 **fifth 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. Tuition payments need to be made to meet our financial obligations. Severely overdue accounts may result in the termination of your child's enrollment.

- **Late Fees: Payments received after the fifth are considered late** and a 10% late fee will be assessed on past-due accounts. If there are extenuating circumstances and/or other arrangements that 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 to pay 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.

- **Financial Assistance**: East Brentwood Children's Academy accepts the Child Care Certificate Program through the Tennessee Department of Human Services. Some tuition assistance is offered to families in need. Please contact the Director for a scholarship application. Parents will be required to fill out the application form and include a copy of their current tax returns. Applicants will be notified of approval, amount, and duration of time within two weeks of application.

- **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 given directly to the Director or Assistant Directors 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 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, May Prepaid tuition will not be refunded. **The supply fee and registration are non-refundable.**

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.

- EBCA coordinates closures with the WCS calendar.

- The daily hours of operation are 9 am to 2 pm. We also offer a Beforecare from 8-9 am and an Aftercare program from 2-3:30 pm for an additional fee.

Arrival Procedure

- **Arrival Time:** Children may arrive by 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 9:30 but before 10:00 am, please bring your child to the door and ring the buzzer (to the left of the door) to be signed in and escorted to the classroom. Children arriving after 10:00 am will not be admitted to the school. Due to our security measures, we will not accept a child after 10:00 am.

- **Carline Drop-off:** We will use Brightwheel to sign each child in and out of school for security reasons. From 9:00-9:30 am, parents will use the carline drop-off and have 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 a carline if it is storming!

Dismissal Procedure

- **Dismissal Time:** Children will be dismissed at 2:00 pm. Late fees will be assessed after 2:15. Brightwheel has a stamped time check out and automatically charges fees after 2:15 pm. At this time your child will be taken to aftercare and charged the current rate of aftercare drop in.

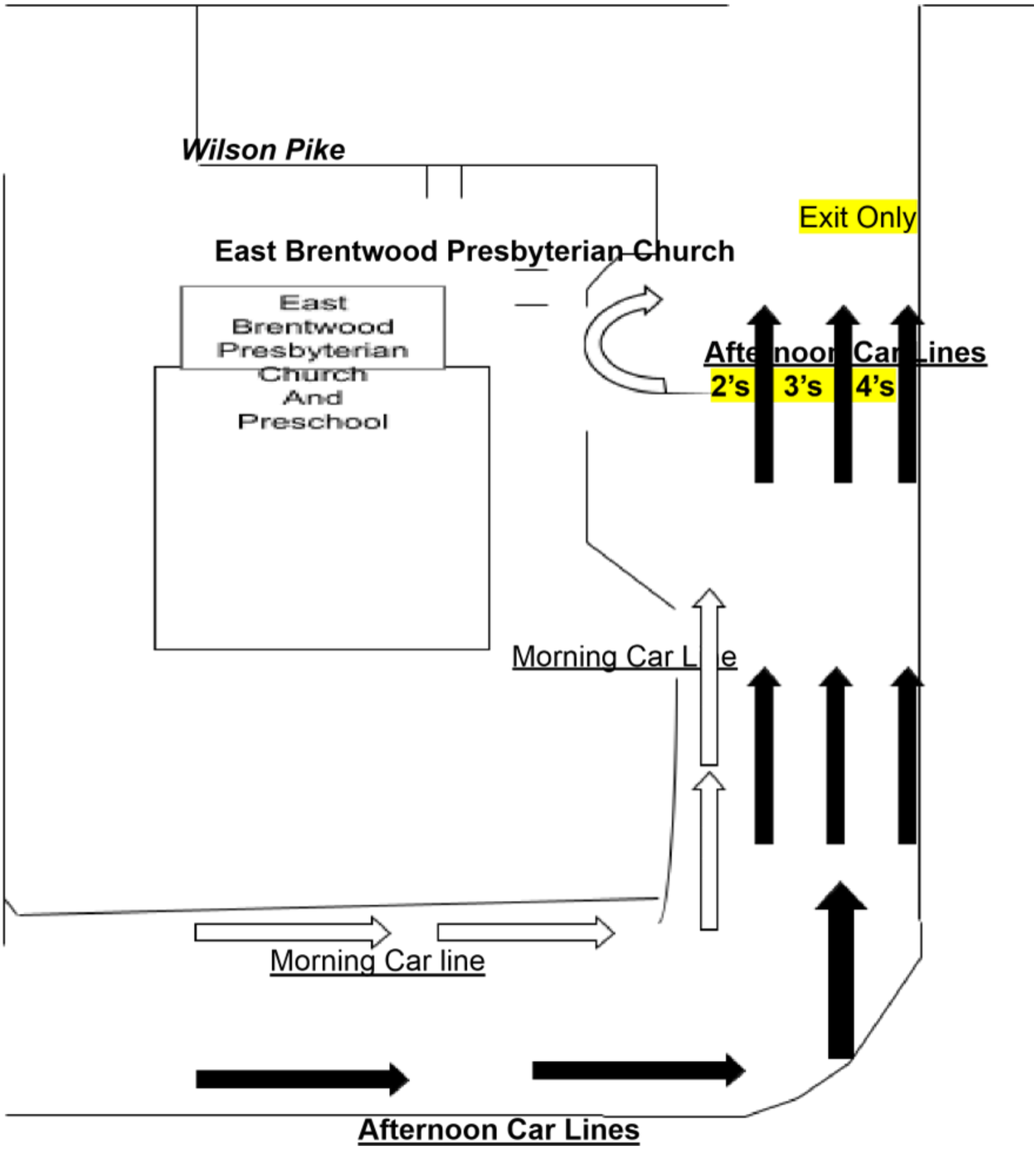
- **Rules for Dismissal:**
  - Children will not be permitted to go home with anyone, other than a parent or a person listed on their Preschool Enrollment Form and on the Brightwheel app without written permission. In the event of an emergency that requires someone else to pick up your child; please 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 the carline**.

- **Early Pick-Up:** If you choose to pick your child up early, you will need to send a brightwheel message with the child's name and time of pickup. When you arrive, pull up to the circle and ring the bell. We will bring your child to the door and sign them out with Brightwheel. We will not be able to do any early pick-ups after 1:15 pm. After this time, our Preschool staff needs to focus on their entire class to prepare for dismissal and this can be achieved safely and efficiently if 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 front window. When lining up for the 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 two-year-old line. Your child must be seated and buckled into their car seat or booster before you move your car. Please be respectful of time during pick-up. This is not the time to ask your teacher questions as we are trying to make the carline as quick and efficient as possible. Please send a brightwheel message if you need to discuss anything with your teacher and a time will be set accordingly.

PLEASE SEE THE MAP BELOW FOR CARLINE

MORNING AND AFTERNOON CAR LINE ROUTES



Bad Weather/Disaster/Emergency Procedures

The Preschool follows Williamson County Schools (WCS) for the first day of a weather-related closing. After that, the EBCA Director and the EBPC Head of Staff will determine the safety of re-opening the school. Parents will be notified via Brightwheel for all weather-related closings. Please allow notifications so you will be alerted.

In the event of severe weather at morning drop-off or afternoon pick up **WE WILL DELAY CARLINE.** If you will have 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, and 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 will also have a lockdown and evacuate the building drill. This has been added to our disaster plan and all staff have been trained by the Brentwood Police Department. We also have regular fire drills throughout the school year.

In the event of a disaster should the need to evacuate this building or leave the immediate area 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 by Brightwheel. Please do not call the school telephone number as it will be needed for emergency workers. 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.**

Medical and Health Policies

Prescription Medication- If your child requires an EPI Pen or inhaler we must have a parent hand deliver the medication to the Director or Assistant Director along with a Food Allergy Form and Permission to Medicate Form signed by your Doctor. No medication should ever be sent in the backpack. This is a safety hazard and is not permitted under our license.

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 before entering school. A physician will complete and sign a ***Child Health Record/Certificate of Immunization.*** *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.*

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 help keep our children and staff free from recurring illnesses:

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

1) Diarrhea--1st episode
2) Severe coughing--red or blue face or a high-pitched croupy/whooping sound after coughing
3) Discolored mucus indicating infection
4) Unusual rashes, hives, 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
13) Vomiting - 1st episode

We also request that parents notify the preschool if their child has any communicable disease, such as but not limited to, chicken pox, head lice, COVID, ringworm, hand-foot-mouth, flu or conjunctivitis. This will enable the preschool to take extra 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 sick child's enrolled siblings will also be asked to remain home for 24 hours to ensure symptoms do not develop. The child's identity will always be kept confidential when sharing messaging regarding communicable diseases or if requested by the parents.

DHS encourages parents to have all children, aged six months to five years, immunized against influenza each year.

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 contagious 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 without medication. Colds, viruses, flu, COVID, and strep throat spread easily. We hope you will take precautions to protect your child and other children from extra exposures. If an outbreak occurs in any classroom, it will be closed for 24 hours.

Please send a Brightwheel message if your child is sick and unable to attend school.

EBCA is Peanut/Nut Free

We have several children each year who enroll with is and are extremely allergic to various foods, the most severe of which are peanuts/nuts. **Because of this, we are a peanut/nut-free school. We ask that you not send peanut butter sandwiches, peanut or tree nut cookies/crackers, peanut butter or tree nut candies, etc. in your child's lunch.** Each classroom will have a list of the children who have additional allergies and the details of those allergies. We ask that you be aware of these allergies

when sending in birthday snacks or holiday treats. The teachers have the approved list of items for birthday treats which are:

ALLERGY-FRIENDLY BIRTHDAY TREATS TO SEND IN:

- Rice Krispy Treats (prepackaged- no homemade items)
- Popsicles or Fruit Pops
- Fruit Snacks or Gummies (Prepackaged- no homemade items)

- You may send in non-food items too such as trinkets, favors, stickers, books or other small items

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 nut alternative product please send us a note in the lunch box stating what the alternative is. If there is no note, we will assume it's made with peanut or tree nuts and will send it back home! Please inform everyone in the household, especially those who only make lunches occasionally, so that we can keep all our children safe.

Behavior Management Policy for EBPC Preschool

The philosophy of EBPC Preschool reflects and promotes prosocial skills in young children. This philosophy will be implemented and reinforced through modeling positive interactions with staff and with all the children. This policy will be implemented as a teaching model, which assumes that certain behaviors are "age appropriate", and that young children need assistance from caring adults as situations arise (teachable moments). Staff assistance will provide the child with alternatives to the misbehavior. If another child is involved, suggestions will be given to that child of what he/she can do to prevent 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 include physical aggression (hitting, biting, shoving, whacking with toys), relational aggression ("You can't play with us", verbal bullying), tantrums, whining, testing limits, and refusal to follow directions or observe classroom rules.

A self-calming time (cool down) 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 to providing 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 safety or 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) that are 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 is disruptive to the other children in the class. A reasonable adjustment time (3 weeks) is given to all children and the staff will work with both parent and child to ensure a successful transition.

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.

Children's Protective Services

Tennessee child 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 EBCA 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 the Child Protective Services requirements, Child Abuse/Personal Safety curriculum is taught to all preschool teachers annually. Children in the 3’s and 4’s are also taught a Personal Safety curriculum that comes from the state. 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.

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).

Toilet Training

All children entering a Three-year-old program or attending before or aftercare will be required to be fully toilet trained. The definition of fully toilet trained is: having no accidents during the day, children can verbally tell the teacher they need to use the toilet, can wipe themselves, and can get their own clothing up and down. We understand that accidents happen, and so if your child has more than one accident in a day you will be asked to pick them up from school. If your child continues to have accidents during the first few weeks of school, or at any time during the year you will be asked to keep them home until they are fully toilet trained. Tuition will not be refunded during this time.

Parent Visits/Participation

Parents are expected to act in an appropriate, responsible, and respectful manner while on EBPC and EBCA campus. You have chosen to partner with us in the education of your child and we count it a privilege to do so. We take this responsibility seriously and expect the same level of support from you. Your support is essential to the success of our school and vital for your child's self-esteem. Active parent participation is essential. Working with your child's teacher is one of the first steps in helping your child achieve academic success. 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 allow you and your child 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).

All staff, including subs, who work with children are required to undergo a background check, drug screen, 24 hours of training and continuing education as well as a physical. Volunteers are never left alone unsupervised with children.

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 when you visit school during the day. For the safety of the children, a staff member must escort visitors to their destination. EBCA 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 will be done via the Brightwheel app. This is a fast and easy way to keep all children safe during dismissal.

Parents are also encouraged to participate in preschool activities. Volunteers may be asked to help with field trips, craft projects, 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 therefore young siblings are unable to come with to volunteer**. This is especially true when there are several parents and siblings in our classrooms during special events. We want everyone to be safe here at EBCAI.

During class parties or class activities, we do limit the number of parent volunteers to 2 per class. Our classrooms are small and the teacher needs to focus on the children and their safety which becomes difficult with lots of adults/distractions in the classroom. Please reach out to your child's teacher to express interest in helping with any parties or activities so all parents have an equal opportunity.

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.

Communication

We will communicate information to you via EBCA Parent Orientation, a monthly newsletter, teacher notes through Brightwheel, email, telephone calls, and Parent/ Teacher Conferences held in October and March. Parents should feel free to contact a teacher or the Director any time a question or concern arises. We encourage open communication between parents and staff, so they can work together for the benefit of the child.

EBCA main line: (615) 370-4296
E-mails: Director acook@ebpctn.org Assistant Director tdill@ebpctn.org

Conferences

Conferences for all classes will be scheduled in October and March (Please see your school calendar for dates). These conferences are to view 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 if needed.

Nap-time

We will have a nap 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-size 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 Tennessee DHS requires that children in the 2's classrooms sleep or rest quietly on the mat for an hour and 30 minutes every day. If your child does not nap or rest quietly you will be asked to pick up your child at noon. Our State license requires us to provide this rest time in our program. Therefore, no tuition will be refunded if your child is picked up early. The 3 and 4-year-old classes usually have a quiet 'transition time' rather than a scheduled nap time.

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 A SAFETY CONCERN. 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 name. 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 EBCA 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.

We will go outside as long as the 'feels like temp' is not hotter than 95 degrees or colder than 32 degrees.

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 type of toy weapons in the classroom. Please, no pacifiers unless your child can keep it in their backpack until rest time.

Field Trips

Field trips are taken *only* by children in the pre-k 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 **EBCA Transportation Policy, along with Proof Of TN 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 in to 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 before each trip. We must have a signed permission slip in order for your child to attend. (No exceptions)

Reasonable precautions will be taken to ensure 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.

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.

When packing your child's lunch please send in finger food type meals that do not require refrigeration or heating. Please cut sandwiches or fruits into small pieces to make them easier for your child to handle without assistance. Food items that are choking hazards will need to be HALVED or QUARTERED such as hotdogs, grapes, cherry tomatoes, and beef sticks. 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, cherry tomatoes, 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 servings of fruit/vegetables or fruit/vegetable juice

The national guidelines for healthy meals are found at the website www.nal.usda.gov/fnic

EBCA purchases gallons of 1% 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 complete the order form (included in your forms packet) and pay for milk for the entire year. Based on $.50 per day the following are the one time payment:

T/TH classes would pay $35.00
M/W/F classes would pay $50.00
M-F classes would pay $ 85.00

Our Physical Activity Policy:

Policy 1.1: All EBCA 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 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 respect for the child and promoting a positive attitude toward food. Food shall never be used as a reward for children and children are never forced to eat all of their food.

Our Tobacco Policy:
Policy 1.9: East Brentwood Children's Academy and it's campus is tobacco-free.

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.** Ask your teacher for the approved list of birthday snacks.

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 holiday or vacation as most of our parties occur before holiday breaks.

Every year there is a special concern about Halloween. Like our other celebrations, we will celebrate Halloween keeping in mind the developmental and special needs of our children. No pretend or real weapons will be allowed with any costume and all costumes are to be preschool friendly.

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

Staff Qualifications

At EBCA, all staff members first and foremost have a sincere love for children. Staff members meet or exceed the requirements of the State of Tennessee for training experience and early childhood education. All staff members have been fingerprinted and have Child Abuse clearance. Our teaching staff is certified in First Aid/CPR and trained in blood-borne pathogens and universal precautions. EBCA staff continues to grow professionally by participating in early childhood workshops, seminars, conferences and trainings. Each staff member is required to take 24 hours of outside training per year. Teachers are also encouraged to get Early Childhood Education Certification through the TECTA program.

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

1) Complete and submit all enrollment forms with personal data and emergency information.

2) Submit a certificate of immunization 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.

4) Accept and sign up for the Brightwheel app for security and communication reasons.

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 thoroughly enjoy them.