

Parent Handbook



2022-2023

Revised 6/20/2022

Serving Children Ages:

Playschool Program

(6 weeks to 36 months)

Preschool Program

(3yrs to 5yrs)

Bellevue Presbyterian Church Early Education Program

100 Cross Timbers Drive

Nashville, TN 37221

Phone: 615-646-1667 Ext. 3

Email: EarlyEd@BellevuePres.org

BPCEE 2022-2023 School Calendar

July 25 th -August 5 th	Closed Teacher Break & In-Service Training
August 8 th , 2022	M/W/F Playdate (Orientation & Parent Conferences) 9:00am-10:30am
August 9 th , 2021	T/TH Playdate (Orientation & Parent Conferences) 9:00am-10:30am
August 10 th , 2022	First Day of School
September 5 th , 2022	Closed Labor Day
October 7 th , 2022	Closed Parent Teacher Phone Conferences
October 10 th – 14 th , 2022	Closed Fall Break
November 11 th , 2022	Closed Veterans Day
November 23 rd – 25 th , 2022	Closed Thanksgiving Break
December 11 th , 2022	Sunday Christmas Program @ 10:30am
December 15 th , 2022	Noon Dismissal
December 16 th – January 4 th , 2023	Closed Christmas Break
January 5 th , 2023	First Day Back to School
January 16 th , 2023	Closed MLK Day
February 20 th , 2023	Closed President's Day
March 10 th , 2023	Closed Parent Teacher Conferences
March 13 th – 17 th , 2023	Closed Spring Break
April 6 th , 2023	Closed Teacher in Service
April 7 th , 2023	Closed Good Friday
May 19 th , 2023	Noon Dismissal (Last Day of School)
June 5 th , 2023	First Day of Summer Program
June 19 th , 2023	Closed Juneteenth
July 3 rd & 4 th , 2023	Closed 4 th of July
July 21 st , 2023	Last Day of Summer Program

Welcome to Bellevue Presbyterian Early Education Program

Philosophy of the BPC Early Education Programs

The Early Education Programs are a Christian ministry of the Bellevue Presbyterian Church.

Through a safe, warm, caring environment, we hope to give each child a natural step from home to school. Child-centered play is the heart of our developmentally appropriate curriculum. Our teachers and aides serve as guides to learning by providing a variety of experiences that foster intellectual, physical, social, emotional, and spiritual growth.

Children also experience Christian love, acceptance and forgiveness as modeled by their teachers. God's love is abundant, and we celebrate being children of God each day.

Structure and Oversight

The Early Education Programs shall operate under the immediate direction of the Early Education Board which is a part of the Christian Education Ministry Team of Bellevue Presbyterian Church. The Board is comprised of 5 voting members, including a Chair who is a member of the Christian Education Ministry Team. Ex-officio members of the Board include the BPC Director of Christian Education, the Pastor, and the Director of the Early Education Programs.

Ultimate responsibility of the Program resides with the Session. All matters involving employment, finances and policies must be approved by the Session.

Playschool Purpose

Through the Playschool Program, our children are provided with a loving and stimulating atmosphere with teachers who are attentive to the unique needs of young children. They are encouraged to become comfortable being without their parents in an environment that is safe and loving.

Preschool Purpose

"Creative" and "developmentally appropriate" are the key words to our understanding of preschool curriculum. Children have the world at their fingertips and love to explore and create with a variety of mediums. Recognizing that children grow and mature at their own speed, activities are designed to encourage them to grasp concepts and skills that are challenging and appropriate for their age.

Christian Emphasis

As a Christian program, we will include Bible stories, prayers, and songs 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.

Curriculum

The teachers use a "theme-based" curriculum. They prepare a calendar at the beginning of each month that gives an overview of themes and concepts that will be presented. The teachers develop this curriculum in conjunction with the Tennessee Early Childhood Early Learning Developmental Standards as outlined by the Tennessee Department of Education. The following are some of the activities used to introduce and develop these ideas and concepts.

- **Art Activities** include projects that develop imagination, individuality, and aesthetic appreciation. It develops eye-hand coordination as well as large and small muscles. Children are encouraged to do their own artwork without additions or corrections from the teacher. The use of recyclable items is encouraged, and equipment is appropriately sized to fit in the small hands with limited small muscle development.
- **Chapel Time** is included twice a month for our Preschool children and offers a special time of praise and celebration to God. This time focuses on giving thanks to God for all the wonderful things God has given us. Each month a Bible Story is emphasized that leads us to appreciate God's never-ending love for all.
- **Cooking Activities** include foods from the basic 4 Food Groups and allow the children to measure, stir, sift and sample menus that are low in salt, sugar and fats. Children delight in tasting the results of their own handiwork. Due to the increase of peanut allergies, no peanut products are used in our cooking.
- **Finger plays** are simple poems that the children can recite while performing appropriate actions. They are simple and repetitive and strive to reinforce the weekly theme in a concrete way.
- **Games and Social Activities** are kept simple and promote a sense of cooperation and fairness. Groupings are kept small to reduce "waiting time" and taking turns is stressed.
- **Language Development** includes discussions, word games, flannel board stories, suggested books, and experiences to increase communication skills. Listening to what children say is an important goal for our teachers. Often "child-directed" poems and booklets are created to further communication skills.
- **Math** includes games, activities and materials that help provide a foundation in shapes, sorting, counting and one-to-one concepts.
- **Music** includes simple songs and familiar tunes designed to complement the weekly themes through rhythm instruments and singing.
- **Physical Development** includes games and exercises, which increase gross motor skills and coordination. Large muscle activities and outdoor play are included in daily routines.
- **Science** concepts are simple and concrete and seek to provide children with sources of wonder and discovery in the world around them.
- **Seasonal Emphasis** on religious, as well as multicultural happenings, will be a regular part of this curriculum. The children are encouraged to be a part of the celebrations and traditions that happen at home, at church, and around the world.

Important Basic Information About BPCEE

Staff

Our staff members are chosen for their training, experience, dedication, character, and love for the children. Staff members also maintain current certification 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. Many have state sponsored childcare training.

Schedule and Hours

Regular Care Hours begin at **9:00 a.m.** and end promptly at **2:30 p.m.** Monday through Friday.

Extended Care Hours begin at 8:00 a.m. and end promptly at 4:00 p.m.

For the safety of our children, all doors to the building are locked while the program is in session. Should you need access to the building at a time other than arrival and dismissal, you will need to enter through the upper parking lot Office door (this includes before and after care drop off/pick up) and use the keypad access.

Half Day Dismissal we will be at 12:00.

Enrollment

All children enrolling in the program must present a **current immunization record** signed by the child's physician. Any child not current with immunizations must present a signed physician's statement indicating a documented medical condition. This is the only acceptable cause for exemption.

All children entering the preschool program must be completely potty trained. We do not have the facilities to change diapers or pull ups in the preschool classrooms.

A non-refundable Registration Fee of \$120.00 is due upon application. If a class is full, and the child is placed on a Waiting List.

Upon acceptance into the program, **one month's tuition is due and payable as a deposit.** This non-refundable deposit will be applied as payment for the final month of enrollment after a written 30-day notice.

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.

Life-threatening Allergies

For children with life-threatening allergies, a written plan of action endorsed by the child's pediatrician or licensed medical provider must be provided including name, address, phone number of a physician to call in case of an emergency. You must also provide a written consent to offer medical care if the life-threatening allergy is to happen at school. We also need the name and contact information for an emergency contact in the event the parents cannot be contacted.

Withdrawals

If it becomes necessary to withdraw your child from the program, one month's written notice is required to correctly apply the deposit to the final month.

Arrival Procedures

It is important for your child to arrive on time. Children who arrive late are often disoriented as they try to "catch up" to the class schedule. **Children will be received into their classes beginning at 9:00 am.**

Playschool children should be taken to their class by their parent and **signed in** with an emergency phone number where the parent can be reached during that session.

Preschool children may be **signed in** and dropped off in the Hook-Up line AFTER the first full week of school. The hook-up line forms in the lower parking lot facing Highway 70S where a teacher or aide will assist your child in getting out of your car. Please keep your child seat belted until the teacher arrives at your door to ensure maximum safety. Please do not allow your child to leave your car without a teacher or aide's assistance. Do

not allow your child to stand up inside your car.

If you arrive after 9:15 am, or if you choose not to use the hook-up line, you will need to enter the building from the upper parking lot through the Office door, **sign in** and escort your child to their room. **Do not let your child walk to their classroom without an adult.** *Please do not knock on the downstairs door or class window - our teachers cannot leave their classrooms to let you in.* **Please do not park in the lower parking lot during hook up.**

Walkers to School

If you walk your child into Preschool, we are asking that you do not arrive until drop-offline is over each morning, this would be at 9:15 am. After all cars have left the drop-offline, we will start signing in walkers and parents that walk their child to their Preschool classroom.

For dismissal pick up line, we are asking that all walkers and parents that pick up their children to sit upstairs in the Narthex until we walk children up from the preschool area, this will usually be around 2:45 pm. We will bring the sign in sheet up and you can sign your child out.

If you need to pick up your child before 2:45 pm, you will need to arrive before 2:15 pm pick up your child from the classroom.

Please note that this policy does not affect children in our Playschool classrooms unless you will also be walking a student down to the Preschool. Let us know if you have any questions.

Dismissal Procedures

For the safety of our children, please inform the Early Education Office **IN WRITING** if anyone other than a parent will be picking up your child.

Playschool children must be **signed out** and picked up from their room by an adult. Please, for your own safety, do not leave a sibling in the car while you walk inside.

Preschool children may be **signed out** and picked up through the hook-up line by a parent or pre-approved adult beginning at 2:20 pm.

All children should be picked up by 2:35 pm each day. After 2:35, any child still at BPC will be taken to aftercare and charged a \$1 per minute late fee.

In the case of an emergency that will keep you from arriving on time to pick up your child, please call the Early Education Office (615-646-1667 ext. 3) as soon as possible so we can make other arrangements for care after their scheduled school day.

All children must be properly restrained via car seats or booster seats in accordance with the law. **Employees of BPCEE cannot install car seats or secure your child in their car seat nor transport students in the program.**

DHS policy prohibits release of a child to an adult exhibiting **risky behavior** (intoxicated, out of control). In this situation, an emergency contact will be called to get the child, or the police will be involved.

Open Door Policy

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

Snow Policy

BPCEE 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. Please check our Facebook, and Class Dojo for weather closing decisions. **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.**

Please download Class Dojo for inclement weather closings.

Accidents and Injury's

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. In all other cases, a note will be sent home to the parents.

Sign In and Sign Out Procedures

DHS requires the person dropping off and picking up to sign the child in and out each day. Sign-in sheets are on the wall outside each room or on a clip board within the classroom. Parents are required to leave a telephone number each day so they can be reached in case of emergency. By law, the person dropping off and picking up the child must sign their name legibly and record a time each day the child attends. Failure to do so will result in termination of our services with no tuition refund.

Daily Reports

Infants and non-verbal children will receive a “daily report” which outlines the child’s day while at BPCEE. Please make sure to let us know when your baby ate last, by writing it on a daily report located in designated area of your child’s classroom or by telling the teacher. On the daily report it will also have a place for needs of the child for the next day of school to help better care for your child/children. We appreciate you sharing with us milestones that happen at home as well as anything that you feel we need to know regarding your child’s day while at school.

Voice Mail

If by calling during the day you reach our voice mail, please leave a message. During business hours the voice mail will be checked every 30 minutes. You may also leave messages after hours for sickness, etc. Please give us a call and let us know if your child/children will not be attending school due to sickness or other reasons. Occasionally we allow children to drop-in if space allows.

Sick Policy

It is expected that your child will only attend school when he/she is healthy. Please do not send your child if he/she has had:

1. Fever of 100 or higher within the last 48 hours
2. Diarrhea and/or 2 uncontained bowel movements within the past 49 hours
3. Vomiting within the past 48 hours
3. Skin infections (**that are contagious such as impetigo, poison ivy**) Must have doctors note to return to school.
4. Lice – **Notify school immediately.** Must be “nit free” to return to school. Must have doctors note to return to school.
5. Runny nose (**with cough or fever**) [doctor’s note is required if runny nose is due to allergy]
6. Conjunctivitis – may return 24 hours after treatment
7. Hand Foot & Mouth can return once sores are dry
8. Flu (Must have doctors note to return to school and no other symptoms such as fever for 48 hours.)

Reasons your child could be sent home from school includes the following listed above, but we also reserve the right to call you to pick up if your child is not acting like him/herself during the school day.

Example of 48-hour rule: If your child throws up at school on Monday at 10 am your child cannot attend school till 48 hours since the last symptom happened. If the last symptom was at 10 am on Monday, we should not see you back till Thursday.

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 office. Only director or assistant director will give medications. In emergency situations the teacher with your child will and can administer the emergency dose of medication.

Disenrollment Policy (Expulsion)

Unfortunately, there may be circumstances under which a child is asked to leave our program. The director reserves the right to ask for the withdrawal or a reduction of days for any child who requires special attention that cannot be provided within the program. Special attention is meaning behavioral issues, social emotional issues, and or special needs that we as a school cannot provide. BPCEE will assist parents in referrals to Metro Nashville Public Schools, TEIS (Tennessee Early Intervention System), CSEFEL (Center on Social and Emotional Foundation for Early Learning), and any other services we think is necessary.

Discipline

Although discipline is ultimately the parent’s responsibility, disciplinary actions are required from teachers at times in order to ensure fairness and safety in the classroom.

The teacher is responsible for setting clear rules and consequences within each classroom.

Positive redirection is the preferred form of problem resolution; however, time out is also an acceptable form of discipline when redirection is not effective.

In cases where a child exhibits inappropriate behavior (uncooperative or harmful behavior to oneself or another person, biting, hitting, kicking, or willful destruction of school property) on a consistent basis, the parent, teacher, and director will sit down to discuss a written action plan. This action plan will be simple and short.

If, after reasonable efforts on the part of the teaching staff and the parents, a child cannot cope within the guidelines of the program, he/she will be asked to leave the program. This will be evaluated by both the teacher and the director, based upon the written action plan and the observations/evaluations with respect to the child's behavior since the creation of the action plan.

Biting Policy

BPCEE recognizes that children between the ages of 10 months and 30 months often go through a period when they bite other children. Biting occurs for a variety of reasons. Some of the most common reasons are teething, lack of ability to communicate, frustration, being overly tired or hungry, or a need for more attention. It is highly likely that all children at this age will either bite or be bitten at some point (often more than once) in a childcare setting.

Our teachers and administration work closely and quickly to extinguish this undesirable behavior by following these guidelines:

- If a child bites another child three (3) times within a day, BPCEE will ask the biting child's parent to remove the child from the center for the rest of the day.
- If a child has been removed from the center twice within a five-day period, a parent/teacher/director conference will be held where a formal plan of action will be developed.
- If there is no improvement after the parent/teacher/director conference, BPCEE will require the parent to withdraw the child temporarily from the center. BPCEE, in consultation with the parents, will determine an appropriate length of time for the temporary withdrawal.
- If there is no improvement after the child returns, BPCEE will permanently withdraw the child from the center for the remainder of the year.

*****All decisions and actions will be at the director's discretion based upon policies and, case by case circumstances.**

Community Service & Outreach

To help nurture our children in the spirit of giving to others, the Early Education Programs will be partnering with the Bellevue Presbyterian Church in various community service and outreach projects throughout the year. Information will be provided through the monthly newsletters on each of these projects so that families can choose how they wish to participate.

Teacher Turnover & Transitioning Children

BPCEE does not have teacher turnover every often but would like to inform all parents that teachers do move on and life is always changing. 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 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.

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 parent group. We ask that all volunteers or guests sign into the center, in 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 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.

Grievance Procedure

BPCEE encourages parents to communicate with their child's teacher and all administrative staff openly and respectfully 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 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.
- File a formal complaint with DHS at # (615)532-4410 if the situation is a violation of DHS policy.

If no amicable agreement is possible, BPCEE reserves the right to immediately release a family from their enrollment agreement with a prorated refund for services paid but not used.

Safety

Safety is particularly important to the children in our care as well as the teachers, staff, and parents of BPCEE. We ask that all parents help with the safety of BPCEE by:

- Encourage the use of seat belts, locked doors, and other safety devices.
- Ask parents not to leave valuables or children unattended in their vehicles when dropping off or picking up their children.
- Please refrain from using your cell phone while dropping or picking up your child.
- Children will be released only to parents or adults authorized on emergency forms. Written permission is required for children to leave with someone other than a parent or authorize adult.
- Parent or guardian must sign the child in and out daily upon arrival and dismissal.
- No child will be released to a person who puts the child at risk either in transportation plan or by behavior (including suspected usage of alcohol or under the influence of drugs at the time of pick-up; no car seat, or irrational behavior). Another individual on your transportation plan will be called to pick up your child.
- The school doors are locked, other than drop off and pick up time. If a parent needs in early or late into the building, they are asked to call the church office at (615) 646-1666 or preschool office at (615) 646-1667.

Tuition

Tuition & Fees

Tuition is paid in advance and due on the 1st of each month based on the following scale:

Infant (Ages 6 wks. – 12 months)		Playschool (Ages 13months - 36 months)		Preschool (Potty Trained) (Ages 3 - 5)	
Two Days (T/TH)	\$425.00 per month	Two Days (T/Th)	\$400 per month	Two Days (T/TH)	\$380 per month
Three Days (M/W/F)	\$575.00 per month	Three Days (M/W/F)	\$500 per month	Three Day (M/W/F)	\$480 per month
Five Days (M-F)	\$875.00 per month	Five Days (M-F)	\$700 per month	Five Day (M-F)	\$680 per month

- Young Playschool Children should be on finger foods and on sippy cup to get playschool rate.
 - If not potty trained, you will have to pay the Playschool tuition rate.

Before Care (8:00 - 9:00 am daily)	After Care (2:30 - 4:00 pm daily)
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Two days per week	\$80 per month	Two days per week	\$110 per month
Three days per week	\$105 per month	Three days per week	\$150 per month
Five days per week	\$155 per month	Five days per week	\$230 per month

Before & After Care are primarily for use monthly, and you must be enrolled to attend continually.

We will take children on a drop-in basis per availability; however, **we prefer 24 hours' notice for staffing purposes.**

Fees:

- Application for Fall Enrollment \$120.00
- Application for Summer Enrollment \$75.00
- Late Tuition Fee (payments received after the 10th) \$20.00 Late Fee

After 2:35, any child still at BPC will be taken to aftercare and charged a \$1 per minute late fee. **Late aftercare pick-up** fee of \$1.00 per minute will be paid to teacher upon pick up of child.

Delinquent tuition

As a non- profit organization, we rely on timely payments. Should you have a problem paying your tuition on time, please contact the office to make payment arrangements. Should your account become delinquent by more than 2 months without a payment plan in place, your child will no longer be able to attend our program. A child may be re-enrolled at the director's discretion.

Communication

Our program stresses the importance of communication between the teachers and the parents. We feel this communication is a two-way process and encourage parents to talk regularly with their child's teacher about issues and concerns that they have. Please notify your child's teacher if your child is ill, particularly if the disease is contagious. Also, please let us know if there are circumstances at home which may affect your child at school or if you are concerned about a situation or incident at school.

We will keep in touch with you through telephone conversations, e-mails, planned conferences, personal notes, announcements, and a monthly newsletter to keep you informed about the program.

Each child should bring a backpack to school each day. Any home-school communication can go in this bag. Please do not send verbal messages through your child - written communications or direct conversation with your child's teacher is the most effective.

At the start of the school year, **all children** and parents are invited to come to school for a "Play-Date" orientation visit. You and your child will have an opportunity to meet your child's teacher, the other children in the class and their parents. You will be notified by phone of the exact date and time.

Our program does not regularly view television and videos, however, your child's teacher may elect as a special occasion to show a video. You will be asked to sign a form acknowledging that your child may or may not view this show. In a case of a non-returned permission form, your child will not be allowed to watch the video.

Should you have a concern regarding your child's class, we encourage you to speak to your child's teacher first. If this does not satisfy your concern, please notify the director.

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 Fall Semester we will offer phone conferences to all families, and during spring semester we will have a one-on-one parent/teacher conference where we will meet with you and your child individually to go over his progress and any needed improvements.

ClassDojo App

Please download the FREE app ClassDojo. This app will help you communicate with your child's teacher each day and will also allow you to be updated of things going on within the school. Please let us know if you need help downloading this app.

Please download our Parent Communication App to communicate with your child's Classroom Teacher.



Apple Store Link <https://apps.apple.com/us/app/classdojo/id552602056>

Google Play Store Link https://play.google.com/store/apps/details?id=com.classdojo.android&hl=en_US

Sandbox App

Please download the FREE app Sandbox Parent Portal. This app will help you communicate with the Early Education Office. You can receive updates, school closing, and billing via this app. Please let us know if you need help downloading this app.

Please download our Parent Communication App to communicate with the Education Office.

Apple Store Link <https://apps.apple.com/us/app/sandbox-parent-app/id1266681206>

Google Play Store Link <https://play.google.com/store/apps/details?id=com.runsandbox.parent>



Rules for Parent to Know

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 and 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.

Release

Please inform the Director if another person other than a parent will pick up your child. Children will not be released to unauthorized persons. Please advise your spouses, grandparents, and baby-sitters that proof of identification will be required. This is for your child's protection. All children will not be released without a photo ID of person picking up.

Special Needs Children

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 BPCEE. 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 all special needs children).

Pictures and Social Media

Pictures

Individual pictures are taken during the school year. You will have the choice between several packages to purchase. Exact dates will be included in the newsletter. Photographs of children and our classes in progress will be made during the year for use in displays. Please let us know if you do not wish your child to be photographed. Permission to Photograph will be sent home with each child.

Photos and Video Taping

During the school year, teachers, parents and other professional authorized by the staff may photograph or video tape children. Photo release forms are in director's office and are given out at the start of the school year by your child's teacher and/or are included in the Enrollment paperwork.

Facebook

BPCEE has a Facebook Page for all currently enrolled families. Families of previously enrolled students may choose to stay connected as well. It is a private page administered by the director. On our Facebook Page you will see reminder of upcoming events, pictures of activities going on, and

have up to date information on closings and other important information. Find our Facebook page by typing in @bellevuepresearlyed on search bar.

Food

All children in the program are required to bring their own lunch. **We provide milk at lunch.** If your child has a milk allergy, please provide a doctor's note along with an alternative milk beverage.

Remember to provide simple foods (unpeeled oranges are frustrating for any age child!) that do not need heating. **Playschool children** under three years old need to be able to feed themselves and will need to bring a "sippy cup". Please avoid foods that may cause choking such as chips, apples, popcorn, etc.

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

- Bread or cereal, roll, muffin, etc. (1/2 pc. bread)
- Meat or meat substitute (peanut butter, eggs, cheese, nuts, yogurt) -- 1/2 oz. meat or 2 oz. yogurt
- 1 Fruit and 1 Vegetables (1/2 cup portions) 2 servings (1 Serving of Vegetable and 1 Serving of Fruit) -- (DHS requires 100% fruit portions)
- Milk is required and provided for children unless a doctor's note is submitted due to allergies. We will provide 2% milk for toddler to preschool classrooms. Infant rooms will have to provide all food and milk products.
- Blue Ice" 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 required to bring **utensils** (forks, spoon, etc.) if needed to consume the food and the development stage of the child. Please make use the utensils are not disposable. Bento Type Boxes are required for lunches containment, we do not have time to open 5 zip lock bags and prepare foods on a plate. All items need to be in bento type boxes. Here are some examples:



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

- Be sure to cut all fruit 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 esophagus is the size of a straw and any items that are bigger can be choking hazards. 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.

Due to the prevalence of "nut allergies", we ask that no special treats or snacks containing any kind of nut be sent to school to share with classmates.

While we will make every effort to accommodate dietary restrictions and food allergies, please note that we are not a "peanut free" program.

Birthdays

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

Snacks

Parents can provide a snack for extended care (early care and after care). We do not provide snack.

Peanut Allergies

We are very mindful of children with peanut allergies, and we will ask all families to be diligent in asking and knowing if your child's classroom is a peanut free zone. If your child's classroom is Peanut Free, we will let you know. We ask that if you are sending Sun Butter or Almond Butter that you please label the child's sandwich, if it is not labeled, we will not serve.

Allergies

All known allergies need to have an action plan in place by a doctor, and the school will need a copy of this action plan. This also includes severe and minor allergies. There is also additional paperwork that needs to be filled out in the Early Education Office if there is an allergy, medication, or action that needs to happen.

REQUIRED ITEMS THAT ALL FAMILIES PROVIDE (Please label everything)

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

- Diapers and Wipes
- Lunch Box with Ice Pack and in a Bento Box
- Backpack or Diaper Bag with Change of Clothes
- Eating utensil, if necessary
- Sippy cup or cup with lid (based on age)

Important Playschool Information

Infant & Toddler Classroom Rules

- Infants are not allowed to stay sleeping in car seats if they arrive sleeping. Infant must be transferred to crib to sleep.
- Bibs must be removed prior to placing infants in a crib for sleeping.
- Soft bedding is prohibited in cribs. For example, pillows, blankets, stuffed toys, and other soft items.
- Mobiles and other toys that attach to any part of the crib are prohibited.
- Infants are placed on their backs when positioned in a crib.
- Breast Milk and Formula will be warmed via bottle warmer.
- All items, including food items must be labeled.
- No teething necklaces, pacifiers, or any item around their neck or attached to their clothing is allowed.

Food & Milk

We ask that all infants provide all their own food and milk due to unknown allergies. We will provide 2% milk in Toddler to Preschool Classrooms.

Clothing & Personal Belongings for Playschool Children

Children's clothing should be easily managed by the children and should be comfortable. We recommend casual or play clothes for daily wear. They will get dirty on some days.

Sneakers are the safest shoes for school. Those with hard soles are not recommended. No sandals, please.

For outdoor play, please make sure you send a sweater or jacket when the weather is cool, and a coat on cold days. Children WILL be going outside every day weather permitting, so please be sure to dress them appropriately and send layers that can be added during cooler weather.

Playschool children need to bring a minimum of *4 diapers daily (if sending pull-ups please send type with Velcro sides) and wipes throughout the year* along with a *change of clothes* in case of an "accident".

All Children attending must bring a *crib sheet* to cover their rest mat. Infants in cribs are not allowed to have blankets or soft bedding.

Please label all personal belongings so that your child comes home with their own clothes.

Please leave toys at home. They are just too hard to keep up with at school.

Diapers

We accept disposable or cloth diapers. If cloth diapers are used, we prefer the Velcro type with the approved odor sealing bag. Please send a diaper bag with 3-4 diapers each day.

Wipes

All parents are required to provide baby wipes for their child. We ask all parents to bring in a case of baby wipes (6-8 packs of wipes) in the fall and again in the spring. If your child has an allergy or needs sensitive wipes, we are happy to use a special wipe on your child and place those wipes in their own cubby.

Diaper Cream

We will use diaper cream on your child, but you must sign a permission form and provide your preferred cream (labeled). Ask director or infant room teachers for diaper cream information form.

Clothing

Children should come to school dressed in simple, washable play clothes suitable for current weather conditions. Clothing should be appropriate to the season. For outside play in cold weather, a coat, mittens and a cap are enough and should be included in your child's diaper bag/back pack. For the safety, shoes must always be worn on the playground and in the classroom preferably tennis shoes that are closed toed. The exception to this rule is our infant classroom, which is a no shoe classroom. 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. Children do get dirty so dress accordingly.

Extra Clothes

Each child MUST have a clean set of clothes. Accidents do occur, so pants, shirt, socks and under clothes are required. Place these clothes in a gallon zip lock bag and inside your child's backpack so they can be easily found.

Important Preschool Information

Clothing & Personal Belongings for Preschool Children

Children's clothing should be easily managed by the children and should be comfortable. We recommend casual or play clothes for daily wear. They will get dirty on some days.

Sneakers are the safest shoes for school. Those with hard soles are not recommended. No sandals, please.

For outdoor play, please make sure you send a sweater or jacket when the weather is cool, and a coat on cold days. Children WILL be going outside every day weather permitting, so please be sure to dress them appropriately and send layers that can be added during cooler weather.

Preschool children need to bring a change of clothes.

All Children attending must bring a *crib sheet* to cover their rest mat.

Please label all personal belongings so that your child comes home with their own clothes.

Please leave toys at home. They are just too hard to keep up with at school!

Keeping Kids Safe Curriculum (Ages 3 and Above)

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, teaches children prevention, safety, and teaches them 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 www.tn.gov/humanserv/adfam/kksvw.pdf

Reading Readiness

The love for reading begins early with experiences such as "family reading time" and "bedtime stories". To help promote an excitement and love for books, our program participates in the Scholastic Firefly Book Order Club. Each month your child will receive a book order form full of wonderful, exciting books designed for their age. Please review this book order with your child and return your order form and check promptly. Your child's books will be sent home in his/her backpack when they arrive, and our program will receive credits for free classroom books through your participation.

Periodically, our program sponsors a Book Fair that provides you the opportunity to come shop for your favorite books first-hand at a display set up at the church. This is an excellent chance for parents, grandparents, and friends to see and touch many wonderful books as well as be a part of our program's growing library of resources. Dates and times will be announced in the newsletter.

Ways that Parents can help our Early Education Program

If you have a talent that you would like to share - let us know! We love to have parent's visit and share special things with us!

If you would like to be a Room Parent - let us know! Room Parents can help coordinate special events and parties for holidays as well as communicate special needs to other parents when "extra hands" are needed.

Keep our teachers and our program in your prayers! We enjoy partnering with you in helping your child grow and develop into the wonderful creation that God has intended them to be! We celebrate with you as you nurture and love these precious gifts from God, and we are thankful to be a part of your child's life.

Ways that Parents can help their Children Grow

Share in your child's happy anticipation of going to Weekday Playschool or Preschool. Show interest in his/her work. Encourage your child to do their best, but do not compare your child to other children. Help create a good attitude about school and help your child to BE ON TIME and ATTEND REGULARLY. If a child comes in late, the group may have started without him/her.

Arrange for your child to have several experiences away from home and without parents.

Give your child opportunities to do simple tasks about the home: putting away toys, hanging up clothes on hooks, caring for pets, setting the table, etc.

Include your child in family conversations, particularly at the table. Avoid talking down to your child.

Provide as many rich, first-hand experiences as you can - such as taking a train, plane or bus ride; eating at a restaurant; going on picnics or fishing trips; visiting a zoo and seeing a circus; helping with the grocery shopping; occasionally helping to cook something "special"; watching the construction of a new house or building; shopping for new clothes; planting a small flower bed or vegetable garden.

Read or tell stories to your child daily. Build a library of good picture and storybooks. Guide your child's viewing of television. Watch T.V. WITH your child and talk about what you see.

Give your child opportunities for experimenting with water (blowing bubbles, playing with water toys); with sand, mud, and clay; with finger paint; and with large crayons and large pieces of paper and scissors.

Help your child to learn good listening skills and to follow simple directions.

Participate in active play to enhance the development of your child's large muscles.

Provide LOTS OF HUGS AND KISSES that let your child know that he/she is especially important to you and loved for who they are!

Gold Sneaker

Dear Parents,

We are excited to let you know about our participation in the "Gold Sneaker Initiative". The Gold Sneaker Initiative was developed by the Tennessee Department of Health to enhance policies related to health and wellness within licensed childcare providers across Tennessee.

By integrating nutrition and physical activity into our children's daily routine, children receive repeated exposure to information and principles for healthy living. It is this repeated exposure and experience with nutrition education and physical activity that will influence children in a positive way. Children will begin to understand that nutrition and activity are a regular and essential part of each day, thus reinforcing a lifetime of healthy habits. The Gold Sneaker policies to enact will include minimum requirements on physical activity, sedentary activities, breastfeeding, mealtime, behaviors, portion sizes, and a tobacco-free facility. Please see the list below:

Gold Sneaker Policies

Physical Activity Policies

Policy 1:

Children attending less than a full day program shall be offered a proportional amount of the physical activity time as required by TDHS licensure rules. Physical activity for children ages three years and older must be a balance of structured and unstructured play, both indoors and outdoors (weather permitting) utilizing age-appropriate activities.

Policy 2

Providers shall provide education (i.e., via parent meetings, provider newsletter articles, sharing of educational video resources, etc.) to families twice each year that addresses the importance of limiting screen time according to current American Academy of Pediatrics policy and the development of a Family Media Plan.

Policy 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. Childcare director shall take Go NAP SACC Self Assessments (Infant and Child Safety Physical Activity & Screen Time) to compare their physical activity practices to best practice standards.

Policy 4:

Childcare providers must ensure physical activity is a positive experience for children and that it is never used negatively or to control behavior.

Nutrition Policies

Policy 5

Providers shall ensure appropriate infant and child feeding patterns, including breastfeeding. All educators shall be trained to advocate for breastfeeding, safely prepare expressed breastmilk for feeding, feed infants according to their individual needs, and store expressed breast milk properly. Providers shall publicly display their support for breastfeeding infants and mothers by posting signage or other publicly facing information (i.e., participate in Breastfeeding Welcomed Here through the TN Department of Health or Team Nutrition resources for new and expectant moms about breastfeeding).

Policy 6

Childcare educators shall ensure appropriate infant and child feeding patterns, including adequate time for snack and meal consumption and age-appropriate portion size. Childcare educators shall provide education to families twice each year (i.e., via parent meetings, provider newsletter articles, sharing of educational video resources, etc.) that addresses nutritional learning experiences, with a focus on adequate time for snacks and meals and age-appropriate portion size. All eating opportunities shall consist of a respect for the child and promotion of a positive attitude toward food. Childcare educators shall apply evidence-based early food preference learning strategies such as introducing healthy foods, repeatedly pairing new healthy food choices with foods children already like and modeling consumption and enjoyment of healthy foods.

Tobacco-Free Campus Policy

Policy 7

The childcare provider campus shall be free of all tobacco and tobacco-related products, including smoking, smokeless and electronic products. The campus is inclusive of all vehicles used to transport enrolled children, all outdoor spaces, and all indoor locations, whether children are present. Childcare employees and volunteers may not use tobacco or tobacco-related products while off-campus at provider-related activities (i.e., fieldtrips, walks, and all other outdoor activities). Employees who use tobacco products while off campus are required to change clothes and wash hands thoroughly prior to interacting with children. "No Smoking" signs shall be posted conspicuously at each childcare provider entrance, as required by state law.



Revised November 2018

Emergency Preparedness Plan

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 BPC 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:

PLAN 1-EVACUATE BUILDING

Evacuate building first - if possible, children will evacuate to playground.

PLAN 2- EVACUATE PREMISES

Evacuate to nearest location, Bellevue Baptist Church located at 7400 Hwy.70S (615)646-2711. We would be able to walk if necessary.

PLAN 3-EVACUATE PREMISES

Evacuate to a further location which would be to Bellevue Middle School located at 655 Colice Jeanne Rd (615) 662-3000. Our church bus could be used to transport children to this area if walking was unsafe.

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.

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.

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.

Fire Evacuation: All children will participate in fire drills monthly. Each room has posted an evacuation floor plan in the classroom. Children exit the building and go to black top/basketball courts. All emergency information and sign-in and out sheets will be taken.

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, Playschool goes to Community Room located on ground floor of church and Preschool exit to interior hallway to duck and cover. 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.

Lockdown: If there is a dangerous person inside or immediately outside the facility. Immediate action will be taken by staff, in a quiet and orderly fashion. Children will be kept inside the room, away from doors or windows where they can be seen. Children will only be evacuated if it is the best option for safety.

DIASTERS WHERE THE CHILDREN WOULD BE IMMEDIATELY EVACUATED BY NECESSITY OR UNDER ORDER OF EMERGENCY SERVICES

BUILDING NOT USABLE

- **Fire:** Children would remain outside until parents arrive
- **Storm/Flood:** Children would remain outside until parents arrive.
- **Chemical or natural gas leak:** Children will be transported via staff or public services to Harpeth Heights Baptist.
- **Bomb Threat:** Children will evacuate to Bellevue Baptist (across the street).
- **Earthquakes:** Children would remain outside until parents arrive.

In each of these cases, teachers take the "Sign In" Clipboard with them to make the emergency phone calls to you. It is imperative that you sign in each day so that we may contact you.

Emergency Supplies of Food and Water will be available for 72 hours