



Promiseland

Parent Handbook
2017-2018



Fellowship Bible Church
1210 Franklin Rd. | Brentwood, TN 37027

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Brentwood Childcare Director



Promiseland

Welcome Promiseland Families!

Promiseland is the Parent's Day Out Program at Fellowship Bible Church. Promiseland provides parents a quality preschool environment where children learn God Made Me, God Loves Me, and Jesus Wants to be my Friend Forever. This handbook is provided to help answer any questions you may have concerning our school policies and procedures and to help ensure your child has a great year with us.

OUR MISSION:

Promiseland is a Parent's Day Out Program designed to nurture preschool students spiritually and academically. Our goal is to equip each child for a lifetime of learning and to grow a deep love for God through interaction with teachers and peers.

OVERVIEW:

- Tuesdays and Thursdays: 9:15am-2:15pm
- First Day of School: September 5, 2017
- Promiseland accepts children ages 18 months to five years old. Children must be the accepted age by September 1st. We welcome children of any race or religious beliefs.



REGISTRATION

ADMISSION: Registration online must be completed for your child to be considered for admission. A \$40 non-refundable application fee per child per day must accompany the registration. Admission is not guaranteed until application fee is received. If there are no openings available for your child, you may choose to place your child on the waiting list at no cost. You will be contacted as soon as a spot becomes available. A non-refundable application fee will be due at the time that you accept a position off of the wait list. **Paperwork for new students is due by August 1st. Current students may turn in paperwork the first day of school.**

TUITION: Promiseland will meet for a total of 9 months from September 2017 through May 2018. Tuition is determined on an annual basis and may be paid all at once or in nine monthly installments. Tuition is due on the 1st of each month from September to May. A supply fee of \$20 for the year is collected during September to keep all classroom supplies updated. **Payments are considered late by the 15th of each month and will be charged a \$15 late fee.** If you have not paid all fees due by the 15th of a given month, your child will not be allowed to attend until monies are rendered. Full tuition must be paid each month regardless of the number of days in attendance due to illness, holidays, vacation, etc. Tuition is based on days registered, not days attended.



2017-2018 TUITION:

One child, one day	\$ 945 annual, \$105 monthly
One child, two days	\$ 1,890 annual, \$210 monthly
Two children, two days	\$ 3,780 annual, \$420 monthly

LATE FEES: \$1.00 per minute/per child beginning at 2:21pm. Payable upon pick up.

WITHDRAWAL FROM PROGRAM: Fellowship Childcare assures your child's registration in Promiseland for the entire year. Enrollment is considered on a full month basis. Should you wish to withdraw from the program, a 30-day written notice from the 1st of the month must be given to the childcare director. Tuition will be charged and due through the end of the 30-day notice. Your child may continue to attend during the 30-day notice. If written notice is given during the middle of the month, payment of the entire next month's full payment is still required. For example, if you give written notice on Nov. 17th, you will still owe for the entire month of December. Your child will be able to attend both the entire month of November and December. It is to your financial advantage to provide notice at the first of any given month.



FORMS: In order to be enrolled in Promiseland you will need to complete all necessary forms. These forms include.

1. Information Form
2. Medical and Liability Form
3. Parent Handbook/General Consent Form
4. Teacher Form
5. Friend of Promiseland Form

NOTE: The Medical and Liability Form requires a notary signature.

WHO WE ARE

CURRICULUM AND DAILY SCHEDULE: Our program is based on the Bible using a curriculum called *First Look* (www.firstlook.com). First Look gives a child his/her first glimpse of God using the themes of: God Made Me, God Loves Me, and Jesus Wants to Be My Friend Forever. Children need to know that God is on their side. He loves them and wants the best for their lives. Each class will have a schedule based on age and developmental stage. Each week the Bible teachers present a Bible story/verse/theme in a developmentally appropriate way. These themes repeat weekly as each lesson and activities of the morning support the main theme. We use a classroom rotation schedule to provide consistency and security for the child. Learning takes place as young children touch, manipulate, and experiment with things and interact with people. There is time for a Bible story, outdoor play, group time experiences, games, free play time, crafts, snacks, circle time,

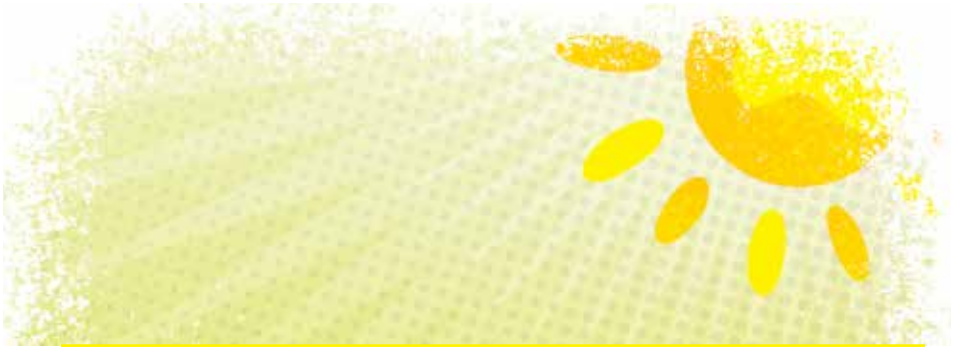


music, and hands-on discovery experiences. The education components of our day are based off state preschool standards for literacy, math, science and social studies. During circle time and throughout the day, children will focus on preschool skills preparing them for kindergarten. We strive to keep our class size small to help promote teacher goals and safety. The follow max ratios are used for each age group class:

- Toddlers 1:4
- 2-year-olds 1:5
- 3-year-olds 1:6
- 4- & 5-year olds 1:7

STAFF: Promiseland staff is a group of caregivers that love and are concerned about the care and safety of your child. All teachers have completed an application and have submitted to a background check. They must submit contact information for two written references and participate in a personal interview. All are trained at the beginning of each school year. We believe that your children are a gift from God that you have entrusted to our care. Your child has a purpose and plan set out by God, and we have the honor of participating in that plan.

COMMUNICATION: We view the relationship of Promiseland and your family to be a partnership. We will try to keep you as up-to-date and informed regarding your child and Promiseland happenings. This Parent Handbook should answer many questions regarding policies and procedures. The calendar will list all dates and events. We will use email for any emergent information or special Fellowship Bible Church events that might be of interest to your child or family. Daily Progress Notes



will be sent home every day which include information on what your child learned that day and how their school day went. Any messages or instructions for your child's teacher need to be in writing. It is very difficult for the staff to remember instructions given by several parents on a daily basis. We ask that you not "visit" with your child's teacher at arrival or dismissal; however if you need to talk to the teacher, a conference can be scheduled with your child's teacher through the childcare director. Please know that you can share any concerns or questions with the childcare director. To reach our Promiseland director directly by phone, call 615-277-9577. Messages left on this line are checked every 30 minutes.

POLICIES

ARRIVAL: Check-in begins at 9:00am. Please check-in at the computer kiosk to receive your child's name tag. We will run computer check-in for the first two weeks. Children will be accepted into the classroom at 9:10am. To avoid interruption of the classroom, we ask that you drop your child off no later than 9:30am. Parents or designated carpool person must park in a parking space, come into the building and sign-in on log sheet outside the classroom door. All children enrolled in Promiseland must be signed-in when entering their class. In an emergency, our log sheet is what the teachers will use to establish a head count. Please do not park in the handicapped parking areas or the fire lane. Drive slowly and cautiously as small children are unpredictable.



SEPARATION: Separation can be stressful for both parents and children. We are here to help in this difficult but common process. Experience indicates that the best approach for moms to take when dropping off their child is to hug the child and reassure him/her that you will be back later to pick them up. If your child consistently has trouble separating, the teachers will continue to work with you and your child to make the transition time as smooth as possible. It takes a little longer for some children to adjust; be patient, and don't give up by lingering, entering the classroom, or "peeking in" on your child. If you would like to call during Promiseland hours, we would be happy to check on your child and give you a report about how they are doing.

DEPARTURE: For pickup, the authorized person must present a photo ID to the classroom teachers and sign out on the log sheet with signature and time of pickup. The pickup person must be listed on the child's transportation form. It is especially important to list all people that you allow to pick up your child. It is important to let the teachers know if the drop off person is not the same as the pickup person. Teachers begin to learn each child's familiar contacts. They will question anyone that they do not know. Your child will not be released until confirmation of their identification and that their name is listed on the child's transportation form. Your child will not be released without both confirmations. Children will not be released to siblings unless they are over the age of 18 and their name is listed on the transportation form. Children will not be released to anyone who's behavior suggest that the child may be put into immediate risk.



WEATHER POLICIES:

Delayed Opening: When Williamson County schools are delayed one (1) hour, Promiseland will open one (1) hour later at 10:00am.

Closing: When Williamson County schools are closed due to snow or flood, Promiseland will also be closed. If Williamson County is on a two (2) hour delay, Promiseland will be closed.

Early Dismissal: If Williamson County schools close early, please come to Fellowship to pick up your child as soon as possible.

Inclement Weather Make-up Policy: There will be no make-up days for school days missed for inclement weather. After we have missed two (2) of the same weekdays, we will adjust the last month's tuition accordingly for any days missed beyond the first two.

ILLNESS: Our staff strives to maintain the highest standards of cleanliness. Our classrooms are sanitized after each use. All classroom toys and surfaces are sanitized between children's use. Illness results in a greater need for care than the staff can provide without compromising the supervision of the other children in the classroom. One of the best ways to prevent the spread of disease is to exclude ill children until they are well. We need your help with this. Please do not bring your child to Promiseland if they are ill. If a child becomes sick at Promiseland, the parent will be called to come for their child. A wellness policy helps us to maintain a healthy environment for all our children. The following are guidelines to illness and symptoms:



- Fever in the last 24 hours (Please do not use fever-reducing medication in order to bring down your child's fever in order to make them "well" to bring to Promiseland.)
- Heavy nasal discharge other than clear
- Extreme "Wet" cough or Croup cough
- Chronic, consistent cough (wet or dry)
- Rash of any kind
- Open wounds of any kind
- Red, runny or oozing eyes
- Diarrhea or upset stomach

Occasionally, we are made aware that a child will have contracted a communicable disease. We will notify parents by email as soon as the program is aware of exposure. The ill child will not be allowed to return to Promiseland until the period of contagion has passed. Please notify the childcare director if your child has been in Promiseland and comes down with a contagious disease such as pink eye, lice, ringworm, scabies, chicken pox, etc. We will NOT administer any medication to children while they are in school. If your child has an epi-pen, please make arrangements to show both classroom teachers the proper procedure for administering it should it be needed for an allergic reaction.

EMERGENCY PROCEDURES: Key Promiseland staff will be First Aid and CPR certified and will take the appropriate measure to handle any emergency situation. In case of serious injury, we will make every



attempt to contact a parent. If a parent cannot be reached, we will contact persons listed on your Emergency Contact Form. If necessary, we will call 911 and an ambulance will take your child to your preferred hospital or Vanderbilt Children's Hospital. We have a fire plan and a tornado plan in place. Evacuation routes are listed in each classroom and teachers have practiced a mock evacuation during training. A fire drill or tornado drill may be conducted while your child is at Promiseland.


PERSONAL ITEMS: A diaper bag or backpack for your child's belongings should be sent each day. Please make sure that your child has all the items that he/she will need for the day. Clothing should be comfortable and easy to put on and remove for toileting. Children should wear washable clothes that will enable them to play and do art without the fear of "getting dirty." They need good sturdy shoes to enable them to run and play without the fear of tripping or falling. Please provide an entire change of clothes including socks in your child's backpack in a ziplock bag. Please remember to label all clothing with your child's name. Please send a jacket or coat when the weather is chilly. If it is not raining and above 40 degrees, we will go outside! Please send age related items such as diapers, pull ups, extra change of clothes, Sippy cups, bottles, formula, etc. Please do not forget to label all items including pacifiers, diapers, Sippy cups, bags, backpacks, jackets, etc. Children in our toddler, 2-year-old and 3-year-old classes will need a nap mat and all students will need an art shirt.



DISCIPLINE: Please remember that young children need experience in learning how to take turns and cooperate with others. It is an ongoing process for young children. Aggressive behavior may occur for some children as they learn to interact with other children and adults. We do not allow this behavior to persist, but will continually work with your child to learn to express acceptable ways of dealing with anger and frustration. We do not expect perfect children, but reasonable cooperation. If we feel that a child is exhibiting behaviors on a consistent basis that need further intervention, we will discuss this with the parents in seeking solutions to deal with the child's behaviors. Teachers will not be abusive, neglectful, corporal, humiliating, or frightening in any circumstance. Our ultimate goal is to encourage them to change their future behavior, not just the immediate action. We never spank, swat, or in any way physically discipline a child in our care. We re-direct the child's interest, if possible. At every opportunity, we affirm acceptable behavior.

Disciplinary actions to take if warranted include:

- Talk with the child giving guidance in correct behavior.
- Give the child the opportunity to exhibit the appropriate behavior.
- Sit the child in a chair, away from play (one minute per age of child).
- Help him/her see the situation from the other's point of view (especially when an act of violence has occurred against another child).
- Use a firm voice or gentle hand in re-directing the child and be as consistent as possible.

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- If child does not respond to action steps and behavior continues, the child may be separated from the group and removed from the classroom for a time. During this separated time, the child may be strolled or walked by a classroom support person.
 - The childcare director will listen to the child and discuss appropriate behavior in a firm but loving manner. The child may then return to class. If the situation repeats itself, the parent may be notified.
 - If a child continues to display behavioral issues that are unsafe or harmful to themselves or others the following plan will be implemented:
 1. A parent, teacher and director conference will be scheduled and plan put in place that will be implemented in the class.
 2. If the behavior continues to persist once the plan is in place the child will be asked to take a break from the program for one week. During this week, the director will look at other possible class options if applicable.
 3. Once returning if the behavior continues the child will be asked to leave the program and not be allowed to return and their registration will be refunded.

POTTY TRAINING: Please take your child to the restroom before entering class. Teachers are willing to work with your child in the potty training process. Give your teacher key words that your child uses. Please dress your child in clothing that will allow for as much independence as possible. Please bring a complete change of clothes including socks and shoes every day. Please send them in his/her backpack.



Please send additional underwear or pull ups as well. We will deal with accidents in a calm manner. In the case of multiple accidents in regular underwear that begin to interrupt the schedule of the entire class, we will put your child in a pull up for the rest of the morning. We will continue to take your child to the potty, but he/she will be changed into a pull up for continuing accidents. Children will not be forced to use the potty at any time.

LUNCHES: Children will need to pack a healthy lunch and snack each day. Please provide a lunch box that will keep items cool as we do not have enough refrigeration space for all lunches. We also ask that you provide foods that your child enjoys eating and that are easy for your child to eat on their own. Please do not bring food that needs to be heated as well. Fellowship Bible Church's Learning Center is a nut-free facility! **Nuts or nut products of any kind are not allowed in the building.** Promiseland will also follow these guidelines and will not allow a child to eat any nut products sent in their lunch box.

BIRTHDAYS: Birthdays are a special day for a child. Parents may provide a treat such as cookies for each child in the classroom. Please make sure to notify teachers if you are bringing a special treat. Please no nuts or nut products! If in doubt, please do not bring the treats. Please do not send special paper goods or party favors. If you wish to have a birthday party at another location, you may hand out invitations provided that all children in the classroom are invited to attend.



Please feel free to contact our Promiseland staff with any questions or concerns you may have. We are here to make your child's experience with us a great one.

Brentwood Childcare Director

Leigh Anne Mefferd

615-277-9577

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Promiseland

2017-2018 CALENDAR

August 31	Open House
September 5	First Day of School
September TBD	Firetruck Visit
October 9-13	<i>Fall Break - No School</i>
October 31	Pumpkin Patch and Hayride
November 16	Thanksgiving Feast
November 20-24	No School Thanksgiving Break
December 14	Christmas Program
January 9	First Day Back
January 23	PJ Day
February 13	Special Valentines Project
March 6 & 8	Read Across America
March 27 & 29	<i>Spring Break - No School</i>
May 8	Pre-K Graduation
May 10	Field Day and Last Day of School