

Community Kids Day School Handbook of Policies and Procedures

A Ministry of Community Bible Church

6005 Edmondson Pike Nashville, TN 37211 615-647-9539 Mindy@cbcnashville.org

Dear Parents and Families,

It is our desire at Mother's Day Out to allow you to bring your child(ren) into an environment that will love and nurture them, care for their needs, teach them the basic standards of learning for children their age, and teach them the Word of God that is found in the Holy Bible. When you drop off your child(ren) at our program, we want you to know their safety is of utmost importance.

Above all, we desire to "Train up a child in the way he should go, and when he is old he shall not depart from it" Proverbs 22:6 and also "These words I command you today shall be on your heart. You shall teach them diligently to your children, and shall talk of them when you sit in your house, and when you walk by the way, and when you lie down, and when you rise" Deuteronomy 6:6-7. Whether you enroll your child because you have career-based childcare needs, you want to expand your child's social environment, or you want to better prepare them for entering kindergarten, each child in our program is individually treated with love and kindness and according to his or her individual needs. They are taught that God loves them and has a plan for their lives. They are taught the Gospel of Jesus Christ. God created a perfect world, but man sinned and needed rescuing, so God created a plan to rescue His people. He sent His only son and poured out His wrath on Christ on the cross, so that we wouldn't have to endure the punishment for our own sin. This created a way for us to be in heaven for eternity to worship the Creator that loves us. This is the Good News! "This is how God showed his love among us: He sent his one and only Son into the world that we might live through him." 1 John 1:9. Through each Bible story taught to the children, we point them to Christ through the story. He is our Hope in this broken world.

It is my prayer that each child would come to Christ some time in their lives, and we are thankful that we have the opportunity to share the love of Jesus with your little ones at Mother's Day Out.

Thank you,

Mindy Chipkevich Mother's Day Out Director

MISSION

The Mother's Day Out ministry at Community Bible Church is driven by one foundational purpose: the exaltation and worship of our God and Savior. That purpose is summed up in Psalm 78:1, 4-7: "1Listen, O my people, to my instruction; Incline your ears to the words of my mouth. ...4We will not conceal them...but tell to the generation to come the glorious deeds of the Lord, and his strength and his wondrous works that he has done. 5For He established a testimony in Jacob, and appointed a law in Israel, which He commanded our fathers that they should teach them to their children, 6that the generation to come might know, even the children yet to be born, that they may arise and tell them to their children, 7that they should put their confidence in God and not forget the works of God, but keep His commandments."

We strive to display the Lord in His majesty so that children will put their confidence in Him, know and appreciate His works, and keep His commands.

MINISTRY TO PARENTS The Scriptures teach that parents bear the primary responsibility to "bring their children up in the nurture and admonition of the Lord."

TO CHILDREN We seek to encourage children in every way to put their confidence in Christ, to know and appreciate the works of God, and to obey the word of God. This normally occurs as they learn to obey their parents and as they develop a vital personal connection to the body of Christ in the local church. This is our goal through the use of the following:

BIBLE STUDY Using a God-centered, biblically sound curriculum to provide exposure to the whole counsel of God's word.

EVANGELISM Our staff is committed and challenged to proclaim the saving work of Christ in His death on the cross and His resurrection.

PRAYER We pray often, providing a model of prayerful dependence, as well as praying for children, their families, and our ministry to them.

CONTEXT Although many of the children have not come to saving faith in Jesus, we believe that worship, fellowship, and service all fulfill our calling to "train up a child in the way he should go..."

TO ALL

SAFETY As an expression of worshipful stewardship, we strive to maintain a set of policies designed to ensure the safety and well-being of all involved.

Months of Operation

Summer Session:

8 week program in June and July

School Program

Second week in August through the Second week in May.

Classes Offered:

Ages 12 months (as of August 15th) through Pre-K are offered. Number of classes vary based on registration. Children age 3 and up are required to attend both Wednesday and Thursday.

Registration Procedures:

Priority registration will be given to current families. Summer Registration opens in January and Fall registration begins in February. There is a \$150 non refundable registration fee for fall and a \$75 non-refundable registration fee for summer per child.

Tuition:

1 child one day: \$135/month

1 child both days: \$270/month

Sibling discount of \$20 for each additional child

Payment Policy:

Monthly tuition payments are due the first day of school each month either Wednesday or Thursday, whichever is your child's first day of school that month. Tuition will be paid by subscription through brightwheel and will have to be set up by the 5th of the month your child begins. A late fee of \$25 will be assessed if tuition is not paid by the 5th of the month.

Mother's Day Out does not prorate tuition. Tuition to Mother's Day Out secures your child's place in the classroom and is our primary means of support that allows our program to operate.

Mother's Day Out reserves the right to terminate enrollment based on non-payment of tuition.

Brightwheel App:

We use an app called brightwheel for all communication, attendance, tuition and fees., daily activity logs, and photos of your child. Parents must set up and use brightwheel while your child is attending Mother's Day Out. Notifications must be turned on so that you do not miss any messages.

Check in/Out: Teachers will check each child in once they arrive. Parents do not need to do anything to check in their child. At dismissal the parent or approved pick up person will scan a QR code to check their child out. The time scanned is what will be used to determine pick up times and whether a late fee will be charged.

Communicating with Teachers and Director: You will use the app to communicate through text with your child's teacher or the director. You have the option to message the director privately, or to have a message go to all of the teachers in your child's room.

Newsletters and Emails: Newsletters, emails, and announcements will all be sent through brightwheel.

Tuition and Fees: Tuition invoices will be sent through the app. This is the only way we accept tuition payments. Auto draft is preferred but not required. Any processing fees charged will be the responsibility of the parent or guardian.

Curriculum:

Our two year old classes use a Letter of The Week plan along with The Jesus Storybook Bible curriculum.

Our three year old classes and PreK classes use a whole child curriculum by Discovery Station Learners. This curriculum covers phonics, reading, science, math, and writing as well as many social and emotional skills that your child needs to be successful in school. These classes also use The Jesus Storybook Bible curriculum in conjunction with the academic curriculum.

Discipline:

Proverbs 10:17 tells us "He who heeds discipline shows the way to life, but whoever ignores correction leads others astray." A very important part of the preschool experience is teaching the children how to interact with other children and how to listen to their teachers and obey the rules of the classroom. When the rules of the classroom are broken, there are consequences. Teachers will focus on positive behaviors of the children by using incentives in the classroom as well. It is one of our goals to help the children develop self-control and responsibility for their actions.

Discipline strategies vary based on the teacher, the age group, and the individual classroom. Across the board in each classroom, our discipline strategy will contain the following:

- 1: Encouraging children to use their words when faced with a conflict.
- 2: Time Out from the group when necessary, so that the child may have time to think about their actions and be removed from any conflict.
- 3: Individual counseling of a child with a discipline issue, including a visit to the director's office to further talk about behavior problems.
- 4: Contacting parents and the use of an incident report to document behavior problems.

Disruptive behavior distracts from the full benefit of the preschool program and will result in consequences. The following behaviors are considered disruptive:

- Requires constant attention from the staff
- Inflicts physical or emotional harm on other children, adults or self
- Disrespects people and materials provided in the program
- Consistently disobeys the rules of the classroom
- Verbally/Physically threatens other students and/or staff
- Uses verbal or physical activity that diverts attention away from the group of children.

Discipline procedures for disruptive behavior:

- Disruptive behavior will be addressed in an incident report. This will be completed to document any inappropriate behaviors that directly impact other children, staff members, or the group as a whole. This report will be shared with the parent and it will explain the behavior and how the behavior has affected others. It will also explain how the situation was resolved. The incident report will be sent home to be signed and returned the next day to the teacher.
- If a child has difficulty managing his/her behavior on a recurring basis, parents will be asked to meet with the child's teacher and preschool director.
- If the child's behavior continues to be inappropriate, consistently disruptive, and/or dangerous, it may be necessary for the child to be sent home for a time to be determined, or removed from the preschool altogether.

Biting Policy:

If a child bites another child or a teacher, an incident report will be filled out and both parties will be informed of the incident. If biting continues to occur a meeting

between the teacher, director and parents will be scheduled to discuss the incidents and create a plan of action.

Arrival:

We use a carline drop off routine for our morning drop off. Carline is open from 9:00 – 9:15, and a teacher will come to your car and get your child. If you arrive after 9:15 you may bring them to the front door. Children must arrive by 11:00am or they will not be allowed to attend that day. Arrival and pick up times are not the ideal times to have a conference with your child's teacher(s). If you wish to have a conference, we will be glad to make a special time just for you. If your child is upset at drop off and his/her teacher(s) cannot get him/her calmed after a reasonable amount of time, we will contact you. We will not allow a child to continually cry and be extremely upset for long periods of time. Parents, relatives, and friends are requested to avoid coming to MDO during the hours of operation to "check on" or "admire" the children. It disturbs the child to see someone he/she knows at the door. If you need to check on your child, please contact the Director or your child's teacher through the brightwheel app.

Dismissal/Release of a child:

Pickup is from 2:40pm – 3:00pm. The parent, guardian, or approved pick up person will check the child out by scanning the QR code at the classroom door.

After 3:00pm, a charge of \$1 per minute will be assessed. The Director will keep track of late fees and these will be due in full by the end of each semester.

Inclement Weather:

We follow both Williamson and Davidson Counties School closures. If either system is closed, we will also close. If there is a school delay, we may also delay or close. Watch local TV stations for updates and look for an announcement in brightwheel.

Potty Training and Diaper Policy:

Parents of students age 12 months-2 years must provide enough diapers to last throughout the day, usually 3-4 is sufficient. Please inform your child's teacher if they are potty training so that we may help continue the training you are implementing at home. Students ages 3 and up need to be potty trained. If a three year old child is having consistent accidents or is refusing to use the bathroom while at MDO, a meeting with the parents will be arranged to discuss a plan.

Personal Belongings:

Children should arrive daily with the provided tote bag. Inside should be their lunchbox/drink, snack/drink (as directed by their teacher), extra set of clothing (don't forget socks!), diapers (if applicable), nap mat, sheet and small blanket. Please leave large items that do not fit in their bag at home. A more precise list will be sent at the beginning of school.

All Items you bring for your child must be clearly labeled with their name.

Personal items such as stuffed animals and lovies will be brought out at naptime. Please refrain from letting your child bring their own toys to class. This typically causes conflict among the children.

Safety and Security:

Our staff abides by Community Bible Church's Policy and Procedures for Ministry Workers with Minors and the Disabled. If you would like a copy, please contact the Director. Each newly hired MDO staff member is assessed by the Director and/or a staff member of Community Bible Church. Each new hire undergoes a background check during the application process.

We keep all external doors locked during school hours. We practice both tornado and fire drills each semester and our staff is trained every two years in CPR and First Aid. If you have any questions about safety and security, please don't hesitate to ask.

In the event of a minor injury, an incident report will be filled out documenting the details of the incident. This form will be in your child's profile on brightwheel.

Wellness Policy:

We want to maintain a healthy environment, so we ask you to please keep your children home if they have any of the following symptoms or illnesses: *The child must be symptom free without medication before returning*

- - Fever – must be fever free without medication for 24 hours to return
- - Vomiting
- - Diarrhea
- - Green or yellow runny nose
- - Discharge in or around eyes
- - Questionable rash
- - Excessive coughing
- - Hand, foot, and mouth disease
- - Pink eye
- - Chicken pox
- - Mumps
- - Impetigo

- - Measles
- - Lice

If a teacher feels that the child is too ill to continue in the classroom that day or that the child is contagious and the other children are at risk, the teacher will contact the Director and the Director will assess the child and will decide if you need to be called to pick up the child.

Allergy Policy:

We need to know at the point of registration if your child has any life threatening allergies. Please notify the child's teacher verbally and also fill out an Allergy Action Plan so that we may keep it on file for your child. All of our staff have been trained to use an Epi-pen if your child carries one. We do not have a "no peanut" rule here, however, you may speak to your child's teacher and if your child is very sensitive to the allergen, steps can be taken in the classroom to keep these items away from your child. Please include on the allergy form what medications your child takes for their allergies and their reactions to the allergens.

Epipens: We do not have Epipens on hand in our school. If your child has an allergy that may require the use of an Epi-pen, you are responsible for providing this to the school. Each child's Epi-pen will be labeled with the child's name and be kept in a locked cabinet for the duration of the year.

We have the right to update this policy at anytime throughout the year. Parents will be notified in writing if anything changes.

Updated June 16, 2022