



early education program
STUART HEIGHTS BAPTIST

**Parent
Handbook
2017-2018**

Campus Locations and Contact Information

Hixson Campus

1505 Cloverdale Drive

Hixson, TN 37343

Soddy Daisy Campus

10049 Dayton Pike

Soddy Daisy, TN 37379

Early Education Program Phone

423.847.2987

Church Office Phone

423.877.2643

E-mail

earlyeducation@stuartheights.org

Staff

Directors Dani Vetterick & Natalie Cierley

Teachers

Hixson

Soddy Daisy

Caterpillars

Betty Reed
Kimberly Arnold/Angie King

Tiffany Billingsley
Courtney Walker

Jitterbugs

Rebecca McKnight
Sherry Johnson

Rebecca McKnight
Olivia Billingsley

Fireflies

Sharon Wennerstrom
Terri Cox

Abbey Smith
Sherry Johnson
Angelia Brooks

Bumblebees

Tammy Callison
Courtney Walker

Betty Reed
Angie King

Mission Statement

We want children to see that learning is fun, and they are safe at our program.

We want children to learn how to express themselves, how to develop self-control and how to function successfully as part of a group.

Our main desire for all the children is for them to realize they are always loved and were created by God.

We aim to accomplish these goals by creating an environment that promotes respect, independence and learning through exploration and play, while discovering that God is present in every aspect of our lives.

General Information

Day Options

Monday and Wednesday
at the Soddy Daisy Campus

OR

Tuesday and Thursday
at the Hixson Campus

Time:

9 am to 2 pm

Ages:

12 months through Pre K
(Children must meet class age requirements by 8/15/17 and will remain in the same class from September - May.)

Registration/Supply Fee:

\$25

(one-time fee to reserve space and cover some supplies)

Tuition:

\$20 per day

(\$15 per day, per child, after the first child)

Drop-In Rate

\$25 per day

(a child may drop in as a guest, depending on space available in his age group on that particular day)

School Year:

September through mid-May

Our Classes

The children are divided into four age groups. The classroom assignment is based on the age of the child as of August 15, 2017.

<u>CLASS NAME</u>	<u>AGE on 8/15</u>	<u>TEACHER:CHILDREN</u>	<u>MAX in CLASS</u>
Caterpillars	1	1:4	8
Jitterbugs	2	1:5	10
Fireflies	3	1:6	12
Bumblebees	4+	1:7	14

Children will remain in the same classroom throughout the academic school year.

All classes will have an assistant teacher, either part or full time, depending on size.

Drop-In Attendance

Drop-in children (registered or unregistered) are children that attend on a day they are not scheduled to attend. The cost for a drop-in is \$25 per day and is on a first-come, first-serve basis, as space allows. Advanced notice is recommended, although not required, in order to ensure there is a spot available in your child's class on a specific day.

Registration

The following must be received in our office in order to reserve your child a spot in our Early Education Program:

- Registration form, completed on both sides
- Registration/supply fee of \$25.00, per child

Class sizes are limited. If a class is full upon registration, your child can be placed on a waiting list, and we will call you when a spot is available.

The registration/supply fee will then be paid prior to your child's first day.

Parent Orientation and Open House

We request that all parents join us for a scheduled Parent Orientation and Open House before classes begin. Parents and children can meet the teachers and become familiar with our program, staff and classrooms. This is also a good opportunity to meet some of the other parents. Scheduled Parent Orientation meetings for 2017 are:

Soddy Daisy Campus Orientation
Monday, August 28
6:30 pm

Hixson Campus Orientation
Tuesday, August 29
6:30 pm

Tuition/Payment

The \$25.00 registration/supply fee is due at the time you apply and request placement for your child. Families must commit to either one or two days per week in order to reserve a spot for their children. **Children may not attend more than two days per week.**

Tuition is charged for each day your child is **scheduled** to attend. If your child misses a day(s) due to illness or personal vacation, you must pay for days missed. You will not be charged for scheduled holidays or days that EEP is closed due to inclement weather.

Tuition is \$20 per day for the oldest child in a family and \$15 per day for siblings. Monthly tuition can be paid at the beginning of each month, or you may choose to pay weekly. We accept cash or checks. Checks should be made out to SHBC.

Health Requirements

A parent or guardian must sign the emergency medical release form on the back of the registration form before the first day of classes.

Please keep your child at home if you even suspect he is sick. Please do not bring children who show symptoms of illness, including diarrhea, vomiting, fever or infected nasal discharge. **Your child must be fever free for 24 hours before returning to school.** Should your child show signs of illness while at school, you will be called to pick him up immediately. The EEP staff cannot administer over-the-counter medications or antibiotic prescriptions to your child.

Drop Off

The doors will be opened at 8:55 am on school mornings. Children may not be dropped off prior to that time. Your child must be signed in at the classroom. Any questions or special instructions may be discussed with the teacher or the director.

We are available at any time to check on your child. Please feel free to ask! **The EEP phone number is 423.847.2987.** The church office phone number is 423.877.2643. Parents are always welcome in the building.

Pick Up

Doors will be opened for pick up at 1:55 pm. Children should be picked up promptly at 2 pm. All children must be signed out at the classroom before leaving. For safety purposes, your child will only be released to individuals noted on their registration form. If someone other than the person dropping off is picking up, it should be indicated on the sign-in sheet at drop off. If a last minute change in pick up occurs prior to pick up, please notify the director at your child's campus. Also, please remember that children become anxious when a parent is late, so please make every effort to be on time. Please do not leave other children unattended in the car while you come in for pick up. Please do not leave valuables in the car.

The doors will be locked for entry between 9:20 am and 1:55 pm. If you need to come inside during that time, please use the Hixson church office entrance. Call 423.847.2987 for early entry into the Soddy Daisy campus.

Lunch

Please send a nutritional lunch and drink for your child each day. Foods should be items your child can eat with little assistance. Please do not send food that needs to be prepared or cooked. If hot dogs, grapes or similar items are sent for younger children, they should be cut into bite-sized pieces. No carbonated drinks, please. **No peanuts or peanut butter products, please.**

Parents of toddlers should pack all necessary items (bottles, sippy cups, blankets, pacifiers and diapers) the child may need with the child's name on each item.

Nap Time for Caterpillars and Jitterbugs

Children in the Caterpillars and Jitterbugs classes (ones and twos) will nap daily for about an hour and a half. We provide a cot for each child, but please send comfort items your child needs for nap time, such as a pacifier, blanket or pillow.

If your child is unable to nap at EEP, he must rest quietly. Otherwise, arrangements must be made to pick him up immediately after lunchtime. Tuition price does not lessen for early pick up for non-nappers. Thank you for your understanding.

Personal Belongings

Pack your child's belongings in a backpack or bag **with their name on it**. Include a change of clothing (including socks and underwear) just in case it is needed. Label all belongings with your child's name. Please leave toys at home or in the car.

Check your child's bag daily for notes from the teacher, crafts, newsletters, etc.

Discipline Policy

We view discipline as careful, loving and consistent training in the direction we want a child to go. At all times, the EEP staff will speak kindly and respectfully to each child and will praise children for being good. When inappropriate behavior occurs, the teacher will follow these steps:

- The teacher will talk with the child and give guidance in correct behavior. Then, the child will be given a chance to exhibit the appropriate behavior.
- If the child is still unable to choose appropriate behavior, the teacher will sit the child in “time out” a few feet away from the group for a specified amount of time (usually, one minute per year of age).
- If this procedure is not successful, the teacher may bring the child to the EEP office where the Director will discuss the incident and appropriate behavior with the child in a loving, but firm, manner. The child will return to the group if the situation seems resolved.
- If undesired behavior continues, the parent will be notified so they and the staff can work together on a solution.

Biting Policy

Young children may occasionally bite out of frustration, anger or for no known reason at all. A teacher will firmly tell the biter that, “Biting hurts. No biting.”

The biter will then be placed in a visible time-out chair for one minute per year of age. Appropriate first-aid measures will be applied to the child who was bitten, if needed.

Parents of the children involved will be notified individually and **confidentially**.

The EEP staff will closely monitor any child who has bitten and will work with parents to prevent further occurrences. Every occurrence will be documented. Parents will be called in to discuss the situation if biting continues.

Birthdays and Holiday Parties

We are delighted for you to celebrate your child's birthday or half-birthday at EEP. Please consult with your child's teacher for a good date and time to send a treat (and for acceptable refreshment ideas). Should you have a personal birthday party outside of class, please do not ask your child's teacher to hand out invitations unless the entire class is invited.

Your child's teacher will also be asking for your cooperation in providing special treats for holiday parties and special events. Sign-up lists will be posted outside individual classrooms prior to the event.

School Closing Policy

Our scheduled breaks (Fall Break, Christmas Break and Spring Break) are the same as Hamilton County schools.

In the case of inclement weather, Stuart Heights Baptist Early Education Program will make an independent decision to either delay our start time or to close.

Our decision to delay or close will be posted on:

- wrcb TV channel 3
- on the website www.wrcbtv.com
- our Facebook page - *Stuart Heights Baptist Early Education Program*

Even if we do not close, please use your best judgement and be safe. We don't want anyone to enter into a driving situation where they feel unsafe.