



early education program  
STUART HEIGHTS BAPTIST

# Parent Handbook 2018-2019



## Mission Statement

Our main desire for our children is that they know they were created perfectly by God and that God always loves them.

We strive to help children learn how to express themselves, how to develop self-control, and how to function successfully as part of a group. We also want children to see that learning is fun, and they are safe in our program.

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.

# Campus Locations and Contact Information

Hixson Campus  
1505 Cloverdale Drive  
Hixson, TN 37343

Soddy Daisy Campus  
10049 Dayton Pike  
Soddy Daisy, TN 37379

Hixson Church Office Phone - all calls will be transferred to MDO  
423.877.2643

## E-mail

earlyeducation@stuartheights.org

## Staff

**Directors** Dani Vetterick, Abbey Smith & Natalie Cierley

### Teachers

#### Hixson

#### Soddy Daisy

#### *Caterpillars*

Olivia Billingsley  
Tara Richmond

Olivia Billingsley  
Terri Robinson

#### *Jitterbugs*

Emily Watkins  
Sherry Johnson

Tori Billingsley  
Anna Holcomb

#### *Fireflies*

Angelia Brooks  
Rebecca McKnight

Angelia Brooks  
Rebecca McKnight

#### *Bumblebees*

Tammy Callison  
Jennifer Williams

Blair Ballard  
Sue Lawson

*The music teacher at both campuses is Sondra Tweed.*

## 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 8/15/18 and will remain in the same class from September - May.)*

### Registration/Supply Fee

\$50  
*(one-time fee to reserve space and offset the cost of supplies)*

### Tuition

\$20 per day  
*(\$15 per day, per child, after the first child)*

### Drop-In Rate

\$20 per day  
*(a child who normally attends 1 day/week or an unregistered child may drop in, depending on space available in his/her age group)*

### School Year

September through mid-May

# 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 \$50.00, 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 Before EEP Begins

We request that all parents join us for a scheduled Parent Orientation 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 2018 are:

**Soddy Daisy Campus Orientation**  
Monday, August 27  
6:30 pm

**Hixson Campus Orientation**  
Tuesday, August 28  
6:30 pm

## 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, 2018. There are 2 teachers in each class.

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

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

## Tuition/Payment

There is a \$50.00 registration/supply fee. (This may be paid in one or two installments. At least \$25 is due at the time you apply and request placement for your child. The balance is due by the first day of classes.) 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, checks, and debit/credit cards. (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/she is sick.** Please do not bring your child if he shows symptoms of illness, including:

- fever
- vomiting
- diarrhea
- signs of conjunctivitis (Pink Eye)
- yellow or green nasal discharge

**Your child must be fever free (without the help of medicine) for 24 hours before returning to school.** Should your child show signs of illness while at school, you will be called to pick him/her 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 8:50 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 at drop off.

We are available at any time to check on your child. Please feel free to call! **The church office phone number is 423.877.2643 and the secretary will personally give us your message.** Parents are always welcome in the building.

## Pick Up

Doors will be opened for pick up at 1:50 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, or parents may specify a special pick up during morning sign in. (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 during the day, 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 9:30 am and 1:50 pm. If you need to come inside during that time, please enter the Hixson campus through the office entrance. Call 423.877.2643, or your Soddy Daisy Director for early entry into the Soddy Daisy campus.

## Weekly Bible and Music Classes

Children attend chapel to hear Bible stories and sing songs about Jesus on Mondays at Soddy and on Tuesdays at Hixson. Children also have music class on Wednesdays at Soddy and Thursdays at Hixson.

## 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 heated.** 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, for the safety of all our children.**

## 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, special blanket, pillow or stuffed sleeping buddy. **All personal items need to be labeled with your child's name.**

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 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.** Parents of toddlers should label and pack all necessary items (bottles, sippy cups, blankets, pacifiers and diapers) the child may need. .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. If this happens, 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 his/her 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 & Inclement Weather Policy

Our scheduled breaks (Fall Break, Christmas Break, Spring Break, & Federal holidays) are the same as those of Hamilton County Department of Education (HCDE). We do not close for HCDE in-service days.

### Inclement Weather Policy:

- If HCDE closes for the day due to inclement weather- we are closed.
- If HCDE is delayed 1 or 2 hours - we will start at our **regular** time.
- If HCDE closes early because of bad weather, please pick up your child as soon as possible.

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

## Facebook

Please like us and follow us on Facebook:

*Stuart Heights Baptist Early Education Program*