



early education program
STUART HEIGHTS BAPTIST

**Parent
Handbook
2019-2020**

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

Hixson phone 423-877-2643

Soddy Daisy Campus
10049 Dayton Pike
Soddy Daisy, TN 37379

Soddy phone 423-541-1340

E-mail

earlyeducation@stuartheights.org

Our Early Education Program is a ministry of Stuart Heights Baptist Church.

Staff

SHBC Director of Preschool Ministry Dani Vetterick
SHBC Preschool Ministry Assistant Abbey Smith

Hixson Campus EEP Director Jennie Ferguson
Soddy Daisy Campus EEP Director Jennifer Williams

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, 2019. 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.

General Information

Day Options

Monday and Wednesday *OR*
at the Soddy Daisy Campus

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
8/15/19 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)

Drop-In Rate

\$20/day
(for a child who normally
attends 1 day/week)

Tuition

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

\$25/day (for an
unregistered child to drop in,
depending on space
available in his/her age
group)

School Year

September through mid-May

Monthly Fees for 2019-2010 School Year

	1 Day	2 Days
1 child	\$65	\$135
2 children	\$115	\$235
3 children or more	+ \$50 per add'l child	+ \$100 per add'l child

\$100 discount if full annual tuition is paid by September 12, 2019.

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 when a spot is available. The registration/supply fee must be paid upon your child's placement in a class.

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.

Soddy Daisy Campus Orientation

Monday, August 26

6:30 pm

Hixson Campus Orientation

Tuesday, August 27

6:30 pm

Tuition/Payment

The \$50.00 registration/supply fee must be paid at the time of registration. Families must commit to either one or two days per week to reserve a spot for their children. **Children may not attend more than two days per week, since we are technically one "Mother's Day Out" program.**

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

Our average monthly tuition is based on \$20 per day for the oldest child in a family and \$15 per day for siblings. We accept cash, checks, and debit/credit cards. (Checks should be made out to SHBC.) All monthly fees are due at the beginning of the current month.

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 for the day may be discussed with the teacher or the director.

We are available at any time to check on your child. Please feel free to call! 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 9:20 am and 1:50 pm. If you need to come inside during that time, please use the Hixson church office entrance and ring the buzzer on the main door at Soddy Daisy.

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.**

Weekly Bible and Music Classes

Children will receive instruction in both Bible and music each day. One day a week, they are visited by a special Bible instructor and the other day, they are visited by a special music instructor.

Rest Time for Caterpillars

There will be no scheduled nap time for Caterpillars (1 yr olds) this year. However, we will have cots and a cozy area in the classroom for those who need to rest for a short time.

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 (sippy cups, and diapers) the child may need. Please leave your child's toys at home or in the car. **Check your child's bag daily for notes from the teacher, crafts, newsletters, etc.**

Health Requirements

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, but not limited to:

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

Your child must be fever free (unmedicated) 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.

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. 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 professional development 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, we ask that you 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.

Closings and delays will be posted on our public and "parent-only" Facebook pages, as well as on wrcbtv.com (Channel 3).

Facebook

Please follow us on Facebook.

Public Page: Stuart Heights Baptist Early Education Program
Closed Group SHBC Early Education Program Parents (photos on this page only)