

# *First Presbyterian Preschool*

*210 North Spring Street  
Murfreesboro, TN 37130*

*Parent Handbook  
Policies & Procedures*

*They Are Precious In His Sight*





First Presbyterian Preschool is licensed by the State of Tennessee, Department of Human Services: our policies are in accordance with their regulations and guidelines. Children are accepted regardless of race, creed, sex or national origin. When a challenged child or child with special needs applies, the application will be evaluated according to the specific needs of the child and the ability of the preschool to adapt its program to the child.

**A. Registration**

Pre-registration begins the first week in March for the following school year. Your child must be of age by September 30. There is a yearly non-refundable registration fee of \$65.00 that secures your child's spot when paid. A pre-placement visit is required. Children are admitted on a first come first serve basis within the confines of the following priorities:

- Children already enrolled and their siblings
- Children of First Presbyterian Church
- Families enrolled from past
- General public

**B. Hours of Operation**

The preschool is open from 8:30 until 12:30. Children from age two until not yet in kindergarten may attend. In the event of an emergency, a parent must call the school for their child to remain past closing time. If you are late picking up your child, there is a late fee of \$5.00 for the first 5 minutes and \$1.00 for each minute thereafter. Repeated late pickups will be cause for dismissal from preschool.

**C. Tuition**

Payment is due the first week of each month. Tuition turned in after the 10<sup>th</sup> will have an automatic late fee of \$5.00 per day. Continued late payments are grounds for dismissal. **Arrangements should be made and honored to correct any errors.** There is a \$10.00 returned check fee. Checks returned more than once will need to be paid in cash there after. ***Tuition is non-refundable. Sick days or Vacation time cannot be deducted from tuition.***

#### **D. Arrival, Pick Up and Visitation**

Children are expected to arrive no later than 9:00 in the morning. Late arrivals can be a disruption to the classroom routine and to your child. When you bring your child to his/her classroom please do not linger too long. If you would like to observe your child you may do so in the hallway. Please enter the side door on Spring Street when arriving. This door will be locked after 9:00 for safety reasons. Regular attendance is expected unless your child is ill. Please notify the preschool if your child is absent. Parents are welcomed at the preschool anytime. **If you would like to discuss your child's progress or you have a concern you may schedule a conference with your child's teacher. Please do not expect your child's teacher to have a conference at drop-off or pick-up time.** Four-year-olds will have end of the year evaluations sent home. Children will be picked up in the front of the church. ***Please do not get out of your cars.*** Your child will be walked over to you for safety reasons. You will need to let your teacher know if someone else will be picking your child up. **Please keep conversation short with teachers at drop off and pick up time.** This helps teachers to maintain good supervision in the morning and keep the car line moving during afternoon pick-up.

#### **E. Illness**

Annual health examinations and immunizations in accordance with licensing requirements are the responsibility of the parent. **Forms must be turned in before your child can attend preschool.** If your child becomes ill while at preschool, you will be contacted. The child will be separated from the group while waiting for pickup. Your child may not return to school for 24 hours. All communicable diseases are reported to the department of health and parents notified. If medicine is to be given, the director must be informed. There must be a written authorization by parent or physician. Medicine must be labeled with child's name and dosage with specific instructions for administering.

#### **F. Medical Emergency and Natural Disaster**

We will call 911 in case of an emergency and then contact parent as soon as possible. If you cannot be reached, the next contact person on your registration form will be called. All accidents are recorded on an accident report. In case of a fire, children will line up at the nearest exit and proceed to the back parking lot. For severe weather children will be moved to the basement. Fire and tornado drills are practiced monthly. Children will remain at the school until it is safe.

### **G. Weather**

The preschool will adhere to most city and county school holidays and snow days. Tune in to the local radio station on WGNS 1450 AM. Snow closing will also be on all local television channels. If city or county schools are one-hour late preschool will also be one hour late. If city or county are two hours late preschool will be closed. The preschool can also be closed at the director's discretion. *No refunds are made for inclement weather.*

### **H. Discipline**

When a child is having a difficult time following directions or treating others or equipment with disrespect, developmentally appropriate guidance will be used. We use positive reinforcement, encouraging each child when he/she has demonstrated acceptable behavior. A child that is misbehaving will be redirected to another activity. If this does not work the child will be placed away from the group for time out. When they are ready to show appropriate behavior they may rejoin the group and try again. If time out is not working and behavior problems persist, parent may be called to take child home for the day. If a child bites, both families of children involved will be contacted. A child that bites someone more than one time will be sent home. If behavior problems persist, it will be grounds for dismissal.

### **I. Clothing**

Children should wear appropriate clothing to preschool. Both indoor and outdoor play is essential to the child's early development. They should be comfortable and free to play. Expect your child to get dirty! We play outdoors if the temperature is above 40 degrees and under 90 degrees. This is in accordance with the department of human services. Your child will need to have a change of clothes kept at school in their basket. Please make sure all clothing is labeled with their name, including socks and underwear.

### **J. Food**

The preschool will provide a healthy snack each morning. Children will bring a lunch from home. Please use cold packs as needed. We cannot warm up food. Please do not send carbonated beverages. Remember to send **healthy foods.**

### **K. Field Trips**

The preschool teachers and parents must work together as partners to insure the success of field trip programs. You will be asked to accompany your child's group on one or more field trips to the library, etc. This is a proud moment and special time to share with your child. You will also be responsible for several other children. We ask that you do not bring younger siblings on trips. The church carries liability insurance for the hours the child is on the premises. A field trip release form must be signed by parent/guardian in order for a child to participate in special off campus activities.

### **L. Extended Day**

Children may stay until 2:00 on Thursdays. The cost is **\$5.00** per week. Your child is required to have a two-inch mat to rest on. It must be covered with a clean sheet or towel. It must be in good condition. This is in accordance with the Tennessee Department of Human Services regulations. Please have your child's name on their mat.

### **M. Curriculum**

As a licensed preschool, we will teach a personal safety curriculum that has been approved by the Department of Human Services. It is developmentally appropriate for three's and four's. Because this is a Christian preschool, bible stories and songs will be incorporated into our curriculum. Christian holidays and traditions will be observed. (Christmas, Easter, Valentine's, Halloween, Easter). The Letter People will be taught in the four-year-old class.

### **N. Share Time and Parties**

There will be a special day for share time. Your teacher will let you know. Please do not bring toys on other days. This can be disruptive to the class. No violent toys (guns, knives, swords, etc.) may be brought to preschool. There will be sign-up sheets for parties. You may also send cookies, cupcakes, etc., for your child's birthday. ***If you are having a party outside of preschool do not bring invitations unless you have one for each child in the classroom!***

### **O. Withdrawal**

Parents who wish to discontinue services with First Presbyterian Preschool must give a one-month notice in advance of their withdrawal. You are expected to pay the whole month regardless if your child attends or not. If your child is withdrawn without notice, one month's tuition will still be charged from the child's last day of attendance









# First Presbyterian Preschool Curriculum Unit

- A. God Made Me
- B. A Healthy Me
- C. Bible Stories
- D. Holidays and Seasons
- E. What's out in Space?
- F. Animals and Their Habitats
- G. Nursery Rhymes and Fairy Tales
- H. My Country and Multicultural
- I. Insects and Bugs
- J. Ocean Life



# Preschool Tuition Rates

## **Three's**

(Mon, Wed, Thur)

**\$150.00 Monthly Rate**

**(3 days a week)**

## **Four's**

(Mon, Tue, Wed, Thur)

**\$190.00 Monthly Rate**

**(4 days a week)**

Preschool is in session for nine months (36 weeks). Tuition is due by the 10<sup>th</sup> of each month. Children may stay until 2:00 on Thursdays the cost is \$5.00 per week.

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*Thank you  
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