

**PARENT  
HANDBOOK  
2018/2019**

**Farmington Presbyterian Church & Day School Programs**

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## **MISSION STATEMENT:**

Our mission is to provide a caring environment which encourages positive spiritual, social, emotional, physical, and intellectual development of children.

## **PHILOSOPHY STATEMENT:**

Farmington Presbyterian Church & Day School programs provide varied, exciting, and age appropriate learning activities to each child in a Christian environment. In this safe, caring environment of faith and mutual respect, we believe each child will learn to listen; follow directions; solve problems; develop lifelong work habits; and develop an appreciation for all God's gifts. We believe that through child play, the development of relationships, and age appropriate stimuli, growth will occur spiritually, socially, emotionally, physically, and academically.

## **OWNERSHIP:**

Farmington Presbyterian Church & Day School is operated by The Farmington Presbyterian Church of Germantown, Tennessee, as a Christian educational ministry for residents of the community. Children have been attending Farmington since it was founded in 1976.

A school board, composed of members from the congregation and parents of attending children, serves as the board of directors and is entrusted to form policies necessary for the day-to-day operation of the school.

## **OUR GOALS FOR YOUR CHILD:**

Every child will;

- Be given the opportunity to learn and play in a safe nurturing environment.
- Be allowed to achieve his/her maximum potential and to learn at his/her own rate.
- Be able to express his innate creativity.
- Be allowed to explore the wonders of God's created world.
- Be loved and nurtured in a Christian environment.
- Receive respect and learn to respect others.
- Be given opportunities to increase self-esteem and self-confidence.
- In a structured environment, be provided with relaxed, age-appropriate learning activities which will help him/her to achieve his/her maximum potential.

Every staff member will continuously maintain a commitment to excellence by executing an individual professional growth plan in which the latest teaching strategies of early childhood education will be studied.

## **NON-DISCRIMINATION POLICY:**

Farmington Presbyterian Church & Day School does not discriminate on the basis of gender, race, color, religion, or national or ethnic origin in admittance, education, or other administrative policies and extends to all the rights, privileges, programs, and activities generally made available to students at the school.

## **RELIGIOUS POLICY:**

Our school program offers religious experiences to the children at their level of understanding. Bible lessons, prayers, and songs based on the Bible will be taught. Children will attend regular chapel services led by members of the Church staff. Snacks and meals will begin with a prayer of thanks. The Farmington Presbyterian Church believes in the importance of prayer. Therefore, each week different families in the School programs will be lifted up in the church's prayers. At any time, if you have specific requests for prayer, you may relay them to our pastor or one of the staff members.

## **DAY SCHOOL PROGRAMS**

### Preschool and Transitional Kindergarten

- Licensed by the Tennessee Department of Human Services with a highest rating of Three Stars
- Degreed, licensed and experienced teachers
- Developmentally age appropriate activities planned to promote spiritual growth, social and emotional development, physical development, and cognitive growth in the areas of literacy, math, science, creative expression, health and safety, and social studies
- Music enrichment
- Art enrichment
- Spanish
- Chapel/Bible Time
- Science twice a month

### Before & After Care

- Licensed by the Tennessee Department of Human Services with a highest rating of Three Stars
- Caregivers trained/meet requirements set forth by Tennessee Department of Human Services, and Farmington Presbyterian Day School continued training
- Transportation via bus to/from selected schools
- Staffed homework room Monday through Thursday
- Developmentally age appropriate materials/activities available daily
- Chapel/Bible Time Weekly

### Summer Care

- Licensed by the Tennessee Department of Human Services with a highest rating of Three Stars

- Weekly field trips/activities planned
- Weekly Chapel
- Developmentally age appropriate materials/activities available daily
- Caregivers trained/meet requirements set forth by Tennessee Department of Human Services, and Farmington Presbyterian Day School continued training

## **LICENSING AGENCY**

Farmington Presbyterian Church & Day School programs are approved by the Tennessee Department of Human Services. To report suspected violations or possible illegal child care operations, call the Child Care Complaint Hotline at 1-800-462-8261.

## **HOURS OF OPERATION:**

### Before and After School Program

Monday-Friday: 7:00 AM – 9:00 AM and 3:00 PM– 6:00 PM, August through May.

### Preschool Program (Preschool and Transitional Kindergarten)

Monday-Friday: 9:00 AM --12:00 Noon and 9:00 AM --2:30 PM and 7:00 AM – 6:00 PM August through May.

### Summer Care Program

Monday-Friday: 7:00 AM – 6:00 PM, June through July

## **ENROLLMENT:**

The Before and After School, Pre School and Summer Care programs are open to children from the community provided that they qualify in age ( 3 years old through 14 years old) and in good health. First priority will be given to current enrolled students in the programs and members of Farmington Presbyterian Church, followed by children from the community. Children must be 3 years of age on or before August 15<sup>th</sup> and fully potty trained to be enrolled in the 3 year old class and 4 years of age on or before August 15<sup>th</sup>, to be enrolled in the 4 year old class, and 5 years of age on or before April 30<sup>th</sup>, to be enrolled in the Transitional Kindergarten class. Exceptions to this are made only with the approval of the director. We unfortunately do not have equipment necessary to change diapers or pull ups requiring children to be potty trained before entering our program.

Enrollment in one program does not constitute enrollment in any other Farmington Presbyterian Day School program. Each program has a separate enrollment procedure and registration fee. Please refer to the respective program's enrollment packets for details. Information and enrollment packets are available in the school office during normal operating hours or on the church website. [www.farmingtonpres.org](http://www.farmingtonpres.org)

Upon acceptance of enrollment, the state of Tennessee requires that a student registration packet be completed for our files including medical consent forms, allergy information, Tennessee Department of Health Certificate of Immunization records [white form] for preschool children, child's Social Security number, emergency phone

numbers, etc.). **These forms must be on file before the child can be left at Farmington Presbyterian Church & Day School.**

**HOLIDAYS: (ALL SCHOOL PROGRAMS CLOSED)**

Labor Day  
Wednesday before Thanksgiving  
Thanksgiving  
Friday after Thanksgiving  
Christmas Eve  
Christmas Day

New Year's Day  
Good Friday  
Martin Luther King Day  
Memorial Day  
Independence Day

**(Generally, closed a week during the XMAS Holidays, the week of Memorial Day, and the week prior to fall school start date for Teacher In-service.)**

**TUITION AND FEES:**

**All tuition fees are due no later than the 1st of each month or on Monday for the summer camps.**

**Delinquent fees over 30 days may result in dismissal from school programs.** A late charge of \$15 will be charged to your account if payment is not made by the 10<sup>th</sup> of the month or the following Monday if on a weekly payment schedule. Any returned checks will be charged a \$25 handling fee.

A late pick-up fee, after 6:00 pm, will be charged at a rate of \$1.50 per minute.

There is no tuition credit given for absences due to vacations, illnesses, or holidays.

A \$20 fee will be added to your account for failure to notify the school staff when your child is not going to be on the after school bus due to illness or after school activities.

See individual program registration package for details of fees and program procedures.

**WITHDRAWAL FROM PROGRAM:**

It is **required** that parents give a **thirty day notice in writing** to the Preschool program and **two (2) weeks** to the Before/After Care program if it becomes necessary to withdraw their child for reasons deemed valid by the Farmington Presbyterian Church School Board. Failing to provide proper notice will result in normal program charges to your account for the impacted time period. Any unapplied tuition or program fees in excess amounts owed, as defined under each program's enrollment procedure, will be refunded by check within 30 days of student's departure from the program.

## **EMERGENCY CLOSURES:**

If the Germantown Municipal Schools are closed, Farmington Presbyterian Church & Day School programs may or may not be closed. We reserve the right to close in any emergency situation. Notification of closures will be sent the morning in question as soon as possible. Closures will be posted on local news channels, FPDS facebook, and web site. Parents will receive an email and a automated phone call. Please be sure the school office has your current phone number and email address for these important notifications. Please contact the school office for details.

If school closing is announced during the day, classes and day care will continue to operate until two hours after the last school closes. Parents are requested to pick up their child(ren) as soon as possible so staff may also leave before roads become too hazardous.

In case of serious emergencies such as earthquakes, fire, storms, loss of power/water, parents will be notified, if possible, and children will be cared for until parents or emergency contacts arrive.

## **ILLNESSES:**

The problem of communicable disease is prevalent in every group and Farmington Presbyterian Church & Day School is no exception. **Parents must make other arrangements for the care of their children when they show symptoms of any deviation from normal health.** If a child becomes ill at Farmington Presbyterian Church & Day School the director or teacher will immediately notify the parents. The child will be kept separated from the group until taken home.

Children will not be permitted at our school with any of the following conditions:

1. Fever of 100 degrees under arm (auxiliary) or higher, and if they also have one or more of the following: diarrhea, earache, shows signs of irritability or confusion, sore throat, rash.
2. Children must be fever free for 24 hours without medication in order to return to school.
3. Vomiting on two or more occasions within the past 24 hours.
4. Diarrhea – three or more watery or loose stools in a 24-hour period.
5. Draining rash or undiagnosed rash lasting over a 24-hour period.
6. Eye discharge or pink eye. Children can be readmitted after medical diagnosis to rule out bacterial or viral infection, or 24 hours on antibiotic treatment.
7. Fatigue that prevents participation in regular activities.



8. Open oozing sores and scabs, unless properly covered and 24 hours on antibiotic treatment.
9. Head lice – until treatment is effective and a follow-up check has been made by school personnel and child is nit free.

Parents shall be advised to make alternate plans for care in the event that the child becomes ill and is not able to attend Farmington Presbyterian Church & Day School. Please notify the directors as to the nature of the illness on the day your child will be absent. Any communicable illness will require a written Doctor's clearance letter before returning to the program.

Additional health related information includes the following:

- To further protect your child and his classmates from illness, all children will be expected to wash their hands upon entering their classroom in the morning.
- If a child has been exposed to a contagious illness, a Health Alert sign will be posted on his/her classroom door.
- If your child becomes ill (fever, vomiting, diarrhea, rash, etc.) while at school you will be notified immediately. You are expected to pick up your child as soon as possible. Your child will wait in the school office to minimize exposure to other children.
- If your child has siblings who are ill but must accompany you at drop-off and pick – up time, please keep them outside the classroom and take all necessary precautions against spreading germs.
- Health forms are required to be completed at the time of enrollment showing any allergies, physical handicaps, a statement of general health, and a current immunization history. Parents are required to keep these updated and current.

## **INJURY OR ACCIDENT**

In case of minor injury or accident, the staff will administer basic first aid. All injuries or illnesses not requiring immediate parental notification will be documented and reported to parents when the child is picked up at the end of the day.

In case of medical injury or illness requiring immediate professional care (emergency), the staff will call 911, giving location and nature of emergency. As appropriate, the staff will administer CPR or first aid measures. Parents will be notified immediately. If parents are unavailable, those individuals designated as emergency phone contacts will be notified. **All children must have an emergency medical release form on file in case of such an emergency.**

In case of injury or accident, in which a 911 call is not needed, but immediate professional care is required, the staff will contact the parents. If parents are unavailable, those individuals designated as emergency contacts will be notified. Farmington Presbyterian Church & Day School staff cannot transport children to a

hospital or doctor's office. Injured children shall be transported for medical aid by parents or by calling 911 for an ambulance.

If a child ingests or comes in contact with a poisonous substance, the staff will contact the Poison Control Center at 1-800-222-1222.

### **MEDICATIONS:**

Please inform your physician that your child is in full day or part time child care and that you prefer to give medications at home. Knowing this, many doctors will order longer acting medications. Limiting medications dispensed away from home prevents medication errors. Please remember Farmington Presbyterian Church & Day School programs are designed for **well** children.

If medications need to be administered at school, the following conditions must be met:

- ❑ Bring medication to the school office, not the class room. **Do not leave any medication in the child's lunch box or backpack.** All medications will be stored in a locked medicine cabinet in the school office.
- ❑ The school **will not** administer any "first time" dosage of a prescribed or nonprescription medication.
- ❑ **Farmington Presbyterian Day School does not have an on-site nurse.** The staff is not trained to administer any type of injection or breathing treatment/nebulizer. The parent is welcome to return to school at the given hour to administer the medication.
- ❑ **Prescription or nonprescription medication will be accepted only if it is in the original container.**
- ❑ Nonprescription medication may only be administered by following the manufacturer's recommendation on the label.
- ❑ Before **any** prescription or nonprescription medication can be administered, we must have written permission by the child's parent or guardian, **daily**. A special medication form is available in the school office. The form will include the child's name, name of medication, the purpose of medication, time to be administered, dosage, and possible side effects. Please bring a copy of the information given to you by the pharmacy.
- ❑ An on-going special medicine form will need to be completed and kept on file for children with known medical problems (allergies, asthma, seizures, etc.) that require emergency support. An appropriately labeled prescription Epi-pen may be stored in the child's classroom (locked and out of reach of children).
- ❑ All medication needs to go home after the last date that the medication is administered.

### **FIELD TRIPS:**

Some classes will have field trips occasionally during the school year. Summer care will have field trips weekly. Transportation for field trips may be by school bus, walking, or personal cars. The 3 year old classes will not engage in field trips.

### **TRANSPORTATION POLICY:**

- Vehicles transporting children shall be in safe operating condition and drivers shall have a current Tennessee State Driver's License and current insurance. If at all possible, Farmington Presbyterian Church buses driven by their licensed bus drivers will be used.
- Before a non Farmington vehicle is used to transport children, the parent/guardian must have provided a copy of their valid Tennessee driver's license, car license number, auto make and model, and proof of insurance to the school's director.
- Each driver is responsible for ensuring the completion of the Farmington Presbyterian Church & Day School Field Trip report, noting the names of children and other adults in their car and the time when each enters and exits the vehicle and when each reenters the school building.
- Each car must have a First Aid kit and a working cell phone.
- There shall be at least one (1) adult supervisor, other than the driver, in the auto when transporting preschool aged children.
- School teachers may transport any child if they are listed on the child's emergency pick up list.
- School Teachers may not transport children on a field trip, unless they are the assigned certified licensed bus driver.
- The lead teacher will hold for each child on the field trip their parent's contact information with them at all times.
- Children shall be loaded and unloaded at the curbside of the vehicle, or in a protected parking area.
- Children shall be protected by the driver's liability and medical insurance while riding in a non-Farmington vehicle.
- A child shall not be taken on field trips unless a parent or guardian has signed permission forms.

### **Transportation Safety Rules for Children:**

1. Each child must use a car seat/ booster seat, utilizing both lap and shoulder belts.
2. No child is ever left unattended or placed under the supervision of someone other than a Farmington Presbyterian teacher or parent.
3. "Inside voices" are to be used in vehicles.
4. Hands, heads, and arms remain inside the vehicle and away from windows at all times.
5. Children are to remain seated when the vehicle stops until an adult gives instructions.
6. Children are to walk in an orderly manner, single file or with a parent.

7. A child not following instructions given by an adult risks being excluded from future field trips. A warning to the child and the child's parents will precede exclusions.

### **BEFORE and AFTER CARE and SUMMER CARE BUS INFORMATION:**

Only children who are currently enrolled in kindergarten or above shall be transported to and from their assigned school or children who are five years and older and who attended kindergarten or above prior to the start of the summer shall be transported to and from field trips.

### **Additional Transportation Safety Rules for Children on the Farmington Bus:**

- All the safety rules listed above.
- Seatbelts will be worn at all times until the bus comes to a complete stop and the children are instructed to unbuckle.
- Eating and drinking will not be allowed.
- No littering inside or outside of the bus.
- Backpacks and personal belongings shall be placed in the designated area inside the bus and will not be allowed to be used while on the bus.
- Windows and doors will not be opened by anyone but the driver or monitor except in an emergency situation.

Parents must call the school office no later than 2:00 PM to notify the director that their child will not be riding the Farmington Presbyterian Before and After Care bus that afternoon. After 2:00 PM all children are assumed to be riding our bus and will have to be picked up from the Before and After School Program (church). This ensures the safety of your child. The bus driver is not responsible for verifying identification and therefore will not be able to release a child to anyone once they have arrived at the bus. An exception would be allowed if authorized by the Director. A fee of \$20 will be assessed to the family if time notification is not given.

### **SAFETY and SECURITY:**

It is the firm intention of Farmington Presbyterian Church & Day School to provide the safest and most secure environment for your child as possible. Your cooperation in all matters regarding the safety of your children is greatly appreciated. All students **must be signed in and out daily by their parent/guardian**. This is a state of Tennessee Department of Human Services requirement.

The primary entrance to Farmington Presbyterian Church & Day School is the south door at the end of the long sidewalk/ramp facing the back parking lot. Enter the parking lot from the **Whispering Pines entrance** and exit using the **Farmington Blvd exit**. The only other door that will be unlocked during the school hours is the door on the west side of the building. Parents picking up their children from After Care (3:00 PM – 6:00

PM) may use the west door and the west parking lot. **All other doors are for emergency exit only!**

Anyone other than parents having business with the school will be required to sign a visitor's log located at the West entrance and wear a visitor's badge.

Over the past few years there have been a few isolated incidents involving the theft of valuables from vehicles parked in the parking lot. You are reminded not to leave purses or other valuables in your vehicles unattended. The church is not responsible for lost or stolen items.

Procedures are in place and the staff is trained in dealing with many **emergency situations** including fire, severe weather, earthquake, medical emergency, intruder, bomb threats, chemical spills, floods, and chemical or biological weapon attack. Regular fire and tornado drills are part of our routine. Most staff members are certified in infant/pediatric CPR and First Aid. We keep water, flashlights, radios, and other supplies on hand. If for any reason we must evacuate the building, we will go to the south end of the Farmington Presbyterian Church property or across the street to the Germantown Country Club if necessary – and attempt to call you for immediate pick-up.

You are welcome to call at any time to check on your child's safety. If you do not get an answer, please wait a couple minutes and try again. If we ever feel that your child's safety is in question, we will call you.

Low teacher-student ratios help keep your child safe both inside and outside on the playground. Farmington Presbyterian Church has provided us with a code-compliant building and playground that is regularly maintained.

Smoking is not permitted on the premises or on the playground. Firearms are not permitted on the premises except in the possession of law enforcement officers.

Farmington Presbyterian Church is committed to maintaining an environment where children are protected from abuse. Policies are in place to prevent incidents of physical, sexual, or emotional abuse from occurring in our school programs. The staff has received training in abuse prevention and recognition. We are, as is any citizen, required by law to report any suspected abuse or neglect to the Tennessee Department of Children's Services.

Children will only be released to an authorized parent/guardian or to a person so designed **on the child's pick up form and/or emergency form**. If the child is to be picked up by someone "**different**" from normal routine, a written note, email, or text must be given to the school office by the parent. **Photo ID will be required.** Farmington Presbyterian Church & Day School programs reserve the right to refuse dismissal to any parent/guardian showing evidence of impairment from drugs or alcohol.

## **ENTERING and EXITING PARKING LOT SAFETY PRECAUTIONS:**

Please **be alert** and **watch for children** when entering or exiting the parking lot. Over 180 children may attend our programs at any given time, so at anytime parents or children could be entering or exiting the building.

Drive slowly while in the parking lot and beware of children when backing out of a parking space.

Please hold your child's hand while in the parking lot.

Do not allow your child to play near the parking lot during drop off or pick up times.

Tennessee state law requires child-restraint seats and seat belts be used at all time in all vehicles.

It is against Farmington Presbyterian Church policy for a parent to leave a child unattended in a parked vehicle.

To insure the safety of all children, ***it is requested that cell phones be turned off while in the school parking lot.*** In order that there can be proper communication with the teacher and child, it is requested that parents silence cell phones while inside the building.

## **MEALS AND SNACKS:**

A morning and afternoon nutritious snacks will be served to children. A sack lunch including a healthy drink is to be provided by the parent. USDA guidelines state that a nutritious lunch includes 1 serving of milk, 2 servings of fruits and/or vegetables, 1 serving of grains/bread, and 1 serving of meat/meat alternative. An optional milk program is available by the semester. Since lunches are not refrigerated, a small ice pack will help keep things fresh. Unfortunately, the staff is unable to heat up food or refrigerate food for children.

## **CLOTHING:**

Please dress your child for having fun! Children will be playing outside, painting, climbing, running, and jumping. Tennis shoes are the safest and most comfortable. Preschool children must have a complete change of clothing, including socks and underwear, **clearly marked with the child's name**, left at school in a plastic zip lock bag. Warm clothing must be worn during the cooler seasons for the daily outdoor playtime. Children need to be dressed for the weather.

## **OUTDOOR PLAY:**

Outdoor play is a regular part of the daily routine; children should be prepared to play outside some part of every day. Please do not request that your child stay indoors. Children too sick to go outside should not be at school.

## **NAP TIME**

Supervised rest periods are provided for all children under five years of age who remain at school for six or more hours a day, and for all other children who show a need for a rest time.

## **LAVATORY PROCEDURE:**

The following is the procedure used by preschool staff:

- Preschool children shall be accompanied by an adult when they need to use the lavatory.
- The teacher/assistant will assist the child, if needed, but will encourage the child to learn to wipe him/herself, etc.
- When a child has had an accident wetting or soiling their clothes, the teacher/assistant shall assist the child in changing their clothes in the lavatory. The teacher/assistant shall put on rubber gloves, help remove the clothing, clean the child, and help put on dry/clean clothes. The soiled clothing shall be put in a plastic bag and put with the child's other belongings. The parents will be informed of the soiled clothing.

## **MEDIA POLICY and PUBLISHING RIGHTS**

No school pictures of any kind (classroom or field trips pictures) are to be published in any news media without approval from the school director.

From time to time your child may appear in photographs involving programs or activity of the church or school. These photographs can be used in church or school publications, brochures, website, and other promotional materials. Parents consent to Farmington Presbyterian Church using any photographs during the child's enrollment and beyond unless written notice is given by the parent or legal guardian at the time of enrollment.

## **BEHAVIOR MANAGEMENT PROCEDURES:**

Understanding that each child is loved by God; Farmington Presbyterian Church views discipline as a process of developing appropriate behaviors. We begin our behavior management by providing an interesting learning environment for our students, with plenty of opportunities for the child to choose what they would like to do. **A challenging environment that allows experimenting, learning, physical activity, and quiet times prevents boredom and promotes good behavior.**

Farmington Presbyterian Church Day School uses *indirect guidance* techniques such as these:

- We give advance warnings: “You have five more minutes to play before it’s time to clean up.”
- We give choices: “You may paint with the other children or you may read a book in a quiet corner.”
- We have regular routine: “We always wash our hands before lunch. After lunch is a story time.”
- We avoid nagging: We tell the child what we expect just once, follow it by asking the child if he/she remembers what we asked, and then offer to help the child do what was asked.
- We’re consistent: We do things the same way each day so the children know what to expect and learn to trust and feel safe in their environment.

We also use *direct* guidance techniques:

- We use affirmative: “We use walking feet indoors” rather than “Don’t run!” or “Use your words to tell us you’re angry” rather than “Don’t hit!”
- We get the child’s attention by crouching down to his/her level, making eye contact, speaking quietly, and asking the child to repeat the directions.
- We try very hard to be fair. We examine our expectations to make sure they are age appropriate, and we don’t make rules just because an activity is too noisy or messy.
- We avoid arguments by following through with solutions that address the problem, but also offer the child a way to exit gracefully from the problem: “You can choose a quiet place to calm down or I can choose one for you.”

If a child is unable to demonstrate self-controlling behavior, he is given a quiet area to regain control. At Farmington, the discipline goal is educating and redirecting children. It emphasizes cooperation. In contrast, punishment has as its goal hurting, shaming, or scaring children. Punishment is an inappropriate form of discipline and has no place in our programs.

By law, and program philosophy and policy, the following forms of discipline are forbidden: hitting, spanking, shaking, scolding, shaming, isolating, labeling (words such as: bad, naughty, etc.), or any other negative reaction to the child’s behavior. All forms of corporal (physical) punishment are strictly forbidden.



Some negative behavior is best ignored since its goal is often to get attention. This technique is effective for some of the disruptive things children do and it minimizes mimicking activity by other children.

If a child is unable to gain control and requires more individual attention that can be given within child-to-staff ratios, we may need to contact a parent. A child that consistently requires one-to-one attention may have to leave the center temporarily for safety's sake. Repeated uncontrollable behavior can lead to discontinuation of learning center services.

Farmington Presbyterian Church Day School programs are not a substitute for parents. If parents and children are having problems at home, those problems and solutions are to be taken care of in the family. We cannot discipline your child for you at school.

The Farmington Presbyterian Church Day School programs reserve the right to dismiss any student whose presence is considered detrimental to either the student's or the Schools' best interest. The dismissal process will include a parent/teacher/director conference and written notice prior to dismissal.

### **CONFLICT RESOLUTION:**

When differences occur within our Christian family, God expects us to act and react in a manner which is pleasing to Him. The school has adopted the directions of Holy Scripture as outlined in Matthew 18 as the method for dealing with our differences:

**First**, one should go directly to the person with whom he/she has a difference, whether it is a teacher, the director, another parent, board member, or pastor; and not in the presence of children. The issue should be clarified in a non-accusatory manner and an attempt made to teach a resolution. It is not proper or acceptable to discuss the issue with persons not directly involved, as Matthew 18 directs.

**Second**, if conversation with the person directly does not bring resolution, the concern should be discussed with the director.

**Third**, if conversation with the director does not bring resolution, the concern should be discussed with the pastor, who may arrange a meeting of all persons involved to discuss the issue. They may also ask one of the School Board members or the complete School Board to provide counsel at such a meeting.

**Fourth**, any unresolved issues may be requested to be brought before the Session of the church. In order to have the matter considered, an appointment should be made with the clerk of Session and chair of the admin committee, who, after hearing the issue and the determination of the director and senior pastor, will then decide if the issue should be put on the Session agenda; if the issue is placed on the agenda, the Session reserves the right to decide whether or not to give a hearing to the issue. **Many**

**problems can be avoided by going directly to the person(s) involved when questions arise.**

### **CHILD ABUSE REPORTING LAW REQUIREMENTS:**

Farmington Presbyterian Church Day School staff are **REQUIRED** by Tennessee State law and licensing requirements to report immediately to the Tennessee Department of Children's Services any instance when there is reason to **suspect** the occurrence of physical, sexual, or emotional child abuse, child neglect, or exploitation.

The staff may not notify parents when the Tennessee Department of Children's Services are called about possible child abuse, neglect, or exploitation, except on the recommendation of Tennessee Department of Children's Services.

### **OPEN DOOR POLICY:**

We welcome parents at any time, in any area of our school. We encourage parent involvement, especially on field trips and helping with class parties. There will be a parent suggestion box located in the school office. We welcome any suggestions you might have.

### **BIRTHDAYS:**

Most children enjoy celebrating special events with their preschool friends (birthdays, new babies, and holidays). We will sing "Happy Birthday" and make sure your child feels special on his or her special day. Parents may send a **teacher approved** "store bought" treat to share with the class. Goodie bag and more elaborate festivities are to be reserved for another time. Party invitations may be passed out at school only if the entire class is invited. Please make arrangements with the teacher several days in advance.

### **PARENT ONGOING COMMUNICATION:**

Consistent communication between the school programs and its families is encouraged and expected. The method of communication is certainly not limited to, but may include any or all of the following: conversation at drop-off or pick-up time, phone calls, New Vision (monthly newsletter), monthly class calendars, teacher's letters, bulletin boards, take home notes in children's take home folders, posted notices, parent handbook and policy packet, parent meetings, and formal parent-teacher conferences.

Drop-off and pick up time can be a very busy time for the school staff. So if you'd like a more focused discussion, please leave a note for the teacher or director to call you at a more convenient time. Please do not hesitate to request a parent conference. Teachers text and send weekly emails.

## **PARENT PARTICIPATION:**

Parents are welcomed to participate in your child's school day – so if you would like to share a talent, tell about your occupation, read a story, or schedule a visit just inform your child's teacher so it can be arranged.

In the preschool program written evaluations will be sent home each year. Formal parent-teacher conferences will be offered for all children. However, a conference may be arranged at the request of the parent, teacher, or director at any time.

## **PARENT RESPONSIBILITIES:**

Preschool children are expected to arrive 5 minutes before the start of their scheduled class time and watch for the classroom doors to open. The teachers need time to prepare for the day ahead, so please allow them to open the doors at the scheduled time. Parents/guardians are expected to accompany their children into the classroom, sign them in, assist in hanging up bags, backpacks, coats, etc. according to the procedures in each classroom. Each child is also required to wash his/her hands upon arrival in the classroom, using a paper towel to turn off the water. Children must not be in the hallways or parking lot unattended.

Children are expected to be picked up at the conclusion of their class time. Parents are expected to sign the child out of his/her classroom and assist in collecting all items to go home. If you prefer to pick up your child early, please do so before the class goes down for rest time in order to avoid disturbing sleeping children.

**Children must be signed in and out** by the custodial parent or adult person approved by the parent(s). Tennessee State law requires parents use their full, first and last, name signature when signing children in and out of class. Only those persons approved by the child's parent(s) may take a child from School. If those persons are not known to current staff, identification will be required. Farmington Presbyterian Church Day School programs reserve the right to refuse dismissal to any parent showing evidence of impairment from drugs or alcohol.

Call the Farmington Presbyterian Church Before & After Care Program by **2:00 PM** if your child will not be picked up at their school by the Farmington Presbyterian Church bus and transported to Farmington Presbyterian Before & After Care program (church). We want to remind our parents to always keep your phone numbers, pick up list, and emergency information up to date.

**In order not to confuse school toys with a child's personal property, we ask that children not bring playthings from home.** School staff cannot be responsible for lost or broken personal property of any kind. One exception to this is a stuffed animal for use during naptime by full day preschool children. Preschool children are to use the authorized tote bag for transporting everything to and from school. School age children that are transported by bus find backpacks helpful.

Please do not allow your child to bring any gum or candy to School. Nutritious snacks will be served to the children.

There are several ways you can help us maintain the best possible teaching atmosphere for your child:

- Communicate any concerns regarding our program or your child immediately to staff.
- Pick up and **read** the notices and information left for you in your child's folder.
- Pick up your child's papers/projects **daily**. Their work is very important to them and provides another means of communication between parent and child and helps the parent share in the child's day.
- Periodically check on your child's supply of extra clothing. Please take home soiled clothing promptly.
- **No smoking** on the premises, either indoors or outdoors.
- Because children quickly learn to model behavior, we ask that you govern your speech and conduct with Christian values.

## **FINAL THOUGHTS:**

When you enroll your child in a Farmington Presbyterian Church Day School program, we as a staff assume the responsibility of giving you assistance with your child's unique needs in a caring environment. We will love and respect your child and help him/her grow spiritually, emotionally, socially, physically, and mentally. Your child will be given our maximum consideration as an individual. We will look after the health of your child while at school, and present a planned program to provide a beneficial and educational experience. Our goal is to provide high quality care in an atmosphere of love and respect that fosters growth in moral and spiritual values. Thank you for sharing your child with us!

## THE TALKING ABOUT TOUCHING PROGRAM

Personal Safety Curriculum is required to be part of our preschool program by the Tennessee Department of Education. We will use *The Talking About Touching Program* which is approved by the Tennessee Department of Education. This program teaches children skills that will help them keep safe from dangerous or abusive situations. Children will also learn how to ask for help when they need it. **For school-age children the curriculum shall include instruction on reporting physical, verbal or sexual abuse.**

During the school year I'd like to encourage you to help your child learn and practice the safety rules taught in the classroom lessons. Children learn more about safety and are more likely to follow safety rules when they have multiple opportunities to practice and talk about safety with their families.

### OVERVIEW - Scope and Sequence

#### Unit I

Personal Safety — The goal of this unit is to increase children's knowledge of and adherence to rules that will help keep them safe.

Lesson 1: Learning Car Safety — Following safety rules helps keep people safe. Always wearing a seatbelt helps keep people safe in a car.

Lesson 2: Learning Traffic Safety — Following safety rules helps keep children safe. Children should cross the street safely by looking in all directions first and holding hands. Children should say "No" to breaking safety rules.

Lesson 3: Learning Fire Safety — Following safety rules about fire is very important for children. Children should say "No" to breaking safety rules. When someone breaks a safety rule, children should tell a grown-up.

Lesson 4: Learning Gun Safety — Never play with Guns. Handling or playing with guns is dangerous for children.

Lesson 5: Getting Found — Children need to know how to stay safe when they are lost.

Lesson 6: The Always Ask First Rule — Getting Permission before going with someone. An important people safety rule is: Always ask your parents or the person in charge first if someone wants you to go somewhere with him or her.

Lesson 7: The Always Ask First Rule — Getting Permission before accepting gifts

An important people safety rule is: Always ask your parents or the person in charge first if someone wants to give you something.

## **Unit II**

Touching Safety — The goal of this unit is to strengthen children’s ability to distinguish between safe touch and unsafe touch and to increase children’s knowledge of safety rules about touching.

Lesson 8: Getting and Giving Safe Touches — Safe touches help people feel cared for and loved. They are good for your body.

Lesson 9: Dealing with Unsafe Touches — Children can develop skills to help them resist or avoid unsafe touches.

Lesson 10: Saying “No” to Unwanted Touches — Children (and adults) have a right to say how and by whom they are touched. Children can develop skills and vocabulary to help them avoid unwanted touches.

Lesson 11: Learning the Touching Rule — will help children stay safe. The Touching Rule is: A bigger person should not touch your private body parts except to keep you clean and healthy.

Lesson 12: Learning the Safety Steps (Booster Lesson) — will help children stay safe. The Safety Steps are (1) Say words that mean “No”; (2) Get away; and (3) Tell a grown-up.

Lesson 13: Using the Touching Rule — Children should use the Safety Steps if someone breaks the Touching Rule.

Lesson 14: *Joey Learns the Touching Rule* (Booster Lesson; video used) — Children should use the Safety Steps if someone breaks the Touching Rule. Children should not keep secrets about touching. It’s never the child’s fault.

Lesson 15: *Sam’s Story* (Big Book used) — Children should use the Safety Steps if someone breaks the Touching Rule. Children should not keep secrets about touching.

**Parent/Guardian Signature Page**

*I have received a Farmington Presbyterian Church Day School Parent Handbook stating policies and procedures and I agree to abide with the conditions as stated:*

**Parent/Guardian Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

Please print your name: \_\_\_\_\_

Child(ren) name(s)

\_\_\_\_\_  
\_\_\_\_\_

Orientation plan to introduce children and parents to the school programs

- Parents will receive a tour of the facility before the first day of the school program. This will be done on individual tours at the time of enrollment by the directors, or an assigned Staff member, or by the teacher at the time of Parent orientation before the first day of the school program.
- Parents and children will be introduced to the teaching staff at the time of enrollment or at a scheduled time by the school directors or at the parent scheduled orientation time before the start of the school program
- Parents will visit with the teachers at the scheduled parent orientation time before the start of the school program or at a time scheduled between the teaching staff and parent either by phone or in person.
- **If requested, parents will receive a copy of the Parent handbook during the orientation meeting with the teaching staff. Parents may read the Parent Handbook online. The teaching staff will review important policies with the parents and answer any questions.**
- The teaching staff will discuss with the parents during the orientation meeting or at a private conference the expectations of the family in regard to their child’s education and the needs of their child and how the program will accomplish this goal.
- Parents will receive information on family resources and activities that are available in the community. The Directors and staff will be available to help with individual needs.
- An Interpreter will be available if needed.
- Opportunities for an extended visit by both parent and child will be set up through the directors and the teachers.
- Parents will sign documentation of their orientation at the teacher orientation time or at a scheduled individual orientation.

Child’s Name \_\_\_\_\_

Parent’s Name \_\_\_\_\_

**I agree the above conditions have been met.**

**Parent’s Signature** \_\_\_\_\_ **Date:** \_\_\_\_\_