



**FARMINGTON PRESBYTERIAN CHURCH  
& DAY SCHOOL**

**PARENT HANDBOOK  
2020/2021**

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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 (Farmington) 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 comprised of members of Farmington Presbyterian, parents of current Farmington students, and community members 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 encouraged to achieve his/her maximum potential and to learn at his/her own rate.
- Be able to express his/her 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.
- Be provided with relaxed, age-appropriate learning activities in a structured environment.

## **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 stories, 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. Farmington Presbyterian Church believes in the importance of worship, community, and service. By being a part of Farmington, you are part of the Farmington family. You are encouraged to participate in any of the programs of the Church. At any time, if you have specific needs or requests for prayer, please share those with our Pastor or any member of the staff.

## **DAY SCHOOL PROGRAMS:**

### Preschool and Transitional/ Jr. Kindergarten

- Licensed by the Tennessee Department of Human Services and earned the 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
- Weekly Chapel
- Science/STEM

### Before & After Care

- Licensed by the Tennessee Department of Human Services and earned the highest rating of Three Stars
- Transportation via bus to/from selected schools
- Staffed homework room Monday through Thursday
- Developmentally age-appropriate materials/activities available daily
- Weekly Chapel

### Summer Care

- Licensed by the Tennessee Department of Human Services and earned the highest rating of Three Stars
- Planned activities
- Weekly themes and special events
- Optional field trips
- Developmentally age-appropriate materials/activities available daily

Every staff member is committed to excellence and has an individual professional growth plan to stay abreast of the latest teaching strategies for early childhood education.

## **LICENSING AGENCY:**

Farmington Presbyterian Church & Day School programs are licensed 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

Full-time Preschool Program (3 and 4 year olds and Transitional/Jr. Kindergarten)  
Monday-Friday: 7:00 AM – 6:00 PM, August through May

Part-time Preschool Program (3 and 4 year olds)  
Monday-Friday: 9:00 AM - 2:30 PM, August through May

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

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

Labor Day	Christmas Eve	Good Friday
Wednesday before Thanksgiving	Christmas Day	Memorial Day
Thanksgiving	New Year's Day	Independence Day
Friday after Thanksgiving	Martin Luther King Day	

**Generally, FARMINGTON is closed a week during the Christmas Holidays, the week of Memorial Day, and the week prior to the start of school in the Fall for Teacher In-service.**

**WEATHER CLOSURES:**

Farmington does not automatically close when GMSD schools are closed. We assess the situation each morning and will send notification of closure as early as possible (often by 5:30am). Closures will be posted on local news channels, Farmington Facebook, and web site. Parents will receive an email. Please be sure the school office has your current phone number and email address for these important notifications.

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 (children) as soon as possible so staff may also leave before roads become too hazardous.

**EMERGENCY CLOSURES:**

Farmington reserves the right to close in response to any emergency situation. In cases of emergencies during normal operating hours 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.

**ENROLLMENT:**

The Before and After School, Preschool and Summer Camp programs are open to children from the community provided that they qualify in age (3 years old through 14 years old), are fully independent in toileting, and are in good health. First priority will be given to currently enrolled students and members of Farmington Presbyterian Church, followed by new students from the community.

Age Requirements

Children must be 3 years of age on or before August 15<sup>th</sup> to be enrolled in the 3 year old class, 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.

#### Toilet-Training

Children must be fully “potty-trained” in order to attend our program. Independently toileting means that the child is able to communicate to the teacher when they need to go to the restroom, is able to wipe themselves properly, and is not having accidents. Students of Farmington may not wear diapers or pull-ups.

If your child starts with Farmington and is having accidents, you will be asked to take your child out of school until he or she is independently toileting

#### Application and Registration

Enrollment in one program does not constitute enrollment in any other Farmington Presbyterian Day School program. Information, applications, and enrollment packets for registration are available 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, emergency phone numbers, etc. **These forms must be on file before the child can be left at Farmington Presbyterian Church & Day School.**

#### **TUITION AND FEES:**

Tuition is based on the child’s regular schedule (August through May). Additional tuition will be charged for additional attendance beyond the regular schedule. Tuition and fees are not prorated for illness, absence, travel, vacations, holidays, snow days or school closures.

**Registration fee** of \$60 per child is a non-refundable annual fee due upon enrollment each school year (Summer 2020 or 2020-2021 Program).

**A non-refundable deposit** is required, one per family: \$100 for School year enrollment and/or \$180 for Summer Camp. Both deposits will appear as a credit on your School Program or Summer Camp invoice.

**Supply fee** for new preschool students is \$75, which covers your monogrammed tote bag and rest mat cover (Happi Nappi). Farmington provides the nap mats.

**Tuition** is divided into 10 equal payments due the 1<sup>st</sup> of each month July-April. Payments received after the 10<sup>th</sup> of each month will be assessed a \$30 fee. Failure to pay tuition will result in disenrollment. Overdue accounts may be referred to a collection agency, who may collect all account balances, plus reasonable collection and attorney fees associated with the collection of the account.

**Early drop-off and late pick-up fees** Farmington is open from 7am-6pm. Preschoolers enrolled in a part-time program will be assessed \$7.50/hour for early arrival and/or late pick-up occurring outside of the child’s scheduled preschool time. Preschool and school aged children with early drop-off (prior to 7am) and/or late pick-up (after 6pm) will result in a \$1.50 per minute per child fee.

**Additional fees** Your child may have the opportunity to participate in field trips and/or special activities for an additional fee.

**Returned Checks and Insufficient Funds** There will be a \$30 fee assessed for any returned checks or insufficient funds. After the first returned check or insufficient funds only a money order or cashier's check will be accepted as payment.

**There are no refunds or reimbursements from Farmington.**

### **PROGRAM CHANGES:**

Requests for program changes will be considered based on enrollment and teacher/student balance. Program changes require written notice 40 calendar days prior to the change. The program change form is available on the website.

### **WITHDRAWAL FROM PROGRAM:**

Withdrawal requires written notice 40 calendar days prior to the last day of attendance. Any tuition due on the 1<sup>st</sup> of the month will be assessed if proper notice is not given. The withdrawal form is available on the website.

### **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 is a parent suggestion box located in the school office. We welcome any suggestions you might have.

### **ORIENTATION:**

- Parents will receive a tour of the facility before the first day of the school program. Individual tours will be given at the time of enrollment by one of 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, at a scheduled time by the school directors, or at the Parent Orientation before the start of the school program.
- Parents will visit with the teachers at the Parent Orientation before the start of the school program or at a time scheduled between the teaching staff and parent either by phone or in person. During this time, the teaching staff will discuss with the parents their child's education, the goals and needs of their child, and how the program will assist in meeting them.
- **Parents may read the Parent Handbook online. The teaching staff will review important policies with the parents and answer any questions at Parent Orientation. If requested, parents may receive a paper copy of the Parent Handbook from the school office.**
- Parents will receive information on family resources and activities that are available in the community as needed. The Directors and staff will be available to help with individual needs.
- Opportunities for an extended visit by both parent and child will be set up through the directors and the teachers.

## PARENT EXPECTATIONS:

Parents/guardians are expected to sign their child in electronically, accompany their child into the classroom, 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.** Parents are expected to check out electronically and assist in collecting all items to go home. Children must not be in the hallways or parking lot unattended.

**Part-time Preschool Parents:** The teachers need time to prepare for the day ahead, so please allow them to open the doors at the scheduled time. Children are expected to be picked up at the conclusion of their class time. 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.

Only those persons approved by the child's parent(s) may take a child from School. Please remember to always keep your phone numbers, pick up list, and emergency information up to date. 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).

**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.
- Because children quickly learn to model behavior, we ask that you govern your speech and conduct with Christian values.

## PARKING LOT SAFETY:

The peak flow of traffic in the Farmington lot is from Farmington Blvd. to Whispering Pines. Enter the parking lot from the West Farmington Blvd. entrance and exit using the Whispering Pines exit (behind the building). During After Care (from 3pm-5pm), exit using the East Farmington Blvd. entrance as children will be playing in the rear parking lot and chains will be blocking the drive.

Please use extreme care in the parking lot, looking carefully before backing. Do not drive more than 5 mi/hr.

To ensure the safety of all children, **do not use a cell phone while driving in the 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.

Hold children's hands and remain alert. Do not allow your child to play near the parking lot. Do not leave a child unattended in a parked car in the Farmington parking lot. Tennessee state law requires child-restraint seats and seat belts be used at all time in all vehicles.

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.

#### **PROHIBITIONS:**

1. Smoking, vaping, e-cigarettes, and alcohol are not permitted on the premises or on the playground.
2. Firearms and other weapons are not permitted on the premises except in the possession of law enforcement officers.

#### **SECURITY:**

It is the firm intention of Farmington Presbyterian Church & Day School to provide the safest and most secure environment for your child possible. Your cooperation in all matters regarding the safety of your children is greatly appreciated.

**All students must be checked in and out on the electronic check in by the adult dropping them off and picking them up each day.** Daily sign-in and sign-out by the person who is dropping off and picking up your child is a state of Tennessee Department of Human Services requirement.

The primary entrance and exit from 7am to 6pm Monday-Friday to Farmington is the West Door. All other doors are for emergency exit only! Please use your security fob to enter and do not hold the door for others. If you do not have a fob, you may ring the buzzer at the West Door to gain entrance.

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.

#### **EMERGENCY RESPONSE:**

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 plan to go to the south end of the Farmington Presbyterian Church property and attempt to call you for immediate pick-up.

You are welcome to call at any time to check on your child. Normally, if you do not get an answer, please wait a few minutes and try again. If we ever feel that your child's safety or health is in question, we will call you. **However, in the event of an emergency, please help us keep the lines clear for communication with emergency personnel.**

In the event of a lock-down, we will notify you immediately and keep you informed as we are able. **Please do not come to Farmington during an active lock-down.** You will not be able to enter, you will decrease access for emergency personnel, and you may place yourself in a dangerous situation.

#### **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 FARMINGTON Directors and/or staff will call 911, giving location and nature of emergency. As appropriate, the staff will administer CPR, AED, 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 giving FARMINGTON staff authorization to consult your child's physician, transport your child via ambulance to a local hospital, and giving permission for your child to receive treatment from medical professionals.

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. **Parents will be notified immediately.** If parents are unavailable, those individuals designated as emergency phone contacts will be notified.

Farmington will furnish a basic accidental insurance policy for the protection of children who may receive injuries while attending the school in a preschool, school age, holiday care or summer camp program. Parents/guardians of children so injured will be responsible for any additional charges over and above what is paid by the insurance company. Parents/guardians agree to indemnify and hold harmless Farmington and its agents, employees, and/or representatives from any liability, damage, cost or expense arising out of their child's participation, of every kind and nature, in Farmington events.

#### **AFTERCARE ABSENCES:**

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. To ensure

the safety of your child, after 2:00 PM all children are assumed to be riding our bus and will have to be picked up from Farmington. The bus driver is not responsible for verifying identification and will not be able to release a child to anyone once they have arrived at the bus. An exception can only be allowed if authorized by the Director.

## **ILLNESSES:**

The problem of communicable disease is prevalent in every group and Farmington Presbyterian Church & Day School is no exception. **Children with symptoms of communicable disease may not attend FARMINGTON.** If a child becomes ill while at Farmington Presbyterian Church & Day School the director or teacher will immediately notify the parents to be picked up. The child will be kept separated from the group until taken home.

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

1. Fever of 100 degrees F or higher. Children must be fever free for 24 hours without medication in order to return to school.
2. Vomiting within the past 24 hours.
3. Diarrhea – three or more watery or loose stools in a 24-hour period.
4. Draining rash or undiagnosed rash lasting over a 24-hour period.
5. 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.
6. Fatigue, pain, or malaise that prevents participation in regular activities.
7. Open oozing sores and scabs, unless properly covered and 24 hours on antibiotic treatment.
8. Head lice – until treatment is effective and a follow-up check has been made by school personnel and child is nit free.

Please notify the directors as to the nature of the illness on the day your child will be absent. Some communicable illnesses may require a written Doctor's clearance letter before returning to the program.

Additional health related information:

- To further protect your child and classmates from illness, all children must 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 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.

## **IMMUNIZATIONS:**

Preschool students must have a current record of immunizations on file at Farmington no later than the first day of attendance. If a child is school age, the parent must specify the school at which their child's health record is on file.

## **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:

- All medication must be stored in a locked medicine cabinet in the school office. Parents must bring medication to the school office, not the class room. **Do not leave any medication in the child's lunch box or backpack.**
- Prescription or nonprescription medication will be accepted only if it is in the original container (with the pharmacist's label for prescriptions) and unexpired.
- **Before any prescription or nonprescription medication can be administered, written permission must be given by the child's parent or guardian.** The medication form is available in the school office.
- The school **will not** administer any "first time" dosage of a prescribed or over-the-counter medication.
- Medication may only be administered by following the pharmacist's or manufacturer's recommendation on the label. Please bring a copy of the information given to you by the pharmacy.
- All medication must be picked up for disposal after the last date that the medication is to be administered.
- Farmington Presbyterian Day School does not have a nurse or medical professional on staff. The Directors may refuse to administer shots, perform medical procedures, or admit medically fragile students to the programs of Farmington.
- The staff is not trained to administer injections or breathing/nebulizer treatments. A parent is welcome to return to school at the given hour to administer the medication.
- An on-going medicine permission form will need to be completed and kept on file for children with known medical problems (allergies, asthma, seizures, etc.) that require emergency support. Appropriately labeled prescriptions (such as an Epi-pen) may be stored in the school office, locked and out of reach of children.

## **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:**

- If at all possible, Farmington Presbyterian Church buses driven by their licensed bus drivers will be used.
- The lead teacher will have emergency contact information for each child on the field trip

with them at all times.

- Children shall be loaded and unloaded at the curbside of the vehicle, or in a protected parking area.
- A child shall not be taken on a field trip without signed permission form from a parent or guardian.

### **TRANSPORTATION SAFETY RULES:**

1. Each child must use a car seat/ booster seat (as required by law), utilizing both lap and shoulder belts.
2. Seatbelts will be worn at all times until the bus comes to a complete stop and the children are instructed to unbuckle.
3. No child is ever left unattended or placed under the supervision of someone other than a Farmington Presbyterian teacher or parent.
4. "Inside voices" are to be used in vehicles.
5. Eating and drinking will not be allowed.
6. No littering inside or outside of the bus.
7. Hands, heads, and arms remain inside the vehicle and away from windows at all times.
8. 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.
9. Children are to remain seated when the vehicle stops until an adult gives instructions.
10. Children are to walk in an orderly manner, single file or with a parent.
11. Windows and doors will not be opened by anyone other than the driver or monitor except in an emergency situation.
12. A child not following instructions given by an adult risks being excluded from future field trips. Normally, a warning to the child and the child's parents will precede exclusions.

### **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 and is **forbidden** by law to notify parents when the Tennessee Department of Children's Services are called about possible child abuse, neglect, or exploitation, unless directed by the Tennessee Department of Children's Services.

### **ABUSE/NEGLECT PREVENTION:**

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 every adult in the State of Tennessee, 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 designated **on the child's pick up/emergency list**. 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.

## **MEALS AND SNACKS:**

A nutritious morning and afternoon snack will be served to children. A sack lunch is to be provided by the parent. Since lunches are not refrigerated, a small ice pack will help keep things fresh. Farmington staff are not able to refrigerate or reheat food for children. Each child is encouraged to bring a water bottle each day.

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.

## **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 shoes for school. Preschool children must have a complete change of seasonally appropriate clothing (including socks and underwear) **clearly marked with the child's name** left at school in a plastic ziplock bag. Children must be dressed appropriately for the weather each day as we do go outside, even if for shorter periods of time, even on cold or hot days.

## **OUTDOOR PLAY:**

Outdoor play is a regular part of the daily routine; children should be prepared to play outside some part of every day. Children too sick to go outside should not be at school. We are not able to honor requests for children to remain indoors while their classmates go outside.

## **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.

## **TOILETING PROCEDURE (PRESCHOOL):**

- Preschool children shall be afforded as much privacy as possible when using the restroom. The teacher/assistant will be within hearing distance with the door partially closed.
- If needed, the teacher/assistant will put on rubber gloves and assist the child in wiping, but will first encourage the child to wipe independently.
- 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 restroom. 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.
- If your child starts with Farmington and is having accidents, you will be asked to take your child out of school until he or she is independently toileting.

## **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. Please make arrangements with the teacher several days in advance.

Goodie bags 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. Parents may request the contact information of their child’s classmates whose parents gave permission for information release for child’s party invitations, etc. at registration.

## **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 direction: “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 goal of discipline is educating and redirecting children. Therefore, we emphasize 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 enrollment.

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 the Farmington family, we seek to act and react in a manner which is respectful of others, free from gossip, and seeks the will of God. 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, taking care that children are not present. 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.

**Second**, if direct conversation with the person does not bring resolution, the concern should be discussed with the director, who may arrange a conference with all parties.

**Third**, if conversation with the director does not bring resolution, the concern should be discussed with the pastor, who may suggest consultation with the School Board and/or Session of Farmington.

**Many problems can be avoided by going directly to the person(s) involved when conflict arises.**

#### **BABYSITTING:**

If an FARMINGTON employee is babysitting for your family that agreement is solely between the parent/guardian and the Farmington employee. Farmington is not responsible for any services provided by Farmington employees outside of their contracted Farmington duties.

#### **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.

### **ONGOING PARENT COMMUNICATION:**

Consistent communication between the school programs and its families is encouraged and expected. Your child's teacher will send time-sensitive information via text and send weekly emails. Other methods of communication include the following: conversations at drop-off or pick-up time, phone calls, parent/teacher or parent/director conferences, New Vision (monthly newsletter), monthly class calendars, teacher's letters, emails, bulletin boards, take home notes in children's take home folders, posted notices, parent handbook and policy packet, and parent meetings.

Please note: Drop-off and pick up time can be a very busy time for the school staff. So if you would like a more focused discussion, please leave a note for the teacher or director to call you at a more convenient, less hectic time. Please do not hesitate to request a parent conference.

### **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 please inform your child's teacher so it can be arranged.

In the preschool program developmental assessments 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.

### **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.

## Appendix 1

### PERSONAL SAFETY CURRICULUM:

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.

During the school year we 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.

### The Talking about Touching Program

#### OVERVIEW - Scope and Sequence

##### Unit 1

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 — Helps 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: (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* (video) - 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* (storybook) - Children should use the Safety Steps if someone breaks the Touching Rule. Children should not keep secrets about touching.



**F**ARMINGTON  
PRESBYTERIAN CHURCH  
& DAY SCHOOL



The Gold Sneaker Initiative was developed by the Tennessee Department of Health to enhance policies related to health and wellness within licensed child care providers across Tennessee.

By integrating nutrition and physical activity into our children's daily routine, children receive repeated exposure to information and principles for healthy living. It is this repeated exposure and experience with nutrition education and physical activity that will influence children in a positive way. Children will begin to understand that nutrition and activity are a regular and essential part of each day, thus reinforcing a lifetime of healthy habits. The Gold Sneaker policies include minimum requirements on physical activity, sedentary activities, breastfeeding, meal time, behaviors, portion sizes, and a tobacco-free facility. Please see the list below:

### **Gold Sneaker Policies**

#### **Physical Activity Policies**

##### Policy 1

Children attending less than a full day program shall be offered a proportional amount of the physical activity time as required by TDHS licensure rules. Physical activity for children ages three years and older must be a balance of structured and unstructured play, both indoors and outdoors (weather permitting) utilizing age appropriate activities.

##### Policy 2

Providers shall provide education (i.e., via parent meetings, provider newsletter articles, sharing of educational video resources, etc.) to families twice each year that addresses the importance of limiting screen time according to current American Academy of Pediatrics policy and the development of a Family Media Plan.

##### Policy 3

Children shall not be allowed to remain sedentary or to sit passively for more than 60 minutes continuously, except for scheduled rest or naptime. Child care director shall take Go NAP SACC Self Assessments (Infant and Child Safety Physical Activity & Screen Time) to compare their physical activity practices to best practice standards.

##### Policy 4

Child care providers must ensure physical activity is a positive experience for children and that it is never used negatively or to control behavior.

#### **Nutrition Policies**

##### Policy 5

Providers shall ensure appropriate infant and child feeding patterns, including breastfeeding. All educators shall be trained to: advocate for breastfeeding, safely prepare expressed breastmilk for feeding, feed infants according to their individual needs, and store expressed breast milk

properly. Providers shall publically display their support for breastfeeding infants and mothers by posting signage or other publically facing information (i.e., participate in Breastfeeding Welcomed Here through the TN Department of Health or Team Nutrition resources for new and expectant moms about breastfeeding).

#### Policy 6

Child care educators shall ensure appropriate infant and child feeding patterns, including adequate time for snack and meal consumption and age-appropriate portion size. Child care educators shall provide education to families twice each year (i.e., via parent meetings, provider newsletter articles, sharing of educational video resources, etc.) that addresses nutritional learning experiences, with a focus on adequate time for snacks and meals and age-appropriate portion size. All eating opportunities shall consist of a respect for the child and promotion of a positive attitude toward food. Child care educators shall apply evidence-based early food preference learning strategies such as introducing healthy foods, repeatedly pairing new healthy food choices with foods children already like and modeling consumption and enjoyment of healthy foods.

### **Tobacco-Free Campus Policy**

#### Policy 7

The child care provider campus shall be free of all tobacco and tobacco-related products, including smoking, smokeless and electronic products. The campus is inclusive of all vehicles used to transport enrolled children, all outdoor spaces, and all indoor locations, whether or not children are present. Child care employees and volunteers may not use tobacco or tobacco-related products while off-campus at provider-related activities (i.e. fieldtrips, walks, and all other outdoor activities). Employees who use tobacco products while off campus are required to change clothes and wash hands thoroughly prior to interacting with children. “No Smoking” signs shall be posted conspicuously at each child care provider entrance, as required by state law.