

2024-2025 Handbook

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Welcome to West Nashville Preschool

At West Nashville Preschool, we wholeheartedly believe that every student should feel safe and loved. We believe that sparking emotional intelligence and intellectual curiosity create a society both kind and effective. We believe in moving forward Christ's love and planting seeds we may never see this side of Heaven. We're not just teaching children; we're changing eternity.

The Mission of the Church

To engage an ever-changing community with the never-failing love of Christ.

Our Values

Purposeful Play

We believe that children learn best through meaningful play experiences.

Safety

We believe that children thrive in a safe and loving environment.

Excellence

"And whatever you do, whether in word or deed, do it all in the name of the Lord Jesus, giving thanks to God the Father through him." Colossians 3:17 (NIV) No task is too small to do well.

Relationships

We believe that building and sustaining secure, trustworthy relationships fuels our mission.

Love

"And over all these virtues put on love, which binds them all together in perfect unity." Colossians 3:14 (NIV)
Above all else, we believe in living our mission out in loving relationships with children, parents, and team members

Our Purpose

The purpose of our ministry is to offer your child a Christ-centered early education environment through which they can grow in all developmental domains. Starting with children as young as 6 weeks, we believe it is important for every child to feel safe and loved in order to have the greatest opportunity for positive outcomes throughout early childhood and beyond. We are committed to providing a high quality, stimulating, and loving learning environment for all children at WNP. It is our greatest priority to share the love of Jesus with all children and their families, which we do out of the abundance of grace we have been given.

Thank you for entrusting us to love and care for your children and for giving us the opportunity to guide your children in the love of God.

In His Love,

Rachel Davis

West Nashville Preschool Director

Rachel@wncp.org

The policies and procedures contained in the 2023-24 Parent Handbook may be amended at the discretion of West Nashville Preschool oversight committee. All necessary amendments will be provided in writing prior to implementation whenever possible. Should situations arise not covered in the handbook, the director, in cooperation with the WNP committee, will evaluate the circumstances and work toward a resolution.

Contact us	1
Welcome to West Nashville Preschool	1
The Mission of the Church	1
Our Values	1
Our Purpose	1
2024-2025 WNP Calendar	4
Schedule and Hours	4
Inclement Weather Policy	4
DHS License	5
Ages Served	5
Staff	5
Preschool Parent Support Team	5
Volunteering	5
Tuition/Fees	6
Tuition Rates – Effective August 1, 2023	6
Fees	6
Payment Options	6
Scholarships/Certificates	6
Tuition Refund/Reduction Policy	6
Late Pick-Up Charges	6
Return Check Policy	6
Withdrawing Your Child	6
Curriculum	7
Christian Emphasis	7
Emergent Curriculum	7
Keeping Kids Safe Curriculum	7
Play	7
Classrooms	8
Potty Learning	8
Transitioning Children	9
What to Bring	9
Backpack or Diaper Bag	9
Diapers	9
Diaper Cream	9
Lunches - MUST meet DHS requirements	9
Snacks	10
Birthdays	10
Rest Time Cot Cover	10
Clothes	10
Donations	10
Toys	10
Communication	11
Open House	11
Parent Conferences	11
Brightwheel App	11
Voicemail	11

Check-In/Out Procedures	12
Open Door Policy	12
Door Code Access	12
Parking	12
QR Code Process	12
Release Authorization	12
Risky Adult Behavior	12
Safety	12
Health	13
Health Records	13
Illness	13
Medications	13
Children with Disabilities, Delays, Long Term Illness, etc.	14
Discipline	14
Accidents and Injuries	14
Behavior Policy	14
Biting Policy	15
Disenrollment of Child by WNP	16
Grievance Procedure	16
Media	16
Videos	16
Photographs and Videos	16
Facebook	16
Disaster Plan and Various Drills	17
Evacuation Plan (Earthquake/Chemical Spills/Hazardous Materials/Flood/Bomb Threat)	17
Fire Evacuation	17
Law Enforcement Emergencies	17
Tornado/Severe Weather	17
Earthquake	17

2024-2025 WNP Calendar

July 29-August 1	CLOSED	Teacher Inservice
August 2	OPEN	Open House at 8:00 Regular Hours 8:45
September 2	CLOSED	Labor Day
October 1	EARLY CLOSURE 3:00	Staff Meeting
November 4	CLOSED	Parent-Teacher Conferences
November 26	EARLY CLOSURE 1:00	Thanksgiving Lunch
November 27-29	CLOSED	Thanksgiving Holiday
December 3	EARLY CLOSURE 3:00	Staff Meeting
December 20	EARLY CLOSURE 12:00	Christmas Program in Morning
December 23	CLOSED	Teacher Inservice
December 24 - December 31	CLOSED	Christmas Holiday
January 1	CLOSED	New Year's Holiday
January 7	EARLY CLOSURE 3:00	Staff Meeting
January 20	CLOSED	MLK Holiday
February 4	EARLY CLOSURE 3:00	Staff Meeting
March 4	CLOSED	Parent-Teacher Conferences
April 1	EARLY CLOSURE 3:00	Staff Meeting
April 18	CLOSED	Good Friday
May 6	EARLY CLOSURE 3:00	Staff Meeting
May 26	CLOSED	Memorial Day
May 27-28	CLOSED	Teacher Inservice
June 3	EARLY CLOSURE 3:00	Staff Meeting
June 16	CLOSED	Juneteenth
July 1	EARLY CLOSURE 3:00	Staff Meeting
July 4	CLOSED	Independence Day
July 28-July 31	CLOSED	Teacher Inservice

Schedule and Hours

Hours begin at 7:15 a.m. and end promptly at 5:15 p.m, Monday through Friday. We place tremendous value on classroom interactions and instructional time. In order to remain as respectful as possible to the individual needs of the students, and decrease disruptions during the teacher's intentional activities, we request that students be at school by 9:30 am. If your child will be dropped off late, absent, or picked up early, please let us know through the Brightwheel app.

In addition to holiday closures and inservice dates, we will be closing at 3:00 pm on one specific Tuesday of each month for staff meetings and professional development. Please see Calendar for more information.

Inclement Weather Policy

At West Nashville Preschool, the director will make an independent decision on whether to close, open late, or be on regular school hours when inclement weather is present. Please keep in mind that a good portion of our staff do not live in the Metro area which may affect decision making. Closings will be communicated through Brightwheel messages.

DHS License

We are licensed by the Department of Human Services of the State of Tennessee. Please note ratios in our DHS licensure summary. The Quality Rating Improvement Scale (QRIS) rates the quality of a child care center. This new rating scale was implemented in October 2022. The Star Rated license is no longer used.

Ages Served

Children ages 6 weeks to 5 years of age may participate.

Staff

Our early child educators are chosen for their training, experience, dedication, character and ability to connect and communicate effectively with children and adults. Staff members also maintain training in First Aid and CPR. They are expected to continue to grow personally and professionally through workshops, training events, professional organizations and reading throughout the year. All teachers have state required training on the TN Developmental Standards, Shaken Baby Syndrome, and Child Abuse Detection and Reporting. Beyond these requirements, our early childhood professionals are just that: professionals. Although we're all on our own step into learning and growing, our educators are brought into our mission and believe in the importance of early childhood. To put it simply, we love what we do.

Teacher Turnover

Life is constantly changing, and at times, teachers do move on. We will work with the children, parents, and teaching staff when turnover does happen with consistent communication to the parents about the transitions that will be taking place and who will be taking the place of the teacher that is leaving. We will work to make any changes as smooth as possible for everyone involved. Your child's safety and security is our top priority.

Preschool Parent Support Team

We want to hear from you! Parents are encouraged to participate in the PPST of the school. The Support Team is responsible for things such as special fundraising events, teacher appreciation activities, helping with holiday parties, and providing expertise from their professional lives. Additionally, we encourage the team to give open feedback concerning our program. We will be forming a new 2024-2025 team soon.

Volunteering

Parents and family members are welcome to volunteer any time in their child's classroom as well as for other teachers, the director, or with our PPST. Extra hands are always welcome! Please consider giving some of your time to help. Teachers will reach out as opportunities arise. We just ask that all volunteers be at least 18 years of age, wash hands upon arrival into the classroom, and always be aware of the teacher's role in the classroom. Volunteers must not be alone with children or counted in staff:child ratios. They are simply extra hands. Should a volunteer's presence not be a positive experience for the staff and children, they will be asked to leave.

Tuition/Fees

All tuition is due ON OR BEFORE the 1st day of the month. Below are the monthly rates for the 2024-2025 school year. If you have any questions or concerns about your child's tuition and or payment arrangements, please notify the director. A 10% sibling discount applies to the sibling with the lower tuition rate.

Tuition Rates – Effective August 1, 2024

Infant & Infant/Tot Classes - Monthly Rate - \$1,342

Toddler Classes - Monthly Rate - \$1,239

Preschool Classes - Monthly Rate - \$1,157

Fees

Annual Enrollment Fee

Current Families - \$150 per child

New Families - \$175 per child

Wait List Fee: A \$50 Wait List fee is non-refundable, but applies to the new family enrollment fee when placement is made.

Annual Enrichment Fee: Annual \$75 fee covers special events

Special enrichment opportunities are offered to the children in our program. We hope to stimulate curiosity, creativity, communication, and excitement for learning by offering a variety of enrichment opportunities. These classes may change from year to year.

A music teacher will come to West Nashville Preschool once/week and visit most classrooms.

Bringing Books to Life and the Puppet Truck will come to our school several times during the year from the public library to share stories with the children and help create enthusiasm for reading.

The Science Guy will come each year and do fun, cool science activities with the children.

Payment Options

You will receive a monthly tuition invoice through Brightwheel 10 days prior to the due date. The preferred method of payment is auto pay from your bank account through Brightwheel. This feature is available at a minimal charge. You may also pay with cash or check. Make all checks payable to WNP. Please use the "memo" line to indicate the purpose of your check. For example: "January tuition," "Registration fee," "Rolle Pollee." If your child has a different last name than the one printed on the check, please write your child's name in the memo as well. The use of credit cards result in high processing fees impacting the program's operating revenue.

Scholarships/Certificates

Our facility accepts DHS Child Care Certificate subsidies. You may contact the certificate office at 615-352-4000 or visit TN.gov and search for the Child Care Certificate Program. If, at any time, you find that you are having a financial hardship paying the school tuition, please let us know as soon as possible. If you would like to make a donation to support families with financial hardship, please speak with the director.

Tuition Refund/Reduction Policy

There will be no refund or reduction in tuition for any reason. In the event that an extended facility closure is required due to serious unforeseen circumstances, the program may refund tuition fees.

Late Pick-Up Charges

Please note if you arrive to pick up your child after 5:15 pm, a \$1 fee will be charged for every minute late fee will be applied. This fee is payable immediately to the supervising teacher(s), or an invoice may be created on Brightwheel for these fees. If you are consistently late picking up your child, the director will contact you to set up an action plan which could include increased late fees.

Return Check Policy

There is a return check fee of \$30.00. After 2 returned checks, cash or automatic payment is required.

Withdrawing Your Child

One month's written notice is required if you decide to withdraw your child from West Nashville Preschool. One month's tuition will be due if notice is not given one month prior to withdrawal of your child.

Curriculum

Christian Emphasis

As a Christian program, we will include Bible stories, prayers, and songs in order to share with all children that they are wonderfully made by God. All children, regardless of race, religion, or culture are a welcome part of our program and will experience these Christian activities daily.

Emergent Curriculum

In the introduction of “Emergent Curriculum,” the book that guides West Nashville Preschool’s Early Childhood Educators in how to develop effective lesson plans, the author, Susan Stacey says,

“What is ideally central to quality early years education...is play. Self-chosen and child directed play provides ample opportunity for learning. When children use play to explore their own theories about how the world works, they become deeply engaged. Montessori teaches us that children learn best about that which they are interested in. Dewey reminds us that children love to be engaged in real work; that is, they find out about the world by being in it and by constructing their knowledge through community projects that are meaningful to them. And Vygotsky teaches us much about social learning between the children themselves and between the child and the teacher in the role of facilitator.”

Emergent Curriculum in Early Childhood Settings promotes our philosophy of play-based learning. We believe play is the work of children, and children naturally learn concepts through play. As teachers, we are here to provide provocations and invitations, document play to plan further, and facilitate appropriate play.

How does Emergent Curriculum differ from traditional preschool curriculum?

Lesson plans are based on previous, and continuous, observations of students’ interests, not necessarily on a monthly or weekly theme.

Teachers emphasize the development of social/emotional skills by supporting children as they learn to identify, regulate, and process emotions.

Teachers are more focused on creating a stimulating learning environment rather than planning “activities”.

Keeping Kids Safe Curriculum

The law requires all licensed childcare programs to educate preschool children (ages 3 and above) on the importance of personal safety and child abuse prevention. In this curriculum (Keeping Kids Safe) offered by the state of Tennessee by the Department of Human Services, children are taught prevention, safety, and also taught the correct anatomical names for their body parts. This curriculum also teaches bike safety, feelings, problem solving, and other great topics. You can find the curriculum online at: Keeping Kids Safe - TN.gov

Play

DHS guidelines state that gross motor play is to be offered each day. Children will use the gym or playground for gross motor movement, and it is the DHS requirement that children be allowed outdoors if the “feels like” temperature is between 32 degrees and 95 degrees. Teacher discretion may also be used as temperatures change throughout the day.

Cold Weather

Outdoor play will be encouraged even in the cold weather. DHS prohibits outdoor play when the wind chill is 32 degrees or less. Children will have gross motor play indoors.

Rainy Days

The playground will be free of standing water. Classroom teachers can take walks around the school to get some fresh air if the playground is too wet, otherwise the children will use the gym for gross motor play.

Hot Weather

DHS prohibits outdoor play when the heat index reaches 95 degrees. Children will be supervised carefully to prevent overheating. Water will be offered frequently during warm outdoor periods. If the heat index prevents outdoor play, the children will use the gym.

Classrooms

Children are assigned a classroom based on age and developmental level. We abide by all DHS grouping guidelines. Typically, students advance to the next age group/classroom in August.

Each room will have a weekly lesson plan posted that includes materials that will be provided based on individual and classroom interests and developmental needs of children. Each day is filled with playful learning opportunities in all developmental domains.

Teddy Bears- 6 weeks to 15 months - Ratio 1:4 DHS (WNP classroom ratio is 2:6)

Please label all bottles, food containers, formula, etc
Parents' written instructions are requested for their child's day with us.
We will feed as close to the child's schedule as possible.
All breast milk must be dated as to when milk was expressed.

NOT allowed per DHS

Glass bottles or baby food jars or previously opened baby food jars
Pacifier clips or Feeder Pacifiers
Blankets or lovies in the crib. Approved hands free sleep sacs are allowed.

Turtles - 6 weeks to 30 months - Ratio 1:5 DHS (WNP classroom ratio is 2:8)

In this classroom children transition from infancy to toddlerhood together. They will begin the year with each child on his/her own schedule if needed. For infants we will follow the same guidelines as above. When it becomes evident that a large portion or all of the class is developmentally ready, they will share meal times and nap time(s). Children will transition to sleeping on a cot at the age of 12 months.

Koalas -1 and 2 year olds - Ratio 1:6 DHS (WNP classroom ratio is 2:8)

Giraffes -2 year olds - Ratio 1:7 DHS (WNP classroom ratio is 2:8)

Pandas - 2 and 3 year olds - Ratio 1:7 DHS (WNP classroom ratio is 2:8)

Children must be at least 24 months old to be enrolled in this classroom per DHS. This classroom has a restroom and is ideal for this age group who are beginning to learn how to potty.

Elephants - 3 years old - Ratio 1:9 (DHS) (WNP classroom ratio is 1:9)

All children must be out of pull-ups or diapers and using the potty successfully to move into this classroom. This classroom does not have restrooms or diaper changing stations.

Foxes - 4 and 5 years old Ratio 1:16 (DHS) (WNP classroom ratio is 1:13)

All children must be out of pull-ups or diapers and using the potty successfully to move into this classroom. This classroom does not have restrooms or diaper changing stations.

Potty Learning

As your child shows signs of readiness for potty learning, we will work cooperatively with you to encourage your child's potty independence. Readiness typically occurs between the ages of two and three years. Once your child is staying dry for longer periods of time and is aware when they soil their diaper, they might be ready to toilet train. [Information is available if you need help determining readiness.](#) There is a potty in the Panda classroom to accommodate children first learning to use the restroom. Per DHS guidelines, we are not permitted to force a child to sit on the potty. During this transitional time, children will not be shamed when accidents occur. Should your child have multiple accidents per day a diaper/pull up will be used. It is imperative that both parents and teachers have reasonable expectations for toileting at school. Group care is very different from the individualized care a child receives when toilet training at home.

Children must be toilet independent prior to moving to the Elephants and Foxes classrooms. Managing clothing, wiping bottoms are skills to include when toilet training at home. Staff will provide assistance when needed while encouraging independence when toileting at school.

Transitioning Children

Curriculum and learning activities include materials based on individual and classroom interests and developmental needs of the children. Each day is filled with learning opportunities in all developmental domains. Weekly lesson plans will be provided to encourage further discussion at home. Advancing children throughout the year will only occur when absolutely necessary and per DHS guidelines for age groupings. Your child will be placed in an appropriate age group in the fall and will remain there for the school year when possible. This will allow both the child and the parent to build deep bonds with the teacher/s. The classroom will slowly transform throughout the year to match and challenge developing skills. West Nashville Preschool personnel will contact you for all changes to your child's enrollment/placement prior to those changes taking effect. Your input and opinions provide valuable information in making all child care related decisions.

What to Bring

Backpack or Diaper Bag

Please choose a bag large enough to hold all belongings, including extra clothes, accessories, lunchbox, etc. DHS prohibits anything in the diaper bag or backpack labeled "keep out of the reach of children." This includes diaper cream, sunscreen, hand sanitizer, lotion, medicine, etc.

Diapers

If your child is in diapers or pull ups, please send 4-5 diapers each day. You may also bring a labeled sleeve of diapers to leave at school. If you choose to bring a sleeve of diapers, your child's teacher will let you know when you need to send in a new pack. Please let us know if your child has an allergy or sensitivity to a specific brand of diapers or wipes. While we do provide wipes at the school, we ask that you provide the specific brand needed if your child has a specific allergy.

Diapers must be disposable. Additionally, due to the frequency of diaper changes, all diapers and pull ups must have velcro tabs to allow for easy removal. Pull ups should be reserved for children who have achieved some level of potty independence. Your child's teacher will communicate regularly with you during this process.

Diaper Cream

We will apply diaper cream as needed, but we must have a signed permission form on file in order for us to do so. A permission form is provided upon enrollment, and any time needed throughout the year. We ask that you provide your preferred diaper cream (labeled with your child's name).

Lunches - MUST meet DHS requirements

DHS has safety guidelines for proper food preparation so please read carefully:

- Your child's esophagus is very small (about the size of a straw) so please pay close attention to the size of food being sent. Our job is to keep your children as safe as possible and one way you can help is by cutting your child's food up to prevent choking.
- Be sure to cut all fruits and vegetables into bite size pieces (cut lengthwise and across). All grapes, cherry tomatoes, carrots and hotdogs should be cut lengthwise and across. NOTHING SHOULD BE ROUND. Oranges must be peeled at home. We cannot serve your child anything that is a choking hazard.
- All food must be cut up and ready to eat. If your child has a food item that requires feeding, he/she will be given the utensil to work on eating independently, and the teacher will assist as needed.
- Please send a simple, ready to eat lunch, including milk. Finger-foods that require no heating are preferred. If you would like to send warm food, please heat it at home and send in a thermos. We do not have the capability to warm lunches.
- [Please refer to serving sizes for your child's age using this chart.](#) Lunches should contain the following:
 - 1 serving of milk - no flavored milks or juices allowed. Milk WILL NOT BE PROVIDED, BUT IS REQUIRED. Please send milk for your child every day. If he/she doesn't prefer milk, you may send a carton of milk that can be left unopened in the lunch box. If your child has a milk/dairy allergy, preventing them from bringing milk in the lunch, a medical document must be on file.
 - 1 serving of grain: Bread or cereal, roll, muffin, etc. (1/2 pc. bread)
 - 1 serving of meat or meat substitute (peanut butter, eggs, cheese, nuts, yogurt)- 1/2 oz. meat or 2 oz. yogurt
 - 2 servings of vegetables or 1 vegetable and 1 fruit (1/2 cup portions- 100% fruit required)
 - "Blue ice pack" is a MUST for every lunch box no matter the contents!!
 - Children can bring chips and cookies if the above are in their lunch box.
- Please label all lunch boxes, containers, or bags so these items can easily find their way back home to you.

Snacks

A snack is offered to each child at mid-morning for children ages 12 months to 5 years. A snack is also offered after rest time (between 3pm-4pm). Children are asked to eat before school. Children who arrive with breakfast are required to sit and have a caregiver sit with them. For this reason, having breakfast at home is preferred for staffing purposes.

Your child will receive a variety of snacks including but not limited to fruits that are in season, graham crackers, goldfish, cheese, crackers, cereal, etc. A more extensive snack list is posted on Parent Boards and in your Enrollment Packet for your review.

As young children begin eating new foods, you will be notified of the snacks being served. Please let us know immediately if your child exhibits any allergic reactions to new foods eaten at home. We will update our classroom allergy report and make our floaters who prepare snacks aware.

Water is served at snack time. We ask that you send an empty sippy cup that is labeled for water.

[We are required to follow rules given to us by the United States Department of Agriculture Food and Nutrition. Please see below and on the web. Nutrition Standards for CACFP Meals and Snacks](#)

Birthdays

We are happy to celebrate birthdays with the children. Please arrange with your child's teacher if you would like to bring a special snack for the class on that day.

Rest Time Cot Cover

Rest cots are provided for each child over 12 months of age. However, we require all students to have a "Rolle Pollee" (a cot cover, blanket, and pillow combo) and the cost is \$25.00. At times, we may have a limited supply of used Rollees available for purchase at a discounted rate. We ask that all Rollees be labeled with the child's name. All cot covers go home for washing each Friday and should be returned with your child the following school day.

Your child will have rest time for an hour or more each day. Children are not required to sleep, but are asked to remain on their cots and rest quietly. Children who do not sleep may be offered quiet activities on their cot.

Clothes

Children should come to school dressed in simple, washable play clothes suitable for current weather conditions and active/messy play. They will be going outside and will enjoy messy experiences in the classroom as well.

For outside play in cold weather, a coat, mittens and a cap should be worn or sent in your child's backpack. Please label all outerwear.

Children are encouraged to wear shoes that allow for safe running, jumping, climbing, etc. Flip flops and certain types of clogs/crocs are hard for children to keep on their feet during play and can be a safety hazard when climbing.

Please provide seasonally appropriate extra clothing in the correct size. Preschoolers must include extra underwear and socks for accidents.

Donations

Donations of Baby Wipes, Grocery bags, Tissues, Any paper products (plates, napkins, roll paper towels, ziplock baggies, etc) are always appreciated throughout the year.

Toys

Bringing comfort items for toddlers transitioning into our program is encouraged! The need for comfort items may be recommended for other transitions as well. Your child's teacher(s) will let you know if additional items are needed to help with transitions.

Additionally, favorite books and pictures from home are always welcome! This is a place for students to feel safe and loved, and sometimes items from home help promote those feelings.

It is up to your child's individual classroom teachers as to whether toys from home are welcome for brief periods of time. Usually this is not ideal for younger rooms as students continue to mouth toys and are also learning cooperative play. However, sometimes the opportunity and excitement to share something from home in our preschool rooms can spark ideas for further engagement!

Communication

Open House

At the beginning of each school year we will have an open house and ask that at least one parent attend and all children attend to help with the transition for the first day of school. At Open House you will get to meet your child's teacher, visit your classroom, as well as receive important information about our school and the school year ahead. This is a time to ask any questions you may have to the teacher/s and become familiar with the West Nashville Preschool policies and procedures. If you cannot attend, please let your child's teacher know and an appointment may be scheduled during in-service week.

Parent Conferences

During each semester, we have a formal parent/teacher conference where we will meet with you individually to discuss your child's interests, challenges, victories, and any concerns. In addition to their observations and daily interactions, the teachers will be using the Ages & Stages Questionnaires to help them prepare for conferences. This is a tool that is designed to screen young children for developmental delays—that is, to identify those children who are in need of further evaluation and those who appear to be developing typically. The ASQ has 21 questionnaires to use to assist with the screening and monitoring of children with possible developmental delays from 1 month to 5 1/2 years of age.

Of course, we're happy to accommodate an individual conference should the need arise beyond what we offer in the year. You may request a conference with teachers and/or director at any time during the year when concerns arise. Putting your concerns in writing is always helpful for us as well. Teachers will respond to Brightwheel messages as they are able. If needed, you may request a phone call during her break about your questions or concerns. Please be respectful of the teacher's instructional time with the class. Providing a safe level of supervision of all children is their responsibility and priority. Emergency or sensitive messages should be sent using the Parent-Admin message function in Brightwheel.

Brightwheel App

Brightwheel is a child care app that should be downloaded to your phone. We use Brightwheel for daily parent communication from teachers as well as group announcements from the director. See sections on check-in and tuition payments for more info on Brightwheel. All staff are able to answer questions for new Brightwheel users.

Daily Reports

All daily reports are sent through Brightwheel. Infant and toddler (6 weeks to 30 months) daily reports will include diaper changes, feedings, and naps, as well as pictures and updates of developmental activities. Preschool teachers for 3-5 year olds will use Brightwheel to keep you informed about the activities that the children are involved in at preschool. They will send incident reports and reminders through the app as well.

Messages and Privacy

All messages sent directly to your child's teacher will go to ALL staff who have supervisory responsibility for your child during the day. Please do not send sensitive messages to the staff. Instead, utilize the Admin Only message function instead to retain privacy.

If English is your second language, and you need assistance to understand written documents or verbal communication, every effort will be made to assist you. Please provide that information in person and on the Enrollment paperwork.

Lesson Plans

Each week the educators will upload a lesson plan to Brightwheel. To access lesson plans, click on your child's name, then on the "Learning" tab, and then select the lesson plan. Let an administrator know if you have any questions accessing the lesson plans.

Newsletters

Parents will receive a monthly newsletter on Brightwheel from the Directors about upcoming events and important reminders.

Voicemail

If you reach our voicemail, please leave a message. During business hours, voicemails will be checked frequently, and every voicemail will be sent to the director's email for immediate notification.

Check-In/Out Procedures

Open Door Policy

West Nashville Preschool welcomes and encourages you to visit the center any time. For security purposes, please know we keep the doors locked at all times. Staff have been instructed to ask anyone with an unfamiliar face to present identification. All parents enrolled into West Nashville Preschool will have a door access code to enter the building during school hours.

Door Code Access

To enter you will need a door code to have access to the building. The only doors that you can enter are the door facing Charlotte Pike and the lower door on the backside of the building (downstairs children's area). The access code will be changed at least once a year, and can be changed by the director at any time deemed necessary. Parents will be notified if the door code changes.

Parking

Parents are asked to park their cars so as to not block the entry sidewalks. This is a safety issue for the children and parents in our program, so please be courteous to all by leaving sidewalks accessible to all entering and exiting. Your children's safety is our main concern.

QR Code Process

QR Codes are posted throughout the building and at each classroom door. Please use your unique code to sign your child in and out every day. DHS requires a record of who drops off and picks up your child each day. Please ask a staff member for assistance with this process if you are new to our center or encounter problems with the app.

Release Authorization

Please notify your child's teacher through Brightwheel if another person other than a parent will pick up your child. Children will not be released to unauthorized persons. Please advise your spouse, grandparents, and baby-sitters that proof of identification will be required. We require all persons authorized to pick your child up to have their own check-out code. Parents must not share their check-out code. The unique codes allow us to keep a record of who drops off and picks up your child each day. This is required by DHS. You can generate a code for an approved pick up, or you can message an administrator to generate one for you.

Risky Adult Behavior

The Department of Human Services has a policy regarding the pick-up of children by persons with questionable behavior. If a person arrives to pick up a child, and it is determined that their behavior is in any way harmful to that child (i.e. intoxicated, out of control, etc.), the staff will follow these procedures:

- The teacher will refer them to the Director or Assistant Director for assistance.
- That person will not be allowed to take the child home.
- The emergency transportation names listed in a child's file will be called to arrange transportation.
- If the person in question insists on taking the child, the police will be notified.

Safety

Safety is very important to the children in our care as well as the teachers, staff, and parents of West Nashville Preschool. We ask that all parents help with the safety of West Nashville Preschool by:

- Not leaving children unattended in their vehicles when dropping off or picking up their children.
- Understanding that children will be released only to parents or authorized adults.
- Signing the child in and out daily upon arrival and dismissal. This is a DHS requirement.
- Supervising your children while in and around the building.
- When entering or exiting the building, please do NOT allow anyone to enter with you.
- All parents and persons approved to come into the building should have the door code.
- If there is no answer on the preschool line and you need immediate assistance, you may reach the director through Brightwheel messaging.

Health

Health Records

An up-to-date immunization record signed by your physician or health agency is required for our files. Verification on all other immunizations is required. Please provide an updated immunization record when new vaccinations are received.

Vaccination exemptions

Medical: Physician (MD, DO) or Public Health Nurse authorized to indicate specific vaccines medically exempted (because of risk of harm) on the new form. Other vaccines remain required. The medical reason for the exemption does not need to be provided.

Religious: This exemption requires a signed statement by the parent/guardian that vaccination conflicts with their religious tenets or practices

**As of July 1, 2008 Immunizing Children against Influenza (Flu) is effective. The intent of this law is to communicate to parents the benefits of annual immunizations against influenza for children aged six months to five years of age. Parents are required to submit a signed form indicating receipt of flu vaccine recommendation. Please fax to 1-888-786-1227.

Illness

Following episodes of illness, children may return when they have been symptom free for 24 hours without the use of medication. Children are not permitted to attend if they exhibit any of the following symptoms:

- Fever of 100.4 degrees or higher within the last 24 hours.
- Diarrhea; especially in infants and toddlers due to the risk of dehydration. Teachers recognize the difference between loose stools from breastfeeding, teething, antibiotics, and diarrhea. Diarrhea may often come out of the diaper which creates unsanitary situations for other children. Parents may not negotiate on this symptom.
- Vomiting in the last 24 hours; especially in infants and toddlers due to the risk of dehydration. Teachers recognize the difference between spit up and vomiting. Parents may not negotiate on this symptom.
- Persistent cough.
- Conjunctivitis (bacterial): Commonly termed Pink Eye. This condition is highly contagious. Symptoms include itchy, watery eyes and continual discharge. Children may not be at WNP until symptom free or the parent provides a pediatric release note.
- Unexplained skin conditions/rash: Children will be excluded for any patterns of small bumps, blisters and blotches (Including: Chicken Pox, Fifth's Disease, Hand Foot and Mouth Disease, Impetigo, Measles, Rubella, Scarlet Fever). Due to these illnesses being highly contagious, the child may not be at school until symptom free or the parent provides a pediatric release note.
- Hand-Foot-Mouth Disease is very contagious, yet can be carried by individuals who show no symptoms, so preventing the spread of HFM is very challenging. If your child is diagnosed with HFM, he/she must stay home until the above criteria is met.
- Lice: The child must be louse and nit free in order to be admitted to childcare. A child diagnosed with scabies or lice shall have written documentation of proof of treatment prior to readmission, per DHS licensing regulations. Parents must notify administration when a case of lice is determined so that all children may be checked and the necessary cleaning can occur.

For any of the above illnesses, we reserve the right to ask for a note from your doctor stating that your child is not contagious at any time before he or she is able to return to school.

If your child has two episodes of diarrhea or vomits at school, we will ask you to come and remove your child from the center.

We are unable to provide sick care at West Nashville Preschool. There may be occasions that your child needs to stay home even if the above symptoms are not present. If your child is not eating or sleeping, has a painful ear infection, or shows other signs of illness, we ask that you stay with your child until he/she is well.

Medications

Administration of medication is limited to allergic reactions or drugs that are required for long term health. We will not administer antibiotics. A Medical Release Form will be required for all children to whom we administer medication. All medications must be in original containers and labeled with the child's name, name of medication and required dosage. Medication forms and medication logs will be kept in the office. Only the director or a designated administrator will give medication. In emergency situations the teacher with your child will and can administer the emergency dose of medication. Expired medications must be replaced.

Children with Disabilities, Delays, Long Term Illness, etc.

We feel privileged when given the opportunity to support students and families in dealing with specific needs of a child. We seek to meet the needs of children in whatever challenges they experience. We understand the importance of all children being educated and cared for no matter their physical, mental, social, or economic position. We ask that all parents be an active part of their child's education while here at West Nashville Preschool. Never forget that you're the expert on your child. With this in mind, educating and caring for your child requires reciprocal communication as we problem solve challenges and celebrate the victories. We will do our best to communicate needs, support families, and teach the importance of the differences we each have in our lives. Although our services for students with specific needs are limited, we're excited and eager to work with families to reach out and resource each other in an effort to love and lead students well!

Discipline

We encourage and teach children to evaluate and make good choices, to take responsibility for their own actions, to recognize and express their feelings appropriately, and to be considerate and fair in solving problems with others. Our first response to an undesired behavior is understanding the cause, preventing the behavior, and then redirection. We offer choices as often as possible to empower children to be intrinsically motivated and give them the opportunity to make a different choice when necessary.

When a child is unable to follow safety rules or is not making appropriate choices, he/she will be encouraged to "take a break" until ready to engage appropriately. Each classroom has a soft/quiet place with materials to aid the child to calm down. They may go independently or with a trusted adult. Once they are calm, students can begin to discuss and understand alternate choices. These "take a break" periods are viewed as last resorts when other options that have been previously offered have had little result.

Additionally, discipline will never involve food, toileting, or rest.

Accidents and Injuries

First aid equipment is maintained in the classroom and in the administrative offices. An injury report is kept on file in the office. The Director or Teacher will contact a parent whenever a head injury occurs, an injury requiring additional medical assistance occurs, or if the child is inconsolable. All accidents and incidents will be documented on Brightwheel. Accidents requiring medical attention (stitches, broken bones, hospitalization, etc.) must be reported and investigated by DHS. The director will file that report the same day of the incident.

Behavior Policy

In the situation of an ongoing challenging behavior (including but not limited to: injury-causing behaviors such as repeated kicking/hitting of students or staff, repeated flipping/throwing of items intended to harm, emotional escalation that cannot be deterred within 10 minutes, biting), this policy is meant to support the child and his/her family by determining and implementing the appropriate steps. Throughout the process, West Nashville Preschool will work with the family towards goals that are in the best interest of the individual child as well as the other children in the program. If deemed necessary for the safety of the children, any child may be disenrolled from WNP with or without completing the full process.

Parents will be made aware of the child's behavior observed at school via daily notes and/or face to face communication with the child's teacher. If the behavior persists, the director will be contacted and the behavior plan will begin. Staff will keep anecdotal records to see if a pattern develops that triggers the behavior.

Director (along with the teacher, when possible) will meet with parents to discuss a plan of action to increase positive behavior outcomes. If necessary, a developmental evaluation may be recommended. If so, the parent will have 1 week to make the appropriate connection and 60 days for the evaluation to take place. Please provide documentation to the office. Failure to follow through in a timely manner may result in disenrollment from the program.

Following the meeting, a behavior log will be kept to seek out triggers and patterns for repeated undesirable behavior. These logs will also serve as a record of repeated behaviors and will be available to parents and our DHS licensing counselor. During the following 2 weeks of observation, the teacher will implement discussed interventions.

Children who are displaying aggressive behaviors may be asked to reduce hours of care during the observational period if the director deems it necessary for the safety of the other children.

Parents will be asked to pick their child up if 3 incidents occur in one day or if an injury causing incident occurs. (WNP staff will first separate the child on the premises if staffing allows. Parents will be notified by phone call, email, or incident report when separation from the group is required.)

After the completion of a 2-week intervention and observation period, the director and teachers will evaluate the child's progress. If the interventions are not successful and qualitative progress has not been observed, disenrollment may be necessary.

Biting Policy

Biting is a part of normal development at some ages. However, we will always notify you if your child bites or is bitten. We believe that by understanding the developmental stages of the children in our care and their individual needs, we can prevent many biting behaviors by adapting the environment (adding/replacing toys, rearranging furniture, adjusting schedule/routine, adjusting teacher's approach, etc.). We do not assign punishments or shame children exhibiting biting behavior. We also know that even with knowledge of child development, many things can contribute to this behavior and that we may not be able to prevent all occurrences.

This is one of the most common and difficult behaviors to deal with in group childcare settings. It can occur without warning and be difficult to defend against. It, appropriately so, provokes strong emotional responses in all involved. For some toddlers, biting is a passing phase, while in others it is a persistent and chronic problem. Biting may occur for a variety of reasons: teething, frustration, boredom, developing language skills, stress, and many more. In order to alleviate some of the triggers, our staff maintains the following practices that research has shown to help prevent incidences of biting.

Quality relationships:

- Staff develop nurturing relationships with the children and get to know each child individually.

Environmental influences on child's behavior:

- Children are given opportunities to work individually and in groups; there is a variety of engaging work available, appropriate behaviors are modeled by adults, and teachers maintain an appropriate environment, allowing spaces that might aid in a child needing more quiet time. Staff are trained to be very aware of and willing to help a child that is feeling overwhelmed.

Targeted social-emotional support:

- Children have a daily routine that they follow which allows for freedom and the opportunity to meet their individual needs. Adults discuss emotions/feelings through books and other work and teach strategies to help a child who is feeling overwhelmed.

Action plan before biting occurs:

- Create an environment that meets the developmental needs of the children.
- Monitor and supervise all children while playing.
- Observe and take notes regarding the behaviors.
- Redirect any situations where any physically aggressive incident may occur.

If a child is bitten:

- The biter is calmly removed from the area, using simple words like "biting hurts", and taken under the direct supervision of a staff member for the rest of the day.
- A second staff member immediately attends to the child who was bitten and applies first aid as needed. The parents/guardians of both children are notified of the incident via Incident Report and Brightwheel.
- We will avoid any immediate response that reinforces the biting.
- We will document the incident on our biting log to determine possible causes of the behavior.
- Classroom staff will report all incidents to the Director or Assistant Director on the day of the incident. When necessary, staff will meet with administrators to determine the cause and discuss preventative measures.

If biting continues:

- Classroom teachers will meet with administrators routinely for advice, support, and strategy planning.
- A teacher conference will be held with the parents or guardians of the child who is biting and with the child being bitten to discuss the situation in detail. Outcomes of these conferences will be discussed and any changes will be made at home and at school.
- Staff will note every occurrence and indicate details surrounding the incidents.
- Staff will shadow children who indicate a tendency to bite in order to head off biting situations before they occur.
- If teachers, parents, and administrators are working cooperatively and the issue still occurs, a change may be issued for the child who is biting. This may include a classroom change, a reduction in hours of attendance, or a recommended developmental evaluation by a trained individual.
- Disenrollment of a child from our program will only take place if it is deemed in the best interest of the child exhibiting biting behavior, the integrity of the school, and other children enrolled in the program. If the teachers have exhausted all efforts and a parent is uncooperative with the action plan or shows a lack of support, the Director maintains the right to disenroll the child from the program. If the behavior is consistent and all parties are unable to come up with the needed support and solution for the problem, the child may be withdrawn from the program.

Biting Confidentiality

In compliance with NAEYC confidentiality guidelines, staff will maintain complete confidentiality of all children involved when notifying parents that their child has been bitten or bit another child.

Disenrollment of Child by WNP

West Nashville Preschool has the option to disenroll a child due to the following (but not limited to) list: (Termination of services may be warranted without notice.)

- Failure to pay monthly tuition or fees
- Behavior issues that are endangering a child's wellbeing or other children in our care
- Behavior that is harmful to teaching staff
- Parental behavior (offensive language, threats of violence, intimidation toward staff or other parents, etc)
- **Please see the child behavior policy for clarification.**

Grievance Procedure

West Nashville Children's Ministry encourages parents to openly and respectfully communicate with their child's teacher and all administrative staff throughout the year.

When a grievance arises, parents are encouraged to follow these steps where possible:

- Share your concern with your child's teacher if it is related to your child or classroom.
- Share your concern with the Program Director or Assistant Director (appointments are preferred).
- Seek additional assistance by contacting the West Nashville Preschool Committee Chairperson - Cheryl Dillingham, cheryld40958@gmail.com
- Seek pastoral assistance - Pastor Tommy may be reached through the church office, 615-352-2800.
- File a formal complaint with DHS at 615-532-4410, if the situation is a violation of DHS policy.

Media

Videos

West Nashville Preschool will only show videos on special occasions nearing holidays or planned movie days in the summer. Videos will be age appropriate and parents will be made aware of what movies will be shown. Other activities will be available to children who are disengaged with the video.

Photographs and Videos

During the school year, teachers, parents and other professionals authorized by the staff may photograph or video the children. Two photo release signatures are requested on the enrollment form.

By signing the first, you acknowledge that you have been made aware that your child's picture may be included in a group photo sent to classmates' parents. Parents do not have permission to share any photograph that includes any child's face other than their own on social media.

By signing the second, you give permission for your child's picture to be used on our website and social media (Facebook, Instagram, etc.) is included in your enrollment packet. Children will not be included in these photos without this special release form.

Facebook

West Nashville Preschool has a Facebook Page where we post upcoming events, pictures of activities, and have up-to-date information on school closings and other information. Please "like" our Facebook page and post a review.

<https://www.facebook.com/WNChildrensWeekdayMinistry>

Disaster Plan and Various Drills

Disaster plans are a requirement by DHS. If a disaster occurs, turn your radios on, and check Brightwheel messages. Also, your local TV stations will keep you updated. In addition, we will post signs on the doors at WNCP Church providing information on the whereabouts of the children in the unlikely event that we have to evacuate the building or the area. Our plans are as follows:

Evacuation Plan (Earthquake/Chemical Spills/Hazardous Materials/Flood/Bomb Threat)

PLAN 1-EVACUATE BUILDING

Evacuate building first - if possible children will evacuate to the playground.

PLAN 2-EVACUATE PREMISES

Evacuate to a further location which is BROOK HOLLOW BAPTIST CHURCH: 678 Brook Hollow Road (615-352-3099). Teachers' vehicles will be used to transport children.

PLAN 3-EVACUATE PREMISES

Evacuate to a further location which is THE CHURCH AT HARPETH HEIGHTS: 8063 Hwy 100 (615-646-6553). Teachers' vehicles would be used to transport children to this area.

PLAN 4-EVACUATE TO EMERGENCY SHELTER

Evacuate to an emergency shelter that would be set up by Tennessee Emergency Management Agency (1-800-262-3400 / local-862-8530). TEMA would provide location.

POSTED SIGN ON PREMISES

We will post a sign on the grounds as to the location of the children. Parents will be called as soon as possible, giving the necessary information about your child. Parents, we need your help in keeping our records current. Telephone numbers, addresses, and emergency numbers are a must each day.

Fire Evacuation

All children will participate in fire drills on a monthly basis.

Each room has posted an evacuation floor plan in the classroom.

Children exit the building and go to the farthest parking lot curb/grass area.

All family emergency contact sheets will be taken.

Law Enforcement Emergencies

Director (or the first staff member made aware of a risky situation) will notify staff that the building is on lock-down (by walkie-talkie) by saying "LOCKDOWN"

The director, assistant director, or staff member witnessing the incident will call 911.

Staff will remain inside, close and lock the classroom door. Teachers have wedges to put under the door that are made to keep doors from being pushed open.

All teachers have a wedge in their emergency bags. If the teacher is in transit, she will take the children into the closest room and wedge the door closed.

When it is safe to come out of lockdown, the director will use the word "Superstars." Teachers and students should NOT leave their safe space unless they hear the word "superstars."

Tornado/Severe Weather

All children will participate in the severe weather drill on a regular basis. This evacuation procedure is for all classrooms to go downstairs into the Sunday School Room on the right side of the hallway when coming into the "Kingdom Road" area. A Brightwheel message will be posted as soon as possible if we are in a tornado/severe weather evacuation. All emergency information and sign-in and out sheets will be taken.

Earthquake

All children will have a safety spot for earthquakes in their classrooms. The children are taught to drop, cover, and hold on! This means that children will find something to get under to cover themselves and hold on the cover i.e. being a table, chair, etc. All parents will be notified if an earthquake does happen.

All students participate in weather, fire, and intruder drills. These drills are communicated in a short age appropriate manner. Teachers stay calm and the drills usually last mere minutes. If you have any questions about drills, please ask!