

**SIGNAL MOUNTAIN PRESCHOOL  
POLICIES AND PROCEDURES**

**PARENT HANDBOOK**

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## INTRODUCTION TO PROGRAM

Welcome to Signal Mountain Preschool! We are happy you are here. Please take a moment to read through these policies and procedures as we find them beneficial to parents and childcare providers. Signal Mountain Preschool will adhere to the Tennessee Department of Human Services Licensing Rules for the children we serve.

## PHILOSOPHY OF SIGNAL MOUNTAIN PRESCHOOL

**Children:** are deserving of a safe and nurturing environment where their individual talents and skills are appreciated and appropriately engaged. Children between the ages of two and five are at a critical phase of development in their lives. Signal Mountain Preschool seeks to provide a stimulating, language-enriched, curriculum driven and hands-on environment that will encourage optimal growth and development for our students. We believe in promoting self-esteem, independence, and social competence within the classroom setting.

**Parents:** are deserving of a safe, secure, and nurturing environment where their children are loved, challenged, and engaged in highly facilitated activities that enhance their preschool years.

**Staff:** are deserving of a positive work environment that recognizes their training, skills, and commitment to childcare. They are always expected to be professional and demonstrate full focus and engagement with the children they serve.

**Facility:** was designed and created to provide a high quality, dynamic, educational facility for preschoolers. The vision for Signal Mountain Preschool was to add value to the community by providing full day care for working parents, academically challenging curriculum for the children, and an overall warm environment with a friendly and wholesome appeal.

## GOALS OF SIGNAL MOUNTAIN PRESCHOOL

The objectives of the preschool are:

1. To provide a very dynamic, multi-dimensional, creative classroom environment that is highly facilitated and language enriched.
2. To nurture and support the whole child by providing:
  - A warm, sincere, and friendly atmosphere with well-trained childcare providers
  - A safe, secure, and healthy environment
  - Well-equipped classrooms that inspire exploration
  - A variety of activities that support the physical, social, emotional, and intellectual needs of the children
3. To collaborate with parents in understanding the unique needs of their child.
4. To help with early intervention if parent has concerns relating to their child's development.
5. To provide developmental and speech/language guidance and support for enrolled families

## **WAITLIST**

### **Policy:**

A waitlist for each age-group will be formed when full enrollment has been reached in the preschool.

### **Procedure:**

1. The number of children in the preschool is governed by the Tennessee Licensing Board AND facility standards to ensure quality programming.
2. Children are accepted into the preschool on a first come basis.
3. A child's name is placed on the waitlist according to the date of the initial inquiry and request.
4. When an opening for the preschool occurs, the Program Director or Operations Manager (or other designated person) will contact the parents or guardians of the first child on the waitlist.
5. Children will be removed from the waitlist for the following reasons:
  - Parent or guardian request
  - Child has aged out of the program
  - Family has moved or is unreachable

## **ATTENDANCE**

### **Policy:**

Regular attendance at the preschool is extremely important for your child to both adjust to the routine and maximize learning continuity. You are welcome to visit your child in the preschool at any time.

### **Procedure:**

#### **Parents will:**

1. Notify the childcare staff by 9:30am if your child will be absent.

#### **At arrival, parents will:**

1. Sign their child in to the facility
2. Assist their child in transitioning into the classroom
3. Speak with staff member to share any important information
4. Say good-bye, then depart promptly, as to not delay class engagement

#### **At departure, parents will:**

1. Sign their child out of the facility.
2. Speak with staff member to indicate the child is leaving.

**Preschool staff will:**

1. Call parents or guardians when a child has missed three consecutive days.
2. Establish with parents or guardians the reason for the absence and date of return.

**PROGRAM STRUCTURE**

**Policy:**

Signal Mountain Preschool will operate using a daily, structured schedule that is age appropriate for each class. High quality curriculum will be integrated in the program and will include class discipline, social skills, language and literacy, math concepts and other target areas of development. The program will also adhere to the Tennessee Department of Human Services Licensing Rules for facilities.

**Procedure:**

OPERATION

Signal Mountain Preschool will be open **Monday – Friday, year-round**, except for scheduled holidays (see updated yearly calendar.) Hours of operation are **7:30am – 5:30pm**. Summer hours may be adjusted according to the needs of enrolled families and demand for coverage. The center reserves the right (with appropriate notice and courtesy) to monitor and adjust activities within the program. Adjustments will be made with input from parents, childcare staff, and other involved professionals to promote on-going development.

**STAFFING**

**Policy:**

Signal Mountain Preschool will adhere to licensing guidelines with respect to staffing (1240-04-01-.06). Rarely, the center will be closed for staff training and professional development. There will be **NO** fee/tuition deductions for these closures as it is enhancing the quality of care and education for the enrolled children.

**Procedure:**

STAFF

Owners and directors are responsible for selecting capable and qualified staff. Staff will be supervised, trained, and evaluated by performance annually (or more frequently if needed). Staff members will be given a written policy with job functions, qualifications, lines of authority, performance evaluations, and disciplinary processes.

## **VOLUNTEERS & SERVICE PROVIDERS/CONTRACTORS**

Signal Mountain Preschool is responsible for all volunteers and service providers providing services within the preschool. To ensure security is maintained, the number of volunteers and/or service providers will be limited. Access to preschool children will be fully supervised and will never be private unless:

1. Written authorization is obtained from parent or guardian for the child prior to receiving the service.\
2. Written authorization is obtained from a parent or guardian naming the service provider as their authorized representative for the purposes of releasing the child to them.
3. Service provider will provide identification on request before delivering the service.

## **EMPLOYEE QUALIFICATIONS**

### **Policy:**

Signal Mountain Preschool will adhere to the Tennessee Department of Human Services Licensing Rules (1240-04-01-.06) in the preschool's staff qualifications. Staff qualifications will also be included in their job descriptions.

### **Procedure:**

1. Staff members should be capable of performing required duties in a professional and satisfactory manner.
2. In the absence of the primary director, the assistant director, operations manager, or designated person will oversee the preschool and such person will be made known to families and other staff members. Designated person will be competent in understanding the preschool policies and procedures.
3. The designated person will not allow people to have access to children that pose risk in any way. Employees exhibiting at risk behaviors may be asked to obtain applicable evaluations.
4. Prior to having contact with children, every employee will receive teacher orientation and have working knowledge of all items specified in their job descriptions.
5. Within 90 days PRIOR to having contact with children, all employees of Signal Mountain Preschool will complete and pass a Criminal Background Check.
6. All employees having contact with children will obtain CPR and First Aid certification that is current and valid.

## **EMPLOYMENT CONTINGENCY**

### **Policy:**

Employment is contingent on the agreement between SMP admin and prospective employee that the school culture is a fit for the employment arrangement. Upon employment, admin will provide opportunities for new staff member to observe the role and engage in class responsibilities. This may include being assigned to work at either preschool location, in any of the classrooms. Admin will check in with employee, observe, and get feedback from lead teachers to determine if the job is a fit for both the preschool and new

staff member. If, by the determination of admin, the role is not a fit for the employee, employment will not continue.

## STAFFING RATIOS

### Policy:

Signal Mountain Preschool will adhere to the Tennessee Department of Human Services Licensing Rules (1240-04-01-.22) with respect to Adult:Child Ratios in classrooms.

### Procedure:

#### Chart 1

Age of Children	Adult:Child Ratio	Maximum Group Size
Six (6) weeks – Fifteen (15) months	1:4	8
Twelve(12) – Thirty (30)months	1:6	12
Twenty-four (24) – Thirty-five (35) months	1:7	14
Three (3) years	1:9	18
Four (4) years	1:13	24
Five (5) years	1:16	24

#### Chart 2

Age of Children	Adult:Child Ratio	Maximum Group Size
Six (6) weeks – Thirty (30) months	1:5	10
Twelve (12) months – Thirty-six (36) months	1:6	12
Two (2) – Four (4) years	1:8	16
Two and one-half (2 ½) – Three (3) years (Thirty (30) – Forty-seven (47) months)	1:9	18
Two and one-half (2 ½) – Five (5) years	1:11	20
Three (3) – Five (5) years	1:13	24
Four (4) – Five (5) years	1:16	24

#### Chart 3

Age of Children	Adult:Child Ratio	Maximum Group Size
Two and one-half (2 ½) – Five (5) years	1:11	20

## **GUIDANCE AND TREATMENT OF CHILDREN**

### **Policy:**

Signal Mountain Preschool will adhere to the Tennessee Department of Human Services Licensing Rules with respect to guidance and treatment of children (1240-04-01-.15). Full explanation of guidelines is included in the state licensing rule handbook and are summarized below. Additionally, the preschool has center specific expectations for guidance and treatment of children that are stated below.

### **Procedure:**

Activities within the preschool will be monitored and adjusted accordingly with respect to parent input, staff insight, and other involved professionals to promote ongoing improvement and development.

1. Each class will have an age-appropriate daily structure and routine that will promote full participation, active engagement, and optimal learning opportunities.
2. Use of electronic media, such as tv, computers, or tablets for the purpose of distraction is prohibited.
3. Electronic media may be used on a limited basis (no more than 1 hour per day) in conjunction with relevant, educational topics.
4. All children will have a daily opportunity for outdoor play when the weather and temperature permits (**between 32 degrees and 95 degrees Fahrenheit**).
5. All children will have the opportunity for an appropriate, daily rest period. **Children are not required to sleep, but are expected to rest/look at books quietly. Staff will NOT wake students at specified times (when parents request).** Staff will allow students to rest during the allotted time frame and will wake them only when rest time is over. If parents desire a different routine for rest time, they are encouraged to pick up their child during that period of time for other preferred activities. They can return when rest time is over.
6. Behavior management and guidance techniques will be utilized, when necessary, and will adhere with specific requirements stated in the state licensing guidelines.
7. All children will have adequate support and assistance with toileting needs.
8. Carefully planned educational activities will be utilized to promote math, literature, science, and health as well as creativity and motor skills. Additionally, a high quality, age-appropriate curriculum will be utilized with daily lesson plans to ensure proper pacing, topic focus, and facilitation.
9. Personal safety curriculum will be utilized (as required by licensing) for specified age groups with age-appropriate topics.

Signal Mountain Preschool believes in the following best practices for classroom management:

1. Establishing clear, consistent, simple limits
2. Stating limits in a positive way
3. Stating what is expected
4. Providing real choices

5. Allowing children time to respond to expectations
6. Reinforce appropriate behavior with words and gestures
7. Encourage children to utilize teachers as a resource when they cannot resolve an issue on their own

Inevitably there will be occurrences of inappropriate behavior. During these instances, there may be a need for intervention. The following strategies will be utilized to ensure redirection and/or guidance is positive and supportive:

1. Gain attention in a respectful way
2. Remind children of more appropriate behavior
3. Acknowledge feelings before setting limits
4. Redirect or divert when appropriate
5. Model problem solving skills
6. Offer appropriate choices
7. Use natural and logical consequences
8. Provide opportunities for children to make amends. Rather than demand superficial apologies, encourage genuine opportunities for children to restore relationships after an incident.

Any serious issues that may arise will be discussed with the family so that we might work together to encourage appropriate behavior.

## **REPORTABLE INCIDENTS**

### **Policy:**

Signal Mountain Preschool will adhere to the Tennessee Department of Human Services Licensing Rules regarding incident reporting (1240-04-01-.09). All incidences, illnesses, injuries, and fatalities will be reported.

### **Procedure:**

Signal Mountain Preschool staff will report all incidences to parents the day they occur or immediately if the incident is serious. Emergency treatment will not be delayed if parent/guardian cannot be reached. Staff will document all incidences and that documentation will be provided for parent/guardian and filed in the child's record. The preschool will report all serious incidents to the Tennessee Department of Human Services the day they occur.

## **CHILD ABUSE: STAFF RESPONSIBILITIES**

### **Policy:**

Signal Mountain Preschool will adhere to the Tennessee Department of Human Services Licensing Rules about reporting child abuse and neglect (1240-04-01-.10). All staff members are individually responsible for reporting reasonable suspicion on child abuse and/or neglect. Staff does not determine if abuse has

occurred. Reporting procedures are designed to ensure the safety and well-being of our children. Signal Mountain Preschool will utilize Keeping Kids Safe curriculum, as mandated by the Department of Human Services, for all children 36 months and over.

**Procedure:**

Required procedure for all staff members:

1. If a reasonable suspicion of child abuse or neglect is established, staff member will immediately contact the Department of Children's Services and/or local law enforcement to report suspicion.
2. If a child makes a statement that could indicate abuse or neglect, staff member will immediately report such statements to the Department of Children's Services and/or local law enforcement.

**COMMUNICATION**

**Policy:**

Signal Mountain Preschool supports an "Open Door" communication policy.

**Procedure:**

1. Parents are welcome to come by and observe their child in the program at any time. If consultation with the childcare provider is desired, please let us know ahead of time so that the childcare provider can schedule time to provide their undivided attention.
2. Telephone and email communication are encouraged.
3. Parents can expect ongoing communication with staff regarding their child's progress, programming, and facility operation.
4. Parents can expect information regarding community resources to be available to them at the facility.
5. Parents are asked to make themselves familiar with the Staff & Parent Handbook which states Signal Mountain Preschool's policies and procedures regarding care of children, the program, and general operation of the preschool.
6. Parents concerned with the care of their child or any incidents at the facility are urged to speak with the directly involved childcare provider. If issues are not resolved, they are encouraged to speak with the program director.

**RELEASE OF CHILDREN**

**Policy:**

A child will be released only to the parent or legal guardian unless otherwise indicated on the registration forms.

**Procedure:**

1. Staff must be notified in writing of any alternate arrangements

2. Picture identification will be required if that person is not known to the preschool staff
3. Children will not be released to kids under the age of 16.

## **NON-CUSTODIAL PARENTS**

Parents must provide a copy of any custody order and photo of non-custodial parent. If the non-custodial parent insists that the child be released to them, the staff will: state the preschool's policy on release, ensure the children and staff are safe, contact the custodial parent, and call local law enforcement if parent tries to leave with the child.

## **LATE PICK-UP POLICY**

### **Policy:**

It is the responsibility of the parent or guardian to pick their child up on time. Although allowances will be made for emergencies, a parent who picks up their child after the scheduled pick-up time will be charged a late fee of \$10 per 15 min time block (fee is applied for any time frame up until 15 min). Transportation to and from Signal Mountain Preschool is the responsibility of each parent or guardian.

### **Procedure:**

1. Staff will make every attempt to call the provided contact numbers including emergency contacts.
2. If the staff is unsuccessful in reaching anyone authorized to pick up the child, local law enforcement will be called to assist in locating the child's parents or guardians.
3. Signal Mountain Preschool staff will not take a child home.

## **EMERGENCY TRANSPORTATION / MEDICAL ATTENTION**

### **Policy:**

Staff will call emergency services (911) for children in need of immediate medical attention.

### **Procedure:**

1. Signal Mountain Preschool staff will call for emergency transportation and/or medical attention when they deem it necessary for a child or children in their care.
2. Staff will call parents or other emergency contacts to inform them of the situation.

## FEES

### Policy:

Fees are to be paid prior to the week attended. Fees are based on enrollment, not attendance (**NO fee adjustments for sick/missed days, severe weather days, or holidays, except for a full week closure in December.**)

### Procedure:

1. Parent or guardian is responsible for paying the full weekly fee/tuition.
2. It is the parent/guardian's responsibility to keep all information (i.e. custody arrangement, address, phone number, etc.) current with the preschool.
3. Weekly fees/tuition must be paid prior to the week of attendance.
4. If fees are outstanding after 5 days of attendance in a week, the child will not be able to attend preschool on the 6<sup>th</sup> business day or any other day until the fees are paid in full.

## CLOSING/DISCHARGE

### Policy:

Signal Mountain Preschool requires **2 weeks written notice for a child to be withdrawn** from the preschool. Please use the Brightwheel app and/or a discharge form (we can provide this) to communicate your intent to withdraw.

### Procedure:

1. Children will be discharged for the following reasons:
  - Child is past preschool age and will be entering kindergarten
  - Family is relocating
  - Parents or guardians have removed child
2. Families will be asked to withdraw for the following reasons:
  - Parent(s) or guardian(s) are demonstrating on-going hostility toward preschool staff
  - If it becomes apparent that family needs/expectations cannot be met by SMP's program
  - A student is unable to participate in the preschool program in a positive and productive way (after all attempts are made to support and facilitate success for the child)

## INTOXICATION

### Policy:

If a parent/guardian or emergency contact who appears to be intoxicated arrives at the preschool to pick up a child, the staff will not release the child.

### **Procedure:**

Preschool staff will:

1. Offer to call a relative or friend (approved on the families transportation list) to pick up the parent and child.
2. Offer to call a cab.
3. Inform the parent/guardian that if he/she chooses to drive with or without the child, the staff member will inform the police immediately.

## **VACATION**

### **Policy:**

Signal Mountain Preschool is open year-round. The preschool will observe the listed holidays below and will be closed accordingly.

### **Procedure:**

Signal Mountain Preschool will be closed for the following holidays plus two teacher in-service days:

1. Labor Day
2. Teacher In-service (Fall)
3. Thanksgiving Break
4. Winter Break
5. Presidents Day
6. Spring Holiday
7. Memorial Day
8. Teacher In-service (Spring)
9. Independence Day

## **HEALTH, SAFETY & NUTRITION**

### **Policy:**

Signal Mountain Preschool has been carefully designed to ensure it is a safe, comfortable environment that will accommodate the abilities and needs of all children. Our goal is to promote good health, safety, and nutrition. Parents are encouraged to send a balanced, healthy lunch with their child each day. Daily snacks provided by the preschool will be given careful consideration with respect to balanced nutrition, student allergies, and parent request/preferences.

### **Procedure:**

Signal Mountain Preschool will:

1. Offer a clean, well-maintained, safe environment
2. Opportunities for learning self-care and self-help skills
3. Opportunities for both rest and exercise with indoor and outdoor activities daily
4. Provide a comfortable and relaxed environment for the children and parents
5. Encourage children to eat a variety of foods
6. Post children's allergies in snack prep area and in respective classroom
7. Inform parents of any significant changes in the eating habits of their child
8. Model healthy attitudes toward food and mealtimes
9. Model healthy attitudes towards washing hands before and after meals
10. Staff will allow children reasonable time to eat and drink at their own pace

## **ALLERGIES**

### **Policy:**

Parents/guardians need to inform the preschool staff in writing if their child has any known allergies.

### **Procedure:**

1. Required forms will be provided by staff as soon as an allergy is reported
2. Allergies will be posted in the snack prep area and in classrooms
3. A **Care Plan/Action Plan** will be provided, by parents to staff, on the appropriate steps to take if the child has an allergic reaction
4. Additional staff training will be provided if deemed necessary
5. Parents will be informed immediately of any allergic reaction and steps taken

## **ILLNESSES**

### **Policy:**

Signal Mountain Preschool will act in accordance to guidelines listed in the state licensing rules (1240-04-01-.12). The preschool will take steps outlined below:

### **Procedure:**

Parents are asked to keep their child at home or make alternate arrangements for the following conditions:

1. Scanned temperature of 100 degrees or more
2. Infected eyes or skin
3. Any type of contagious disease or condition including but not limited to influenza, strep, lice, chicken pox, or other
4. Unexplained diarrhea combined with nausea, vomiting or cramps

5. An acute cold with fever, runny nose and eyes, a “croupy” cough or congested to the point that he/she exhibits changes in breathing and obvious discomfort

**If a child becomes sick at preschool, the parent or next person authorized will be contacted to pick up the child. The staff will isolate the child from the other children and make him/her as comfortable as possible, but will not administer medication unless specific, signed authorization has been provided in advance by parent or guardian.**

**Please keep child at home until he/she is symptom and medication free for at least 24 hours.**

**A doctor’s note may be required to return to school, depending on illness (and as determined at the discretion of admin).**

## **NON-PRESCRIPTION & PRESCRIPTION MEDICATION**

### **Policy:**

Signal Mountain Preschool will adhere to the Tennessee Department of Human Services Licensing Rules for Child Care facilities (1240-04-01-.12). Medication will be administered following specific procedures and with written authorization from parent or guardian.

### **Procedure:**

1. All medication will be stored in a child-proof container, inaccessible to children (unless medication is for emergency administration, prescribed by a licensed medical professional, and will be unlocked out of child reach)
2. **SMP Medication Authorization Form** must be completed by parent/guardian
3. Medication must be provided to the preschool in its original, labeled container with detailed instructions for administration
4. Label must include child’s name, name of medication, dosing, methods of administration, and storage of medication

## **IMMUNIZATION**

### **Policy:**

Signal Mountain Preschool is required by the state of Tennessee to keep an up-to-date copy of each child’s immunization record.

### **Procedure:**

As part of the enrollment procedure, parent/guardian will be required to provide a current immunization record for the child prior to preschool attendance.

### **Exceptions:**

Medical Exemption- Physician or Department of Public Health Nurse authorized to indicate specific vaccines medically exempted (due to risk of harm) must be submitted on the appropriate forms in writing. All other vaccines remain required. The medical reason for exemption does not need to be provided.

## **EMERGENCY PREPAREDNESS**

### **Policy:**

Signal Mountain Preschool will adhere to the Tennessee State Licensing Rules in establishing an Emergency Preparedness plan (1240-04-01-.18)

### **Procedure:**

1. Multi-hazard plans (including evacuations) will be in place to protect children in the event of emergencies.
2. Emergencies include (but are not limited to): fires, tornados, floods, and threat of violence.
3. Plans in place will be tested and drilled (and documented) routinely according to Tennessee State Licensing requirements.

## **NAPPING/RECLINING REST PERIOD**

### **Policy:**

Signal Mountain Preschool will provide a daily rest period in accordance to the Tennessee State Licensing guidelines.

### **Procedure:**

1. Each child will have the opportunity to rest every day following lunch.
2. The individual needs of each child will be accommodated during rest period.
3. Comfort items may be brought from home to accompany the child during rest period.
4. A nap (sleeping) is not mandatory. Children who have outgrown the need for a nap will have quiet time, look at books, do puzzles or other quiet, age-appropriate activities.

## **DIAPERING AND TOILETING**

### **Policy:**

Signal Mountain Preschool will act in accordance with Tennessee State Licensing guidelines regarding diapering and toileting. All children will be assisted by Signal Mountain Preschool staff with their diapering or toileting needs. Children will be routinely checked (if in diapers) or offered frequent toileting opportunities.

### **Procedure:**

1. Children will be routinely checked and changed (if in diapers) by Signal Mountain Preschool staff.
2. Children will be changed and cleaned promptly when wet or soiled.
3. Diapering area and/or toileting area will be located near a hand-washing station and separate from any area where food/snacks are prepared.
4. Diapering surfaces will be off the floor and nonporous.
5. Children will never be unattended while on a changing table.
6. Educators will provide nurturing care attending to the needs of the children.
7. Educators will utilize sanitary diapering/toileting procedures including (but not necessarily limited to): caretakers will wash hands following diaper change, child's hands will be washed when soiled, diapering surface will be sanitized following each diaper change, soiled diapers and wipes will be properly disposed of to prevent access by children, and children in need of toileting assistance will be provided that care in a private location designed for that purpose.
8. Cleaning solutions will be mixed according to manufacturers instructions at levels approved by the Department of Health (1240-04-01-.12).

## **CLOTHING AND POSSESSIONS**

### **Policy:**

As the children participate in a variety of indoor and outdoor play activities each day, it is helpful for your child to wear washable, comfortable clothing that is safe and appropriate for the season/weather. It's for this reason that SMP has a uniform requirement to ensure children are dressed in a way that enables full accessibility to all our program has to offer.

**Appropriate uniform attire includes: navy blue shirts (with or without collar, no graphics), khaki bottoms (skirts with leggings, skorts, joggers, pants, or similar), any socks, and closed toe, rubber sole shoes.**

### **Procedure:**

Please provide the following:

1. **AT LEAST** one change of clothing (weather/season appropriate).
2. An adequate supply of diapers and wipes, pull-ups, or underpants.
3. Skid-proof, easy-to-walk-in, non-marking indoor shoes.
4. Warm outerwear for colder months (coat, hat, etc.)
5. Roll-up nap mat or light blanket and small pillow (if desired) for reclining rest period.
6. Balanced lunch in food-safe storage container over ice pack (if needed).
7. Clean water bottle with fresh water daily.
8. Optional: 1 stuffed animal or lovie is allowed, but only to be used during reclining rest period.

## **PHOTOGRAPHS**

### **Policy:**

Pictures taken in the preschool will be for the purpose of sharing with the children's respective families. Photos are shared on the Brightwheel app, available only to enrolled families and applicable staff. The preschool avoids posting photos of the children on any form of social media. On the rare occasion that posting a photo would be deemed appropriate, the pictured child's family would be contacted for prior approval.

## **NO SMOKING**

### **Policy:**

Smoking and the use of smokeless tobacco, vaping, or other similar practices are prohibited on the property.

### **Procedure:**

Anyone who wishes to smoke or participate in related practices must do so off preschool grounds.

## **INCLUSION**

Signal Mountain Preschool values an attitude of inclusion at all facilities. Inclusion, meaning, *the action or state of including or being included within a group or structure*, is important in making students, families, and staff feel comfortable, welcomed, and that they belong. Students and staff have varied backgrounds, world views, beliefs, lifestyles and opinions. It is NOT the place or role of the preschool to use any classroom or encounter with the students and/or families as a platform to introduce, convey, or educate on ideas, values, opinions, or preferences that are personal/specific to staff and unrelated to school curriculum. Our focus at SMP is to love and nurture preschool students, encourage a love for learning by engaging in hands-on curriculum materials, imaginative play, and outdoor exploration aligned with Tennessee State Standards. If opportunities are taken to use the preschool as a platform for personal causes outside of curriculum protocol, this could be reason for termination of partnership.