

**PARENTS' HANDBOOK  
OF NURSERY SCHOOL  
POLICIES AND PROCEDURES**



**at Chapel on the Hill**

OAK RIDGE, TENNESSEE

*Caring and Sharing Since 1961*

**THE UNITED CHURCH NURSERY SCHOOL**

**85 KENTUCKY AVENUE**

**OAK RIDGE, TENNESSEE 37830**

**865-482-2221**

**THE UNITED CHURCH NURSERY SCHOOL**  
**CHAPEL ON THE HILL**

**NURSERY SCHOOL CLASSES**

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## **STATEMENT OF PURPOSE**

The United Church Nursery School provides a warm and happy first experience away from home for pre-school children. It is a place where each child can enlarge on his abilities to give and receive love; where he can learn to respect himself and others, and begin to gain a sense of competence and a sense of responsibility for his own conduct. Each child is helped to make sense out of his own feelings, both good and bad, and the feelings of those around him. High quality day-to-day experiences help each child to find interest, pleasure and satisfaction. The school also promotes health and physical growth. These goals for each child are accomplished in the United Church Nursery School through the child-to-child and child-to-teacher relationships developed by constructive free play within a defined environment. The parents of Nursery School children are also a concern of the school. They are helped to enjoy, understand and accept their child just as he is. The Nursery School provides opportunities for discussions, education and support for parents. The Nursery School Staff is also available for both spontaneous and scheduled conferences.

**THE UNITED CHURCH NURSERY SCHOOL**  
**CHAPEL ON THE HILL**

The United Church Nursery School was established in 1961 as a service offered by the Education Department of The United Church, Chapel on the Hill, a non-denominational church, to its members and to the community. The program is licensed by the Tennessee Department of Human Services. We welcome you to Chapel on the Hill and look forward to sharing the nursery school experience with you and your child.

**Non-discrimination Policy:** The United Church Nursery School does not discriminate on the basis of race, color, national, religious or ethnic origin in administration of its educational/admission policies or scholarship program.

The Nursery School is a **smoke free** environment.

**POLICIES, PROCEDURES AND INFORMATION FOR PARENTS**

**SCHOOL HOURS: ARRIVAL AND DEPARTURE**

<b>Enrichment Program</b>	<b>9:00 am - 12:00 noon, Monday - Friday</b> The Nursery School entrance door on the lower level is opened at 8:55 am. Teachers use the time prior to 8:55 am for preparation of the classrooms.
<b>Afternoon Options</b>	<b>12:00 pm - 1:30 pm, Monday, Tuesday, Wednesday and Thursday</b> <b>12:00 pm - 2:55 pm, Monday, Tuesday, Wednesday and Thursday</b>
<b>Early Drop Off</b>	We have an early drop off option. The early drop off starts at 8:00 am and the cost is \$5 per child which is paid directly to the teachers. You can have a standing reservation or drop in but space is limited.
<b>Carpools</b>	If you are interested in forming a carpool, please see the director for a list of people who may live near you.
<b>Parking</b>	<b>Park <u>only</u> on the <u>SIDE</u> of the Education Building.</b> The four spaces at the end of the building are reserved for the Church staff. <b>For security, please lock your car if you leave valuables in it. Please do not leave <u>ANY</u> children unattended in the car.</b>
<b>Additional Parking</b>	The Church has occasional special programs and services during the Nursery School hours. If the upper parking lot is full or congested, additional parking spaces are in the lower lot in front of the Church. Thank you for walking up the hill.
<b>Parking lot safety</b>	We urge parents to drive <b><u>slowly</u></b> in the parking lot. Use the utmost caution when driving or walking with children in the parking lot. <b>Please hold children's hands or keep children very close to you as you cross the parking lot.</b> Small children are not easily seen from a car. <b>We urge you to buckle each child in your care in a car safety restraint and to wear one yourself.</b>
<b>Entrance</b>	<b>Please enter through the fenced playground and use the outside stairway. The classrooms are on the lower level. <u>For safety's sake, please CLOSE the PLAYYARD GATE ANYTIME you open it. Latch the gate and replace the chain on the post.</u></b>
<b>Church phone number and</b>	<b>The main phone number for the school is 865-482-2221.</b> The phone is in the Director's office and has an answering machine. If you are trying to reach the school, and don't get an

**answering machine** answer, please leave a message. The director checks for messages frequently. If you have an emergency situation and need to speak with the director immediately, you may call the Church phone number, 865-482-1016. The Church secretary will find someone to help you. **Please only call the Church number in an emergency.**

#### **ARRIVAL POLICIES AND PROCEDURES:**

**Bring children inside** Parents are responsible for bringing their child or carpool into their respective classrooms in the building. **It is for the children's safety that we ask you to accompany them. Please "sign-in" each child with one of his/her teachers and help them wash their hands. Your children are under your supervision until they are signed in and settled in the classroom; this includes hallways, bathrooms, playgrounds, parking lots, and all school property.**

**Please be on time** **For your child's benefit, please try to bring him/her on time. Being late often makes it difficult for your child to join a group and to separate from you.**

**Hints for difficult separation** The teachers are prepared to assist you and your child when he/she has difficulty separating from you. The teacher's hug and individual attention will help the child become involved in the activities.

Parents are welcome to come into the classroom to see the activities with your child. When a child is having separation difficulties, it is often easier for the child to adjust if the parent leaves quickly or does not stay long. Please make sure to tell your child good-bye and let them know you will be back. The teachers are experienced and are glad to help the child through the transition time. Once the parent has gone, the child usually becomes interested in the classroom activities. The director will contact the parent if the child is unable to adjust. Parents are welcome to contact the director to inquire about the emotional state of their child.

We encourage parents to be confident and positive in talking with the child about coming to nursery school. Expect the best. If the parent's personal anxiety shows, the child will also be anxious. This is an important growth step.

#### **DEPARTURE POLICIES AND PROCEDURES:**

**Dismissal time** Morning classes end at 12:00 noon. Afternoon classes end at either 1:30 or 2:55 pm

**"Check out" policy** **Upon arrival, please be sure to "sign-out" your child or carpool children with your child's teacher who will have the tablet. After your child is signed out, your child or carpool children are under your supervision; this includes hallways, bathrooms, playgrounds, parking lots, and all school property.**

**Late pick-up policy** Please call the school (865-482-2221) if an unusual delay occurs in picking up your child. **Be respectful of the teachers and your child; be prompt.**

**If a child has not been picked up by ten minutes past pick-up time**, the parents will be called to come pick up the child or to make arrangements for someone else to pick up the child. In the event that the parents can't be reached, we will contact the designated emergency friend. (You may leave a specific phone number where you can be reached that morning as a note to the teachers)

<b>Authorized person</b>	<b>Unless notified, we are only authorized to release your child to those people listed on your Enrollment Information form or in Brightwheel.</b>
<b>Pick-up by someone other than usual</b>	If your child will be picked up by someone other than you or the usual carpool, please <b>fill out a transportation permission slip</b> to notify the teachers. These slips are in the blue basket next to the tuition box. If the new driver is unfamiliar to the teachers, please include the driver's full name, phone number. We will ask to see their picture I.D. to verify their identity. The pick-up person must be on the enrollment form for permission to pick your child. If during the morning your pick-up arrangements change, <b>you may call the Nursery School Director</b> to identify the person who will pick up your child.
<b>I.D. request</b>	The staff will ask for a picture I.D. (identification) of anyone unfamiliar to them who arrives to pick up the child even if you have notified the director. <b>This is for your child's protection.</b>
<b>Anxious children</b>	Please be considerate. Some children become anxious when their parents are late arriving for pick-up. In addition, the teachers have other responsibilities after the children are gone.
<b>Re-assume responsibility for your child</b>	Parents are welcome to stay and visit with one another when coming to pick up their child/children for no more than 15 minutes. It's an excellent opportunity for families, both parents and children, to form friendships. When you arrive to pick up your child, you assume responsibility of your child. With so many families coming and going, many with younger children, <b>it's very important for you to watch your child closely even as you visit.</b> Please ask the director if you need assistance getting your child to leave.
<b>Dismissal areas</b>	<p>Children will be dismissed from <b>(1) their classrooms, (2) the "hall toy" area</b> (Rm 101 and the adjacent hallway), or <b>(3) on one of the outside play areas</b> (the fenced playgrounds or the front hill of the Chapel).</p> <p>The classes rotate the use of the 3 outdoor play areas. Teachers may place a <b>sign on the door frame of the classroom indicating the play area to be used that day.</b></p> <p>Occasionally, classes will take a <b>walk in the woods</b> or go to Fellowship Hall. <b>If you don't see your child's class, check with the director.</b> The class will return shortly.</p>
<b>Dismissal safety rules</b>	<b>Children must wait <u>inside</u> their outdoor play area for the adult to get them:</b> that is, <u>inside</u> the rope of the tricycle area, <u>inside</u> the fence of the swings area, <u>on</u> the sidewalk at the bottom of the hill area. <b>Please come into the play area to pick up your child.</b> It is required by Department of Human Services that the parent or pick-up person cross the threshold of the classroom or playground to sign the child out for the day.
<b>Policy of dismissal to someone appearing to be impaired</b>	<b>The Nursery School is dedicated to providing safe situations at all times for the child. At dismissal, if, in the opinion of the teacher and director, the parent, guardian or person designated to pick up the child appears to be impaired, possibly due to alcohol or drug consumption or emotional or physical state, it is the policy of the school to try to encourage that person to call another person, a taxi or make some other arrangement for taking the child. If we believe that by driving, the person is putting him/herself or others at risk, we will call the police and make a report.</b>

## **NURSERY SCHOOL PROGRAM:**

### **Morning Enrichment Program**

<b>Classroom activities</b>	Rooms 106,107, 108 and 109 will be used. Activities may also be held in other classrooms. The teachers will set up the classrooms with different activities daily and include at least an hour of "free-choice" time in which children may use all of the areas and equipment in the room. Teachers will interact with the children to develop a trusting relationship and to help the children develop language and other skills. Equipment and activities will be varied according to the developmental levels of the children. The emphasis is on the child being with other children in a play environment, having fun while developing life and cognitive skills, learning basic concepts and having pretend play. For example, art activities will focus on the "process of art" rather than "finished craft projects" which limit a child's creativity and learning aptitude and require a lot of teacher assistance. The goal is to help children learn how to use art materials and to enjoy their own creations. Children will help pick up and put away the day's equipment and materials. Teachers will sing songs, do finger plays and movement activities with the children. There will be periods for sharing and discussion during transition times. There will be a group time for the teacher to read stories. Teachers will also have outdoor play or active play in the hall-toy area. The teachers will be flexible and adapt the morning's activities to fit the particular needs of the group that day. Your child's daily schedule will be posted in their classroom.
<b>Handwashing</b>	Children and adults are required to wash hands upon entering the classroom, after using the bathroom, before and after eating, and at other appropriate times.
<b>Sunscreen</b>	Sunscreen should be applied to the child before coming to school if outdoor play in sunny conditions is likely. If a parent wants the teacher to apply sunscreen to the child, the parents must give written authorization to the teacher and will supply the sunscreen that is to be applied. The bottle should be plainly labeled with the child's name, and will be kept in a locked container in the director's office.

## **OPTIONAL PROGRAMS:**

### **Friday Kids' Lunch In**

<b>Kids' Lunch In</b>	<b>This is an <u>optional service provided by the teachers</u> and not part of the Nursery School program. It is <u>separate from</u> the afternoon classes held on Mondays, Tuesdays, Wednesday and Thursdays. The teachers take turns being involved. Scheduled dates will be listed in the calendar. Sign-up sheets will be in the hall next to the white board outside the director's office.</b>
<b>Fee and what to bring</b>	<b>Lunch In fees are due the day of your child's attendance.</b> Money is paid directly to the teachers, cash only please. Children should bring a sack lunch and a drink and may stay from 12:00 - 1:30 pm or 12:00 – 2:55pm. Foods should be prepared appropriately for the eating and chewing abilities of children. <b>Please do not send in items that are choking hazards</b> for young children such as nuts, raisins, popcorn etc. <b>Hard items</b> such as grapes, hot dogs, baby carrots, must be chopped or quartered lengthwise. <b>Please make sure your child's lunch items are properly prepared. Please note</b> teachers are not able to heat children's lunches. Please be considerate of potential <b>food allergies</b> of other children in the school. <b>Contact the director if you have any questions regarding food allergies.</b> Thank you.
<b>Activities</b>	Children will eat lunch together and will then have outdoor/ indoor play time.

### **Afternoon classes: For Children 30 months and Older**

<b>Days</b>	<b>Monday, Tuesday, Wednesday and Thursday afternoons</b>
<b>Hours/sessions</b>	<b>12:00 - 1:30 (half session)</b> <b>12:00 - 2:55 (full session)</b> Parents may choose one, two, three or four, half or full sessions per week.
<b>What to bring</b>	Children will bring a sack lunch and drink. Foods should be prepared appropriately for the eating and chewing abilities of children. <b>Please do not send in items that are choking hazards</b> for young children such as nuts, raisins, popcorn etc. <b>Hard items</b> such as grapes, hot dogs, baby carrots, must be chopped or quartered lengthwise. <b>Please make sure your child's lunch items are properly prepared. Please note</b> teachers are not able to heat children's lunches. Please be considerate of potential <b>food allergies</b> of other children in the school. <b>Contact the director if you have any questions regarding food allergies.</b> Thank you.
<b>Reservations</b>	<u>Standing reservations</u> will be for a specific session or sessions for an entire month. A reservation for an <u>occasional</u> or " <u>drop-in</u> " session must be approved by the director and is contingent on space being available to maintain appropriate child: adult ratios. A sign-up sheet will be on the shelf above the lockers outside room 107. All reservations are on a first-come, first-served basis. <b>Parents may enroll their children in both the morning and afternoon classes.</b>

### **EMERGENCY DRILLS, EMERGENCY PREPAREDNESS, DISASTER PLANS:**

<b>Emergency Drills</b>	The school is required to have an "exit-the-building" drill at least once per month. Throughout the year we will also be conducting drills for tornados, earth quakes, and lock down procedures.
<b>Emergency Preparedness; Disaster Plans</b>	Department of Human Services and Tennessee Emergency Management Agency (T.E.M.A.) require the school to have written plans of action for various emergencies. Those plans include evacuation of the building and walking to a safe shelter, a plan for remaining in the building ("sheltering-in-place"), and a plan for evacuation by staff vehicle to a safe shelter outside of Oak Ridge. There are plans for reuniting children with their families. The school is required to have on hand first-aid supplies, food, water and blankets should we have to remain in the building. The Nursery School staff are trained in the components of the plans and how to implement them.
<b>Information for Parents</b>	Parents will be informed of the Emergency and Disaster Plans of the school at the Parents' Orientation in August. This information is available on our website and through Brightwheel.

### **SCHOOL CALENDAR, VACATIONS AND INCLEMENT WEATHER:**

<b>School calendar</b>	Nursery School will be in session approximately from early August until the beginning of June. The exact dates are determined yearly. The calendar is posted on the wall by the information bulletin boards.
<b>Holidays</b>	The nursery school follows the Oak Ridge City Schools schedule. The holidays are <u>usually</u> Fall Break, Thanksgiving, Christmas, Martin Luther King, Jr. Day, and spring and/or Easter break. Occasionally, the schools will add other vacation days.



**Teacher conference or workshops** The Nursery School may occasionally be closed for teacher in-service training. Parents will be notified if the school will close for an in-service training and the exact dates of the closure.

**Closure due to weather or emergency** The Nursery School will follow the Oak Ridge Schools (**not Anderson County Schools**) in closures due to inclement weather. If the Oak Ridge Schools are closed, the Nursery School will be closed as well. If the Oak Ridge Schools **open 1-hour late**, Nursery School will also open 1-hour late and still end at the regular time. If the Oak Ridge Schools **open 2-hours late, then the Nursery School will be closed for the day**. If the Oak Ridge Schools **close early due to weather conditions or emergency**, Nursery School will dismiss at the same time as the Oak Ridge Schools. Please check the internet for closings. The director will also send out an email and/or a message in Brighwheel letting parents know of the school closure.

### **CLOTHING FOR SCHOOL:**

**Label clothing and all personal belongings** Please mark all clothing, jackets, hats, mittens and other personal belongings with your child's name. Teachers have permanent markers if you need assistance. Children often don't recognize or remember their possessions. Unmarked items will be put in the Lost & Found box.

**Clothing for school** Please send your child in **play clothes**. We often work with messy materials, and we play outdoors in the sand, the woods, and grass. We want children to have these experiences without worrying about keeping clean.

**Clothes children can manage alone** As much as possible please choose clothing that your child can manage alone, **such as elastic-waist pants**. Avoid clothes with complicated buttons or belts. **This is especially important for developing independence in the bathroom.**

**School shoes** Please send your child in **sneakers or closed toed shoes that can be securely fastened**. Sandals, "flip-flops," shoes that slip off easily or those with slick soles can be dangerous to children as they run and climb.

**Outdoor clothing** We make an attempt to play outside every day. Please be sure your child is dressed for outdoor conditions (jackets, hats, hoods, mittens). Occasionally, classes will go outside early in the morning when it may be cooler than predicted for noon. Even in cold weather, classes will go outside for a short play period. If you don't wish for your child to go outdoors with the class, please plan to pick him/her up early.

**Extra set of clothes** Please bring an extra set of clothes for "emergencies": shirt, pants, underpants, socks. These will be kept in the child's locker. Remember to exchange them periodically as the season changes and your child grows.

**Soiled or wet clothes** Soiled or wet clothing will be sent home in a plastic bag. **Please replace the clothing in your child's locker for another clothing "emergency."** If for some reason, there is a problem with your child's extra clothes, the school will provide extra. Please launder and return any nursery school clothing your child wears home.

### **BRINGING PERSONAL ITEMS TO SCHOOL:**

**Sharing** Children are encouraged to bring interesting items to share with their class, **especially natural items** (like shells, rocks, bark, pine cones etc.).

<b>Personal Toys</b>	We discourage children from bringing personal toys or money to school. These items may be easily lost or broken and it's often difficult to share with everyone in the class. If a child brings a toy to school, the teacher will ask that it be kept in the locker during school. The teacher's time is best spent in interacting with the children than with keeping separate children's personal toys from the schools.
<b>Security items</b>	We understand that some children have security items that they may want to bring to school - a stuffed animal, a blanket, etc. Children will be encouraged to leave their security items in their lockers so that they can more freely play in the room. A child may have the security item as needed as long as it is not the source of disruptive behavior.
<b>Tote bags or backpacks</b>	We do not require children to have tote bags or back packs but they may be brought. If one is brought, children will be encouraged to carry it themselves and take responsibility for it. Please check it for school notes, art work, or wet clothing.

### **MEAL SERVICE POLICIES**

**Meal Supervision Plans are posted in each classroom where food is served and is updated as needed.**

<b>Mid-morning snack</b>	Children take turns bringing a nutritious snack for the class. It's an opportunity to share with their friends, to try different foods, and to help us offer a variety of foods. The Health Department requires that all snacks be individually packaged either by the manufacturer or individually packaged at home. The Nursery School provides 100% juice. USDA meal guidelines require that no grain-based desserts such as cakes, cookies, Little Debbie's, breakfast/granola bars be served. *Exceptions can be made for birthdays-see below. Children will be encouraged to try new foods but no one will be forced to eat. Please see your child's teacher for a list of suggested snack items. <b>Foods should be prepared appropriately for the eating and chewing abilities of children. Please do not send in items that are choking hazards for young children such as nuts, raisins, popcorn etc. Hard items such as grapes hot dogs, or baby carrots, must be chopped or quartered lengthwise.</b> Recommended serving size for preschoolers is one tablespoon for each year of age: a four-year-old would get 4 tablespoons, which is a little more than a ¼ cup
<b>Notifying you of your turn to bring the snack</b>	You will be notified when it's your child's turn to bring snack in the following ways: <b>(1) teachers will post a monthly calendar by their classroom door with the snack assignments, (2) teachers will email/send a note home with your child indicating which day your child should bring the snack.</b>
<b>Snack day is special to children</b>	If your child is absent or if you forget to bring in the snack on his/her day snack day, please don't stress. Simply send in a non-perishable snack for the teachers to keep on hand for the future.
<b>Food Allergies</b>	<b>If your child has an allergy to any food or ingredient which might be present in a commercial or home-made product, PLEASE DISCUSS THE CHILD'S CONDITION WITH THE DIRECTOR AND TEACHERS. Parents should bring a personal supply of snacks for their child to be used in lieu of the snack planned for the day. If your child has a food allergy an Allergy Action Plan form must be filled out annually to keep in your child's file. If your child requires an epi pen an Allergy Action Plan must be filled out by your child's health care professional. Protection of the child is of great concern.</b>

<b>Food from Home and Chewing Gum</b>	<b>Due to allergies and choking concerns, please ensure your child has finished their breakfast before entering the building. Chewing gum is not allowed at nursery school.</b>
<b>Birthdays</b>	Birthdays are a special time for children, and each will be recognized. Teachers usually schedule a child to bring the snack on his/her birthday. Children with summer birthdays celebrate a " <b>half birthday</b> " about mid-year. <b>Licensing standards require us not to serve frosted cupcakes or cakes or candy as part of our snack. Consider something a little different as a birthday snack: muffins, oatmeal cookies, pizza, watermelon, mini sandwiches, etc.</b> (The Nursery School still provides the juice.)
<b>Special request about birthdays</b>	<b>Unless the whole class is involved, we request that you not bring to Nursery School birthday party invitations or gifts for an after-school party.</b> Those children not involved will have hurt feelings about being excluded. Thank you for your cooperation and understanding of the children's feelings.

### **ILLNESS AND INJURY POLICIES AND PROCEDURES:**

<b>When not to send a child to school</b>	In general, don't send your child to school if he/she doesn't feel well, has a fever, diarrhea or vomiting, nasal discharge or cough sufficient to suggest a respiratory infection, untreated "pink-eye" or skin infection (such as impetigo). Keeping your sick child at home will help control the spread of infectious illnesses at school.
<b>When to return to school after an illness</b>	In general, a child may return to school if there has been no fever in the last 24 hours, after the child has taken a prescribed medication for 24-48 hours (i.e., antibiotic for strep throat & impetigo), if the child is not vomiting or does not have diarrhea, if the child doesn't have a nasal discharge or cough sufficient to suggest a respiratory infection. Your child will recover more quickly at home and will enjoy Nursery School more when he/she is feeling well. Children diagnosed with scabies or lice shall have proof of treatment prior to returning to school. Children diagnosed with impetigo and strep throat shall be treated according to a licensed medical professional's instructions prior to readmission to the Nursery School. Please bring a note from your health care provider documenting the treatment.
<b>Illness occurring at school</b>	If your child becomes ill <u>during the morning</u> (e.g., Vomiting, diarrhea or fever), the parents or the designated emergency contact will be called to pick up the child. We don't have facilities or staff to be able to care individually for a sick child.
<b>Report of contagious diseases</b>	Please notify the school if your child contracts a contagious disease such as strep throat, impetigo, "pink eye," head lice, etc. so that we may inform the other parents of the date of possible exposure. If your child is diagnosed with and has exposed other children in the program to: hepatitis A; food poisoning; salmonella; shigella; measles; mumps; rubella; pertussis; polio; Hemophilus influenza type B, chicken pox or meningococcal meningitis. We need to know so we can notify all the other parents and report to the health department. This is a DHS licensing rule and will help control the spread of these diseases.
<b>Report of routine absences</b>	It is not required but helpful to report to the director "routine illnesses" (colds, other virus). If the child is absent for any reason for several days, the school would appreciate being notified. Thank you.

## **MEDICATION POLICY**

<b>Medications affecting behavior</b>	If the child has been given a medication that might affect his/her behavior in class (e.g., might make the child drowsy or overly stimulated), please inform the teacher and describe how it might affect the child's behavior.
<b>Medication given at school</b>	<b>THE SCHOOL WILL <u>NOT</u> ROUTINELY GIVE MEDICATIONS TO CHILDREN.</b> If it is absolutely necessary to give medication while at school, (e.g., for an allergic reaction) the director must be informed. The medication must be clearly labeled with the child's name. A medication permission form must be filled out and signed by the parent before any medication can be administered. For a child with life-threatening allergies, a written plan of action endorsed by the child's pediatrician or licensed medical provider shall be provided to the Nursery School by the parent. The medications will be kept in a centralized location. A record of medications administered at school will be kept in the child's files.
<b>Special health needs</b>	If your child has special health needs (e.g., food allergies, asthma), please include that information on your child's enrollment forms. Please inform the teachers and director of the special needs. An allergy/anaphylaxis action plan must be completed by a licensed health care provider. A conference can be arranged to discuss the child's needs
<b>Minor injuries</b>	If your child has a minor injury during the morning, we will treat it as follows: Scrape or slight cut: wash with soap & water & cover with a Band-Aid. Bruise or slight bump: apply cool compress or gel pack. An accident report will be provided to the parent at the time of pick-up.
<b>Injury that requires immediate professional medical care</b>	If your child has an injury that requires immediate professional medical care, the parents will be notified to meet the director and child at the Emergency Room of Methodist Medical Center, as authorized by the parent's signature on the Enrollment Information form or the child will be taken to the local medical facility designated by the parent.
<b>Parents can't be reached?</b>	If we are unable to reach a parent by phone to notify them of their child being transported to the Emergency Room, we will contact the designated emergency friend indicated by you on that form. We will also continue to try to reach the parents.
<b>Accident insurance</b>	The school has accident insurance for medical payments for each child. If the child requires professional medical attention, this insurance may be used for that care.
<b>Emergency phone numbers</b>	You will be asked to list cell, home and work numbers where you can be reached in case your child becomes ill or there is an emergency. <b>If your phone numbers change, please inform the teachers and director.</b>
<b>How to reach parents</b>	When you sign your child in, please leave a number where you can be reached if you will be away from your regular phone while your child is at school.

## **DISCIPLINE; BITING POLICY**

<b>Goals for behavior</b>	The goals for children's behavior are to help them learn acceptable and appropriate behavior and to learn to control their own behavior.
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<b>Expectations</b>	It is the philosophy of the program that a child will generally try to behave according to the expectations of the important adults in his/her life. We tell children what the appropriate behavior is in a loving and consistent manner and follow through with what we expect of them. The emphasis is on the positive, what the child can appropriately do, as opposed to the negative in which one only tells the child what not to do. Our goal as teachers is to help the child learn appropriate behavior not to only punish misbehavior.
<b>Setting limits</b>	We consider the setting of limits for behavior and consistency to be extremely important. It is appropriate for children to push those limits, to see what will happen. By providing consistent limits in a loving, helpful way, we provide children with the security that the teacher is an adult who cares enough about them to stop the misbehavior and help them learn appropriate behavior. Follow through with what you've determined to be the consequence is essential in developing a sense of security. The limits will change as the child grows and matures, but we feel it is important to start with young children in following through with the limits we have set so they can learn by "small steps."
<b>Techniques</b>	Simple redirection to an appropriate activity is often sufficient. Simple statements can be helpful: "Hands are for ... not hitting." Teachers can say "I'm going to help you remember how we ... You'll learn to remember yourself soon." As children develop, teachers can help them verbalize the "problem" and learn to work out solutions. In peer interactions, teachers help children problem-solve together, encouraging them to find a mutually acceptable solution. Learning to say what one wants and what one does not want is important at this age. If a child's behavior is out of control or misbehavior is repetitive, for children 36 months or older, sitting down for a few moments of "cooling-off time" may be helpful. Being temporarily denied the opportunity to continue playing in an area is a logical consequence of a repetitive misbehavior.
<b>Protecting others</b>	We emphasize that children and adults may not hurt other people. If a child is being hurtful, the teacher must stop the child from hurting another child, the teacher or the parent. The teacher will try to determine the reason for the hurtful behavior in order to help the child learn that it is an unacceptable means to get what he/she wants. This is followed by a statement of what is an acceptable means.
<b>Biting</b>	Biting is a normal, though undesirable, behavior during certain stages of development, especially - but not limited to - younger children. Biting is often an impulsive response to something the child did not like and does not yet have other skills to deal with. Sometimes it is an attention-getting behavior. No matter the reason, it is unacceptable. The child will be firmly told that they may not bite another person, that biting is what the child does with food. The child will be directed to another area or activity away from the bitten child. The child will be watched closely to try to prevent another occurrence and helped to learn appropriate means of expressing what he/she is feeling or wants.
<b>The bitten child</b>	If a child is bitten, the teachers will tend to that child emotionally and physically. If the bite has bruised or broken the skin, the teacher will wash it well with soap and water and place a cool compress or gel pack on the area. The parent will be told of the injury when he/she comes to pick up the child.

## **COMMUNICATIONS TO PARENTS:**

**Calendars, newsletters and other information notices will be emailed to the parents and posted on the parent information board. It's important to know what is happening in the school and your child's class.**

**It is most convenient to pick up the notices when you arrive for the day. Please check your child's locker daily.**

<b>Calendar</b>	Parents receive a calendar at the beginning of each month listing dates of programs, activities, holidays, etc. <b>Please keep the calendar for reference during the month.</b>
<b>Newsletter</b>	Parents will receive a newsletter in the middle of the month. It will include information about programs or activities, requests, and articles about parenting and children.
<b>Website</b>	The calendar and Nursery School news can also be viewed on our website, <a href="http://ucnschool.org">ucnschool.org</a> . Volunteer sign ups and enrollment forms are also available.
<b>Special notes and reminders</b>	Special notices and reminders will also be sent home from time to time.

## **PROGRAMS FOR PARENTS, FAMILIES AND VOLUNTEERS:**

<b>Nursery School Board</b>	The Nursery School Board serves as the governing body for the school, establishing general policies and procedures for operation, according to the guidelines of the Nursery School charter and bylaws. In addition, the Board provides leadership for fund-raising activities and "work parties" to assist with maintenance of major equipment. The Board is comprised of three parent members who serve 3-year terms and two representatives of The United Church.
<b>Conferences</b>	Parents and teachers are encouraged to communicate information about the child at arrival and departure times. <b>We request that you and the teacher not discuss the child in the child's presence. Parents may also discuss their concerns with the director. Conferences are offered at the beginning, middle and end of the school year. However, any time during the year, parents or teachers may request a conference.</b>
<b>Family changes</b>	Children are sensitive to major changes or stressful events in a family's life (e.g., Job loss, divorce, illness, death, family discord). Children may not understand such situations but their behavior may be affected by them. We respect your privacy. However, please inform the school of the situation if you feel it would be helpful in understanding and working with your child.
<b>Parent Visits</b>	Parents may visit their child's class at any time.
<b>Parent participation in the class</b>	We encourage parent participation in our program. If you have a special talent, enjoy reading or telling a story, would like to help with a cooking project, go for a walk with the class, etc., please consider sharing your attention with all the children.
<b>Parent substitutes</b>	The Nursery School has been fortunate in having parents willing to be substitutes in the classroom. There will be an orientation in August to acquaint you with classroom management and our philosophy of working with children. (An individual orientation may be arranged during the year if a parent is willing to substitute). There is an hourly wage salary. Many parents have found the greatest reward is their involvement in the program and

the skills they develop while working with the teachers. We welcome your participation. You add to the quality of the program.

<b>Parent helpers</b>	<b>All parent participation is appreciated and encouraged.</b> Parents greatly assist and enhance the program by sharing their time and talents in the classroom. Parents who are unable to come into the classroom may also help by making play dough, doing laundry or other needed tasks.
<b>Classroom sign-up</b>	Teachers will communicate needs or donations via email or have in class sign-ups for on-going tasks such as laundering towels or making play-dough.
<b>“Work Parties”</b>	Several times a year the Nursery School will hold parent work parties. This is an opportunity for parents and families to help the Nursery School with bigger projects. These consist of playground, school, and equipment maintenance. <b>Thank you to all the parent helpers! We appreciate your willingness to share your time and efforts to enhance our program. We welcome your participation!</b>
<b>Parents’ brunch</b>	Parents are occasionally invited to morning brunch with the Nursery School Board. These are opportunities to get acquainted with other parents and share experiences. The exact dates and times will be listed in the Nursery School calendar. There will also be a sign on the bulletin board by the Nursery School entrance. Discussions about parenting topics are often planned. A particular topic can be arranged if there is an interest. Younger children are always welcome.
<b>Discussion and sharing groups</b>	Parents' Discussions often provide opportunities for sharing and discussion of specific concerns of parents. From time to time, parents will express an interest in more time to focus discussion on a particular topic. The Nursery School is happy to arrange time for a discussion group. Please indicate your interest to the Director.
<b>Kindergarten readiness</b>	A Kindergarten Readiness meeting is held during January to discuss the current trends and expectations in Kindergarten in Oak Ridge. The teachers in the Oldest class perform a simple assessment of their knowledge of shapes, colors, numbers and letters with each child at the beginning and end of the school year. Parents who have concerns about their children's readiness for kindergarten are encouraged to have an informal discussion with the teachers about their classroom observations or a conference with the teachers and director. Conferences are offered throughout the year.
<b>Personal Safety Curriculum</b>	As required by DHS, we will present a curriculum of personal safety information for the children, involving stories, pictures and discussions. A display of the materials will be available to parents or parents may ask to see the materials in the director's office.
<b>Fund-raising</b>	From time to time, the Nursery School Board will organize fund-raising events such as a Pancake Breakfast and Nursery School Appreciation Sunday Service and Bake Sale. Assistance and participation by the Nursery School families is greatly appreciated, and is usually a lot of fun, too. The Nursery School also participates in the Kroger Community Rewards program and Amazon Smile. Please see the director for details on how to participate in these programs.
<b>School pictures</b>	We have for some years had a photographer take individual children's pictures and class pictures. <b>There is no obligation to participate.</b> <b>If</b> we are going to have this available during the school year, a note will be sent home with the details.

<b>T-shirts</b>	T-Shirts are ordered every year for the children. Parents may also order shirts for themselves at the time of registration if desired.
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### **SPECIAL EVENTS AT NURSERY SCHOOL:**

<b>Orientation for parents</b>	There will be an evening orientation meeting for parents just before classes begin in late July or early August, in Fellowship Hall of the United Church. Parents will be notified of the meeting by a letter mailed in mid-July. At the orientation, the director will discuss some of the Nursery School policies and procedures, and plans for the school year. Parents will receive the packet of enrollment forms, materials, and the child's classroom assignment and teachers' names. There will be an opportunity for parents to visit the classrooms, meet the teachers, and see some of the equipment. There will not be a sitter service provided.
<b>Christmas Sing and Party</b>	During the holiday season before the Christmas holiday, the Nursery School children will invite their families to a program of seasonal music in the Chapel followed by refreshments in Fellowship Hall.
<b>Spring Sing</b>	The Spring Sing is usually in May, the Nursery School children will invite their families to a spring music program in the Chapel, followed by popsicles on the playground.
<b>Family Brown Bag Picnic</b>	The Nursery School will invite parents to bring a "brown-bag" picnic lunch to the last day of school for both the M-W-F and T-TH classes. It's a fun way to celebrate the end of the school year and say good bye. (Children who come 5 days will have a picnic both days.)
<b>Church Events</b>	Occasionally, The United Church will have family events that Nursery School Families are invited attend. We encourage you to participate if you desire. They are always happy to welcome visitors.

### **REGISTRATION POLICY**

#### **REGISTRATION AND TUITION:**

<b>Registration</b>	An advanced registration is opened to United Church members and to current Nursery School families from mid-January to mid-February. Registration will then be opened to the public. Registrations are accepted on a first-come, first-served basis. Registration information may be submitted via email, mail, or in person. However, it is required by DHS that you visit the program before enrollment. There is a registration/supply fee, payable at time of registration. <b>**Specific dates will be announced each year.**</b>
<b>Age requirement</b>	Our DHS license requires that children be at least 16 months old in order to be enrolled.
<b>Maturity requirement</b>	For a successful preschool experience, children should be mature enough to participate in the classroom activities.
<b>Registration confirmation</b>	To confirm the child's place for the next school year, payment of the final month's tuition is required by June 1. The payment is non-refundable.
<b>Tuition</b>	<b>Tuition is due the first of each month. Make checks payable to The United Church Nursery School, marked "tuition."</b> Checks may be placed in the <b>"Tuition Box"</b> on the



shelf outside the director's office or can be mailed to The United Church Nursery School, 85 Kentucky Avenue, Oak Ridge, TN 37830.

<b>Tuition Rates</b>	Tuition rates fluctuate from year to year. Current tuition rates are posted by the tuition box and can be found on the Nursery School website <a href="http://www.ucnshool.org">www.ucnshool.org</a> .
<b>Late payment Fees</b>	<b>Parents are responsible for discussing with the director what arrangements can be made if payment will be late. Late fees may be assessed for delinquent payments past 30 days.</b>
<b>Child enrolled for the whole year</b>	The tuition is based on the cost to send a child to nursery school for a year. This cost is divided into ten monthly payments. There is no reduction in fees regardless the number of days the school is open or the child's attendance. In extenuating circumstances, an adjustment of fees may be considered. Written requests should be submitted to the Nursery School Board.
<b>Withdrawal From School</b>	<b>A 30-day notice is requested if you plan to withdraw your child from the school.</b> The regular tuition will be charged until the director receives notification of the intention to withdraw from the school.
<b>Scholarships</b>	The By-laws of the Nursery School allow for tuition half- scholarships <b>when the school is financially able to do so</b> . By providing financial assistance it is the hope of the Nursery School and the United Church that all children may experience our program regardless of their economic situation. Parents will be asked to sign a scholarship request form. Parents receiving a scholarship for their child are required to participate or assist in the program in a non-monetary way.
<b>Contributions to Scholarship Fund</b>	Tuition Round-up is an easy way to contribute to the scholarship fund. By rounding up your monthly tuition check a few dollars you can make a difference in the life of a child. Contributions to the Scholarship Fund made in the form of honorariums, memorials, and gifts are welcome and appreciated and may be given to the Director or placed in the tuition box on the shelf above the lockers. Please write "Scholarship Fund" on the check. <b>Thank you for helping us help children.</b>

## **ENROLLMENT POLICIES AND DHS REQUIREMENTS**

<b>Admission Procedures</b>	<b>For their children to be admitted to the program, parents are responsible for completing the following forms and information as required by the Department of Human Services and for updating the information as changes occur in the information. These forms will be available at the Orientation Meeting for parents before school begins, or from the director.</b>
<b>Enrollment Forms</b>	<ol style="list-style-type: none"><li><b>1. Health history and immunization record</b>, signed or stamped and dated by a physician or certified health care provider. DHS requires that the completed form, which is available at your physician's office or the Dept. of Health, must be on file or brought the first day in order for the child to be able to attend. A physical examination is required for all children younger than 30 months, and encouraged for older children. Failure to comply with Department of Health immunization guidelines in a timely manner will result in the child being dis-enrolled from the school.</li><li><b>2. Enrollment information:</b> emergency phone numbers and special medical needs of the child, if any; transportation plan; permission for emergency treatment; child's health history</li></ol>

and family information; parent declarations.

**3. An Authorization for Disaster Card** (a card that would be kept with the Emergency/ Disaster plans of the school).

**4. Permission for your child's picture to be displayed** on bulletin boards, event displays, or in newspaper articles.

**5. Permission to use family information (address, email, phone number) on class lists.**

**6. Permission for your child to be observed by non-childcare agency staff.**

**7. Verification of receipt of Personal Safety Information.**

**8. Verification of receipt of Influenza Information.**

**9. Completed registration form.**

**Emergency  
Phone Numbers**

Parents are requested to keep current the information in their child's file and on the Authorization for Disaster Care card. **It is especially important to notify the director of any change of phone numbers in case of an emergency.**

**Verification of  
Parents  
Knowledge of  
Kindergarten  
Law**

The State of Tennessee has a law making kindergarten mandatory before a child may enter first grade. If your child is 5 years old on or before August 15, he/she may remain in a preschool program another year. However, he/she will be required to attend kindergarten the year following the last preschool year. **Parents will be required by DHS to sign a form acknowledging that they have been informed of the law.**

**POLICY AND CRITERIA FOR REQUESTING WITHDRAWAL (EXPLUSION) OF A STUDENT:**

The goal of the United Church Nursery School is to provide an environment that is safe, secure, loving, educational and developmentally appropriate for each child and to work cooperatively with the parents to meet the individual needs of the children. If a situation should arise in which the program does not seem able to meet the child's needs or in which the child does not seem suited to the program, it is the policy of the school to make every attempt to discuss the situation with the parents to try to continue the child's participation in the program.

- A. A parent/teacher conference would be held in which the child's needs or behavior would be discussed. A plan would be put into place in order to help the child to function in the classroom or to promote positive interactions within the classroom with teachers and classmates.
- B. The plan should be reevaluated by the Nursery School Board, director and teachers after two weeks to determine if improvement has been made.

If the Nursery School Board and Director in correlation with the child's teachers determine that insufficient improvement has been made and the child is not benefiting from the program, the Board and Director would then make the decision to ask the parent to withdraw the child from the program.

Circumstances which might result in a decision for a request for the child's withdrawal might be:

1. The child's behavior is disruptive to the extent that it creates a negative environment which prevents the other children from benefiting fully from the program.

2. The child's behavior is out of control to the extent that the child poses a threat to the safety of the other children and to the staff.
3. The parent of a child is threatening the safety of the other children and of the staff.

### **POLICY FOR HELPING CHILDREN ADJUST TO A NEW TEACHER**

In the event that a teacher leaves her position during the school year, a new teacher will be hired as soon as possible. If the teacher who is leaving gives adequate notice, the new teacher will work with her for several days to ease the transition. If this is not possible, the children and their parents will be informed of the upcoming change and the teachers and director will work together to help them adjust. Since we always have two co-teachers in a class, the children will have a familiar teacher with them even if one leaves.

All teachers sign a contract for the school year when they are hired. They receive an employee handbook, and sign a statement agreeing to abide by the responsibilities, requirements and policies in the handbook. The handbook states that a 30 days' notice is required from a teacher who decides to quit.

### **POLICY FOR CRIMINALS AND SEX OFFENDERS**

Parents or legal guardians must provide documentation of criminal history. If they are still on probation or report to a parole officer, the parole officer's contact information must be provided to establish contact between the school and law enforcement. If they are on the Sex Registry, they must comply with the Tennessee State Law and their specific guidelines.

To the extent that the United Church Nursery School officials have actual knowledge that a parent, legal guardian, or other person seeking to be present on school property or at school sponsored activities is a registered sex offender, the following procedures apply:

1. Pursuant to Tennessee State Law 40-39-211(d), anyone on or within 1,000 feet of the Nursery School campus (defined as the church property) must notify the Nursery School director of their status at the time of enrollment of their child. This notification must include status, and if they are on parole or supervision and with whom.
2. Any registered sex offenders who are also parents or legal guardians of a child or children enrolled at the United Church Nursery School will only be permitted on school property to pick up and drop off their children, pursuant to Tennessee State Law. And can only be in attendance at school-sponsored activities with written approval from the director and applicable law enforcement. No other persons known to be registered sex offenders will be permitted to be present on school property or at any school-sponsored activity for any reason.
3. A parent or a legal guardian, to whom this applies, must comply with all legal requirements as stated in the Tennessee State Law. Failure to do so may result in that person's losing the privilege of visiting the United Church Nursery School or attending any school-sponsored activities, regardless of location.

If parents are concerned, please consult the Tennessee Bureau of Investigation website (<http://www.tbi.state.tn.us>).

## **Addendum 1**

### **SAFETY RULES - REMINDERS FOR NURSERY SCHOOL CHILDREN**

1. **Tell the teacher, ANY TEACHER if you need help, are worried, afraid, etc.**
2. **STAY in the room, building or playground area, unless you are with an adult.**
3. **Only go outside the playground boundaries (rope, fence sidewalk at the bottom of the hill, woods, if you have a grown-up with you.**
4. **Wait for a grown-up to take you when you leave Nursery School. Don't run ahead to the car. For safety walk with a grown-up. People in cars can't easily see a small child.**
5. **Use words to communicate. Talk to classmates to let them know what you want.**
6. **Always play safely: walk in the classrooms, halls and restrooms; only run on the playground**  
**keep your body out of the lockers – the coat hooks inside can hurt you**  
**use inside voices in the classrooms so others can hear & talk**  
**toys are only for playing, you can throw balls or beanbags outside or in the hallway**  
**be gentle with your hands! Hitting with your hands can hurt people**

#### **Outside safety:**

**ride trikes safely; look in front of you; go around people, stop before the curbs**

**climb safely on the monkey bars and fort; use both hands at all times; climb down instead of jumping; only hang by your hands instead of by your knees; climb only on the climbers, not the fence, gates, or steps' railing; only climb the arch (rock wall) if a teacher is next to you**

**use the caterpillar safely; climb into the caterpillar instead of on top of it and come out feet first**

**swing safely: ONLY sit on the swing (instead of standing or lying); hold on with both hands (don't have anything else in your hands); wait until the swing is still to get off instead of jumping out of the swing**

**slide safely: slides are only for sliding (climb the steps to get to the top of the slide); wait until the person ahead of you is finished sliding before going down the slide; slide down only on your bottom or back (never slide down head first)**

**play safely in the sandbox: sand is only for digging, and needs to stay in the sandbox; keep the sand low (sand in someone's face or eyes can hurt); keep the gravel and sand apart**

**play safely in the woods: only use sticks to make piles; only go down the hill to the gully with a teacher; stay close to the tricycles – the trees with ribbons are as far as you can go; only go down the blue slide on your back or bottom; wait until the person in front of you is done to go down on the hill, stay where teachers can see you; stay on the grassy area; stay off the trees and steps to the Chapel.**