



Parent Handbook

2025-26

**Rev. 2011, 2012, 2013, 2014, 2015, 2016, 2017, 2018, 2019, 2020, 2021, 2022, 2023, 2024,
2025*

Concord Road Preschool

Program Philosophy

At Concord Road Church of Christ, we feel preschool should be an interactive learning experience. We want to work cooperatively with families to support each child's individual development. We strive to create a balanced foundation and continue to stimulate, challenge, and encourage each child as they grow and learn.

Our program is designed to encourage a love for learning through active play and exploration. We want to provide a loving Christian environment for each child to grow spiritually, intellectually, emotionally and physically. We want to show God's unconditional love for them, and teach them they are made in his image - each one unique and special.

We see each child as a wonderful gift from God. They are loved and appreciated just as they are. As we show them how to love and respect others, they will develop a positive self-image. This security will allow them the freedom to learn and grow according to their individual abilities.

Our curriculum is designed to help each child excel and learn by combining all areas of development in a cross-curricular approach. We use unique curriculum that partners academic, social skills, fine and gross motor skills, bible, music and art to maximize focus, attention span and retention of material. We feel children learn most effectively through play and repetition, and have developed our curriculum around this concept of active learning.

Thank you for allowing Concord Road Preschool to be part of your life, and share in this wonderful experience with you!

Our Mission

Our mission at Concord Road Preschool is to provide a loving environment and encourage intellectual, spiritual, social-emotional growth in each child. We want to work closely with parents to encourage and support your child in their individual development.

Our Vision

To help each child to reach their fullest potential utilizing a curriculum of active play and learning through movement

Program Goals

- Build positive self-esteem
- Develop communication skills
- Excel academically and be prepared for kindergarten
- Develop social skills
- Grow in understanding of God's word
- Respect for self and others
- Introduce Character Traits and how to be a good citizen
- Improve attention span and listening skills
- Learn to think independently
- Have confidence to try new things
- Develop creativity
- Learn about healthy eating and exercise
- Work on depth perception, coordination and balance

Program Hours and Eligibility

Concord Road Preschool is a program for children ages 30 months (2.5 years old) through age five. Enrollment in our preschool program is dependent on being **potty-trained**. Potty accidents are normal and expected to occur occasionally. However, if your child has multiple accidents daily we may require you to keep them at home for a period of 2 weeks to re-enforce potty-training before returning to preschool. Tuition would still be due during this time to continue to hold a spot.

Our days and hours of operation are Tuesday, Wednesday and Thursday from 8:55 AM until 1:55 PM. We follow the Williamson County School schedule for holidays and school closings.

Enrollment Application

Parents must complete and submit an enrollment application for each child they wish to enroll at Concord Road Preschool. Before a child may attend school, we must have the completed enrollment application, registration fee, immunization records on a required **Tennessee form** sent from a pediatrician's office, a health history, signed parent forms packet and a tour of the facility. Please make sure every line is filled in and answered.

Registration Fee

A \$150 registration fee is due with your application. This fee covers art and craft supplies your child will use throughout the year, and it guarantees your child's placement in the program. We cannot guarantee your child's placement until we receive a completed application and the entire registration fee. **This is a non-refundable fee.**

Tuition Charges

Parents enrolling a child at Concord Road Preschool agree to pay the following tuition:

3 days per week: \$3600 annual or \$400 per month (divided into 9 months)

**There is a 10% discount for Concord Road Church of Christ members*

Tuition will be the same each month and does not fluctuate due to holidays, snow days, months with five weeks, or any school closing due circumstances beyond our control. This is an annual tuition rate that we allow to be paid in installments. Tuition charges are due on the 1st of each month. If payment is not received by the 10th of the month, there will be a **\$30 late fee** added to your account unless prior arrangements have been made with the Director. Negligence to pay the tuition and any assessed fees by the end of the month will result in a reevaluation of your child's enrollment, and could result in removal from the program. If we are forced to close for an extended period of time due to coronavirus or any circumstances beyond our control, we will convert to our remote learning curriculum.

A child cannot begin the school year with an unpaid balance from the previous year.

A \$30 fee will be charged for all returned checks.

Withdrawal

Two weeks advance notice must be given to the Director in writing when withdrawing a child. Registration Fee and Tuition will not be refunded. ****The Director reserves the right to remove a child from the program in the event the preschool can no longer meet the needs that are in the best interest of the child, or for non-compliance to preschool policy by the family.***

Child's Needs

Please make sure your child eats breakfast each morning before school, gets plenty of sleep, and arrives on time. If you have a situation at home that could upset your child's regular routine or emotions, please give us a call or send a note or email to explain the situation. Our first concern is the happiness and well being of your child, so feel free to call us any time we can help.

Messages From Home

You may send a message to our staff in your child's folder, or by email. Please notify teachers in writing if there is a change in transportation for your child. Children will be released only to those authorized on their application form or listed in their carpool form. The school phone is monitored during school hours. When we are attending to the needs of our children, the phone

will be answered by the voicemail. Messages will be checked throughout the day. You may email your message to preschool at melissa.hardeman@concordroad.org. If you need to reach us immediately, please text my cell at 615-525-6900. If you need to discuss a specific situation with your child's teacher or the Director, please let us know. We will set up a time to meet with you or discuss the situation by phone. Please understand that we cannot have a conference with you during arrival or dismissal, but will arrange to meet with you before or after regular school hours.

Toys From Home

Please do not allow your child to bring toys to school. Special toys from home may get lost or damaged at preschool, and even left here overnight accidentally. **Exceptions are made for special theme days throughout the year**, and your teacher will notify you of these days in advance.

Clothing

Since our program emphasizes activity and play, we recommend washable play clothes appropriate for the season. We go outside every day unless it is below freezing, storming, or the heat index is too high. Please send a jacket or coat with your child daily in case the temperature changes throughout the day. ***Girls must wear shorts under dresses due to active playing.*** We also recommend athletic style or closed toe shoes since we do participate in very active play. We do not allow the use of flip-flops for safety reasons on the playground and indoor active play. If a child comes to preschool in flip-flops or inappropriate shoes, they will have to sit out during recess for safety reasons. Every child will need to keep a gallon-size zip lock bag with a complete change of clothes (including socks and extra old shoes) at preschool. We encourage creative, messy play - and accidents do happen! Please remember to **label every article of clothing with your child's name.**

Quiet Time

Each child will need a bath towel to sit on and reading a book. If your child needs a special blanket or object from home for quiet time, make sure it is labeled with their name. It will be kept in their cubbie throughout the day until quiet time, and placed back in the tote bag before dismissal. Children may choose to look at a book quietly, play with a toy from the classroom, or just listen to the music quietly.

Discipline

When a child exhibits behavior that puts themselves or others at risk, behavior that is disruptive in the classroom, or behavior that is socially inappropriate, discipline will be administered in a positive, consistent, firm but loving manner.

- First step - Try to identify the underlying cause of the behavior issue and try to help the child resolve the conflict in a positive manner. Most incidents are result from a miscommunication. We use this opportunity to encourage them to use reasoning skills to think of what they could do next time instead of _____.
- Second step - If the child is not coming up with alternate solutions, we offer some ideas to try "Instead of _____, you could try _____."
- Third step - Remove the child from the situation or activity and redirect to another activity until they can implement some of the alternate strategies.
- Fourth step - Thinking Time (one minute for each year of age). This allows the child to calm down and allow time to think through choices and consequences, and to discuss the "instead of _____, you could try _____" options.
- Last Resort - Send the child to the Director's office where I start the process again with step 1. Many times being away from the situation allows them to think through the situation calmly and implement positive choices.
- Any offense afterwards -Call Parents.

Consistently unhappy or disruptive children will be brought to the Director's attention, and a parent conference will be set up to discuss the situation. ***The Director reserves the right to remove a child from the program as a temporary suspension or permanent expulsion if we feel we do not meet the best interests of the parents or the child.***

Carpools

Parents may wish to carpool with other families. The preschool assumes no responsibility for arranging carpools. If you are in a carpool, you must have the names of all children in the carpool listed, and names of parents/guardians driving each day. The driver is expected to act as the parental substitute for all children in the carpool, and should follow all procedures for parents outlined in this handbook. Concord Road Preschool staff members are not permitted to transport children to or from our school.

Dismissing and Receiving Children

Arrival:

- At 8:55 AM we will begin receiving children in the car line.
- Parents will enter the parking lot from the new Concord Road entrance with a traffic light to wrap our car line around the front of the church building. You will pull up to the preschool entrance in a one- lane line facing Concord Road to unload.

- Please turn off your engine and cell phones while unloading.
- Parents must sign the child in on the arrival/ dismissal sheet either in the car line, or inside the building if walking in.
- When using the car line, staff will unload the child and walk the child into the building to the child's teacher waiting in the indoor recess area.
- Parents' **must** wait for the Director's signal to start your car and pull forward and exit onto Concord Road.
- Staff will be in the hallway to assist and monitor each going to the bathroom and washing hands before entering their classroom.
- At 9:25-9:35 we will close the gates and allow walk-up's to the pedestrian gate.
- Parents are always welcome to park and walk your child to preschool. We ask that you walk down the sidewalk and use the pedestrian gate to avoid crossing over the car line traffic.
- A staff member will be waiting with the sign in sheet to receive walk-up's at the door.
- If you arrive past 9:35, please call 615-525-6900 to have a staff member meet you at the door for sign in. If arriving past 9:35 it is best to wait to arrive until 10:20 due to our ReadyK program rotations.

Dismissal:

- At 1:45 we will allow dismissal for walk-up's at the pedestrian gate. Parents' are welcome to park and walk up to the pedestrian gate to pick up your child. We ask that you park at the end of the preschool sidewalk that has parking spaces in the front of the church building. Walk down the sidewalk and use the pedestrian gate. You will need to sign the dismissal sheet before exiting the building with your child.
- At 1:55 we will begin our regular car line dismissal and no walk-in's are permitted while the car line is operating for safety reasons.
- Students will be grouped by class in the hallway with staff supervision.
- Parents' will pull up in a single line/one way car line entering the parking lot from our new Concord Road traffic light entrance shared with the YMCA, wrapping the car line around the front our our church building to exit onto Concord Road at the same traffic light.
- Parent's **MUST** turn off their engines and cell phones for dismissal to keep the procedure safe for all children and staff.
- The Director will call for the children and load each child into their car.
- Parents will be given the dismissal form to sign.
- Please do not secure your child into their safety seat at this time. We ask that you wait until pulling forward into the parking area before securing them in a safety seat to allow dismissal to be more efficient. Staff are not permitted to buckle a child under any circumstances. **If you do not have the appropriate child safety seat, we cannot permit you to leave according to state regulations.*
- Parents' must wait for the Director to signal it is safe to start your car and pull forward to park and secure your child in their safety seat, and then exit the school lot onto Concord Road at the same traffic light entrance.

- There will be a \$30 minimum late fee applied for any student picked up after 2:15 PM, with \$1 added for each additional minute thereafter.

Allergy Information

If your child has an allergy, please complete the Allergy alert information form located in your Parent Forms Packet. You can also get a copy from the office at any time. It is extremely important to us that we have as much information about the condition as possible to give the best possible care to your child if needed. In the event of a food allergy, we suggest keeping appropriate treats at school as a substitute for treats brought into the school for special events. This can eliminate feeling left out when classmates are celebrating. There is an additional form needed if your child requires emergency medication. Please see the Director for complete instructions.

Health Regulations

Each child enrolling at Concord Road Preschool must present proof of being immunized in accordance with state law and Tennessee Department of Health and Environment Child Health Standards. This record must be presented on a Tennessee form before the first day of school.

We will continue to promote preventative health hygiene to minimize the spread of infectious diseases within our school by handwashing, cough/sneezes into elbows, ensuring staff and students stay home when feeling ill, disinfecting practices throughout the day and daily health checks. Do not bring your child to school with a cold, discharging eyes, pink or redness in the eyes, rash, fever within the past 24 hours, diarrhea, and/or if he or she has had an upset stomach within the past 24 hours since they could still be contagious. **They must be symptom free without the use of medication for a full 24 hours before returning to school without the use of a medication to reduce fever.** If your child has been placed on an antibiotic, please keep them at home until they have been on the medication for at least 24 hours.

Students will wash hands with running water and soap prior to entering the classroom. Students will be monitored and assessed throughout the day for any signs of illness. Any fever of 100 degrees or higher will be sent home.

Any child developing symptoms of a communicable disease during the school day must be excluded from the group until his/her parents can come for him/her. It is so important to make sure we have current contact information for parents and caregivers, and to **make sure you have your phone with you while your child is at preschool.** Parents of every child enrolled must be notified whenever a communicable disease has been introduced into the preschool.

***Please have your cell phone with you at all times so we can reach you in the event of an emergency. It is also important to keep your additional emergency contacts updated if you are unavailable when we call.**

If your child becomes ill or injured at school, they will be isolated from the other children and made comfortable. We will call a parent and ask that you make arrangements to have your child picked up immediately. No one can care for your sick child like you, so please let us know if any of your contact numbers change during the school year.

Medication cannot be administered to a child by the preschool staff. EXCEPT emergency medication like an Epi-pen or inhaler for asthma. You must sign your emergency medication in with a form in the office prior to sending it to school. When weather permits, there must be an outdoor play period for children who attend school. Please do not send your child to school if they are unable to go outside.

Concord Road Preschool is a **non-tobacco and non-smoking use facility**. There is no smoking or tobacco use or vaping in our facility as well as within 50 feet of any entrance to our building or playground.

If your child is injured while at preschool, you will receive an incident report by text message. It will be a description of what happened, a picture of the injury and what (if any) treatment was needed or administered. If the incident is serious, you will receive a phone call in addition to the text report. If the incident requires further action such as a visit to a medical provider or dentist, we will need the result of that information to add to the incident report.

Lunch

We want lunchtime to be a positive experience to encourage healthy eating and socialization. We encourage students to learn how to open items independently to prepare for kindergarten. We provide adequate time for meal consumption and have additional staff to allow students to finish lunch even if it goes beyond the scheduled lunch period.

Parents are to send a healthy lunch from home each day in an insulated lunch container with a cold pack (**please label all items with your child's name**). We are held accountable for each child meeting the state guidelines with lunches sent from home each day. Preschoolers are required by the state guidelines to have milk (or milk substitute like almond milk) in their daily lunches. There are pre-packaged milk boxes you can send, or you could send a non-spill container or sports bottle with milk. You will need to send 2 water bottles to drink- one to be kept with their lunch, the other will remain with them. The state guidelines for preschoolers' lunches are: 1 serving of milk, 2 servings of fruit

or vegetable, 1 grain/bread, 1 meat/meat alternate like cheese, yogurt, egg, peanut butter, poultry, or fish. Please include foods your child can handle like finger foods, pieces of fresh fruit, sandwiches, vegetables, whole grain dry cereals, raisins, etc. Please try to incorporate all food groups when possible. We are trying to encourage healthy eating, so try to avoid sending desserts, candy and too many chips. Do not include foods that require heating or need cutting up. Make sure to **pre-cut your child's food up at home into quarters** to avoid choking hazards such as **grapes, hot dogs, carrots**, etc. Please refer to the meal guidelines provided in the handbook for the complete nutrition standards for preschoolers. We will send additional information to you throughout the year by email, printed articles or meetings regarding healthy foods, portion size and positive mealtime experiences.

Meal Guidelines - Ages 1 - 12 (updated 8/03/05)

Source: Child and Adult Care Food Program, USDA Food and Nutrition Service
(www.nal.usda.gov/childcare/Cacfp/index.html)

Lunch or Supper for Children (Select All Components for a reimbursable Meal) Food Components	Ages 1-2	Ages 3-5	Ages 6-12
milk fluid milk	1/2 cup	3/4 cup	1 cup
fruits/vegetables juice, fruit and/or vegetable	1/4 cup	1/2 cup	3/4 cup
grains/bread bread or bread or biscuit or roll or cereal or cooked cereal or pasta or noodles or grains	1/2 slice 1/2 serving 1/4 cup 1/4 cup 1/4 cup	1/2 slice 1/2 serving 1/3 cup 1/4 cup 1/4 cup	1 slice 1 serving 3/4 cup 1/2 cup 1/2 cup
meat/meat alternate meat poultry or fish or alternate protein product or cheese or egg or cooked dry beans or peas or nut or other nut or seed products or seeds	1 oz. 1 oz. 1 oz. 1/2 1/4 cup 2 Tbsp. 1/2 oz. 4 oz.	1 1/2 oz. 1 1/2 oz. 1 1/2 oz. 3/4 3/8 cup 3 Tbsp. 3/4 oz. 6 oz.	2 oz. 2 oz. 2 oz. 1 1/2 cup 4 Tbsp. 1 oz. 8 oz.

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hildren age 12 and older may be served larger portions based on their greater food
ds. They may not be served less than the minimum quantities listed in this column. 2
it or vegetable juice must be full-strength. 3 Breads and grains must be made from
ole-grain or enriched meal or flour. Cereal must be whole-grain or enriched or
tified. 4 A serving consists of the edible portion of cooked lean meat or poultry or
n. 5 Nuts and seeds may meet only one-half of the total meat/meat alternate serving
l must be combined with another meat/meat alternate to fulfill the lunch or supper
uirement. 6 Yogurt may be plain or flavored, unsweetened or sweetened.

Car Seat Safety

All children in the care of Concord Road Preschool are required to be transported in a car seat because of their age. **Concord Road Preschool will not load a child for dismissal into a vehicle without the appropriate child safety seat.** Concord Road Preschool is required by law to report to the proper authorities any child who could be in danger because of riding in a car not properly restrained or with a driver who is impaired in any way.

Parties

Parties are planned for the following holidays

- Halloween (Parade and party)
- Christmas (family breakfast with Santa on Saturday)
- Valentine’s Day - literacy activity done throughout the day
- Easter (Egg Hunt)
- Water Day (all day activities)

We will need volunteers to help with some parties. Please sign up on the provided room volunteer forms or notify your child’s teacher that you wish to help in some way.

A child’s birthday is a very important event. We are happy to have you bring refreshments for your child’s class to celebrate. Children of this age are easily over-stimulated, so we request that the celebration be kept very simple. **We do not prefer cupcakes**, but cookies, donuts, popsicles, etc are fine. We also suggest small water bottles or juice boxes if you bring a drink since they are easier to handle for the children. Please arrange a time with your child’s teacher in advance.

***We can only send home birthday party invitations if the entire class is invited.** We do not want any hurt feelings over not being included.

Parent and Center Communication

Monthly calendars will be available to each parent on homeroom app and a hard copy will go home in the students' folder.

Daily news will be sent home each week (by homeroom app or notes home) to give an overview of each day's activities.

A monthly newsletter will be emailed to parents regarding important upcoming school events. Each student will have a take home folder. This is our primary way of getting information to you. If you have any news to communicate with your child's teacher, please send a note in the take home folder. It is checked each morning upon arrival. Please review your child's folder each night to get information we have sent to you.

There is a parent board in the main hallway with important dates and reminders.

There is also a parent suggestion box located in the hallway. Additionally, we have a Parent Advisory Board with at least one parent representative for each age group. If you have concerns or suggestions you have not directly taken to the Director, you can give your input to one of the Parent representatives to address on your behalf.

You may email the school at www.melissa.hardeman@concordroad.org , or text me at 615-525-6900 with any concerns or needs you have, but please do not text after 8:30 PM☺

If there is an urgent need, please call the Director or your child's teacher at home or cell phone. We have provided our numbers to you for this reason in the handbook.

Website: www.concordroadpreschool.org

Like our **Facebook** page and follow us for information on our upcoming events and Enrichment Week activities.

Please link your Kroger rewards card to our preschool to send a donation based on your purchases each quarter. This does not interfere with your gas rewards and other bonuses for your own use.

Student Assessments and Screenings

CRP will conduct three student assessments each school year: early fall, mid-year and early spring. We will use developmentally appropriate student assessments compiled from the Tennessee Early Learning Developmental Standards, our local county kindergarten readiness skills and the National Association for the Education of Young Children (NAEYC) standards. We will document each student's evaluations and send a copy home. We will offer a parent conference for each assessment in person, by phone, on a zoom conference or by email. We feel

it is vital to have open communication and a cooperative partnership between home and school to provide the greatest support for each child. Parents will have the opportunity to discuss concerns, ask questions, and collaborate with the staff to implement strategies to assist your child in his/her development. In addition to assessment conferences offered, we are happy to meet with you any time throughout the year to discuss questions or concerns.

Curriculum

At Concord Road Preschool, we believe children learn best through active play, exploration and movement. In accordance with the American Academy of Pediatrics Policy, we feel children should limit screen time and not remain sedentary for long periods of time. We have built our program around the concept of active learning, which incorporates being physically active with our curriculum. **The Gold Sneaker Initiative** was developed to encourage healthy lifestyles for preschool students. As part of this initiative, there will be a minimum of 45 minutes per day of unstructured physical activity and 45 minutes of guided physical activity combined with academic skills. In addition to our regular curriculum, the children will have “free play” time in which they can choose different centers to participate in the classroom. The centers include dramatic play, art, blocks and building, literacy, math manipulatives, fine motor center (puzzles, lacing cards, legos, etc.) sensory play, games, music & listening, and science exploration.

Academic: Letter and number recognition, beginning sounds, math skills, shapes, colors, rhymes, poems, art, music, science and social studies activities, fine motor skills (cutting, tracing, play dough), identifying sight words, and literacy building activities. Some of our special pre-literacy family engagement activities include Class Buddies (Journal activity) and Book Buddies that will travel to each student’s home throughout the school year to promote family engagement through pre-literacy activities.

Bible: We have a group devotional each morning. This consists of a bible lesson, singing and prayer. Later in the day, each class will have a review to reinforce the lesson from the morning. This promotes literacy through retention (listening to a story and being able to re-tell it in their own words.) We have a bible memory verse to correspond to the letter of the week. We have a special guest bible teacher each week that reinforces our Bible lesson with application lessons specifically for preschoolers.

ReadyK: This program uses physical, musical and artistic activities to stimulate specific brain activity in an effort to increase readiness skills and academic skills. The cross-curricular approach helps with focus and retention of the material. The children start the program in the **large group center** with selected brain gym exercises. The **crawl track & active path center** stimulates the left and right sides of the brain to work together cooperatively, develops balance, depth perception and coordination. This center also combines literacy and math skills. The **music center** develops tonal and rhythmic auditory skills. We combine this center with active songs based on our curriculum, gross

motor skills and coordination skills. The **literacy center** uses books to reinforce the letter of the week as well as building early literacy skills and language development. The **Fine Motor Center** helps develop small muscles in the hand and incorporates academic concepts of the month. The **Climbing Room** works on core strength providing a foundation for physical, cognitive, and social-emotional growth including improved posture and stability, enhanced gross & fine motor skills, better focus and attention, improved emotional regulation, reduce anxiety, build confidence and self-esteem (which encourages more social interactions and building friendships.)

Enrichment: We will have an enrichment week each month for the entire school in addition to regular classroom activities. The ReadyK curriculum will coordinate with the selected theme for the week. In addition to our regular centers, we will include activities in science and have special guests and programs. Information on the theme weeks will come home on the monthly calendar for each classroom. In addition to our enrichment week science experiments, we will have individual class and group science activities.

School Calendar 2025-26

August 26 th	10:00 - 11:30 AM or 12:30-2:00 PM Snoopy Day/Parent Meeting
August 28 th	Half Day 8:55 -11:30 AM (No Lunch)
September 2 nd	Full Day 8:55- 2:00 PM
September 23 rd -25 th	Apple Fun Week
October 7 th -9 th	<u>Closed:</u> WCS Fall Break
October 28 th -30 th	Pumpkin Fun Week
October 28 th	Pumpkin Patch
October 30 th	Halloween Parade and Party
November 13 th	School Pictures
November 20 th	Thankful Friendship Feast
November 25 th -27 th	<u>Closed:</u> Thanksgiving Holidays (WCS)
Nov. - Dec.	Grace Works coat drive
December 4 th	Polar Express Party
December 6 th	Family Santa Breakfast
December 16 th	Grinch Party
December 17 th	Frozen Science Party
December 18 th -Jan. 5 th	<u>Closed:</u> Winter Holidays (WCS)
January 6 th	Students Return
January 13 th -15 th	Winter Olympics /Multicultural Week
January 29 th	"P" Party: Pizza & Pajama dance party
Feb 5 th	Bear Hunt and Hibernation in PJ's
February 12 th	Valentine's Party
February 24 th - 26 th	Read Across America (<u>Dr. Seuss</u>)
March 10 th -12 th	<u>Closed:</u> Spring Break (WCS)
March 17 th	Leprechaun Hunt
April 16 th	Egg Hunt, Parties, Science Fun
April 16 th	Spring Program 6:00 PM (students by 5:30 PM)
April 22 nd -24 th	Music Around the World Week
April 23 th	Fun On Wheels Day
May 19 th	Water Fun Day, End of Year Parties, Last Day of School
May 20 th	Pre-K graduation (students going to kindergarten only) 9:30 AM ceremony with refreshments immediately following, dismissal



Mrs. Katie's Class;
Mrs. Laney's Class
Daily Schedule

8:55 - 9:35	Arrival/ Free Play (40 min)
9:35 - 9:45	Devo (bathroom as needed)
9:45 – 10:15	ReadyK
10:15-11:15	outside play and free play/art
11:15-11:25	Bathroom break/ wash hands
11:25-11:55	Lunch
11:55-12:05	Bathroom Break / wash hands
12:05-12:25	Circle time/ skill reinforcement
12:25-1:15	Outside play/ free play
1:15-1:25	Bathroom Break / wash hands
1:25-1:45	Bible & skill reinforcement
1 :45-1:55	Quiet Reading/ walk-in dismissal
1:55 PM	Car line dismissal



Mrs. Jenny's Class
Daily Schedule

8:55 – 9:35	Arrival/ Free Play (40 min.)
9:35 – 9:45	Group Devo
9:45 – 10:15	ReadyK
10:15 – 10:40	Free play/ art (25 min)
10:40-11:45	Outside play/ indoor alt. (45 min)
11:25-11:35	Bathroom Break / wash hands
11:35-12:05	Lunch
12:05-12:15	Bathroom
12:15-12:40	Circle Time
12:40-1:20	Free Play (40 min)
1:20-1:45	Bible Box/ Skill Reinforcement
1 :45-1:55	Quiet Reading/ walk-in dismissal
1:55 PM	Car line dismissal



8:55 - 9:35	Arrival/ Free Play (40)
9:35 – 9:45	Group Devo
9:45 – 10:15	ReadyK
10:15 – 11:00	Outside Play (Indoor alternate)
11:00-11:10	Bathroom Break / wash hands
11:10-11:35	Circle Time
11:35-11:45	Bathroom Break / wash hands
11:45-12:15	Lunch
12:15-12:25	Bathroom Break / wash hands
12:25-1:25	Free Play / Art (1 hr.)
1:25-1:45	Bible & Skill Reinforcement
1 :45-1:55	Quiet Reading/ walk-in dismissal
1:55 PM	Car line dismissal

GOLD SNEAKER POLICIES

Policy 1:

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

Policy 2

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

Policy 3

Children shall not be allowed to remain **sedentary** or to sit passively for more than 60 minutes continuously, except for scheduled rest or naptime

Child care director shall take **Go NAP SACC Self Assessments** (Infant and Child Safety Physical Activity & Screen Time) to compare their physical activity practices to best practice standards

Policy 4:

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

Policy 5

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

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

Policy 6

Child care educators shall ensure appropriate infant and child feeding patterns, including **adequate time for snack and meal consumption** and age-appropriate portion size

Child care educators shall **provide education to families** twice each year (i.e., via parent meetings, provider newsletter articles, sharing of educational video resources, etc.) that addresses nutritional learning experiences, with a focus on adequate time for snacks and meals and age-appropriate portion size

All eating opportunities shall consist of a respect for the child and promotion of a **positive attitude toward food**

Child care educators shall apply evidence-based **early food preference learning strategies** such as introducing healthy foods, repeatedly pairing new healthy food choices with foods children already like and modeling consumption and enjoyment of healthy foods

Policy 7

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

REVISED NOVEMBER 2018

Disaster Plan Procedures Handbook:

Concord Road Preschool's Disaster Plan Handbook contains all information about our emergency procedures on the following:

1. Emergency First Aid
2. Automated Electronic Defibrillator
3. Tornado Procedure
4. Earthquake Procedure
5. Flood Procedure
6. Fire Procedure
7. Missing Child Procedure
8. Confirmed Abducted Child Procedure
9. Hazardous Materials
10. Terrorism Threat
11. Bomb Threat
12. Chemical or Biological Event
13. Intruder Alert
14. Playground Intruder Alert

This handbook is available for you to review anytime and is located in the preschool office.

Personal Safety Curriculum

Concord Road Preschool uses the "Keeping Kids Safe" curriculum from the Department of Humans Services in accordance with the following:

Tennessee law (TCA § 37-1-603) mandates that every licensed or approved childcare agency (preschool or child care agency) in Tennessee provide annually a child sexual abuse prevention program for enrolled children.

The Keeping Kids Safe curriculum is divided into six sections:

♦ Self Esteem ♦ Family and Friends ♦ Feelings ♦ Problem Solving ♦ Personal Safety (general) and Personal Safety (4 years and older) ♦ Safety Around Me

This curriculum is designed to teach the children about themselves and how to be strong and safe when they encounter dangerous situations. We choose to use the term "bathing suit covered areas" in place of the names for "private body parts" and will let each family determine when your child learns the correct terms for this part of the body. We keep the Personal Safety Curriculum Handbook in the preschool office for you to review.

State of Tennessee link for this curriculum:

https://www.tn.gov/content/dam/tn/human-services/documents/keeping_kids_safe_content_updated_wdraft_cover.pdf

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