





*Parent*  
HANDBOOK  
2026/2027



PRESBYTERIAN DAY SCHOOL







# Welcome to Presbyterian Day School

The pages that follow provide an overview of our program's mission, expectations, and daily practices. This handbook is intended to serve as a reference throughout the school year.

## Important Contact Information

School Office: 615-824-3004

Church Office: 615-824-8604

Fax: 615-824-3631

Email: [pdsdirector123@gmail.com](mailto:pdsdirector123@gmail.com)

Website: [www.pdshendersonville.com](http://www.pdshendersonville.com)

Address: 172 W Main St Hendersonville TN 37075

Facebook Group: Presbyterian Day School (PDS)

Instagram Handle: @pds\_hville

Licensing Number: #194888325

Tax ID: #62-1068081, First Presbyterian Church of Hendersonville

## Meet Your Board of Directors

Presbyterian Day School operates as a ministry of the church and is overseen by a Board of Directors. The Board provides guidance, leadership, and oversight to ensure the school remains aligned with its mission, values, and commitment to excellence in early childhood education.

Our Board of Directors is comprised of the following members:

- Mrs. Jackie Decker, Board Chair
- Mrs. Betty Ingram, Board Member
- Mrs. Karen Baylor, Board Member
- Mrs. Cathy Campbell, Board Member
- Pastor Michael Davis, Church Pastor

The Board of Directors works in partnership with school leadership to support the mission of Presbyterian Day School and serve our families, staff, and students.



**STATE OF TENNESSEE**  
**DEPARTMENT OF HUMAN SERVICES**

*www.state.tn.us/humanserv/  
CITIZENS PLAZA BUILDING  
400 DEADERICK STREET  
NASHVILLE, TN 37248  
Telephone 615-313-4700 TTY 1-800-270-1349  
Fax 615-741-4165*

**PHIL BREDESEN**  
Governor

**VIRGINIA T. LODGE**  
Commissioner

***Preface to Keeping Kids Safe/Personal Safety Curriculum***

The law requiring that children be taught a personal safety/child abuse prevention curriculum every year has been in place in Tennessee since 1985 in recognition of the fact that, for children younger than school age, the most critical safety net for preventing and stopping child abuse lies with child care providers. While the Department of Human Services (DHS) rules require that a personal safety curriculum be presented each year, it does not require the use of the Keeping Kids Safe curriculum. Instead, the rules state that an alternative curriculum may be used as long as it is approved by DHS.

Keeping Kids Safe, developed by Prevent Child Abuse Tennessee, is an updated version of the Growing Up Safe and Strong curriculum that has been in use since 1991 and was developed by DHS in conjunction with the Tennessee Child Sexual Abuse Task Force. Keeping Kids Safe does not require that providers teach children the correct anatomical names for their body parts. Instead, it uses the general term "private body parts", and provides the correct anatomical names in parentheses in case the provider, in conjunction with parental input, wishes to use them. The curriculum repeatedly emphasizes that the decision of whether or not to use correct body part names must be a joint decision between parents and the provider. In addition, the curriculum requires that the provider meet with the parents prior to the curriculum being taught. In fact, it contains 2 chapters, "Partnering with Parents" and "Parent Meeting Guide", which are specifically devoted to these subjects. The curriculum also contains sample informational letters and resource activities to send to parents.

Every known national child protection expert has found that child protection is improved when children can correctly identify all parts of their body - thus the curriculum recommends that the correct names be used - but it does not require it and instead provides both parents and providers with the information they need to make their own informed choice about what is best for their children.

We invite you to read this curriculum for yourself. It is an important resource for improving the protection of children.

# Personal Safety Curriculum:

Presbyterian Day School follows all Tennessee Department of Human Services (DHS) licensing requirements and is committed to teaching personal safety in every classroom. As part of this commitment, we implement the Tennessee "Keeping Kids Safe" curriculum across all age groups in a developmentally appropriate manner. This curriculum helps children learn about body safety, boundaries, and trusted adults in a supportive and age-appropriate way. Classrooms serving children ages 3 through Junior Kindergarten will host a brief parent meeting at the beginning of the school year to review what the curriculum includes and where families can find related materials both in the classroom and online. Please refer to the preface letter included in this handbook for additional information and contact details should you have any further questions.

# Mission Statement

The Presbyterian Day School is a ministry of the Hendersonville First Presbyterian Church which provides quality early childhood education in a Christian environment that is child focused, growth oriented, and individualized.

## Philosophy

At Presbyterian Day School, we believe that each child is a unique individual with their own developmental, educational, and emotional needs. Our purpose is multifaceted, reflecting our commitment to nurturing the whole child:

- To develop and implement a curriculum that supports the physical, social, emotional, and developmental growth of every child.
- To provide opportunities for exploration and learning beyond the classroom, encouraging curiosity, creativity, and a love of discovery.
- To honor and foster each child's individuality in all aspects of school life, making thoughtful decisions in curriculum and policy that prioritize their unique needs.
- To offer programs to the community without regard to race, creed, social status, denomination, or affiliation, welcoming all families with open hearts.
- To teach Christian values of love, kindness, tolerance, and sharing, while guiding children to value themselves and respect others.
- To create a warm, safe, and nurturing environment where children feel seen, heard, and supported, building the foundation for lifelong learning, confidence, and social-emotional growth.
- To partner with families in supporting each child's development, recognizing that collaboration and communication strengthen the child's growth and well-being.

Through this philosophy, we aim not only to educate but to instill joy, compassion, and confidence in every child who walks through our doors. Our long history of caring for children reflects our enduring commitment to raising thoughtful, capable, and kind individuals.

# Meet Your Director, Teachers, and Support Staff

Presbyterian Day School is led by a dedicated team of educators and staff who are committed to providing a nurturing, safe, and engaging learning environment for every child. Our leadership and teaching staff bring experience, professionalism, and a genuine love for early childhood education.

## Our Staff Includes:

- Mrs. Lauren Finn, Director
- Miss Jasmine Britton, Toddler Teacher
- Miss AJ Cline, Two-Year-Old Teacher
- Ms. Rosi Lewis, Three-Year-Old Teacher
- Mrs. Becky Jelinek, Pre-K 4 Teacher
- Mrs. Ashley Romain, Pre-K 5 Teacher

All of our teachers are dedicated to excellence in early childhood education and bring extensive experience in childcare. They are passionate about teaching and deeply committed to caring for the children and families of Presbyterian Day School.

In addition to our teaching staff, you will often see our support staff assisting throughout the school. They play a vital role in the daily operations of PDS, help ensure our days run smoothly, and are an essential part of our team.

# A note from the Director:

I am truly so excited for the year ahead and all that it holds for our school community! Presbyterian Day School is incredibly close to my heart—not only as the Director, but as a parent, all three of my own children have come through this very program. I have seen firsthand the love, growth, confidence, and joy that fill these classrooms each day, and it is an absolute privilege to continue building on that foundation. I cannot wait to add new ideas, traditions, and opportunities that support our children, families, and teachers while honoring everything that makes PDS so special. This school has shaped my family in beautiful ways, and I am thrilled to walk into this new year together with enthusiasm, gratitude, and big dreams for what's ahead.

Warmly,

*Lauren Finn,*  
Presbyterian Day School Director



## Curriculum & Instruction

At Presbyterian Day School, our curriculum is thoughtfully designed by our teachers in conjunction with the Tennessee Early Learning Developmental Standards (TNELDS) and our school-wide themes. This approach allows educators to tailor learning experiences to the specific needs, interests, and developmental levels of each classroom while offering appropriately challenging skill levels and meeting children where they are. Our educators bring a strong foundation of early childhood knowledge through a combination of formal education, hands-on experience, and a deep understanding of child development. Many hold degrees in early childhood education, while others bring substantial classroom experience and are actively working toward national certification. Together, our dedicated and experienced staff create engaging, responsive learning environments that support each child's growth with care, intention, and excellence.

Links to TN-ELDS for reference

### Birth to 4y TN-ELDS

[https://www.tn.gov/content/dam/tn/education/standards/tnelds/std\\_tnelds\\_birth-4yo.pdf](https://www.tn.gov/content/dam/tn/education/standards/tnelds/std_tnelds_birth-4yo.pdf)

### 4y Plus TN-ELDS

[https://www.tn.gov/content/dam/tn/education/standards/tnelds/std\\_tnelds\\_4yo\\_2018.pdf](https://www.tn.gov/content/dam/tn/education/standards/tnelds/std_tnelds_4yo_2018.pdf)

## Program Information:

At Presbyterian Day School, we offer a rich variety of developmentally appropriate activities woven into each day's classroom routine. Through child-directed learning centers, children are encouraged to explore, create, and learn through play by choosing activities that match their interests and developmental needs. These thoughtfully designed spaces may include dramatic play, library, art, science, math, blocks, manipulatives, listening, sensory exploration, writing, and music

Presbyterian Day School follows the Tennessee Early Learning Developmental Standards (TN-ELDS) to guide the thoughtful design, selection, and implementation of a high-quality, developmentally appropriate curriculum. Rooted in our belief that children learn best through play, our lessons are intentionally planned to support growth across all domains of learning through hands-on exploration, meaningful experiences, and child-directed discovery.

This framework strengthens the bridge between early learning and kindergarten, helping children build the skills, confidence, and curiosity needed for future success. We honor each child as a unique creation of God and are committed to providing an inclusive learning environment that supports all children—regardless of language, background, or diverse learning needs—so that every child feels valued, capable, and prepared for the next stage of their educational journey.

# TODDLER PROGRAM

Our Toddler Program provides a warm, nurturing environment where young children feel safe, loved, and encouraged to explore the world around them. During this important stage of development, toddlers experience rapid growth in language, motor skills, and social-emotional learning. Through age-appropriate activities, we support each child's cognitive development, early social skills, and faith-based learning. The program follows Tennessee Department of Human Services (DHS) regulations and aligns with the Tennessee Early Learning Developmental Standards (TN-ELDS) for toddlers.

## Program Focus

- **State-Approved Curriculum:** Guided by TN-ELDS, our curriculum supports language, cognitive, social-emotional, and motor development through developmentally appropriate activities.
- **Faith-Based Learning:** Toddlers are introduced to Christian values through simple Bible stories, songs, prayers, and lessons that emphasize kindness, patience, and sharing.
- **Social-Emotional Development:** Children learn to express emotions, interact with peers, and begin forming early friendships in a supportive and encouraging environment.
- **Cognitive & Physical Growth:** Sensory play, hands-on learning, and movement activities promote curiosity, early problem-solving, language development, and motor skills.

## Curriculum Overview

Toddlers engage in early language and literacy experiences through songs, rhymes, books, and conversation. Simple Bible stories and Christian music introduce faith concepts in a developmentally appropriate way. Children explore basic early learning concepts such as colors, shapes, numbers, and sounds through guided play. Daily activities also support social interaction, emotional awareness, and both gross and fine motor development through movement, art, and hands-on exploration.

## Health, Safety & Licensing

Presbyterian Day School's Toddler Program fully complies with Tennessee DHS Child Care Licensing Regulations and TN-ELDS standards. All staff members are state-licensed or working toward certification and receive required CPR, first-aid, and emergency preparedness training. Appropriate child-to-staff ratios are maintained at all times. Age-appropriate developmental screenings are conducted to support each child's individual growth and development.

# 20206/2027 PRESCHOOL THEMES

August  
L&F 1 Circle Blue

- Welcome
- Friendship
- All about me

September  
E,H,T&i 2 Square Yellow

- Community Helpers
- Apples
- Farm
- Grandparents

October  
U, C & O 3 Triangle Orange

- Fall
- Pumpkins
- Halloween

November  
Q, G&S. 4 Rectangle Brown

- Food/Nutrition
- Thanksgiving/Turkey
- Thankfulness
- Pilgrims and Indians

December  
J&D 5 Star Red

- Nativity
- Christmas around the world
- Christmas Traditions

January  
P,B&R 6 Circle White

- Winter
- Arctic Animals
- Hibernation
- Nursery rhymes/  
Mother Goose

February  
K,A&M 7 Heart Pink

- Dental Health
- Post Office
- Valentines Day
- Transportation

March  
N&V 8&9 Diamond Green

- Dr.Suess/ Read Across America
- Weather/ St. Patrick's Day
- Pond

April  
X,Y&Z 10 Oval Purple

- Easter
- Week of the Young Child
- Insects
- Earth Day/ Recycling
- Flowers

\*\*MAY WILL SERVE AS A REVIEW MONTH\*\*

Presbyterian Day School



# TWO'S PROGRAM

Our Two-Year-Old Program provides a warm, nurturing environment that supports early growth and independence. At this age, children are naturally curious and eager to explore the world around them. Our program nurtures cognitive, social-emotional, and spiritual development while encouraging meaningful peer interactions. All experiences are age-appropriate and aligned with Tennessee Department of Human Services (DHS) regulations and the Tennessee Early Learning Developmental Standards (TN-ELDS), preparing children for continued success in early childhood.

## Program Focus

- **State-Approved Curriculum:** Guided by TN-ELDS, our curriculum supports language development, cognitive growth, physical skills, and social-emotional learning through developmentally appropriate activities.
- **Faith-Based Learning:** Children are introduced to God's love through simple Bible stories, songs, and daily prayer, emphasizing Christian values such as kindness, sharing, and love.
- **Social-Emotional Growth:** Teachers support children as they begin building friendships, learning to share, and expressing emotions. Activities encourage cooperation, confidence, and positive peer interactions.
- **Cognitive & Physical Development:** Hands-on play, sensory experiences, art activities, and movement games promote problem-solving, creativity, coordination, and fine motor development.

## Curriculum Overview

Children engage in early literacy and language activities through songs, rhymes, stories, and daily conversation. Age-appropriate Bible stories and Christian music introduce foundational faith concepts in meaningful ways. Through guided play, children explore early learning concepts such as numbers, shapes, colors, and simple science experiences. Daily activities also strengthen gross and fine motor skills through active play, art, and hands-on exploration.

## Health, Safety & Licensing

Presbyterian Day School's Two-Year-Old Program follows Tennessee DHS Child Care Licensing Regulations and adheres to TN-ELDS standards. Teachers are state-licensed or working toward certification and receive required CPR, first-aid, and emergency preparedness training. Appropriate child-to-staff ratios are maintained at all times. Age-appropriate developmental screenings are conducted to monitor progress and support each child's individual learning and development.

# THREE'S PROGRAM

Our Three-Year-Old Program offers a loving, nurturing environment where children grow in confidence, independence, and curiosity. Designed specifically for three-year-olds, the program supports early academic learning, social-emotional development, and spiritual growth through engaging, age-appropriate experiences. Children are encouraged to build friendships, explore new skills, and grow in their understanding of God's love.

## Program Focus

- **State-Approved Curriculum:** Guided by the Tennessee Early Learning Developmental Standards (TN-ELDS), our curriculum supports development in language, early math, science, motor skills, and social-emotional learning.
- **Faith-Based Learning:** Christian values are woven into daily routines through prayer, Bible stories, and songs, emphasizing kindness, gratitude, respect, and compassion.
- **Social & Emotional Growth:** Children practice sharing, cooperation, communication, and empathy while building positive peer relationships.
- **Learning Through Play:** Hands-on activities in literacy, math, science, art, music, and movement encourage curiosity, creativity, and problem-solving.

## Curriculum Overview

Children participate in early literacy activities such as storytelling, rhyming, and letter recognition, along with hands-on exploration of numbers, shapes, colors, and nature. Age-appropriate Bible stories reinforce faith-based values in meaningful ways. Daily play, art, and movement activities strengthen fine and gross motor skills while supporting overall development.

## Health, Safety & Licensing

Presbyterian Day School's Three-Year-Old Program follows Tennessee Department of Human Services (DHS) Child Care Licensing Regulations and aligns with TN-ELDS standards. Teachers are state-licensed or working toward certification and receive required CPR, first-aid, and emergency preparedness training. Appropriate child-to-staff ratios are maintained.

## Potty Training Requirement:

Children enrolled in the Three-Year-Old Program must be fully potty trained. This classroom does not have a changing table. Being potty trained means children wear underwear (not pull-ups), can use the restroom independently with minimal assistance, and have few day-to-day accidents. We understand that occasional accidents may happen; however, consistent toileting independence is expected. If a teacher observes ongoing concerns with a child's toileting readiness, the Director will schedule a supportive conversation with parents to discuss next steps.

# Nutrition Requirements:

At Presbyterian Day School, children bring their own lunches and snacks. To ensure balanced nutrition, lunches should include the following components:

- Protein: 1 serving (such as meat, meat alternative, cheese, eggs, beans, or similar)
- Grain: 1 serving (such as bread, pasta, or cereal)
- Fruits and Vegetables: 2 servings total (for example, two vegetables, two fruits, or one fruit and one vegetable).
- Dairy: 1 serving (such as milk, yogurt, or cheese)

Lunches should not include toys, gum, candy or money.  
All potentially hazardous foods due to choking must be cut  
into age appropriate sizes for your child's age.

Please be sure to communicate directly  
with your child's teacher regarding any specific allergies or dietary needs.

\*\*Birthday and holiday celebrations will be handled separately and planned individually by each class to ensure the safety and enjoyment of all students.\*\*

# Clothing and Laundry:

## Clothing:

Children should wear clothes that are comfortable, school-appropriate, and easy to clean in case of spills or accidents. Please choose shoes that are safe for active play—no backless sandals or flip-flops. A complete, labeled change of clothes should be kept at school or in your child's backpack.

For children in diapers, please supply plenty of diapers and wipes to your child's teacher and keep an eye on requests for additional supplies. This ensures your child stays comfortable and their needs are met throughout the day.

## Laundry:

Parents are responsible for taking home their child's bedding at the end of each week. Please return clean bedding with your child when they come back to school. PDS provides a top blanket for each class, and children will need to bring their own sheet for their nap mat—a crib sheet works best.

Please ensure all clothing, diapers, sheets,  
cups, back packs and lunch boxes are labeled with first and last name.

# Illness

Children learn and thrive best in a healthy environment. Because young children move freely throughout the classroom and share materials and play spaces, illnesses can spread quickly. With your cooperation, we can help reduce the spread of germs and promote the well-being of all children and staff.

Please keep your child at home when he or she is ill. A child who has a significant runny nose, persistent cough, or other symptoms of illness may easily spread germs to others. When children are not feeling well, they are also unable to fully participate in daily activities.

Please keep your child at home and notify the school if your child has any of the following:

- Fever of 100°F or higher (child must be fever-free for 24 hours without medication before returning)
- Vomiting within the past 24 hours
- Diarrhea (two or more episodes in one day; must remain home for 24 hours)
- Persistent cough or severe cold symptoms that interfere with participation
- Unusual fatigue, irritability, or signs your child is not feeling well
- Sore throat with fever or swollen glands
- Undiagnosed rash
- Pink eye (conjunctivitis) until treated and symptoms have improved
- Head lice (may return after appropriate treatment and no live lice)
- Communicable diseases, including but not limited to:
  - Strep throat (must be on antibiotics for 24 hours)
  - Hand, Foot, and Mouth Disease
  - Chickenpox
  - RSV
  - Influenza
  - COVID-19 (follow current health guidance)

Children taking antibiotics must be on the medication for at least 24 hours and be well enough to participate in normal school activities before returning.

PDS does not administer medications. This does not pertain to any life saving devices such as but not limited to epipens and inhalers.

If your child becomes ill during the school day, you or an authorized emergency contact will be notified to pick up your child promptly.

Thank you for helping us keep Presbyterian Day School a healthy place for everyone.

# PRE-KINDERGARTEN PROGRAM

Our Pre-K Program provides a nurturing, faith-filled learning environment that helps children grow with confidence as they prepare for the exciting transition to kindergarten. Through meaningful play, intentional instruction, and loving guidance, children develop strong academic foundations, social skills, and independence. We focus on helping each child feel capable, curious, and ready to meet the expectations of the next school year.

## Program Focus

- **State-Approved Curriculum:** Aligned with the Tennessee Early Learning Developmental Standards (TN-ELDS) and Tennessee Department of Human Services (DHS) regulations, our curriculum supports kindergarten readiness in literacy, math, science, and social-emotional learning.
- **Faith-Based Learning:** Christian values are woven throughout the day through prayer, Bible stories, and songs, nurturing kindness, respect, gratitude, and compassion.
- **Social & Emotional Growth:** Children learn to follow routines, cooperate with peers, express feelings appropriately, and solve problems—important skills for success in kindergarten.
- **Academic & Creative Development:** Hands-on learning in literacy, math, science, art, and music encourages critical thinking, creativity, and a love of learning.
- **Physical Development:** Daily movement, music, and outdoor play build coordination, confidence, and healthy habits.

## Curriculum Overview

Pre-K students engage in early reading and writing experiences, including letter recognition, sounds, vocabulary development, and storytelling. Foundational math and science concepts such as counting, shapes, simple addition, and nature exploration are introduced through hands-on activities. Bible stories reinforce faith-based values, while creative projects and structured play help children practice focus, independence, and problem-solving—skills essential for a smooth kindergarten transition.

## Health, Safety & Licensing

Presbyterian Day School's Pre-K Program follows Tennessee DHS Child Care Licensing Regulations and aligns with TN-ELDS standards. Teachers are state-licensed or working toward certification and receive required CPR, first-aid, and emergency preparedness training. State-required child-to-staff ratios are maintained, typically one teacher to thirteen children with an assistant present. Age-appropriate developmental screenings support individual growth and kindergarten readiness.

# JR KINDERGARTEN PROGRAM

Our Junior Kindergarten Program is designed for children who would benefit from an additional year of growth before entering kindergarten. This program provides a nurturing yet academically focused environment that strengthens confidence, independence, and readiness for the expectations of a traditional kindergarten classroom. Through intentional instruction, structured routines, and meaningful play, children deepen academic skills, strengthen social-emotional maturity, and grow in their faith as they prepare for long-term school success.

## Program Focus

- Kindergarten Readiness Curriculum: Aligned with the Tennessee Early Learning Developmental Standards (TN-ELDS) and Tennessee Department of Human Services (DHS) regulations, our Junior Kindergarten curriculum bridges Pre-K and kindergarten expectations with an increased focus on academic stamina, independence, and responsibility.
- Faith-Based Learning: Christian values are intentionally integrated throughout the day through prayer, Bible study, worship songs, and classroom discussions. Children are encouraged to reflect on God's love while practicing kindness, respect, gratitude, and leadership.
- Social & Emotional Maturity: The program emphasizes self-regulation, problem-solving, cooperation, and perseverance. Children practice following multi-step directions, working independently and in small groups, and developing confidence in classroom routines.
- Academic Advancement & Critical Thinking: Instruction in literacy, math, science, and writing is more structured and purposeful, helping children build strong foundations while fostering curiosity and a love of learning.
- Physical Development & Responsibility: Daily movement, outdoor play, and fine motor activities support coordination and stamina while encouraging responsibility for personal belongings and classroom materials.

## Curriculum Overview

Junior Kindergarten students participate in early reading and writing experiences that include letter sounds, phonemic awareness, sight word introduction, handwriting practice, and expressive language development. Math instruction expands to include counting, number relationships, patterns, simple addition and subtraction, and problem-solving. Science and STEM exploration encourage observation, questioning, and hands-on discovery. Bible lessons and classroom discussions reinforce faith-based values and character development. Structured routines, independent work time, and collaborative activities prepare children for the pace and expectations of kindergarten.

## Health, Safety & Licensing

Presbyterian Day School's Junior Kindergarten Program follows Tennessee DHS Child Care Licensing Regulations and aligns with TN-ELDS standards. Teachers are state-licensed or working toward certification and receive required CPR, first-aid, and emergency preparedness training. State-required child-to-staff ratios are maintained to ensure individualized instruction and support. Age-appropriate developmental screenings and ongoing assessments are used to guide instruction and support each child's readiness for kindergarten.

\*\*This classroom does not fulfil the TN Standards for Kindergarten requirements, this class is to prepare children and develop routines that ease the transition to kindergarten.\*\*

# Program Safety:

## Immunizations

At Presbyterian Day School, the health and safety of every child is our top priority. In compliance with the Tennessee Department of Health, parents are required to provide a current record of their child's immunizations before he or she can attend school. Please note that representatives from the Tennessee Department of Social Services Licensing may review these records to ensure compliance.

## Parent Guide to Immunization Requirements

Tennessee law requires that children attending school or childcare be up to date on their immunizations. Parents or guardians may request exemptions under certain circumstances:

- Religious exemption: If a parent/guardian objects to immunizations based on sincerely held religious beliefs, documentation must be provided to the school office.
- Medical exemption: If a child has a medical condition preventing immunization, appropriate documentation from a licensed healthcare provider must be submitted.

If your child qualifies for an exemption, please provide the necessary documentation to our office, and request a Vaccine Exemption Form to be kept in your child's file.

## Minor Accidents:

If a child experiences a minor accident, a staff member will provide immediate care. Appropriate first aid—such as washing the area with soap and water or applying an ice pack—will be administered as needed. The injury will also be reported to the parent or guardian at pick-up.

## Serious Accidents:

In the unlikely event of a serious accident, the following steps will be taken:

1. A director or teacher will call 911. Parents are responsible for any medical expenses incurred.
2. Parents or guardians will be notified immediately.
3. If hospital care is required, the child will be taken to the nearest hospital, Hendersonville Medical Center, or the hospital designated on your emergency form.
4. If a parent or guardian is unavailable, a staff member will accompany the child to the hospital, bringing the child's emergency forms and relevant enrollment information.

Our staff is trained to respond calmly and effectively to accidents, ensuring each child receives the care they need in a timely and compassionate manner.

## Fire Drills and other Emergency Actions:

Fire drills are held once a month and documented as per Tennessee State Licensing requirements. All classrooms will have emergency evacuation routes posted. All Emergency Plans are specifically outlined and plainly explained in each classroom, as well as the Main Office.

\*\*In the case of an emergency where the children will need to be evacuated from the building, our designated evacuation point is U-Haul at 208 West Main Street, Hendersonville, TN, 37075. Parents will be called to pick up their children when we are given permission from emergency authorities.\*\*

# Discipline Policy:

At Presbyterian Day School, we believe in honoring the dignity and worth of every child. Our goal is to help children develop a positive self-image, respect for themselves, others, and their environment, and the social-emotional skills they need to thrive. By treating children with fairness, kindness, and respect, we foster an environment where they learn to respond to others in the same way.

## Classroom Guidance:

- Our teachers model a caring, respectful, and positive attitude at all times.
- When conflicts arise, children are encouraged to talk through the situation and find peaceful, constructive solutions.
- If a child hurts another, the child is gently removed from the situation while the teacher ensures the other child is safe and supported. The teacher then works with the first child to help them understand the impact of their actions and explore a better solution.
- The purpose of discipline is to guide children toward positive behavior, using strategies like gentle redirection, assertive guidance, and natural consequences within a safe environment.

## Aggressive Behavior:

- If a child repeatedly demonstrates aggressive behavior despite consistent guidance, parents are contacted to meet with the Director and Teacher to develop a plan for consistency between home and school.
- Should aggressive incidents continue, a structured timeline is set to review the child's progress and determine appropriate next steps, ensuring the child's safety and well-being. This will typically be a two week plan of action in order to see the behavior(s) improving. The Board of Directors will review any two week plan of action to assist in a final decision if improvements are not made in a timely and reasonable manner or the behavior endangers the staff, students or classroom as a whole.

## Biting Policy:

- After each biting occurrence, Parents will be asked to sign an "Incident Form" at the end of the day, during pick up time.
- For infants and toddlers, parents are contacted immediately after three biting incidents, and a plan is made for subsequent occurrences.
- For children two years and older, any biting incident beyond three requires a parent conference with the Director, and parents must pick up their child from school while a behavior plan is implemented.

All children are accepted on a conditional basis. Parents may be asked to withdraw their child if the school determines that the program is not meeting the child's needs or that the child's presence is having an adverse effect on the classroom or program as a whole.

# Explanation of Fees:

PROGRAM	Toddlers	Two's	Three's	Pre Kindergarten	Jr. Kindergarten
MONDAY, WEDNESDAY, FRIDAY	\$360	\$345	\$335	\$325	<u>Monday-Friday</u> <u>ONLY</u> \$475
TUESDAY/ THURSDAY	\$290	\$260	\$240	Unavailable	Unavailable

\*\* A \$50 registration fee will be paid during enrollment  
A \$50 classroom/ materials fee will be collected the first day of school\*\*

\*\*As part of our ongoing commitment to providing high-quality care, we periodically review and update our tuition structure to best reflect the needs of each age group we serve. Younger classrooms require smaller ratios, additional supplies, and more individualized care, particularly for children who are still in diapers or developing toileting skills. By thoughtfully restructuring our pricing, we are able to continue investing in our classrooms, staffing, and resources to ensure that our youngest learners receive the attentive, nurturing care they need during these important early years.\*\*

Timely tuition payments are essential to the operation of our school and allow us to continue providing high-quality care and instruction. Accounts that become significantly past due may result in a child's attendance being suspended until the balance is brought current. Additionally, Pre-K and Junior Kindergarten students must have accounts paid in full in order to participate in end-of-year celebrations and graduation activities. We appreciate families' cooperation in keeping accounts current and communicating with the office if financial concerns arise.

# Attendance Procedures:

## Arrival:

School doors open at 8:45 a.m. each day. Please help us make the most of each school day by ensuring your child arrives on time. Children are required to be signed into Brightwheel before entering their classroom. Children will be considered late if they arrive after 9:15 a.m. when the front doors are locked; late arrivals miss out on valuable class time and learning experiences. If your child arrives after 9:30 a.m., please ring the doorbell so a director or assistant staff member can escort them to class.

## Dismissal:

Our doors open at 2:45 p.m. for pick-up each day. Children should be picked up by 3:00 p.m. so our teachers have time to prepare for the next day and keep classrooms clean and sanitized. Any child picked up after 3:00 p.m. will be charged \$1 per minute until signed out via Brightwheel. These late pick-up times are monitored and automatically added to your next month's tuition.

## Pick-Up Policy:

Occasionally, you may wish to arrange for someone other than yourself to pick up your child. To ensure safety for all children:

1. Notify the staff in writing (Brightwheel is fine).
2. Prepare your child ahead of time that they will be picked up by someone else.
3. Ensure the authorized person is listed on the registration paperwork and comes prepared with a picture ID.
4. No child will be released to anyone who appears intoxicated, under the influence of drugs, or otherwise unable to safely care for your child.

## Absences:

If your child will be absent for more than two days, please call us at 615-824-3004 or send a message on Brightwheel in the morning. This helps us plan for the day and ensures we're keeping your child's learning on track.

## .School Schedule & Closures:

We follow the Sumner County School schedule. This means:

- If Sumner County Schools are closed, we will also be closed.
- On half days for Sumner County Schools, we will be closed.
- On late openings, we will open at 10:00 a.m.
- If Sumner County Schools are closed due to snow or other unscheduled events, we will also be closed.
- We will close for any unscheduled events, illnesses, or weather-related emergencies in alignment with Sumner County closures.

Please note: there will be no refunds for snow days.

If the school has to close for any Health and Safety matters pertaining to facilities, classroom needs or any other circumstance that may interfere with compliance of TN-DHS Licensing Rules and Regulations, you will be expected to pick up your child within 30 minutes of notification.

# Communication:

## Newsletter:

At Presbyterian Day School, we love keeping families informed about all that is happening at the school. Our monthly newsletter will be emailed to parents with updates, important information, and highlights of the letters, numbers, shapes, and colors we are focusing on each month. The more accurately we are informed about your child, the better we can support their growth and learning. Be sure to check both your email and Brightwheel for any important updates regarding your child's class.

## Parent Meetings:

- Parent/Student Orientation: At the beginning of each school year, we host an orientation to welcome families, introduce our program, and answer any questions you may have.
- Parent-Teacher Conferences: We hold two conferences during the school year to share your child's progress and provide a dedicated time for questions. These conferences allow parents and staff to work together in supporting each child's social, emotional, physical, and cognitive development. Parents are highly encouraged to attend.

## Parent Participation and Volunteers:

Parents, grandparents or other legal guardians are always invited to be an active part of our program. Opportunities include helping in the classroom, sharing a special interest, skill, or event, or supporting activities that align with our monthly themes. Parent volunteers are essential to enriching our students' experiences, so please check with your child's teacher for specific ways you can get involved.

# Open door and Observations:

## Classroom Observations:

Parents are welcome to observe their child's classroom throughout the school year. To ensure a smooth experience for both students and teachers, we ask that observations be scheduled in advance with your child's teacher. This allows the class to be prepared for a visitor in the room. Morning hours are ideal for observing classroom routines and educational activities in progress. An observation chair will be provided, and we kindly ask that observers remain seated during the visit so children may continue their activities with minimal disruption.

## Visitation & Parent Involvement

After the first six weeks of school, parents are welcome to visit their child's classroom by arranging a time with the teacher. We value parent participation and appreciate extra help throughout the year with classroom projects, musical experiences, cooking or baking activities, and field trips. We strive to maintain open and ongoing communication with families. Please inform your child's teacher of any changes or events at home that may affect your child's behavior or well-being at school, as this helps us better support your child.