

Smyrna Christian School . 112 Division Street . Smyrna, TN

615-459-9432

37167



Parent Packet 2-Day Program

Important Information

Please Read

Rates & Registration

2- Day Program



FALL 2020/2021

All students: \$75.00 non-refundable registration fee

2 – 5 year olds: \$1750.00/year or \$175.00/month (August – May)

9:00 a.m. – 2:00 p.m. Tuesday/Thursday

SUMMER 2020

Ms. Nina's six week summer camp Tuesday/Thursday 9:00 am-2:00 pm

First Day- Tuesday, June 9, 2020

Last Day- Thursday, July 16, 2020

*\$25.00 nonrefundable registration

\$240.00 for the whole 6 weeks

Arrival and Departure Procedures



Arrival and departure is a significant part of each day. Upon arrival, please make contact with your child's teacher to assure they know you have dropped off.

Note: We strongly suggest that children arrive by 9:00 am. If you will be arriving after 9:00 am or your child will not be attending for the day, please call SCS at 459-9432

Arrival: For your child's safety and protection, please follow these procedures for dropping off your children at SCS.

- Take your child to the restroom to potty and wash their hands. If your child wears diapers or pull-ups please make sure it is dry.
- It is each authorized adult's responsibility to be sure that a teacher acknowledges his/her child's arrival and departure. Please **NEVER** leave your child unattended in the classroom or playground.
- **LOOK** and **READ** all notices posted and/or sent home in backpacks. Please check your child's folder daily.
- Please place all your child's **LABELED** belongings in their assigned cubby area.
- While their primary responsibility is supervising the entire class, teachers are available to have short conversations that are needed to help ensure a smooth transition from home to school for your child. Either verbally, or in writing, inform the teacher of any special needs for the day.
- Inform your child's teacher and the office when someone other than a parent will be picking up your child.
- After your child has adjusted to the classroom, develop a short morning routine of saying goodbyes.

Departure: For your child's safety and protection, please follow these procedures for picking your child(ren) up at SCS.

- Car rider pick up begins at 2:00 pm.
- Place your sentence strip in the front window of your car.
- Your child will be brought to your car by a staff member and you must place in a child restraint seat.
- To keep the line moving, please do not leave your car unattended.
- During drop-off and in the car-rider line it is **NOT** an appropriate time for long conversations with teachers.
- Children will be released only to parents or other authorized adults on the transportation list located on your child's application. Please inform all persons authorized to pick your child up that if the adult is unknown to the staff on duty, valid photo identification will be requested. You may stop by the office and make necessary changes to the transportation list.

Under the Influence: If a teacher believes that a parent or guardian picking up a child from school is under the influence of an intoxicating substance, the teacher or Director will not release the child into the custody of the impaired person. The teacher or Director will immediately contact the listed alternative parent, guardian or emergency contact and ask that person to pick up the child.

Child Custody: For SCS to legally refuse release of a child to a parent, we must have on file a notarized copy of the court decree awarding custody to one parent and excluding the other parent. This document must clearly state that one parent does not have the right to pick up a child at school. Please notify us immediately of any changes in custody.

Discipline Guidelines



The guidelines below are set standards for the classroom. Guidelines reinforce standards in a positive way. Guidelines teach what children can do to fit into and participate as a member of the class.

Guidelines for Classroom Behavior

- Friendly touches only
 - We use words to solve our problems
 - Sometimes we need to stop, look and listen
 - We all help to take care of our room
 - We are friendly to each other and to ourselves
 - Making mistakes is okay - we just need to learn from them
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- ✓ The teacher will reinforce the above guidance with positive encouragement.
 - ✓ The teacher will use guidance in order to teach children cooperative life skills.
 - ✓ The teacher will regard classroom conflicts as mistakes behavior and will use as teaching opportunities.

Serious mistaken behavior such as violence and bullying will be documented and discussed with the parents. If the behaviors continue, the parents will have a conference with the director and an individual guidance plan will be developed and implemented. If the individual guidance plan does not improve the serious mistaken behavior, the family may be referred for assessment by special education services or other counseling professionals. Failure to improve with the individual guidance plan will result in the removal of the child from the program.

Sick Policy



(A) Children are checked upon arrival and are observed for signs of illness throughout the day. Any child with the following symptoms will be removed from the group until a parent is contacted and the child is picked up as soon as possible.

1. Fever: temperature of 100 degrees or more
Children must be fever free for twenty-four hours before returning to school. Children cannot return for partial days following a temperature. (If a child is sent home on a Tuesday afternoon for a temperature, he/she would not be allowed to return until Thursday morning.) Children may not return to school until they have been fever free without fever reducing medications.
2. Respiratory symptoms (difficult or rapid breathing or severe coughing)
3. Three (3) incidents of loose stool in a day or blood in the stool, especially with other symptoms, such as vomiting or fever.
4. Vomiting: two (2) incidents
5. Eye drainage
6. Unexplained rash (red or purple rash, welts that appear quickly, open sore) and burns.
7. Appearance/behavior (child acts or looks different than usual- unusually tired, lacks appetite, confused, difficult to awaken, change in color of skin, eyes, stool, or urine.
8. Obvious, severe pain

(B) Parents of every child enrolled will be notified immediately if one of the following communicable diseases has been introduced into the child care center: hepatitis A, food poisoning, salmonella, shigella, measles, mumps, rubella, pertussis, polio, haimophilus influenza type B, meningococcal meningitis. Smyrna Christian School will report the above occurrence of diseases to the health department.

(C) Diagnosed strep must be treated appropriately for 24 hours before returning to school. Children having lice must show proof of treatment before being readmitted to school.

(D) Smyrna Christian School staff may NOT administer medication to a child at school.

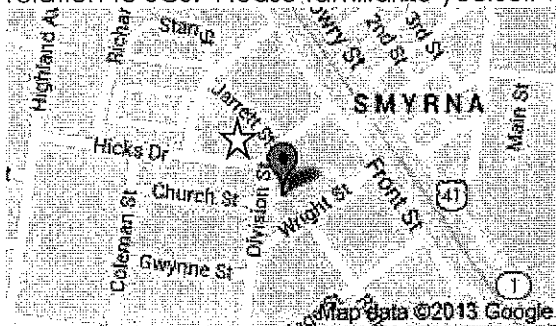
Emergency Plan



IN CASE OF FIRE: Fire drills are held occasionally. Evacuation plans are in place. The director will check the building to make sure no one is inside. The fire alarm is connected with a security service and the Smyrna Fire Department. The sprinkler system, fire extinguishers and smoke detectors are inspected monthly.

IN CASE OF TORNADO: Tornado drills are held monthly during tornado season. When a tornado warning is issued for the Middle Tennessee area, the staff will evacuate the children to the Hallway located in the center of the building on the lowest floor, between room 111 and the elevator. An evacuation box is located in the work room in the office area. It contains first aid supplies, emergency phone numbers and flashlights. When all danger is past the children will return to their regular scheduled classes.

IN CASE OF EVACUATION: If the situation arises where the staff and children need to be evacuated from this building it will be done so in an orderly fashion. The staff and children will be evacuated to Living Truth Christian Center located at 102 Ridley Street. It is located diagonally across the parking lot from the front entrance of Smyrna Church of Christ. The evacuation box will go with the staff. Once at the destination area parents will be contacted on where to pick their children up. This is only if SCS has to be evacuated for immediate area threat. The map below shows the location of the Living Truth Center (also known as Blessed Beginnings) in relation to SCS. Please familiarize yourself with the location before an emergency occurs.



The star is SCS and the red dot is Living Truth Center

IN CASE OF SEVERE ICE OR SNOW: If the weather becomes severe enough that transportation to or from the school is impossible, overnight accommodations will be provided by the staff. Food is located in the kitchen area with reserves held in the church pantry. Fresh water is stored at all times in the conference room. Rest cots are available for overnight sleeping arrangements.

IN CASE OF AN INTRUDER: A bell will sound in the hallways and the teachers and children will report to their classrooms and lock the door and stay away from doors and windows until an all clear signal is given and it is safe to resume the regular classroom schedule.

IN CASE OF A MISSING CHILD: It is very important that children **DO NOT** push the button that releases the door. Children need to remain with parents during pick up/drop off. If a child becomes separated from the group, the teacher will immediately contact the office. An announcement will be made for all classes to return to their classroom. The office staff will conduct a room, playground, gym, and library search and if the child cannot be located, the local police department and the parent will be immediately contacted. An intensive search will be conducted until the child is found.

IN CASE OF ANY EMERGENCY: The children will remain well supervised at all times. Parents will be contacted as soon as possible. Water and food are available at the center at all times. A well stocked first aid kit is located in the main office and most of the staff has been trained in first aid and cardio pulmonary resuscitation. All precautions will be taken to prevent emergencies. The staff is well trained and prepared to act in the case of an emergency.

