

# **Smyrna Christian School**



## **2020-2021 Student/Parent Handbook**



## **Smyrna Christian School**

**112 Division Street**

**Smyrna, TN 37167**

**615-459-9432**

**Fax Number- 615-459-8110**

### **SCHOOL'S MISSION STATEMENT**

To serve God by ministering to the ever-changing needs of children and parents of the community, teaching them to love God with all of their hearts and love others as themselves, and also to provide training and activities that develop the total child through teachers and directors who demonstrate their love for God and others.

### **Purpose of this handbook**

The purpose of this handbook is to provide our families with the necessary information concerning our policies, and procedures. At any time, the director has the authority to make necessary changes, exceptions, and additions in the handbook based on individual needs as they arise. The director has the final decision and is given this authority by the Smyrna Christian School Board Members who also represent the Smyrna Church of Christ.

### **School Hours**

Smyrna Christian School hours are Monday-Friday 7:00am-5:30pm.

We offer early care beginning at 6:45am for an additional \$10.00 per week.

### **SCS Leadership Team**

Director- Mrs. Nina Foutch

Assistant Director- Mrs. Jodi Cooper

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## Accreditation

Smyrna Christian School is a non-profit Private Christian Preschool and is affiliated with the Smyrna Church of Christ.

Smyrna Christian School is approved by the State of Tennessee's Department of Human Services and abides by their rules and regulations.

## Arrival-Departure

Arrival and departure are a significant part of each day. DHS mandates that a child be signed in upon arrival and signed out before departure.

**NOTE:** All children are asked to arrive no later than 8:30 am each day. **Exception:** If your child is going to be late due to a doctor's appointment, you must notify the office by 9:00 am with an estimated time of arrival. This allows us to make any necessary accommodations.

**Half-day Pre-K-** Arrives between 8:20-8:30, Pickup is at 12:00 pm.

Individual Parent codes will be issued for you to gain access in and out of the facilities during school hours. We ask that you do not share your code with anyone (including your children) who will not be dropping off or picking up on a regular basis. We also ask that NO child open the doors when entering or exiting the building. **THIS IS FOR THEIR SAFETY!**

**Arrival-** SCS opens at 7:00 am, 6:45 am for an additional charge per week (full-time students only). Students arriving between 7:00-8:00 a.m. will be in morning care. During this time your child may be in another designated classroom with a teacher other than their own.

Daily procedure are as follows: All parents or guardians of the children enrolled in the program must.

- 1) Sign in on the daily sign in/out sheet located on top of your child's cubby. DHS requires a responsible adult to sign and print each child into the preschool daily, documenting the time of arrival. Please document who is dropping off.
- 2) Take your child to the restroom to potty and to wash their hands. If your child wears diapers or pull-ups, please make sure it is dry.
- 3) It is each authorized adult's responsibility to be sure that a teacher acknowledges his/her child's arrival. Please **NEVER** leave your child unattended in the classroom or playground.
- 4) **Look and Read** all notices posted on the Parent Board in the classroom and outside the office. Please check your child's cubby **Daily**.
- 5) Please place all your child's **LABELED** belongings in their assigned cubby area.
- 6) Inform your child's primary teacher and the office when someone other than a parent will be picking up your child.
- 7) After your child has adjusted to the classroom, develop a short morning routine of saying goodbye.

**Departure-** SCS closes at 5:30 pm Monday-Friday. Children are to be picked up by 5:30 pm (12:00 pm for the Half-Day). If you will be later than 5:30(12 pm for half-day), call to inform us of your emergency. There is a late charge of \$10.00 for the first one to five minutes and an additional charge of \$1.00 per minute thereafter.

**\*For your child's safety and protection, please follow these procedures.**

- 1) Sign your child out on the daily sheet located on the cubbies in his/her classroom.
- 2) Please check your Childs cubby for any papers or belongings that need to go home.
- 3) It is each authorized adult's responsibility to be sure that a teacher acknowledges his/her child's departure. Please **NEVER** leave your child unattended in the classroom or playground.
- 4) Please keep an accurate and up to date list of those authorized to pick up your child and those who are not. All authorized persons will be required to provide a photo id upon pickup.
- 5) Children will not be released to a parent, guardian, or adults authorized to provide transportation to and from school whose behavior may place children at immediate risk. Behaviors that may put children at immediate risk are signs of alcohol or drug intoxication. Staff will immediately contact another adult listed on the application if they feel the child is in immediate danger. The local police department will also be called and informed of the intoxicated adult and endangerment of the child.

### **Bible**

One of our missions here at SCS is to bring the word of God to the children. The Bible will be integrated in every part of the daily curriculum, students will be read a Bible story and sing Bible songs every day.

### **Chapel**

Chapel is held every day at 8:30 AM in Kingdom Central. Monday, Wednesday, Fridays Ms. Nina sings Bible songs and reads a story on character traits. On Tuesdays and Thursdays Ms. Kris sings Bible songs and reads a Bible story.

We stand for the Pledge of Allegiance, acknowledge birthdays, and close with a prayer every day.

### **COMMUNICATION**

Communication between parents and staff is vital for the success of your child and Smyrna Christian School. Parents are encouraged to work closely with our school personnel to ensure all communications are being met. We are committed to keeping all our families informed.

Each Teacher is responsible for sending home daily notes regarding the day's events and activities. They will assess each child at the beginning, middle, and the end of the school year, offering a parent teacher conference each time. At any other time during the school year you

feel you need to meet with your teacher, please schedule a time to meet before or after class time.

The Director will send home monthly newsletters informing parents of all current and upcoming events. We also have our yearly school calendar hung on our parent board outside of the school office.

Please stop by the office anytime to discuss any issues or concerns you may have. You may contact us at [christianschooldirector@gmail.com](mailto:christianschooldirector@gmail.com) at any time with your concerns. We also encourage you to feel free to contact the SCS Board anytime to share feedback on our program. [scsboard@smyrnachristianschool.org](mailto:scsboard@smyrnachristianschool.org).

### **Conduct, Discipline, Behavior Management**

While behaviors can be a developmental stage for all children, we have found it necessary to implement a behavior policy. Our priority is the safety and well-being of every student and staff member, we will make every effort to redirect the behavior. The following rules are in place to protect the child with behavior as well as all the children and staff here at SCS. Please review the rules below with your child. The behaviors that WILL NOT be tolerated includes: Biting, hitting, kicking, scratching, pinching, head butting, spitting, etc. Any behavior that can cause harm to another.

- 1) When a child's behavior at school cannot be redirected the child will have to go to the office and have time out. The incident will be documented.
- 2) When a child's behavior at school cannot be redirected a second time, someone from the school will call the parents and the incident will be documented.
- 3) When a child's behavior cannot be redirected the third time, someone from school will call the parents and the child will not be able to return to school for five days.
- 4) If after five days, the child's behavior still cannot be redirected, the child will not be allowed to return to school until the next school year upon approval by the SCS Board

Please understand that this is the only way we can ensure the safety of all students and staff here at SCS. Teachers are constantly urging the children to use their words to express themselves or to ask them for help. We appreciate your help and cooperation in dealing with the above behavior issues.

## **Guidelines for Classroom Behavior**

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.

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 creating a positive environment for all students and staff.

- 1) We can listen to the teacher, follow directions the first time they are given.
- 2) We are friendly to each other and to ourselves, and can treat others with respect.
- 3) We can wait for my turn.
- 4) We can make good choices.
- 5) We can put my materials back in place, clean up my area, and help to take care of our rooms.
- 6) We can stay in my seat/personal space and sit quietly.
- 7) We can use my inside voice.
- 8) We use friendly touches only.
- 9) We use words to solve problem.
- 10) Sometimes we need to stop, look and listen.

We at SCS understand these are children in development and making mistakes is okay-we just need to learn from them. Students will be held accountable for their behavior. SCS will work with your child to assist them in learning to be good students. Our teachers will use a combination of strategies including but not limited to:

- 1) Positive reinforcement through praise, reward coupons and treasure box treats will be given for desired behavior.
- 2) The teachers will use guidance in order to teach children cooperative life skills.
- 3) Consequences such as time out, loss of privileges and visiting the director's office will be the action taken for undesired behavior.
- 4) The teacher will regard classroom conflicts as mistake behavior and will use as teaching opportunities.

Classroom behaviors that do not have positive change or become an ongoing classroom distraction may result in the student being removed from the program. Parents will be contacted by the Director if patterns of undesired behavior are repeated or fail to improve.



## **Playground Rules for 18 months-5 years**

- 1) We slide feet first and on our bottoms.
- 2) We swing sitting down on our bottoms.
- 3) We take turns.
- 4) We ask for help when we are hurt.
- 5) We line up when the teacher calls us.
- 6) We will not throw mulch or dirt.
- 7) We will not push, shove, or play rough (wrestling, tackling, etc..).
- 8) We will not throw items over the fence.
- 9) We will put away outdoor play equipment at the end of playtime.

## **Dress Policy**

Students need to wear clothing that they are comfortable in and that allows them to participate in all activities. Please do not wear clothing on your child that you do not want to get messy. This is a preschool; we will get messy. For the ones who are potty trained, please make sure they can independently maneuver buckles, buttons, snaps. Clothing should be easy to pull up and down, especially during the potty-training phase. If you choose to let your child wear shoes other than tennis shoes (opened toed, flip flops, sandals or boots), please make sure he/she has a pair of tennis shoes in their backpack or cubby for playground time. Each child must always have an extra set of weather appropriate clothing (and shoes) at school in case of an accident.

## **Emergency Evacuation/Disaster Procedures**

### **IN CASE OF FIRE**

Fire drills are held monthly. Evacuation plans are posted in each room. The director will check the building to make sure no one is inside. The fire alarm is connected to 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 cafeteria located in the center of the building on the lowest floor. An evacuation box is 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 must be evacuated for immediate area threat. The map below shows the location of the Living Truth Center in relation to SCS. Please familiarize yourself with the location before an emergency occurs.

### **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 in the kitchen area with reserves held in the church pantry. Fresh water is always stored 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 always remain well supervised. Parents will be contacted as soon as possible. Water and food are always available at the center. A well-stocked first aid kit is in the main office and most of the staff has been trained in first aid and cardiopulmonary resuscitation. All precautions will be taken to prevent emergencies. The staff is well trained and prepared to act in the case of an emergency.

### **IN CASE OF AN EATHQUAKE**

The children will remain in their classrooms, crawl underneath the table and hold on tight. In the event they are outside during the Quake, they will go to the back fence, get down on knees and hold unto fence. If they are in the gym or chapel, they will immediately go to the cafeteria and take cover underneath the tables.

## **Enrollment**

### **Probationary Period**

Children mature at different ages and adapt to group situations at varying rates. We allow a nine-week probationary period each year to determine if our program meets the needs of each child. If we conclude that your child's needs cannot be met during this nine-week period, we will meet with the parents to discuss alternatives for the student and may ask that the child be withdrawn.

### **Withdrawal**

If a parent chooses to withdraw their child, the office is to be contacted and a two-week notice given.

### **Dismissal Procedures**

In the event we have concerns about challenges a student is facing at school, we will discuss with the parents and develop a plan to help the student succeed in our program. If progress is not made by the child, or we are not receiving cooperation from the parents, we reserve the right to require that the child be withdrawn from our program. The director has the right to dismiss a student prior to the end of the nine-week probationary period if she feels it necessary.

## **Health Services**

### **Emergency Contact Information**

The emergency contact listed on your child's application must be someone who lives locally and cannot be the parents. This person will be contacted in an emergency if the parents cannot be reached. Please contact the office immediately with any changes.

In the event of an accidental injury at school, parents will be informed of the injury/incident with a phone call for all head injuries, and in writing as indicated by the nature of the injury. Parent will be consulted on the remedy or the need to be seen by a doctor. If the incident is an emergency, 911 will be called. If an injury occurs at school that results in a visit to the doctor, etc. In the event a claim needs to be filed, please contact the director.

## Immunization

Students enrolling in Smyrna Christian School must present an updated Permanent Tennessee Certificate of Immunization, or a Religious Exempt Form before they can begin.

## Attendance and Illness

Students are not to attend school with a body temperature above 100 degrees Or if they show other signs of illness. If a student develops a body temperature above 100 degrees during the school day, the office will contact a parent immediately for the child to be picked up. Also, please report to the office any contagious disease within the home. Students must remain home for 24 hours after any temperature above 100 degrees, vomiting, or diarrhea and must have a temp under 100 degrees **without medication** for 24 hours prior to returning to school.

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***The Illness Policy is in place for the protection of all our students and staff.***

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Please keep your child at home when you suspect strep. For any case of strep, impetigo, or pink eye, your child must be on medication for 24 hours before returning and have a doctor's note. If a parent chooses to bring their child to school with one of these situations, they will be told that they must take the child back home.

Please contact the office anytime your child is at home with the following; head lice, pink eye, strep, impetigo, scabies, or any other contagious disease. If your child has head lice, they may not return to the classroom until the front office has determined the lice is completely gone. If your child has been diagnosed with scabies, or head lice they cannot return without proof of treatment (doctors note). State regulations require that parents report to your child's teacher if your child contracts any one of the following illnesses: hepatitis A, food borne outbreaks, salmonella (food poisoning), shigella, measles, mumps, rubella, pertussis, polio, Haemophilus influenza type B, or meningococcal meningitis.

Parents will be informed anytime a communicable disease or illness has been reported and precautions will be taken in the classrooms. Those precautions may include closure of the school to reduce spread of any contagious disease and allow disinfection of the school premises.

## **Medication Administration at School**

SCS does **NOT** administer medication of any kind, to include over the counter and prescription.

In the event a child has a life-threatening allergy and requires an EpiPen, we will need the following requirements that are regulations set forth by the state of Tennessee:

- 1) A written plan of action endorsed by the child's pediatrician or licensed medical provider.
- 2) Name, Address, and telephone numbers of physician to call in case of an emergency.
- 3) Written consent and signature of parents regarding emergency medical care (possible side effects and symptoms); and
- 4) The name & address (home & business) and current phone number of emergency contact.
- 5) Expiration date will be documented. An Expired EpiPen cannot be left for your students use.

This information will be posted in the child's classroom with a photo of child attached. The Epi-Pen will be kept in an unlocked container that is inaccessible to children.

## **Potty Training Policy**

Children enrolled in our program must be potty trained by their **Third Birthday** to attend/continue attending our preschool. We do not have the facilities or supplies required to change children in these classrooms. We feel that children of these ages deserve privacy. We realize that "accidents" by definition are unusual incidents and should only happen infrequently.

### **Potty-trained preschool children:**

- No longer wear diapers (disposable or cloth) or disposable underwear (pull-ups)
- Can tell the teacher when they need to go to bathroom, and
- Can attend to their own hygiene.

A teacher will assist when needed. This is an issue which protects all concerned.

**FULLY POTTY-TRAINED MEANS** that the child knows when he or she must use the bathroom and does not need any assistance in the bathroom.

If your child turns **Three** during the school year you will be given a 90-day notice prior to their birthday to comply with this policy.

If your child is not completely potty trained as described above when school starts, you may choose one of the following options:

- 1) You may withdraw your child from preschool and place his or her name at the top of our waiting list. Registration is non-refundable; however, if your child is placed in a class at a later date (in the same calendar year), you will not need to pay an additional registration.
- 2) You may continue to pay tuition to hold your child's spot until potty training has been completed.

Parents are required to read and sign this policy which is included in the registration packet.

## **Preventative Products**

### **Diaper Cream**

Written instructions signed by a parent is required for all prescription and non-prescription diaper ointment's and will include:

- 1) Date
- 2) Child's name
- 3) Name of ointment and dosage (Prescription ointment must be sent to school in the original, pharmacy labeled container. Non-prescription ointment must be sent to school in the manufacturer's original container with the ingredients listed and the child's name affixed to the container).
- 4) Reason for Ointment and how and when to administer.
- 5) Expiration date
- 6) Parents signature and phone number in case of an emergency.

Teacher's will document and send home written information with dates and times diaper ointment was Administered.

All diaper ointments are kept in a secure location inaccessible to children.

### **Sunscreen and Bug Spray**

SCS staff does NOT apply sunscreen or bug spray to any child. We ask that the parents apply before dropping off.

## **Prohibited Practices and Products.**

SCS is a drug and alcohol-free zone and are not permitted anywhere on the school property.

### **Smoking and Vaping.**

Smoking / Vaping is not permitted in any indoor area or vehicle of the childcare agency at any time. Smoking /Vaping is not permitted within fifty feet of the entrance of the childcare facility, as well as, not being permitted on the playground or any outdoor area accessible to children during the hours of operations.

## **Lunch**

SCS tuition includes two snacks per day (morning/afternoon) from our school cafeteria. We are a **NUT FREE** facility and take all precautionary measures to accommodate any food allergies. You may purchase a catered meal from the Breaking Bread (meat and three) for an additional \$15.00 per week. If you choose to pack your child's lunch, please be sure it is a well-balanced meal and that the drink is non-carbonated and caffeine-free. Milk is provided during lunch to every child in the center.

## **Organization**

Smyrna Christian School is operated, managed, and controlled by a board of trustees appointed by the Eldership of the Smyrna Church of Christ. The chairman of the board oversees the board of trustees, with a pre-school director, an assistant director overseeing the daily operations of the school.

SCS email-[email-christianschooldirector@gmail.com](mailto:email-christianschooldirector@gmail.com).

Board of trustees -[scsboard@smyrnachristianschool.org](mailto:scsboard@smyrnachristianschool.org).

## **School Closing Due to Emergencies**

SCS will operate according to the school calendar when at all possible. If the school needs to close due to inclement weather, an announcement will be given to Nashville TV stations 2, 4, 5, and 17. We will also send a text through our class dojo app as well as, post on the schools Facebook page. Please make sure to sign up for class dojo.

## **Special Events**

SCS special events include Open House, Muffins with Mom, Giggles with Grands, Donuts with Dads, Pumpkin Patch, Gingerbread house decorating, Santa Visits, Sweetheart Follies (evening program), St. Jude Trike-a-thon, Easter Egg Hunt, and PreK Graduation (evening ceremony).

SCS has been a successful program with the help of our parents, teachers, administrators, and caregivers working together. We invite all our parents and caregivers to participate in as many events as they are able. Helping and participating in your child's special events will help their time at SCS be successful.

## **Special Weekly Activities**

### **Chapel in Kingdom Central**

Every morning we will begin our day together for chapel in Kingdom Central. This room is across from the office. On Mondays, Wednesdays and Fridays we will sing songs, pray, read picture books about good character traits such as: sharing, kindness, listening, following directions, taking turns, being gentle, etc. On Tuesdays and Thursdays, we will be teaching Bible lessons using the Bible and the Beginners Bible as the curriculum. As the school year begins, our Bible lessons will be from the Old Testament and after Christmas break, we will study the New Testament and focus on the life of Christ, His miracles and parables.

Ms. Kris Waldron, the Children's ministry leader here at Smyrna Church of Christ, will lead chapel on Tuesdays and Thursdays. Ms. Nina will lead chapel on Monday, Wednesday and Fridays.

### **Music and Movement**

The children enjoy music class once a week on Mondays. The rhythm, rhyme and alliteration of the songs help children develop phonological awareness. The creative movement helps them to exercise their bodies and gets the wiggles out. Our music teacher also introduces musical instruments and musical notes to the children.

Ms. Andrea Ragan our music teacher is beginning her fourteenth year as an SCS teacher.

### **Yoga**

We are excited to add yoga to our curriculum this year on Wednesdays. It is our hope for your children to learn techniques in concentration, relaxation and calmness through yoga as they navigate through life's challenges. Physically, yoga enhances their flexibility, strength, coordination and body awareness.

Ms. Joan Gleim, a member at the Smyrna Church of Christ will be leading our yoga class. She has been teaching yoga over thirty years.

## **Personal Safety – Keeping Kids Safe**

The *Department of Human Services* require a personal safety curriculum to be presented to all children ages 2-5 in our care. The teachers and/or the director will teach the curriculum provided by DHS. The curriculum is taught after a parent workshop is conducted. Parents will receive additional information when the curriculum is scheduled for their child's class.



## **Tuition**

### **Tuition Rates**

2-3 years old - \$9750.00 per year divided by 50 weeks\* (Aug – July) = \$195.00 per week

4-5 years old - \$9250.00 per year divided by 50 weeks\* (Aug – July) = \$185.00 per week

Half Day Pre-K - \$ per week when school is in session (**partial weeks will be counted as a full week**)

\*SCS will be closed for one week during the Christmas holidays and for one week at the end of the summer session. Parents will not be charged for these two weeks. There are **NO** vacation vouchers.

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***Payment is due on the first day of each week. Full tuition is due even if a week is abbreviated.***

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## **Visitors and Volunteers**

For security reason SCS keeps a record of all visitors and volunteers on file in the front office. All visitors, including parents, need to report to the front office upon arrival to sign in and receive a visitor badge. Badges are returned to the front office upon signing out and leaving the school. This is not necessary during regular drop off/pick up, only during times you will be staying for any extended time.