



Southeast Baptist Preschool and
Childcare Center Parent and
Student Handbook
2023-2024

As of August 31, 2023, this is the newest version of this handbook. This version of the handbook takes precedence over all previous versions. As of the distribution of this handbook, these policies will be in effect for all students.

Table of Contents

Program Description	Page 5
Letter from the Pastor	Page 6
Request a Visit from a Church Member	Page 7
Welcome from the Director	Page 8
Our Program	Page 9
Golden Sneaker	Page 10
General Operating Procedures	
Clothing	Page 11
Communication	Page 11
Conferences	Page 11
Enrollment Policy	Page 12
Fish	Page 12
Holidays	Page 13
Napping	Page 13
Observations	Page 13
Parent Conflict Resolution	Page 13
Preschool Graduation	Page 13
Screen Time	Page 14
Supplies	Page 14
Toys	Page 14
Transition to next Classroom	Page 14
Tuition and Fees	Page 15
Sibling Discount	Page 15
Registration and Material Fee	Page 15
Payment Dates	Page 15
Records	Page 16
Snow Days	Page 16
Staff	Page 16
Vacation Time	Page 16
Website	Page 16
Arrival and Departure	
Hours of Operation	Page 16
Daily Arrival and Cut Off Time	Page 17
Release of Children	Page 17
Sign-In/Out Procedures	Page 17
Discipline and Behavior Management	
Behavior policy	Page 18
Biting Policy	Page 19
Expulsion	Page 19
Health and Illness	
Child Abuse or Neglect and staff maltreatment	Page 19
Communicable Diseases	Page 20
Covid-19	Page 20
Illness and Medication	Page 20
Injuries	Page 22
Emergencies	Page 22
Hygiene	Page 22
Toileting and Diapers	Page 22
Screening	Page 23

Insurance Policy	Page 23
Safety	
Chemicals	Page 23
Death child/Staff	Page 24
Emergencies/Medical/Dental/Mental Health	Page 24
Emergency Plan	Page 24
Guns/Weapons	Page 25
Lost/Missing Child	Page 25
Smoking	Page 25
Meals and Snacks	
Meals and Snacks	Page 25
Americans with Disabilities	Page 26
Acknowledgement for handbook	Page 27



**Southeast Baptist
Preschool and Childcare Center**

Program Description

Southeast Baptist Preschool and Childcare Center offers daycare services for children ages six weeks to age five years. We do not take children who have begun school. The hours of operation 6:30a.m. to 6:00p.m. Our students are served breakfast at 8:00a.m., lunch at 11:00a.m, and afternoon snack at 2:00p.m.

There are three playgrounds on property to meet the needs of the different ages of our students. On each Tuesday and Thursday from September to May, the Mother's Day Out program and Southeast Baptist Preschool and Childcare Center take turns using the large playground. The daycare also uses the gym if weather will not allow outside gross motor time.

**708 Minerva Drive
Murfreesboro, TN 37130
Phone: 615-578-8103
E-mail: Debbie@sebaptist.org**



Dear Parent,

We are glad that you have chosen to put your child in our Preschool and Childcare Center. We consider it a real privilege to be able to have a part in the development of your child.

I believe that you will find our Childcare Ministry to be a place where love and encouragement abound. We not only care about the children; we are concerned about their families. If I or anyone on the church staff can ever be of assistance to you, please feel free to call on us.

We would also like to welcome you as a part of the Southeast Baptist Church family. If you do not as yet have a church home, we want you to know that you are welcome here. Your children will become familiar with the building, the teachers, and some of the members of Southeast Baptist Church. They would feel at ease and at home in our Sunday School program. Our church offers opportunities for worship, learning, and fellowship at all age levels, and we want your family to feel free to visit and participate in any of the activities.

In knowing that, we would like to let you know that as part of our ministry, your family will be notified of special events and activities that take place here at Southeast throughout the year. You may receive flyers, get phone calls, or even a personal visit from members of the church to welcome you or extend an invitation. We feel that it is what the Lord has called us to do and we are so happy that you have chosen us to help you with the needs of your child and your family.

Sincerely,
Joe Vinson
Pastor

708 Minerva Dr., Murfreesboro, TN 37130, 615-896-0940, seabaptist.org



If you would be open to a visit from members of Southeast Baptist Church, please fill out the form below.

Name: _____

I would like to speak to a member of Southeast Baptist Church by phone.

Phone Number: _____

I would like to speak with the pastor or assistant pastor of Southeast Baptist Church by phone.

Phone Number: _____

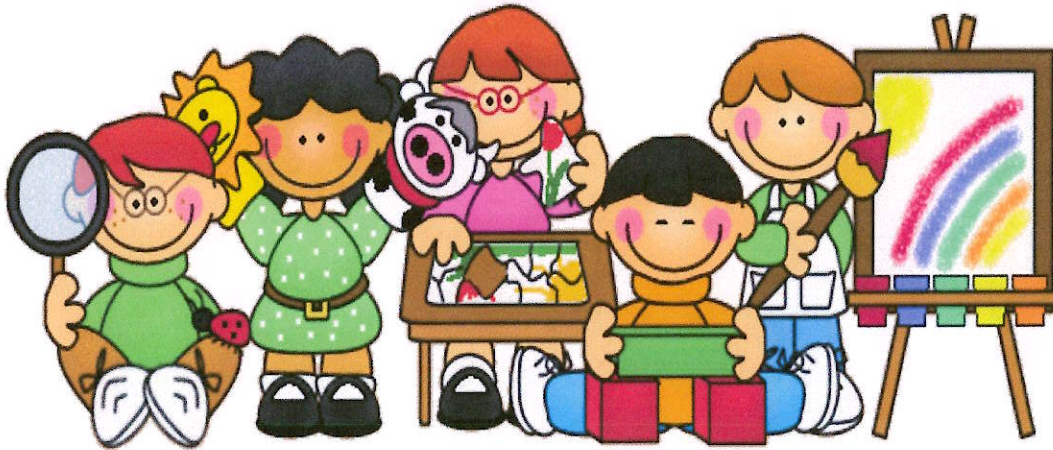
I would like a visit at home from a member of Southeast Baptist Church.

Address: _____

Phone Number: _____

*A copy of this form is provided in the paperwork packet so you do not have to remove this form.

708 Minerva Dr., Murfreesboro, TN 37130, 615-896-0940, seabaptist.org



We would like to take this opportunity to welcome your family to ours here at Southeast Baptist Preschool and Childcare Center. Our goal is to offer quality childcare where your child can learn, grow, have lots of fun, and feel safe and loved while away from Mom and Dad.

We are also here as a ministry to the community. We feel that it is not just important to teach children their ABC's and 123's, but to let them know that God loves them and is here for them always. The Center was established as an arm of service to the community with its goal being to provide for the needs of young children. It is our purpose to understand those needs and to meet them with a degree of excellence that will show honor to Christ. We have no other motive for operation and all policy, procedures, philosophy, and curriculum is formulated with the welfare of the children as the governing factor.

The Center is not a profit-making organization. All tuition goes into the operation of the Center. The policies governing that operation are determined in by the director and the Weekday Education Committee of the church, the members of which are elected by the congregation of the church. Our policies and procedures are reviewed and updates made each August. We are licensed by the State of Tennessee.

In Christ,
Ms. Debbie
Director

Our Program

The purpose of the Southeast Baptist Preschool and Childcare Center is to provide quality child care for young children of working parents. In order to achieve this purpose, six major areas of concern are considered in the development of the program:

1. Physical Needs – includes good nutrition; safe, clean, attractive environment; opportunity for physical development
2. Emotional Needs – includes instilling a sense of self-worth in each child; a sense of self-confidence in who he/she is and who he/she will become
3. Social Needs – includes peer group relationships and positive associations with adults
4. Developmental Needs – includes providing opportunities to experience the environment at an individual level of awareness and to develop skills necessary for the next stage of growth
5. Spiritual Needs – includes the development of an understanding of themselves as children of a loving Creator
6. Atmosphere of Enjoyment – allowing a sense of freedom to be children and to enjoy themselves and their experiences

Southeast Baptist Preschool and Childcare Center has a unique function to perform; besides providing through its curriculum a developmental program consistent with the highest standards of early childhood education, it also provides the additional dimension of the Christian faith. A Christian education program provides a child the opportunity to learn more about God and to be nurtured in a life of fellowship with Him. He/she will learn by first-hand experience how love is expressed by those who follow Jesus. Your child will become aware of the family of God and the community of believers as he spends his/her days in God's house. The love of God and a respect for His creations is the foundation of the total program.

The curriculum is designed around the idea that children learn best what they discover through experience and that necessary skills are developed in sequence. This developmental process is made possible by an atmosphere of acceptance and security. Learning experiences are play-centered, and though the day's activities are structured, they are informal. Teacher directed activities are short in duration and alternate with child-selected activities.

Experiences provided each day include:

Art activities and crafts	Music
Story time, including Bible stories	Science
Dramatic play	Math
Outside or large room play	Language
Free play at learning centers	Resource Units

The preschool children are also taken to the church sanctuary each week for Children's Church.

We do not discriminate by race, color, national origin, family structure, sex(male or female), disability, or age, etc.

GOLDEN 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. The list of Gold Sneaker policies must be added to the child care provider's policies or parent handbook.

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 publicly display their support for breastfeeding infants and mothers by posting signage or other publicly 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**

General Operating Procedures

Clothing

Your child should be dressed in play clothes that he/she will be comfortable in so that he/she will feel free to participate in all the activities of the day. No clothing that has pictures or words that are offensive. Bottoms should cover a child’s private area when they are seated. Children are to wear tennis shoes that have closed toes. **NO boots, crocs or jelly shoes!** Remember we climb! He/she will have opportunities to experience many arts and crafts, outside play, playing with toys on the floor, and other activities that may cause him/her to get dirty. When being around other children, you should expect that your child might be a little dirty at the end of the day.

Please make sure that all clothing is labeled with your child’s first and last name. This will help with any confusion that may arise if two children have the same thing. Your child will need 2 sets of extra clothing at the Center at all times. The spare clothing will be kept in your child’s classroom. Please make sure to change these clothes to match the changes in weather and/or changes in the size of your child.

No necklaces, bracelets, hoodies with tie hoods or scarves. Please no hoop or large earrings. Children who wear a hood attached to their clothing will have to change clothes before nap as the hood is a choking hazard.

Communication

The children and parents are greeted cheerfully each morning. The teacher will ask about any marks, scratches, and/or bruises or any other information they deem necessary.

Daily sheets are used for children who are not potty trained.

Dojo is used to communicate with all parents. Parents will be alerted about needed supplies. Newsletters will be sent by Dojo on Fridays. All incidents/accident forms will be sent on Dojo and parents may request a copy. If a child needs to be picked up, the director/assistant director will call the parents.

If the daycare has to close for any reason a notification will be sent out on Dojo and if a parent does not respond, a text or phone call will be used in an attempt to reach the parent.

All parents have the director’s cell phone number.

Parents who do not have functioning contact information on file with the daycare may NOT leave a child. Any time parent’s contact information changes, it is the parent’s responsibility to notify and update the new information with the director or assistant director.

Conferences

Please feel free to ask for a conference with your child’s teacher at any time you feel that it is necessary. We encourage you to talk frequently with the teachers and the Director concerning your child and his/her growth and /or behavior. Any personal information given to a

staff member which will help in the care of the child will be held in strictest confidence. There are three set conference time: August, December, and April. During the conference any concerns the parent has, TN ELDs, and developmental development will be discussed.

Enrollment Policy

It is our policy that the parent or guardian must complete the following forms, which are located in the pocket of the handbook.

- Application with background information, Emergency Contact, Medical Care, Eating Habits, Sleep Habits, Toilet Habits, Speech and Physical Growth, and Health History sections
- Physician's name and phone number
- You will receive a summary of the Licensing Requirements for Child Care Agencies
- Our Daily Bread Enrollment Form
- Personal Safety for children age 3 to 5 years old
- Each child must also be current on all immunizations at entry unless there is a medical reason certified by a health care provider.
- Physical if under age 2.5
- Photo Permission Form
- DoJo Form
- Observation Form
- Questionnaire
- Contact form if you want a church member to contact and/or pray for you/family
- Acknowledgment of receipt of handbook
- Kroger Cares instructions
- Service Now App instructions
- Daycare pamphlet
- Flu Information
- Tennessee Kindergarten Law for children in preschool

If the parents have custody papers, a copy of the custody papers will be required if one parent is NOT allowed to see their child. If a copy of such papers is not supplied, we cannot keep either parent from the child.

Parents who do not have functioning contact information may on file with the daycare may NOT leave a child. Any time parent's contact information changes, it is the parent's responsibility to notify and update the new information with the director or assistant director.

If at any time you wish to take your child out of Southeast Baptist Preschool and Childcare Center, we do require that you give a two-week notice to the director. Any future re-enrollment will require payment of the \$50 registration fee.

Fish

The office and a few classrooms have beta fish. The changing of the water is usually done on Thursday and the feeding usually done three (3) times a week are the sole responsibility

of the staff members of classroom/office. Hands will be washed immediately after interactions with the fish.

Holidays

Southeast Baptist Preschool and Childcare Center will be closed on the following holidays: New Year's Eve and New Year's Day, Good Friday, Memorial Day, 4th of July, Labor Day, Wednesday before Thanksgiving, Thanksgiving, and the day after Thanksgiving Day, Christmas Eve, Christmas. The Center is closed the week of Christmas in December. If Christmas falls on the weekend, the week observed for the break will be the Director's choice. Parents will be charged for all holidays except for those during the break in December.

Napping Policy

Children will be given the opportunity to nap daily. Parents are asked to send in a crib sheet and blanket on Monday for the week for their child to use for nap time. These items will be sent home on Friday to be laundered. If a child does not have a sheet and blanket from home on Monday, the daycare will provide a sheet and blanket for the child to use. There will be a \$10.00 weekly charge per child if the daycare provides a sheet and /or blanket. Children who do not nap will leave the classroom and go to the Fellowship Hall where quiet games will be available for them to play with during nap time.

We follow the Safe Sleep guidelines recommended by the American Association of Pediatrics:

- Always place babies on their backs to sleep at night and at nap time
- Babies should always sleep in a crib
- Keep loose objects, soft toys, and bedding out of the baby's sleep area
- Avoid letting your baby overheat during the night
- Do not use crib bumpers
- Avoid smoking
- Breastfeeding is recommended at least the first six months of life.

Observations

From time to time we have workers (Children's Childcare Resource and Referral (CCRR), Children's Services, Department of Human Services (DHS), Occupational Therapy (OT), Physical Therapy (PT), and/or Speech) that come and observe our classrooms and children. These non-child care agency staff are never left alone with the children, their teacher or another SEBP staff member will always be with them. If a child is referred for any other services, we will work with them so that the child's needs are being met.

No unauthorized person will be allowed to observe anywhere in the daycare.

Parent Conflict Resolution

The director will listen to the parent and assist with reaching a resolution. If a resolution cannot be obtained then the director will arrange a meeting between the Weekday Education Committee, director, and parent(s).

Preschool Graduation

- Children must be enrolled at SEBP in order to participate in graduation
- Children's account must be paid in full in order to participate in graduation
- Graduation will occur the last Sunday before the school systems opens for the new school year
- After graduation, your child may continue to attend SEBP **UNTIL** the first day of school for the school system
- There is a \$40.00 graduation fee that covers the cap and gown and other graduation expenses.
- If space will allow, each graduate may invite ten (10) guests

Screen Time

Children age two and under will NOT have screen time at SEBP. Children thirty (30) months and older may participate in screen time. Television and video/DVD viewing will be limited to one (1) hour per day and for educational or physical activities only. Exception: Viewing time may exceed one hour (1) per day for special activities such as movie time as long as the total average time per week does not exceed one hour per day. Teachers will have what is will be viewed and when in their lesson plans.

Supplies

In order to be checked into a classroom, each child **MUST** have:

- Two (2) sets of weather appropriate extra clothing at the Center at all times.
- Enough diapers/pull-ups for the day, about six (6).
- If the child takes formula or breast milk, there must be enough formula or breast milk for the day.

A child CAN NOT stay if the supplies are not in house for that day. The child can be checked in when the items needed are brought to the center.

Toys

Toys and electronics from home need to stay at home. Southeast Baptist Preschool and Daycare will not be held responsible for lost or broken items brought from home.

Transitions to Next Classroom

Children move according to DHS ratio requirements/ages. The child's assessment and development milestone forms will be given to the new lead teacher so that the child's education may continue without interruption. Teachers will fill out a "Student Insight" form for the next teacher. Parents will receive a notification from the director when it is time for their child to move to the next age appropriate room. Parents will be asked to sign the form indicating they have been informed of the transition and are aware that the child's information will be given to new staff members.

Tuition and Fees

Weekly Rate: \$215.00 – aged 6 weeks – 12 months
 \$210.00 – aged 12 months – 3 years
 \$190.00 – aged 3-5 years and potty trained

Sibling Discount

For two or more children, a \$10.00 sibling discount will be taken off the tuition of the oldest child. For example, if a 2 year old and a 4 year old were enrolled, the cost would be \$340.00 per week before the discount, with the discount the cost would be \$330.00.

Registration/Material Fee

A registration fee of \$50.00 per child is due before or at the time of enrollment. If you enroll your child after June 30th, that fee will be prorated to \$25.00 per child. The fee will hold a spot for your child. When this fee is paid, you will need to give a tentative date of when your child will start. This fee is non-refundable.

A material fee of \$50.00 per child is due in January of each year. This fee must be paid no later than the first Monday in March in order to remain in the program.

Payment Dates

The payment is for the spot your child has at our center. Payments for the spot are due even if your child is absent. Payments are due each week on Monday. If the payment is not made by Tuesday afternoon, a \$10.00 late fee will be charged to your account, unless arrangements have been made with the director. If accounts are not paid in full, the \$10.00 fee will accrue each week. Due to being a non-profit center, the quality care of all children suffers when payments are not made promptly. All fees and tuition go towards the running of the Center and when payments are not made, needed supplies cannot be purchased and bills cannot be paid.

Children of parents who are behind in payments may be dismissed after 2 weeks of late payments from the Center or lose other privileges, such as graduation, special days, etc. If a child is dismissed from the Center due to non-payment, readmission will be considered only upon payment of the current week's bill and partial payment of the unpaid balance each week and if there is an opening in the class. If a crisis should occur, arrangements may be made with the Weekday Education Committee.

Preschoolers that will be attending kindergarten in the fall will have a graduation. There is a \$40.00 graduation fee that covers the cap and gown and other graduation expenses.

Records

For your child's safety, and to comply with state regulations, we require that all enrollment forms, emergency medical information, medical forms, parent contracts, immunization records, and feeding plans must be completed before your child's first day of attendance. It is the parents' responsibility to update their files regularly and inform the Director of any changes. As the child receives updated immunizations, it is the parents responsibility to

turn in current immunization records to the director. Failure to maintain current immunization records can lead to the dismissal from the daycare program.

Snow Days

Southeast Baptist Preschool and Childcare Center will be closed in the event of a snow day only if Murfreesboro City Schools are closed. If Murfreesboro City Schools are closed for more than one day, the road conditions will be looked at by the director to determine if the Center will be closed. Please watch the Channel 4 Snowbird report for closing information. If the Center is open during inclement weather, please use your own discretion about whether your child will attend that day. Tuition will be the same unless the Center is closed three or more days in one week, then tuition will be prorated and a credit will be applied to the next week. In the event the center should close early, parents need to pick up their child within 2 hours of the early closing time.

Staff

Each staff member has been selected based on their educational background, experience, and enthusiasm for working with children. All employees are required to complete a criminal record check based on fingerprinting prior to being hired and to comply with all local and federal laws and regulations.

Vacation Time

Our vacation policy is that every child will receive one week of vacation per year. The director must be notified at least one week in advance when a child will be taking vacation, except in the case of emergencies. The full vacation week must be taken at once and may not be broken into smaller increments. This only applies to families with a current account balance.

Website

Our website is:
www.preschooldaycare.weebly.com

Arrival and Departure

Hours of Operation

The Center is open from 6:30am-6:00pm Monday through Friday. The teachers are not authorized to open before 6:30am, therefore no child will be admitted before this time. The Center closes at 6:00pm. If you have an emergency, arrangements must be made for someone else to pick up your child. **If you arrive after 6:00pm, you will be charged a \$3.00 (late fee per child for every minute past 6:00pm** or two (2) hours after an early closing or emergency closing. This fee must be paid by check in of the next day in order for your child to attend the Center. We will contact the people listed as emergency contacts on your application if a child is not picked up by 6:00.

If you need to contact the director after hours, the after hour phone number is 615-549-5363.

Daily Arrival Cut-Off Time

There is a daily arrival cut-off time of 9:30 am. This policy is in place to help with the proper staffing of our Center. If you are not going to be able to have your child here by this time on any given day, please let your child's teacher or the director know of their lateness or absence. Children will not be able to stay if they come in after 9:30 am and the parent has not informed the director or assistant director by Dojo or a phone call. If you want your child to eat breakfast, they must be in their class by 8:00a.m. NO breakfast will be served after 9:00a.m. NO breakfast will be served after the class has finished breakfast. If a parent carries a child into the center in a car seat, the child is to be removed immediately from the seat, even if the child is asleep.

Release of Children

Children will only be released to an adult whose name appears on the registration form in the Parent Information Section, Transportation Plan, Emergency Contact Information, and/or Transportation Agreement Sections. Adults will be required to show photo identification in order to pick up a child.

If the parents have custody paper, a copy of the custody papers will be required if one parent is NOT allowed to see their child.

In the event an unauthorized person requests release of a child, authorization to release the child may be obtained by calling the parent/guardian of the child. The Center representative will document the date and time of the contact, to whom he/she spoke, and to whom the child was released.

The Center shall verify the identity of the unauthorized persons by requiring presentation of a photo identification, before releasing the child.

The Center shall immediately call 911 or other local emergency service numbers if anyone whose behavior may place a child at imminent risk attempts to pick up a child.

All children being released will be signed out following the sign-in/sign-out procedures.

Sign-In/Sign Out Procedures

Daily sign-in and sign-out is done using a tablet. Parents must be enrolled in the "Service Now App". Starting the first day of attendance, parents have five (5) calendar days to enroll in Service Now app, this is the service app that is used for check in/out on the tablet. If the child is not in the Service Now program by the end of the five (5) days, then the child may not attend daycare until enrollment in the app is complete. If parents do not use the tablet to sign their child in/out, they will be charged a \$10.00 fee per child per incident. If the internet is down, a pink notebook will be set out to use for sign-in/out, no charge will be charge.

The person authorized to pick up a child must be 18 years old. We have a 100% ID check policy enforced unless known to the staff or director.

Discipline and Behavior Management

Behavior Policy

There are rewards and consequences for behavior choices. Southeast Baptist Preschool and Childcare Center's behavior system is as follows:

- Children are expected to follow directions and conduct themselves in a kind and respectful manner. Name calling and use of inappropriate, unkind, threatening, profanity, or potty words will not be tolerated.
- Children are expected to exhibit developmentally appropriate behaviors toward peers and staff.
- If your child exhibits unruly behavior, the teacher will first try to redirect the behavior in question. If this does not work, your child may be placed in time out for a short period of time until they are able to join the group. Time-out shall not exceed one (1) minute per each year of age of the child, however, no child under thirty-six (36) months shall be placed in time out. Time-out shall take place in an appropriate location within sight of the educator. Restraining devices such as high chairs, cribs, or car seats shall not be used for time-out. Redirection or a similar approach shall be used for children younger than thirtysix (36) months of age. If, after this, the child still does not change his/her behavior, the parent may be called to come and take the child home for the day.
- Continued behavior problems (3 or more incidents) will result in a parent/teacher conference. During this conference, a behavior plan may be written. The plan may include developmental appropriate practices that provide stimulation and interactive learning environments, diversity, age appropriate expectations, small group activities, teachable moments, and knowledge of research based evidence and best practices in child development, early learning and education. Adaptation of schedules, reducing the number of days or amount of time in care for a specified amount of time may be tried in an effort to prevent and reduce expulsion.
- Failure to comply with the behavior plan will result in dismissal from the Center.

This behavior policy is in place to ensure there is a positive learning environment for all children. The following are examples of behaviors that may lead to disciplinary action, suspension and/or termination from our Center:

- Repeatedly engaging in fighting
- Stealing or defacing property
- Refusing to follow basic safety rules
- Discourteous behavior towards staff and other children
- Continually not following established rules, guidelines and/or instructions
- Disrupting the classroom repeatedly

- Bullying on any level will not be tolerated. The Center reserves the right to immediately suspend and/or terminate services due to violation of this policy.
- Use of profanity.
- Spitting.

Biting Policy

Southeast Baptist Preschool and Childcare Center staff understand that some children go through a biting stage. To maintain a safe and healthy environment for our children under our care, we will follow the following biting policy:

- A child will be suspended for two (2) days upon the fourth (4) biting incident.
- A child will be suspended for a week (5) days upon the fifth (5) biting incident.
- A child will be dismissed from the Center upon the sixth (6) biting incident.

Expulsion

Children can be expelled due to lack of payment and/or behavior.

- Children of parents who are behind in payment by two (2) weeks payments may be dismissed from the Center. If a child is dismissed from the Center due to nonpayment, readmission will be considered only upon payment of the current week's bill and partial payment of the unpaid balance each week. If a crisis should occur, speak to the director about making arrangements.
- Children of parents who have not paid the material fee by the first Monday in March will be dismissed from the Center. Readmission will be considered only after the material fee has been paid.
- Failure to comply with the behavior plan will result in dismissal from the Center.
- Parents or students who bring guns, weapons, or weapon paraphernalia to the daycare will be immediately expelled.
- A child will be dismissed from the Center upon the sixth (6th) biting incident.
- See behavior plan section.
- Parent attitudes towards director and staff, parents will treat staff in a professional manner.
- Parent's use of profanity.

Health and Illness

Child Abuse/Neglect and Staff Maltreatment

It is required by law to report any and all forms of abuse and neglect to the Department of Social Services. We will cooperate with the authorities in the investigation of any reported cases. The hotline number is 877-237-0004.

Communicable Diseases

Parents must contact the Center within 24 hours of their child or any member of the household being diagnosed with a communicable disease so that other families can be notified if their child has been exposed.

If a child has a serious illness, the parents must have a doctor's statement that the child is able to participate in the normal routine before they return to the classroom. The Director may deny admission to a child until they deem that he/she is healthy.

At any time, the director has the right to ask for a doctor's note before the child may return the center.

Covid-19 and Flu

The following Best Practices will be put into use at SEBP. If these steps are not followed then your child will not be able to attend.

- No outside toys/electronics/stuffed animals from home may be brought into the center.
- Hand sanitizer will be placed on the sign-in table to use after signing your child in/out. The hand sanitizer is for adults ONLY.
- When dropping your child off, take your child into the room and help them wash their hands.
- The teacher will take your child's temperature and log it before you leave your child. Any child with a temperature of 100.4 or above will not be allowed to attend daycare. Any child with green or yellow mucus will not be allowed to attend daycare.
- If your child gets sick while at daycare, you will need to pick up your child within 1 hour. If you do not answer when you are called and we have not received a call back within 5 minutes, we will call the next person on the pickup list.
- No one should enter the daycare sick.

While these are the best practices at this time, we reserve the right to add, delete, or amend any best practices at any time for the health and safety of our staff, children, and their families.

Illness and Medications

Please be certain that your child is well before bringing him/her to the Center. It is recommended that you have a substitute sitter available in case of illness since a daycare center is no place for a sick child. **Do not bring your child to the Center if he/she is running a fever of 100.4 or above. If your child does contract a fever, he/she must be fever free for 24 hours before returning to the Center.** Your child also needs to stay home if he/she has diarrhea, is vomiting, is expressing discharge from the nose, ears, or eyes, and/or has other signs of an infectious disease. If your child comes to school and develops any of the symptoms below, you will be asked to pick your child up within 1 hour.

- Colds - Constant green or yellow nasal discharge indicates infection. Children should not return to the Center until they have been treated. If children return to the Center while they still have symptoms, they must have a doctor's note stating they are not contagious.
- Conjunctivitis or Pink Eye - children with red, itchy, draining, or crusty eyes may have a highly contagious eye infection. Children must have a doctor's note to return to the Center.
- Diarrhea and/or Vomiting - Child must be symptom free for 24 hours before returning to the Center.
- Fever – 100.4 degrees or higher. Children should be fever free for 24 hours without the use of medicine before returning to the Center.
- Lice - Children should not return until 24 hours after the child and home have been treated and are found to be lice free. Upon arrival, the child's teacher and/or Director will check your child. We are a NO NIT facility. Parents must show proof of treatment in order to be readmitted to the program.
- Rash - Must have a doctor's note stating they are not contagious.
- Scabies and Impetigo – These are highly contagious. Children MUST stay home until cleared by a doctor. A doctor's note will be required to return to the Center.
- Strep – Must be treated appropriately for 24 hours prior to readmission. A doctor's note will be needed to return.

We do not have the facility or staff to isolate a child for more than a few minutes. If your child is not well enough to participate in the daily activities, including outside time, PLEASE DO NOT BRING THEM. If your child becomes sick during the day, the director will call you. Please pick your sick child up within an hour. If you are called and do not answer, if we have not received a call back within 5 minutes, we will call the next person on the pickup list.

If your child needs medication, the following steps are required:

- All medication must be prescribed and in its original container (obtained by the pharmacist). The container must have your child's name on the prescription bottle.
- You must fill out a medication form and give it to your child's teacher. These are located on the sign in/out table in a file box near the sign in/out book.
- No over the counter medication will be given without a written statement from your child's doctor stating that this is how your child is to be treated and the nature of the illness.
- These items must have a medication form filled out: diaper rash cream, and bug spray!
- Sunscreen needs to be put on your child before they come to the center. Parents can fill out a medication form if sunscreen is needed for afternoon outdoor play.
- **Absolutely NO Aspirin, Tylenol, or Motrin, etc.,** will be given to any child at the Center.

- The parent must sign a form at pick-up acknowledging that they have been informed of the dose and what time the medication was administered.

Injuries

Our employees have CPR and First Aid training. In the event of an accident we will follow the proper procedures outlined below:

- Administer First Aid for minor accidents (cuts, scrapes, bruises, etc.) according to the proper procedures.
- Complete a written Accident Report concerning the injury.
- Contact parent if the injury appears to require attention by the parent.
- If the injury requires immediate medical attention, we will contact Emergency Medical Services (911). Your child may be transported by ambulance to the hospital. A staff member will stay with the child until the parent arrives.

Emergencies

In the event of an emergency, parents will be contacted by the director via telephone and DoJo to inform parents of any change in location. If parent/guardian cannot be reached, emergency contacts will be contacted.

Hygiene

It is important to keep your child's fingernails trimmed and well-groomed at all times. Proper maintenance will reduce the incidents of children scratching themselves or others. This is especially true for children age two and under. It will help reduce the spread of germs and assist children with their hand washing skills. Hands will be washed when:

- Entering a class
- Before and after eating
- After outdoor play
- When finished with playing with water, sand, play dough, and painting
- Staff will wash hands before helping a child in the restroom or changing a diaper.
- Staff will wash hand after using the restroom or changing a diaper, helping a child in the restroom, before serving food
- All children will wash hands after using the restroom/diapering
- Any time the hands are dirty

Toileting and Diapering

SEBP staff will follow the DHS guidelines for potty training:

- Toilet learning shall be done in cooperation with the parents, and communication with parents shall be maintained throughout the process
- Toilet learning shall not be started until a child is able to understand, to demonstrate some degree of bodily control, to do what is asked of them, and to communicate their need to use the bathroom.

- Children shall not be made to sit on the potty or toilet for more than five (5) minutes at a time.

Children who are potty training shall be cleaned and assisted as needed in a safe, sanitary manner. Children who are in diapers will be checked every 2-2 ½ hours unless they are asleep. Children who need a change before the 2-2 ½ check will be changed as needed. Staff will follow the diapering procedures:

- Obtain the child's wipes, diaper/pull-up, cream, diaper bag for soiled diaper.
- Staff will wash their hands before putting on gloves
- Place child on diapering table
- Keep a hand on the child at all times
- Interact with the child during changing
- Use child's wipes to clean bottom front to back
- Place soiled items in a plastic bag and tie it before throwing it away
- Remove gloves
- Put clean diaper/pull-up and cream if child needs it and parents have supplied it with a medical form, on the child,
- Dress child
- Help child wash their hands with soap and water
- Use soap and water to clean diaper table
- Disinfect with bleach water
- Staff will wash their hands

Screening

Once a year, parents will have the opportunity to have their child participate in a free vision screening conducted by The Lion's Club in conjunction with Tennessee Lions Eye Center at Vanderbilt Children's Hospital. Once a year M.T.S.U. Speech Department will offer free speech screening for daycare children age three (3) and up.

Insurance Policy

Southeast Baptist Preschool and Childcare Center has insurance to cover medical costs in case of an accident while the child is in attendance at the Center. However, our insurance company requires that the parent's insurance be the primary insurance. There is no charge to parents for this policy.

Safety

Chemicals:

A Hazard Communication notebook that includes lists of all chemicals in the work place that may be hazardous will be maintained and copies of a Material Safety Data Sheets (MDDSS) on each chemical, which explains how to safely work with and store the chemical, will be kept in the office. Training for working with hazardous materials for all employees is available with CCRR. Before an employee starts a job using chemicals, they should always read container

labels or consult with the director about the MSDS, including what, if any safety equipment should be used. Immediately notify the director of any chemical containers which are leaking, are unlabeled, or where you are uncertain of how to dispose of a chemical.

Death/ Child/Staff

In the event of a death, emergency contacts will be contacted along with appropriate emergency services. If children are present, they will be moved to a safe place. The parents of the children who may have seen the death will be notified. CCRP will be notified to help with planning for emotional support for all involved.

Emergencies/Medical/Dental/Mental Health

In the event of an emergency, parents will be contacted by the director via telephone and DoJo (e-mail) to inform parents of any change in location. If parent/guardian cannot be reached, emergency contacts will be contacted.

Emergency Plan

Staff will communicate with walkie talkies and cell phones. Communication in the form of DoJo, cell phones, and texting will be used to let parents/guardians know of our current situation. In the event there is no cell service, staff will do their best to locate a land line or other means of communication.

- **Fire:** In case of a fire or fire drill, teachers will gather children in their class and exit building through the doors leading directly outside. Teachers will take their emergency bag and walkie talkie. Everyone will meet just outside of the large playground area, once everyone is at this destination, teachers will count the children. The director will check classrooms to make sure the children are out of the building.
- **Tornado:** In the event of stormy weather (watches and warnings), each teacher will lead their class to room 103(Blue Room) Fellowship. Teachers will take their emergency bag and walkie talkie. Once everyone is at this destination, teachers will count the children. The director will check classrooms to make sure the children are out of the building. This is the interior room located in the center of the church and it is free of windows. During this time, the weather will be monitored. If there is a Tornado Warning issued NO one can leave the building UNTIL the warning is lifted. The Emergency Preparedness Box is in the closet of this room.
- **Evacuation:** In the event of an evacuation, we will immediately transport all children to the nearest safe site depending on the direction needed to go for safety. Teachers will take their emergency bag and walkie talkie. Once everyone is at the destination area, teachers will count the children. The director will check classrooms to make sure the children are out of the building. When we are at the safe site area, teachers will count the children. The director will contact parents so they may come and pick up their child.
- **Flood:** We will immediately evacuate to the second building Teachers will take their emergency bag and walkie talkie. Once everyone is at this destination, teachers will count

the children. The director will check classrooms to make sure the children are out of the area. The director will contact parents so they may come and pick up their child.

- **Earthquake:** In the event of an earthquake, the children will be directed to a safe area under a table or in a door frame. Teachers have their emergency bags in the classroom. After the earthquake, teachers will check the children. The director will contact parents so they may come and pick up their child.
- **Lockdown:** When code yellow is called, teachers lock their classroom doors and continue with their day.

When code red is called, teachers lock their classroom doors, cover their windows, turn off the lights, and move the children to an area away from doors and windows. Teachers and children will be as quiet as possible. Classrooms will remain this way until the code red is called off.

In the event of a dangerous intruder who tries to gain admittance to the daycare a code red will be called and the police notified.

Guns/Weapons

No guns, weapons, or weapon paraphernalia is allowed in the daycare. Parents or students who bring guns, weapons, or weapon paraphernalia to the daycare will immediately be expelled.

Lost/Missing Child

Each staff member carries a walkie talkie so they will call for help in the event of a lost or missing child. Parents and DHS will be notified. Depending on the situation a building lock down and the police maybe notified. All appropriate guidelines will be followed.

Smoking

Southeast Baptist Preschool and Daycare is a smoke free facility. No smoking or vaping is allowed on or in any area of the Southeast Baptist Church property.

Meals and Snacks

Meals and Snack

We will provide breakfast, lunch, and an afternoon snack for your child each day. The Center is part of the “Our Daily Bread” food program and meets the USDA’s Child and Adult Care Food Program nutritional guidelines. The menu will be posted outside the office on the parent board and on the parent board/news area of each classroom. If there has to be a change to the menu, a note will be posted on the parent table and a DoJo will be sent.. NO food may be brought in unless it is for a special occasion and approved by the teacher or accompanied by a doctor’s note.

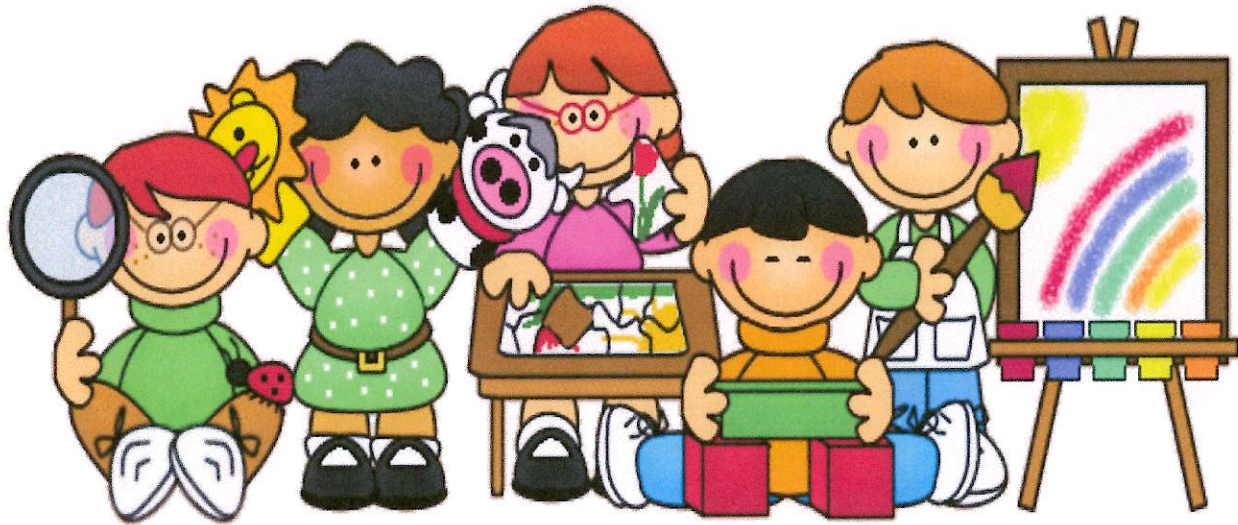
- A child shall not be forced to eat.

- Food shall not be withheld from a child.
- Children will be given adequate time to eat.
- Food shall not be used as a reward.
- Food allergies/parent preferences/food sensitivities will be posted where food is prepared and served.
- Children with life-threatening allergies will have a written plan of action endorsed by the child's pediatrician and the plan will be posted where the teacher has immediate access.
- Feeding schedules for infants shall be in accordance with the child's needs.
- The Center will make accommodations to support and facilitate a family's decision to continue breast feeding.
- If you have any questions regarding food, please see the director.

If you want your child to eat breakfast, they must be in their class by 8:00a.m. NO breakfast will be served after 9:00a.m. NO breakfast will be served after the class has finished breakfast.

Americans with Disabilities Act

Southeast Baptist Preschool and Daycare Center does not discriminate based on disabilities in its application and enrollment process or access to services. Please inquire of the center director for further information regarding the Americans With Disabilities Act and accommodations



I have received a copy of the Southeast Baptist Preschool and Childcare Center policies and procedures and will abide by these rules. I understand that these policies go into effect immediately and replace any prior policies and procedures that may have been given or explained to me. I understand that failure to obey these rules could result in dismissal of my child.

Signature of Parent/Guardian

Date

Child's Name (Please Print)