

Parent Handbook 2019-2020



Centerville Church of Christ Day School

138 North Central Avenue Centerville, Tennessee 37033
931-729-5233 Fax 931-729-5407 dayschool@centervillechurchofchrist.org

[Join our Dayschool Family closed group on Facebook](#)

[It is REQUIRED that you Join our Remind App](#)

Our Mission

- To encourage each child's spiritual development, to enhance his readiness skills, and to promote attitudes toward good health and physical fitness as he acquires fundamental movement skills.
- To lead each child in developing a deeper awareness of his own uniqueness and importance to God.
- To encourage his belief that Jesus is God's Son who lived in this world, was kind and good, and is a special friend of children.
- To develop in each child positive attitudes of kindness, helpfulness, and obedience.
- To be Christ-like role models for each child and family that we serve.

About Day School

The Centerville Church of Christ Day School was established in 1977 to provide a place for young children to learn about God, prepare for kindergarten and practice social skills that are necessary for success in school. It began as a "Tuesday" school, and progressed from there.

The Day School is governed by a Board of Directors. Members include parents, educators, business people and others appointed from members of the Centerville Church of Christ.

Enrollment

The Day School accepts children from ages 15 months to 5 years. Enrollment in Day School can be full time or less. Children must be enrolled for a **minimum of two days per week**.

(Exception: If there is only one day available for the child, then they will be placed in class on the one day and on a list to accept the next available opening in their classroom.) Current students have first chance at enrollment and day selection during a registration period in the spring. Scheduling is determined by the date the application is returned with the enrollment fee paid. When the period ends, open enrollment begins from the order on the waiting list. If no days are available, you will be placed back on the waiting list, and notified in the order, determined by date, that your request was received. A two week notice is required to drop days or withdraw after the set date. Only the parent(s) that enrolled the child/children can make changes to their schedule.

We welcome children of all races, languages and nationalities. Children with handicaps are welcome as long as we can adequately meet their needs.

Our Program

Day School strives to provide a safe nurturing environment, while offering a wide variety of activities, each developmentally appropriate to the ages of the children. All teachers are Christian women and will be positive role models for the children. Each class has a daily Bible lesson taught on an age-appropriate level using various methods and visual aids. Teachers read to the children several times a day, and provide many materials for creative expression. All children are

encouraged to use their imaginations. They learn about counting and numbers, letters and words, shapes and colors through reading, art, music, and other activities. Older children are specifically exposed to kindergarten readiness activities. Social development is furthered by playing together in centers, taking turns with toys and equipment, and learning to empathize with one another. Each year we present a series of lessons dealing with character development. The 3 and 4 year old children are taught a series of lessons concerning personal safety.

Outdoor play is an important part of our program. We take all children outside every day unless the weather is wet, extremely cold, or extremely hot. If the heat index is below 95 degrees or the wind chill factor is above 32 degrees we will go out for at least a few minutes for fresh air. Please make sure that your child is properly dressed to play outside. If jackets are needed early in the day, be sure to leave them with your child to wear when we go outside. Layers of clothing work best. They can always take off a jacket or sweatshirt if they get too warm. **Be sure that coats, jackets, sweaters and sweatshirts have the child's name inside.** On hot days we try to play outside early in the day. If we cannot go to the playground because of the weather, we play in the gym, or go for a walk through the building.

Hours of Operation

Day Schools hours of operation are from 6:30 AM until 5:00 PM. On half days, we will dismiss promptly at 11:00 AM. ALL CHILDREN should arrive by 8:00AM if possible. It makes it difficult for the child, and a distraction for the class when your child arrives late. Most of the learning time occurs between 8:15 and 9:00. If your child has a doctor or dental appointment, please notify the Day School staff that he/she will arrive late.

All children must be picked up by 5:00 PM. If the child is picked up late, the fee is \$1.00 per minute after 5:00 PM (11:00 AM on half days). The time will be determined by the clock on the wall to the left of the door. If you find you are going to be late, it is appreciated if you call the school and let us know.

All children **must** be signed ***in*** and ***out*** of Day School by an adult. A clipboard is on the counter in your child's classroom for this purpose. **Please use both first and last names of the adult signing the child in.**

Please refer to the Day School calendar included in this handbook for days school will not be in session. Day School holidays, spring and fall breaks are planned to coincide with the Hickman County Schools. If Hickman County Schools are dismissed for bad weather, the Day School is also dismissed at the same time however, you will have up to a half hour after to pick up your child. (Example: Schools dismissed at 11am - you have until 11:30 to pick up your child.) Please be prompt in picking up your child in this situation to ensure the safety of our students and staff. If the public schools have a delayed start, the Day School will keep the regular schedule.

What to Bring

Each child must bring a Back Pack. 3 year olds still have inside cubbies, but 4 year olds must have a backpack large enough to hold everything except rain boots. Each child will need at least one or two changes of clothing, to be left at Day School for emergencies. **Place clothing in a zip-top bag clearly marked with the child's name.** Your child ages 3 and up will need a pair of rain boots. (a cheap pair) labeled with their

name. Also, send a light jacket to be kept in classroom cubby for cool mornings when we play outside. When weather gets colder they **MUST HAVE** a pair of gloves or mittens, a heavier coat, and a warm hat. Toddlers need to bring a supply of diapers and wipes. For naptime, each child needs a nap mat roll (no sleeping bags) with the cover and pillow attached that will fit in the backpack for 4's year olds. The rooms are cooler during naptime. Nap mats should be taken home weekly to be washed. Sippy cups will be provided by school for the toddlers. Please label all nap mat rolls, coats, jackets, sweaters, etc., with your child's name. Children may bring one very small stuffed animal to sleep with or a "lovie".

Do NOT allow your child to bring toys, jewelry, money, or other small items to Day School. Toys and jewelry get broken or lost and your child is unhappy. Money or broken pieces of toys or jewelry become a choking hazard when picked up by our younger children. Toys from home cause problems when others see the toy and want to play with it. If we see these items, we will put them in a safe place and save for you to take home.

Clothing

Your child should wear sturdy play clothing to Day School - they will get dirty. No dress clothes! Please do not send your child to school in clothes that snap between the legs or fasten in the back unless the child is wearing diapers. Children need to wear attire that enables them to use the restroom independently without help. Please do not send your child in belts, overalls or pants with button holes. We are encouraging independence with our students and these items require more assistance from teachers taking away from learning time in our classrooms.

Shoes should protect the toes and be firmly attached to the foot to prevent tripping. **Flip-flops, open-toed sandals, and dress shoes are not safe** for school. **Sneakers and athletic type shoes should be worn to school. Closed-toe Crocs or closed-toe sandals are ok.**

Meals

Breakfast is not served at Day School. If your child arrives between **6:30 and 7:30 AM**, you may bring breakfast with them to be eaten at the table in the gym. **Do not bring breakfast after 7:30AM.**

This year all lunches will be brought from home. Please do not send more than one food that would be considered a sweet, such as a cookie. When you prepare a lunchbox for your child, please limit foods of low nutritional value, such as sweets or chips. Cut-up fruits and vegetables, cheese and crackers, sandwiches with meat or peanut butter are healthier and more nutritious. You must cut up all fruits, such as grapes, length-wise, veggies, such as carrots, hot dogs, etc.. Anything that would pose a choking hazard must be cut up in small bite-size pieces! Chips or popcorn should not be sent with children under the age of 4. Puff corn is acceptable. Hot foods may be sent in insulated thermos bottles. The teachers do not have a way to heat food at lunch time. Ice packs should be placed in your child's lunchbox, if an item needs to be kept cold. If foods are not cut up properly, or there are too many "sweets", they will not be served to your child. Please make good nutritional choices. Lunch boxes should be placed in your child's classroom-**clearly labeled on the outside!**

We provide milk with lunch. Water is provided with our morning snack and juice with our afternoon snack. Please tell us if you do not wish for

your child to have juice. If your child needs something other than what we provide, you may send a drink in a thermos or water bottle daily. We ask that you do not send or purchase soft drinks (such as colas) that contain caffeine. Fruit juice, chocolate milk or water is acceptable.

Day School serves two healthy snacks each day. In the morning, we serve in-season fresh fruit, veggies, and a cereal or bread, (Example: cheese and crackers, graham crackers, or trail mix). Afternoon snacks are juice with goldfish crackers, vanilla wafers, cereal, pretzels, animal crackers, yogurt, or cheese sticks.

****If your child is on a special diet, has food allergies, or other medical issues, please list it on the form and also TELL THE DIRECTOR AND THE TEACHER.**

Medicine at Day School

If your child needs to have medicine given by the Day School staff, you will need to inform the teacher. The **medicine form can be found and filled out on the wall next to the director's office.** The form must be filled out completely with instructions for giving the medicine. Be sure to sign the form and place it in the folder labeled "Medicine."

The medicine must be in the original container, with the child's name and instructions for dosage clearly visible. Please give the medicine to a staff member so that it may be stored in a **locked** container. **Epi-Pens** and **inhalers** are stored in a safe place in the child's classroom.

Safety, Arrival, and Dismissal

Day School does everything possible to insure the safety of your child. Our sign-in and sign-out policy is the backbone of this system. **NO ONE UNDER THE AGE OF 18 WILL BE PERMITTED TO PICK UP ANY CHILD.** Names of people PERMITTED to pick up your child should be written on the enrollment form, copies of drivers licenses should be on file, and we will ask for photo identification if we are unsure of the person's identity. Your child will not be allowed to leave with anyone not listed. We also will not allow your child to leave with a person who appears to have been drinking or on drugs. If you have a court order against any family member or other person, please give us a copy of the document to put in the child's file. Legally, we must have the copy before we can keep a parent or guardian from picking up a child, unless the parent has been arrested, or a restraint warrant is being sought. (Codes will be deactivated for safety) We have video cameras installed in the entry, hallways, playgrounds, gym, and stairs so we can see who comes in our building.

We have a security system. Each child will be given an **assigned code** to be used to enter the main Day School entrance. This code will open the main entry from **6:30 AM-9:30 AM** and from **2:30 PM- 5:00 PM**. Any time between these hours, you will have to **ring the bell** and the doors will be opened once you are identified on the camera. Please do not **advertise** your code as it could cause safety concerns. This code is strictly to be used by people allowed to pick up your child from Day School. If at any time, a person given your code is no longer allowed to pick up your child, please **notify the director immediately.**

When you bring your child into our facility, please **Do Not allow** your child to go to his/her classroom alone. **Take the child to the classroom**

(or into the gym) and make sure that you check your child with a staff member in the room. DO NOT DROP OFF YOUR CHILD INSIDE THE DOOR AND LEAVE. This is another level of safeguards for your child. Please inform staff members if your child did not sleep well, has been sick, taken medication, etc. so that they may inform their teacher. When you pick up your child, do not ask the child to go down the hall alone to pick up his/her belongings. Please do not allow your child to go to your car alone. We do not allow any child to use the restroom or get a drink by the gym without an adult where she can see the fountain or the restroom door. We do not allow any child to walk down the hall unsupervised.

All gates from the playground areas have locks which can readily be undone by an adult in case of emergency, but are not easily undone by a young child

Incident and Ouch Reports

For the safety of your child and others, anytime your child gets hurt at school an incident or ouch report will be filled out and sent home. We ask you to review the report, sign it, and return it to the director. We keep these in your child's file for documentation purposes. If your child has a special medical condition that makes him/her more susceptible to injury, please let us know or note that on their paperwork. Any injury that involves the head, or a bite where the skin is broken will be reported immediately to the parent. Any injury that occurs at Day School and requires further treatment must be reported immediately to the Director. We are required to report within 24 hours to the State Dept. of Human Services.

An incident report will be made if your child is sent to the director's office for discipline. You will be notified by the teacher and also receive a note from the director of the visit. Please stress to your child that a trip to the director's office is serious and may result in a call to the parent.

*****Please see our Behavior Policy**

Communication

Communication with parents is very important to us. Parents are encouraged to seek information and/or express concerns related to their child's progress and well being by communicating frequently with your child's teacher. If parents have an unresolved concern, they should contact the Director.

Your child will bring home a "Day School Daily" report each day from Day School. This will inform you what your child has learned at school and their behavior for that day. It also will list any reminders or concerns for your child. You will receive a progress report for your child at the half year mark, and again at the end of the year.

As a licensed childcare provider, we have the responsibility to make referrals to the Special Services department of the public school system or TEIS (Tennessee Early Intervention Services) regarding developmental or behavioral concerns of children in our program. If there are concerns with your child, you will be asked to meet with your child's teacher and the director to discuss them.

Parents are encouraged to visit your child's classroom. Parent participation is eagerly welcomed and may take many forms. Please

notify your child's teacher if you have any special talents or skills that you would like to share. We will use parent volunteers in the classrooms on a weekly basis, and you may sign up with your child's teacher.

Like us on Facebook. We have a closed group that you may ask to join to see posts from daily activities.

Mandatory:

*****We will also be using the app "Remind" for your phones to communicate with parents.** You may get messages specific to your child's class or from the director for general school information. **Communication will be thru this app so it is mandatory you join.**

How to join Remind: Enter this number: 81010

Text this message: @be9cgf

Your teacher will also give you info to join her class as well.

Make sure that you check our board in the entryway by the kitchen for important information. Please remember that signs will be posted with special information on the doors. Please stop to read this information, and take the time to look at your child's daily report for special instructions and events.

There is a Day School Calendar and other information on our website. Go to centervillechurchofchrist.org and click on the Day School tab.

Occasionally during the day we may be away from the phone, in classes with children and cannot leave to answer, or just be unable to hear it if we are in the gym. If it is an emergency, you may hang up and call the Church office (931-729-4201) and they will get a message to us or in a non-emergency please try to call again later.

Parent Involvement/Special Activities

Each teacher will have a sign-up sheet for parents to volunteer in their child's classroom. This year we want to involve more parents in day to day activities and special events that take place. So, if you are available to help out in any way, or have a special talent that you can share, please sign-up in the classroom.

From time to time our church here has special activities for the youth, families, fellowship meals, and other activities that we will invite you to come and be a part of if you would like to. For example, we have Sparks activities on Sunday afternoons for our preschoolers and elementary age children. It may be skating, movies, visiting the Pumpkin Patch, Sunday Night Trunk or Treat, Day Camp at Camp Meribah, VBS, Church for the Holidays, breakfast with Santa, Easter Egg Hunts, Kite Flights and cookouts, or our special cookout and Fireworks around the 4th of July. We will inform you of these and other activities. We would love to have our Day Schoolers and their families as our special guests!

We hope to have a special recognition Sunday for all of our Day School students. We will send out information about that at a later time.

Carter Hoover is our youth minister and he will be providing information for all the upcoming activities.

From the Desk of Melody Skelton, Director

It is a privilege to care for your child/children. I thank you for trusting us with your most precious possession. I strive to maintain a staff that will provide the highest quality of care possible. All staff members are fully trained in CPR/First Aid, and have attended extensive trainings necessary for working with pre-school children, including Child Safety training.

Building a great relationship with your child's care givers is so important. Your child should consider Day School their "home away from home". We want them to feel loved and nurtured, safe and happy, when they are here, and look forward to coming each day. We want you as parents, to feel comfortable with the care they receive, the staff, and the safety that our facilities provide.

As director, I am always willing to discuss any concerns you may have, and resolve any issues that may arise in a fair and ethical manner. I am in my office daily, and you may always call to set up a time to see me, or just drop by. I am generally on campus 8-10 hours each day, and my door is always open.

You may also reach me by Messenger, on Facebook, through the "Remind" app, or by texting or calling my personal cell phone. My cell number is 931-212-2542. Since this is my personal phone, please don't call after 9 pm or before 6 am, unless it is an emergency.

Our Day School Staff

Melody Skelton- Director

Teachers:

Stephanie Garrette- Pre K/Asst. Director

Jenny Weber- Pre K

Jessica Williams Age 3-4

Hannah Jo Redden- Age 2-3

Kimberly Harrington- Age 2-3

Kim Estes- Age 1 1/2-2

Cherie Sims-Age 1

Day School Assistants:

Janice Rediker, Martha Loveless,

Classroom Assistant: Faye Dotson

Day School Board of Directors 2019-2020

Mike Elkins, Chairman of the Board

Jeremy Qualls, Vice-Chairman

Jean Qualls, Secretary

Betty Breece, Accountant

Clay Chessor

Cecily Dotson

Gary Gatewood

Michelle Gilbert

Joy McDonald