

# Parent Handbook 2021-2022



## Centerville Church of Christ Day School

138 North Central Avenue Centerville, Tennessee 37033  
931-729-5233 Fax 931-729-5407 [dayschool@centervillechurchofchrist.org](mailto:dayschool@centervillechurchofchrist.org)

You must download the Brightwheel 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. We are licensed for ages 12 months to 7 years. In summer we may offer enrollment for ages 6 and 7 if space allows, but we do not enroll toddlers under 15 months unless there are extenuating circumstances. 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, siblings, and members of the Centerville Church of Christ 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, enrollment for those on the waiting list begins. Children are accepted in the order listed on the waiting list. If no days are available, you will remain on the list, and be notified in the order, determined by date, that your request was received.

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

## Brightwheel

Day School uses the Brightwheel child care platform to run our program. It is used to check in and check out each day, as well as billing and payment. We use Brightwheel for correspondence with parents, to send pictures of activities, to update parents on snacks, meals, naptime, and to post learning achievements. **Parents, as well as anyone on the child's pickup list, will need to download the Brightwheel app on their preferred device, either phone or tablet.**

Parents will need to complete the information on their child's profile page which includes address, contact information, birthday, medical information, etc. You do not have to fill out any personal financial information on the page. Please have a recent photo to upload for your child's profile page.

There are YouTube videos on using the Brightwheel app. I will provide a sheet explaining the difference of setting up parents, family, approved pickup people, or emergency contacts.

Brightwheel requires you to scan a QR code presented to you by staff upon arrival, answer health questions, and provide your signature on the device you are using (cell phone or tablet). You will receive a personal code when you sign up. If you forget your code or your phone, do not panic- we have a master kiosk available at Day School. In case of internet failure we will sign in and out with paper forms. The state requires that each child is signed in and out each day by a parent or contact designated for pick up.

**NO ONE UNDER THE AGE OF 18 IS ALLOWED TO PICK UP A CHILD, REGARDLESS OF RELATIONSHIP.**

No one will be allowed to pick up a child without having the proper child safety seat.

No one will be allowed to pick up a child if they are suspected of being under the influence of drugs or alcohol.

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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.

## Hours of Operation/Arrival and Dismissal

Day Schools hours of operation are from 6:45 AM until 4:30 PM. All children should arrive by 8:00AM. We do curb side drop off and pick up. Parents **should not** get out of the car in the morning. In the evening parents **should** get out and buckle the child/children in their safety seats.

If you arrive late, you must call 931-729-5233, check your child in using the Brightwheel QR code on the main doors, and wait for a staff member to come and meet your child to escort them to their classroom. You will be required to answer a series of health questions each morning before you drop your child off via the Brightwheel app .

**It is one way traffic morning and evenings.** Enter from the front drive off highway 100 and continue up the hill, either from the front of the gym or from the carport. Exit up the hill to East Swan. If we are using the large carport please form double lines. If it is just light precipitation we may use the small, single carport at the side of the gym, just check your app before pickup.

All children must be picked up by 4:30PM. If the child is picked up late, the fee is **\$1.00** per minute after 4:30PM. If you find you are going to be late, call the school and let us know. If you do not pay that day it will be billed to you on your next statement.

We are a private, Christian preschool, not just a childcare center, and therefore follow the public school calendar.

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. Delayed starts will be on a case by case basis, and announced on the Brightwheel App by 6am.

Your child's care and safety is our utmost concern. We have an emergency plan in place for any situation that might arise. Our facility has a safe shelter should we need to use it for any type of emergency, including tornadoes, natural disasters, or intruders. We have an evacuation plan posted in every room, and each staff member will have a copy of code words and appropriate actions to take. In the event that we would have to evacuate our building for any reason, you will be notified as to where to meet your child. Regular fire drills and tornado drills are practiced throughout the year.

## Sick Children

Our center does not care for sick children. If a child is coughing excessively, has a runny nose (not associated with seasonal allergies), running a fever (100.4 or above), vomiting, or has diarrhea, we will call someone to pick them up. They should be picked up within 30 minutes to an hour.

Children may not return to the center for 24 hours if they are sent home with a fever or vomiting. A child must be fever free, without pain reliever for 24 hours for readmission after an illness.

**\*\*Please see our Health policy for more explanation.**

## 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- & 4-year-old children are taught a series of lessons concerning personal safety with parental permission.

We have an emergent curriculum inspired by our monthly calendar and led by the children themselves. We include STEM activities. (Science, Technology, Engineering, and Math) We also include a customized curriculum based on assessment and observation, and developmentally appropriate, to meet the needs of each child as they progress along the 10 developmental scales. Those scales include Approaches to Learning, Language, Literacy, Creative Arts, Logic and Reasoning, Early Math, Social Studies, Nature and Science, Physical Development/Health, and Social-Emotional Development. This year we are also adding basic Spanish to our curriculum as well.



Outdoor play is an important part of our program. It is important for health and to develop those gross motor skills. 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 or choose to leave one at school. 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.** We are not responsible for lost clothing. 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.

## 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 including 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 will need 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. The rooms are cooler during naptime. Nap mats should be taken home **weekly** to be washed. Sippy cups for toddlers, or water bottles for older children labeled with their name. **Please label all nap mat rolls, coats, jackets, sweaters, etc., with your child's name.** House shoes or gripper socks for wear in the classroom. Children may bring **a 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.

If little girls wear skirts or dresses please put shorts on underneath. 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 are the safest type shoes for school. Closed-toed Crocs are acceptable.**

**If your child is in pullups, please provide the kind that open on the side!**

## Meals

Breakfast is not served at Day School. We have a snack around 9am. If your child has not finished their breakfast they may have it at snack time. Lunches are brought from home. If you choose to prepare a lunchbox for your child, please limit foods of low nutritional value, such as sweets and chips. Pre-packaged meals, such as Lunchables, are high in fat and sodium and are not recommended on a regular basis. Cut-up fruits and vegetables, cheese and crackers, sandwiches with meat or peanut butter are healthier and more nutritious. Hot foods may be sent in insulated 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. Lunch boxes will no longer be kept in the kitchen refrigerator due to safety concerns. Lunch boxes should be placed in your child's classroom-**clearly labeled on the outside!**

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. We provide milk or water with lunch. Water is provided with our morning snack and juice is optional with the afternoon snack. If your child needs something other than what we provide, you may send a drink in a thermos or water bottle daily. Special milk can be brought, labeled and refrigerated. 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.

**\*\*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. Please ask for a **medicine form at drop off**. The form must be filled out completely with instructions for giving the medicine. Be sure to sign the form and place it in a bag with the 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.

A form must also be filled out for sunscreen and insect repellent that a parent provides to be applied to the child.

\*Please do not ask us to administer pain relievers on a daily basis as a standard for a child who is teething. You may leave the pain reliever and a form for the teacher or a staff member to notify you if they feel the child is in need of the medicine for pain.

## Suspensions or Permanent Dismissals

Please see our Behavior and Biting policies for general information. A child can be dismissed from Day School for continued misbehavior, biting, or endangering other children. There is a protocol to follow which includes warnings and meetings before any suspension or permanent dismissal.

## 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. You will be notified on the Brightwheel app that an accident or incident has occurred. 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.

**Children's names are never used in the incident reports! This is strictly confidential information, and should not be discussed among parents.**  
**A child should never be referred to with a label of "biter", "hitter", "kicker", "crier", or any other name. We do not want any child in our care labeled. All children are treated equally.**

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.

**The parent will be notified in any head injury that results in swelling. The parent will be notified in any bite that results in broken skin.**

**\*\*\*Please review our new Biting Policy**

**\*\*\*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 have a daily report each day via the Brightwheel app. 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. Your teacher will discuss with you goals that you have for your child this 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.

**We will also be using the Brightwheel app 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 have access to it.**

Any message that you send via Brightwheel goes directly to the teacher, and is also seen by the Director. If you need to communicate something privately then you may call Day School or request a meeting.

Coming soon is our new church website. It will have forms, calendars, staff listing, etc.  
*[centervillechurchofchrist.org](http://centervillechurchofchrist.org)*

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**

We have Muffins with Mom, Donuts with Dads, Gathering with Grandparents, Thanksgiving dinner, a Christmas Program, and graduation. We hope to return to having visitors from the Fire Department, Police Department, Ambulance service, and other community helpers this year, as well as business owners and farmers!

If you want to have snacks for your child's birthday, please schedule ahead of time. You may send homemade or pre-packaged items for your child's class. Please inquire if there are food allergies before you bring treats.

## 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. My door is always open, and I am generally on campus 8-10 hours each day.

You may reach me by calling Day School 931-729-5233, thru FB Messenger, the Brightwheel 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 8 pm or before 6 am, unless it is an emergency.

We strive to make your child's experience at Day School exceptional! We welcome suggestions if you see an area that we can improve.

**Our Day School Staff**

**Melody Skelton- Director**

**Teachers:**

**Stephanie Garrette-Pre-K /Asst, Director**

**Shay Harrington- Pre-K**

**Jessica Williams- Ages 3 & 4**

**Helen Simmons- Age 3**

**Jacinda Porter- Age 2**

**Alyssa Gatewood- Age 2**

**Kathy Knorr- Age 1**

**Day School Assistants:**

**Faye Dotson, Martha Loveless**

**College Students:**

**Adley Elkins, Macie Garrette, Megan Tidwell, Kaitlyn  
Wallace, and Olivia Craft**

**High School Afternoon runner :Valerie Totty**

# **Day School Board of Directors 2021-2022**

**Mike Elkins, Chairman of the Board**

**Jean Qualls, Secretary**

**Eric Cannon**

**Cecily Dotson**

**Clay Chessor**

**Gary Gatewood**

**Michelle Gilbert**

**Joy McDonald**

**Jeremy Qualls**