



LONG HOLLOW

WEEKDAY  
PRESCHOOL

# PARENT HANDBOOK 2023-2024

Long Hollow Weekday Preschool  
Long Hollow Church  
3031 Long Hollow Pike  
Hendersonville, Tn 37075

615-824-4006 Ext. 831

## **Philosophy**

Our philosophy maintains that a child should have a safe, and nurturing environment in which to grow spiritually, socially, physically, and emotionally. We believe that children learn best through play. While your child is our first priority, we desire to minister to the family as a whole.

## **Curriculum**

We use a Bible based curriculum that encourages children to learn who God is, who Jesus is, what the Bible says, and how to worship God. Through learning the Bible, the children also learn letters, numbers, colors, shapes and character traits.

## **Schedule**

**School Hours are 9am-2pm**

**Our first day is August 8th and the last day is May 16th.**

We will follow the **Sumner County Schools for all** closings, including holidays, inclement weather, and illness.

**There will be no tuition reimbursement for these days.**

## **Tuition and Fees**

**Registration/Materials Fee:** \$80 per child due at enrollment

**Monthly Tuition:** \$190 due by the 10th of each month. Payments should be made by check or cash or online at [my.longhollow.com/weekdaypreschool](http://my.longhollow.com/weekdaypreschool). There is a \$10 late fee if paid after the 10th.

Siblings will receive a \$10 discount per month.

**Payments:** Make checks payable to LH Weekday Preschool and place them in the box at the Preschool entrance. Cash will need to be paid in person at the Welcome Desk where you will receive a receipt for your payment. **If payments are not made by the 10th of the month, or arrangements made with the director, you will be asked not to attend until a payment is made.**

## **Late Pick-up Fee:**

We understand emergencies happen. If you know you are going to be late please contact us immediately.

\$1 per minute after 2:05.

\$2 Per minute after 2:30

\$20 after 2:30

\*You will be asked to sign an acknowledgement of the fee and this will be added to your statement at the end of the month.

**Withdraw:** A two week notice to the LHWP office is required to withdraw during the school year.

## **Arrival and Dismissal**

Check in begins at 8:55 and ends at 9:15. Doors will be locked at 9:15. Please make every effort to get your child to class on time. This will help establish a routine.

- Go to the Welcome Desk with your key tag and scan your tag
- Take your Security Stickers to the classroom
  - The teacher will keep the sticker with your child's name
  - The second sticker will be for pick up.
    - If someone other than the person dropping off is picking up, go to the Welcome Desk and fill out a **Blue Card**
    - **If you lose the sticker, you will need your ID TO PICK UP**

**TEACHERS ARE NOT ALLOWED TO RELEASE A CHILD TO ANYONE, INCLUDING PARENTS, WITHOUT A SECURITY STICKER OR BLUE CARD.**

**A photograph of the sticker will not be accepted.**

These security measures are in place to keep your child safe.

## **Staff**

All teachers at LHWP have been selected following an application and interview process with the director. Background checks and reference checks are completed for all staff, including substitute teachers. Teachers and staff must be over the age of 18 to be employed at LHWP.

Children are supervised by two teachers at all times. We have floaters available for teachers if they need to step out of the room.

Teachers are CPR/First Aid trained and have been through security training.

## **Health and Illness**

Parents should not bring their children when they are sick. If any of these symptoms occur please keep your child home:

- Fever, vomiting, and or diarrhea (symptom free for 24hrs)
- Symptoms of childhood diseases (scarlet fever, measles, pink eye, croup, chicken pox, etc)
- Discolored or thick mucus from nose
- Sore throat
- Unknown rash or skin infection
- Having knowingly been in contact with anyone diagnosed with Covid-19 within the last 14 days.

If symptoms develop at LHWP the child will be isolated at the Welcome Desk with staff until the parent can pick up. Teachers/Staff cannot give medications. Exceptions are diaper cream or allergic reactions medication (Epi-pen) as written by the parents.

**Allergies:** Teachers will be made aware of allergies in the classroom. Parents of a child with an allergy will be asked to complete an Allergy packet.

- Peanut allergies are becoming more severe and common. Children with a peanut allergy will eat at a separate table from children that bring peanut products for lunch. All tables and chairs will be wiped clean and hands washed after eating to spread any peanut product. All teachers have been trained on how to use an Epi-pen. You will be notified by your teacher if your class is a peanut free classroom.

### **Accidents**

Teachers must notify the Director and the parents when a child is injured. All accidents will be reported on the “Ouch Report.” The teacher will complete the form and discuss it with the child’s parent. The parent will need to sign the form and it will be returned to the director to be filed in the student record. If two children are involved in an incident, the names of the children will not be shared with **either parent**.

### **Birthdays**

We love to celebrate birthdays. If you’d like to bring a special treat for the class, please check with your child’s teacher about her preferences and any food allergies before bringing a treat for the class. Always notify the teacher so she can make the other parents aware of the special treat day.

### **Visitors**

Parents are welcome to visit LHWP at any time; however, scheduled visits are preferred. We ask that observations be made from the hallway, outside the classroom door. **FOR THE SAFETY OF OUR CHILDREN, VISITORS ARE NEVER ALLOWED IN THE CLASSROOM WHEN CHILDREN ARE PRESENT UNLESS APPROVED BY THE DIRECTOR.**

**We will have a Security Guard on duty each day that the weekday preschool is in session**

### **Discipline**

We will use praise and encouragement of good behavior rather than focusing on the negative. When necessary, we withdraw the child from the group in a calm, matter-of-fact manner.

The following actions will be taken for discipline:

1. Talk with the child about his/her actions and explain how it can be corrected
2. After this warning the child will be placed in a quiet space for 1 minute per year of age.
3. The teacher and parent will discuss specific behavior plans.
4. If the teacher feels she has exhausted all options and the child still will not comply, the child will be taken to the LHWP office.
5. The Director will call the parents if necessary. A behavior report will be completed and filed with the student record any time the parent is called.

\*Any child whose behavior continuously causes harm to others, is a constant disruption to daily routines, or is unable to participate in group activities will be dismissed from the program if other methods cannot resolve the problem.

### **Biting**

Biting is a normal reaction for children who do not have the words to adequately express their feelings and it is common for toddlers and twos.

Teachers are instructed to perform the following actions when biting occurs:

1. Treat the bitten child first-calm him and apply an ice pack if necessary
2. In a calm, but firm voice, make sure the biter knows it hurts their friends to get bitten.
3. Inform the parents of both children-names will not be shared
4. Complete an Ouch Report for each child and file a copy in the child's student record.

### Potty Training:

Teachers will aid the parents as they are potty training and encourage that at school.

**LH requires all children in the 3yr. and 4 /5yr. old classrooms to be potty trained and independent in the bathroom.**

### Emergency Evacuation

LHWP is protected by Ace Alarm Security System in the case of an emergency, the police and fire department are alerted immediately. Employees receive detailed instructions to follow in the case of an emergency.

### What to Bring Each day

**EVERYTHING SHOULD BE LABELED WITH THE CHILD'S NAME AND TAKEN HOME EACH DAY. All children ages 3 and up are required to be potty trained and independent before starting school in August.**

- Diaper Bag or Backpack
- Diapers/pull-ups /wipes
- Weather appropriate change of clothes
- Comfortable clothing that can get dirty
- Tennis shoes
- Jacket when necessary-we will be outside on cool mornings
- Lunch box
  - Nutritious food that your child likes to eat and can easily manage. We are not able to heat food or keep it cool. Include an ice pack if needed.
  - No candy, gum, peanuts, popcorn, grapes or hot dogs (unless cut and quartered)
  - We will offer meat/sandwich first then vegetables/fruit and last chips/ dessert
  - We will pray before eating and use this time to teach table manners and conversation skills.
- Reusable water bottle- **no plastic bottles with screw on tops**
- Nap mats/ Crib sheets and blanket
  - Children (except PreK) will lay down for a nap and be encouraged to rest, but not required to sleep.
  - You can bring 1 comfort item (that doesn't make noise) and the teacher will get it out of their backpack at nap time.

## **EMERGENCY EVACUATION**

LH Weekday Preschool has taken precautions to ensure the safety of everyone should there be an emergency. Our outer and inner doors are kept locked daily except for drop off and pick up times. A security guard will be on duty during our program hours. The church has added glass brake sensors throughout the preschool area and the alarms are monitored by the ACE Alarm Security System. The Fire and Police Departments are notified immediately in case of any emergency. Employees will attend an active shooter training and receive detailed instruction to follow in case of emergency. Drills will be conducted during the school year to make sure employees and children know how to respond.

## **PARENT HANDBOOK AGREEMENT**

Parents will receive a Parent Handbook Agreement before their child's first day. This form must be signed and turned in before attending class.