

The Sparrow's Nest

Parent's Day Out



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Mission Statement

Our mission at The Sparrow's Nest is to assist in developing children spiritually, emotionally, and academically to soar as they leave the nest.

Registration and Tuition

All children are eligible for enrollment as space permits, regardless of sex, race, color, creed or religious beliefs.

Age requirements by class:

2-Year-Old Program Must be 2 by August 15

3- & 4-Year-Old Program Must be 3 by August 15,

Pre-K Program Must be 4 by August 15, and attending Kindergarten the following year

Parent Handbook

Fees:

A registration fee of \$90 is due with the application and is non-refundable. This covers curriculum supplies and crafts throughout the school year.

Tuition:

Fees are set on a 9.5-month pay scale, not on a set number of days per month.

Our tuition rate is an annual rate calculated into monthly payments. There will be no reduction for holidays, breaks, inclement weather, or illness.

Tuition payments are due on the 1st of each month. There will be a 5-calendar day grace period. After the 5th of the month, a late fee of \$5 per school day will be added to your payment amount. If you are consistently late, your account will be reviewed. If your payment continues to be delinquent, your child will be dismissed from the program. There will be a \$25 returned check fee. There will be a locked collection box located in the preschool hallway for you to deposit your tuition and/or tumbling payment. Please put your child's name in the memo line of a check or on the envelope if paying by cash. A receipt will be sent home after payment is received.

Please call the school office if there is a question about your payment.

There is a 10% sibling discount on the first sibling.

Tuition- \$170 per month

If a child is going to be absent for the entire month, parents will still need to pay the full tuition in order to hold the child's place in class.

Immunization Forms:

A current immunization form is **required** for enrollment and must be turned into the director before your child may attend school. Your child's doctor can provide you with this form. If you choose as a family not to give immunizations to your children, then you must go to the TN Dept. of Health website and download the necessary exemption forms or contact your doctor. They must be filled out and turned in to the school office to be kept in your child's records.

Our Daily Routine

School Hours:

The Sparrow's Nest hours are 9am-2pm. Our calendar will coincide with the Rutherford County Schools (RCS) calendar for breaks, holidays and inclement weather.

Arrival and dismissal:

The preschool doors will be unlocked at 8:55am each morning.

Parents will escort their children to their classrooms and sign them in.

The school doors will be locked at 9:15. Only approved people will be allowed to enter the school during class time.

At dismissal time, the doors will be unlocked, and parents will proceed to their child's classroom. Parents will sign their children out when they are picked up.

Students will only be released to the parent or approved pickup person on the student's application.

*Parents must send in a handwritten note placed in their child's folder, or contact the director by phone or email, if an alternate pickup person, not on your child's application will take the child home that day.

Please notify the teacher/office if you plan to pick up your child early, so we can have them ready when you arrive.

Backpacks and clothing:

Students will need to bring to school a backpack. There should be room for a folder, change of clothes, water bottle and a lunch box. (No rolling backpacks, please!)

Please send in a full change of clothes in a labeled, gallon-sized Ziploc bag, including socks and underwear. Make sure that you change out the extra clothes when the seasons change. It is important for children to wear comfortable, appropriate play clothes to preschool. Our days will include playing outside, painting, markers, sand, clay, etc. We will do our best to protect children's clothing, but accidents will happen with preschoolers. Tennis shoes are preferred footwear. Please avoid flip-flops and open toed shoes to prevent injuries. Our girl students will need to wear bike shorts/bloomers under skirts and dresses. Families will need to provide diapers each day in their child's backpack. We provide wipes.

Lunch and Snacks:

Students will bring their own lunches and a snack to school each day. Please **LABEL, LABEL, LABEL** all items that are sent with your child. Nutritious lunches that include finger foods, pieces of fruit, dry cereal, sandwiches, etc. are preferred. Any food item that might be a choking hazard such as, hot dogs and grapes **MUST** be cut up at home. Make sure they have a labeled cup or bottle with a spill-resistant lid on it with water for snack time and a separate drink for lunch. Candy and soda are not permitted during school hours. Our classrooms are not equipped to refrigerate or warm up lunches.

Morning Praise & Prayer Time:

Each day the children will come together to pray, sing, learn scriptures and hear Bible stories.

Circle Time:

In the classroom, each teacher will take time to teach and reinforce concepts including: the calendar, letters, shapes, numbers, colors, weather, etc. The students will take turns speaking and will learn to listen to others share their ideas.

Centers:

Developmentally appropriate activities will be used during center time to help children learn and explore new skills. Students will use blocks, puzzles, books, art materials, math manipulatives, and nature and science materials to experience monthly themes.

Table time:

Students will use age-appropriate items to develop fine motor skills by using glue, scissors, crayons, paint, modeling clay and paper/pencil.

Story time:

A school day will include teacher readings of age-appropriate picture books at various times throughout the day such as snack time, circle time, before rest time, etc. Books are a big deal! We encourage you as a family to take time each day to read a book together. This will help foster your child's love of reading!

Outdoor/Gym play:

Each class will have free play each day. This gives them the necessary time to expend energy and to develop their gross motor and social skills.

Rest time:

Our 2 year old and three-year-old classes will take a rest time each day, four-year-olds will have rest time only for the first half of the year. Parents will need to provide a Kinder mat type of rest pad and cover. A king-sized pillowcase works great as a cover. If your child needs a special blanket or pacifier for rest time, please be sure to include it in his or her backpack. Please label these special items. We will send home rest mats and/or covers each month for laundering. The one-year-old students may also bring a crib sheet and blanket.

Birthdays:

Children love bringing a special treat to share for birthdays. Please contact the teacher to make arrangements to bring in a birthday treat. Cookies, muffins, rice crispy treats, trail mix, etc. work best for sharing with friends. Invitations for parties may be sent to school to send home in folders. Please be mindful of any food allergies in your child's classroom.

Safety & Security

The safety of our students is one of our primary concerns at the Sparrow's Nest.

1. Background checks have been completed for each staff member.
2. The entire staff is CPR and pediatric first aid trained and certified.
3. All doors to the school will be locked down throughout the day starting at 9:15am.
4. In the event of a medical emergency, parents will be notified immediately. In extreme cases 911 will be called. *****Please keep cell phones on and handy, so that you can be reached if an emergency arises!*****
5. Teachers will practice emergency drills with their classes throughout the year.
6. An accident form will be sent home for minor bumps/scrapes so parents will know what happened while their child was at school. Parents are to read, sign and return this form to the school.
7. Students will be released only to parents and those authorized on the application and emergency contact form. Before a child is released to anyone other than a parent/guardian, a photo I.D. will be required. Please call the office or let the teacher know if someone new will be picking up.

Communication

Folders will go home each afternoon and are to be returned the next school day. There will be important information for parents included such as newsletters and upcoming events. Class Dojo will be the primary means of communication. Student work will also be sent home in their folders. It is important to check folders each day! Teachers may use email and/or phone calls to contact parents. Please make sure your email and phone numbers are correct on our class rosters. Monthly calendars will be in student folders.

The Director has an open-door policy. Please contact her with any questions or concerns at any time.

Discipline

The Sparrow's Nest staff will work **as a team** with the parents on all discipline issues. Each class will have a behavior management system that will help encourage each child to have good behavior at school. Positive reinforcement, encouraging words, and stickers will be used in the classroom to affirm students' good choices. Redirection and age-appropriate correction will be used to modify poor choices made by students. Aggressive behavior such as biting, hitting and throwing will be addressed on an individual basis with the student and his or her parents. All aggressive behavior requires that an incident report be filed with the school office as well as:

- The first offense a phone call will be made by the Lead teacher to the parent.
- The second offense will result in a phone call and/or a parent/teacher conference.
- The third offense will result in a phone call and a parent/teacher/Director conference.

In extreme cases, the parent may be asked to pick up their child. If the behavior continues, the Director may dismiss the child from the program to best serve the needs of the entire class. The Sparrow's Nest will make every effort to help the family resolve the issue.

Sick Policy

We follow the RCS guidelines for our sick policy/attendance. Children who become sick during the day will have their parents called and will rest comfortably with the director until parents can come pick them up from school. Please do not bring your child to school if they are contagious or if they have not been fever free for 24 hours. If you choose to have your child remain at home due to personal or other student's illnesses, you will still be responsible for that month's tuition.

We follow the Rutherford County School Covid protocol.

Inclement Weather

The Sparrow's Nest will follow RCS for snow days and closings. If RCS schools are closed, the preschool will be closed. If RCS has a one-hour delay, the preschool will open at 10am. If RCS has a two-hour delay, the preschool will open at 11am. If RCS schools are on an abbreviated day, we will not meet that day. Please watch the local news for school closings due to severe weather. The parents will be notified by the teacher if school closes early.

Withdrawal/Dismissal Policy

Please notify the director as soon as possible if you need to withdraw your child. A 30-day written notice is required. If your child is withdrawn from the program without proper notice, you will be responsible for the next month's tuition. The director may release a child for any reason deemed appropriate to preserve the integrity of the school and the safety of all the students.