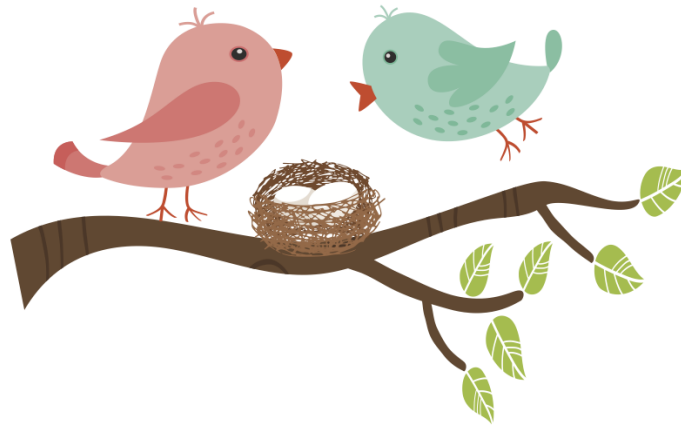


The Sparrow's Nest

Mother's Day Out



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Parent Handbook
2022-2023

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:

12-23 Month Program	Must be 12 months by August 15, 2022
2-Year-Old Program	Must be 2 by August 15, 2022
3 & 4 Year Old Program	Must be 3 by August 15, 2022
Pre-K Program	Must be 4 by August 15, 2021 and attending Kindergarten in 2023

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 10-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 for you to place your tuition payment located in the preschool hallway. Please put your child's name in the memo line of a check or on the envelope if paying by cash. Receipts will be sent home for 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

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.

Due to Covid-19, arrival and dismissal will be different this year. Only parents with children in the one-year old class will be allowed in the building. This will only be for the first two weeks of school. After the first two weeks, parents of the one-year old students will drop off and pick up from the outside as well.

Morning Drop-off

Upon arrival, students will then be escorted from their vehicles into the building by the director/assistant director. Once inside, a teacher or assistant will take the child to the restroom to wash hands. Children will then be taken to their classrooms to begin the day. The child will be marked present by his/her teacher each morning. Parents with children in the one-year old class will have their temperature taken before entering the building. Parents must wear masks while in the building.

Afternoon Pick-up

1:50-2:00 PreK and Two Years Old class pickup on side of building nearest to the sanctuary.

1:50-2:00 One Year Old and Three/Four Years Old pickup at normal entrance (Sam Davis Rd.).

Students will be escorted from the building to their vehicles each afternoon. When the parent/approved pickup person arrives, they must show their car tag with the child's name. Students will only be released to the parent or approved pickup person on the student's application. The director/assistant director will mark the pickup sheet with the name of the person to whom the student was released.

*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 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 the 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 should 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 12-month old class through three-year-old class will take a rest time each day. Parents will need to provide a Kindermat 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.
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, upcoming events and behavior charts. 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.

Due to Covid-19, we will be extremely strict on our temperature policy. PLEASE do not bring your child to school with a fever. Please do not mask the fever with medicine. Your child may not return to school until he/she has been fever-free for 24 hours, without medication.

Incident 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. Please watch the local news for school closings due to severe weather. The parents will be notified by the teacher if school closes early.

Covid-19 Policy

Parents must sign a Covid-19 waiver before their child will be admitted into the program.

Any adult entering the preschool area during school hours must have their temperature taken and wear a mask. This includes parents and staff.

Children's temperatures will not be taken upon arrival; however, a thermometer will be available for use throughout the day. If a child has a fever, he/she must be picked up immediately. The student may not return until he/she is fever-free, **without medication**, for 24 hours.

The Pre-K class is encouraged to wear masks, but it is not mandatory. The three-year-old class is encouraged to wear masks while in the play area with the Pre-K class. Child size disposable masks will be available. Again, masks are encouraged, but not mandatory for students.

We have built in time for extra handwashing. Teachers will wipe surfaces throughout the day. If a child places a toy in his/her mouth, the toy will be put away until it can be cleaned.

Covid-19 contingency plans:

- If a teacher tests positive for Covid-19, the entire school will close for 10 calendar days.
- If a child tests positive, that classroom and the classroom they play with will close for 10 calendar days. (Ex: One-year old tests positive, both 1 and 2-year-old classes close. Pre-K child tests positive, both 3 and Pre-K classes will close.)

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.