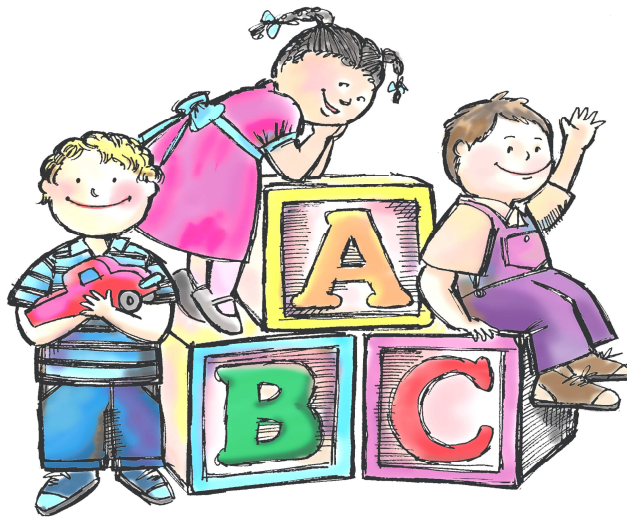


# Children's Enrichment Program Registration



## Farragut Presbyterian Church

"Welcoming children ages 6 months  
through 5 years  
from all backgrounds and traditions."

**2011**

**FARRAGUT PRESBYTERIAN**  
**CHILDREN'S ENRICHMENT PROGRAM**

Dear Parents:

Welcome to Farragut Presbyterian Children's Enrichment Program. We believe the learning experiences here will be happy, wholesome ones. We also know that the best assurance for your child's success is the close cooperation and communication of parents and staff.

At the Children's Enrichment Program, our teachers and staff work together as a team. The level of enthusiasm for teaching runs high among the CEP faculty. Teachers here love to work with children and strive for an environment where they can make a difference in a child's educational experience. The staff has adopted a vision statement that reflects their affirmation of our commitment to the Children's Enrichment Program. **We are a professional team that takes on the responsibilities of providing a safe and trusting haven for the children, their parents, and each other through nurturing and learning experiences.**

As early childhood educators, we direct the development of the "whole" child—intellectually, socially, emotionally, physically and spiritually—through a curriculum of age appropriate activities. These activities are creatively presented so that every child experiences success in a community filled with love and respect. In each classroom, teachers use their knowledge of child development to introduce age-appropriate skills to the children. No period of childhood or aspect of development is judged to be any better or more important than another. We believe in instilling the love to learn. We know that in a loving environment, as is our Children's Enrichment Program the learning follows. Teachers and the Farragut Presbyterian Christian Education committee continually study and assess the value of our program.

We are honored that you have chosen our Children's Enrichment Program. We believe that we are an important link in the long chain of a child's instruction. We continually strive to keep our link strong. Thank you for entrusting your child to us.

Our Center's title and address are:

Farragut Presbyterian Church  
Children's Enrichment Program  
209 Jamestowne Blvd.  
Knoxville, TN 37934  
Office Line: (865) 671-4616  
Fax Line: (865) 671-3910  
Email: [bhallman@tds.net](mailto:bhallman@tds.net)

We are licensed by the Knox County Department of Human Services and are inspected annually by the Knox County Health Department and the Knox County Fire Department.

Sincerely,

Beth Hallman  
Director

## GENERAL INFORMATION

**Enrollment** Enrollment is confirmed upon receipt of a NON-REFUNDABLE registration fee of \$90.00 per child. Age requirements are based on a cut-off date of September 30 of this year. Example: if your child is 2 on or before September 30 of this year, he/she will be in the 2 year old class. If he/she will be 2 after September 30 of this year, he/she should be in the under 2s class. The same policy applies to the children in the 3 and 4 year old classes. A CHILD MUST BE POTTY TRAINED TO BE IN THE 3 YEAR OLD PROGRAM. Any combination of days is available in each class except Pre-K (Monday through Thursday only)

**Registration Fee** \$90.00 per child (non-refundable)

**Registration** Enrollment for 2011-2012 begins on February 28, 2011.

**Fees** **Under Twos**  
Meets Monday through Thursday  
One day per week is \$120 per month  
Two days per week is \$225 per month  
Three days per week is \$335 per month  
Four days per week \$445 per month

**Twos Class**  
Meets Monday through Thursday  
Must be two by September 30 of this year  
One day per week \$120 per month  
Two days per week \$225 per month  
Three days per week \$335 per month  
Four days per week \$445 per month

**Threes Class**  
Meets Monday through Friday  
Must be three by September 30 of this year  
Two days per week is \$210 per month  
Three days per week is \$255 per month  
Four days per week is \$339 per month  
Five days per week is \$422 per month

**Fours Class**  
Meets Monday through Friday  
Must be four by September 30 of this year  
Two days per week \$210 per month  
Three days per week is \$255 per month  
Four days per week is \$339 per month  
Five days per week is \$422 per month

**Pre-K Class**  
Monday through Thursday  
Children attend all four days \$325 per month

First day for students will be August 29, 2011.

Classroom teachers have assessed their own class needs and routines. Please ask your child's teacher if any individual supplies are needed for their classroom. We also accept donations of snack supplies, paper products, and Clorox wipes to help keep our operating costs as low as possible.

## PRESCHOOL POLICIES

1. Our Center is open from 8:30am until 2:00pm. Children cannot be accepted earlier or kept later. Please enter the Children's Enrichment Program through our "green awning" entrance. This door, located at the extreme right of the church, is open from 8:30am until 9:15am and again from 1:30pm until 2:00pm. All other times the door is locked. A doorbell is located on the left side of this entrance. You may ring this doorbell and a staff member will respond. Our center closes at 2:00pm. Dismissal is between 1:45pm and 2:00pm. Please pick up your child promptly. Late pick-up fee is \$5.00 for each five minutes you are late. The late fee begins being charged at 2:05pm.
2. A calendar is provided during registration and upon request to all parents. This calendar specifically lists days that the Center is closed due to holidays. We will not have the program on days that Knox County Schools are out because of snow, inclement weather, or illness. If Knox County Schools are closed, Children's Enrichment Program will also be closed. If our Center is in session and Knox County Schools have an early dismissal, please pick up your child as quickly as possible. Our teachers need to leave to pick up their own children. If Knox County schools open late, our CEP will also open late. For example, if Knox County Schools have a one hour delayed opening our center opens at 9:30 am. If Knox County Schools have a two hour delayed opening our center opens at 10:30 am.
3. Your monthly fees are due by the 15th of each month. Please be aware that a \$10.00 late fee will be charged for payments received after the 15th of the month, unless a satisfactory arrangement is made with the Director. Also be reminded that the tuition is based on a nine-month school term and has been broken into nine monthly payments for the parents' paying convenience. No refunds will be made. No refunds will be given if a child or family is on vacation. It is only fair for parents to pay for days that the children are registered as a space has been reserved for that child. We ask that a 30 day notice be given prior to withdrawing from the Children's Enrichment Program.
4. All enrollment forms, health, and personal data for the child must be completed and turned in before your child can be admitted to the Center. The health record must be signed or stamped by a physician or health care agency. Immunizations should be kept current throughout the year and recorded on the health form. Children thirty months and younger must also have the bottom of the physician's health form checked to indicate that they have had a physical no more than three months prior to beginning school.
5. We can only accept well children. We are depending on you to help us maintain this policy. Symptoms that are cause for keeping your child at home are: fever, excessive runny nose with clear or any colored nasal secretion, croupy coughs, ear ache, red eyes, chills, sore throat, fever, diarrhea or nausea. The child must be free of fever 24 hours before he/she returns to school. If your child has had nausea or diarrhea, the child must have 24 hours with no nausea or diarrhea before returning to school. When your child has had strep throat, he/she should remain out of school until he/she has been on oral medication for at least 48 hours. \*All rashes require a Doctor's Note saying he/she has been cleared at attend school. Should your child become ill at school, we will work to keep them comfortable until you can come at your **earliest** to get them. Our Center can **NOT** administer **ANY** medicines to children. Doing so would be in violation of our operating license. This includes over the counter medications such as Tylenol, and/or cough syrup. We are not established as a long term care center and, therefore, are not authorized to administer medications. Please do not place medicine in children's bottles or sipper cups. This could present a safety hazard for other children.
6. In the event of your child's absence from school, we ask that you promptly notify the school (671-4616) or you may email the school at [bhallman@tds.net](mailto:bhallman@tds.net). This helps teachers plan for the number of children in their classes. We appreciate this communication.
7. **When arriving at our Center in the morning, please sign your child in on the sheet inside the door of the child's classroom.** You are required to leave phone numbers of where you may be reached during the day. In case of illness or injury, we need to make immediate contact with the parents. Please make sure you cell phones are charged and turned on during the day. **In the afternoons, we ask that you sign your child out on this same sign-in sheet. Please remember that**

**your child home will be allowed to do so. This applies to grandparents and other relatives as well. We will also xerox a picture identification (example: driver's license) the first time an authorized individual picks up your child.** We will inconvenience you rather than allow your child to go with someone for whom you have not given written permission.

8. Christian Education is best learned through the love, care, and concern that everyone gives to each other. We have a chapel time that is offered twice a week on Wednesdays and Thursdays. Chapel time lasts approximately 20 minutes and is filled with songs about God, simple Bible stories and simple, heartfelt prayers. These prayers are a time of thanksgiving for birthdays, new brothers or sisters, and a time to remember friends who may be sick. The concepts we focus on are that God is good, God loves us and He has made everything in our world. Our Associate Pastor, Colleen EM Maillie, leads the chapel service. In the event of her absence, the pre-school director leads chapel.
9. We serve a mid-morning snack to the children. A list of snacks is provided to parents at the beginning of the school year. Parents will be told ahead of time if anything not on the snack list will be served. We always have apple juice and strive to include healthy food items as well.
10. The parent is responsible for providing their child with a sack lunch. Please remember that "less is best"! Finger foods are great. We suggest small sandwiches, fruit, chips and raw vegetables; when sending fruits and vegetables please have these cut and manageable for your child to eat. If utensils are needed, please send those in your child's lunch box. Please **DO NOT** send candy, chewing gum, carbonated drinks, fruit roll-ups or "fast foods" still in the original containers. We would also recommend that you not send red drinks or glass containers due to stain and breakage problems. Please do not send "Go-gurts" as they also present spill problems. Our Under Twos class is the only room that is equipped to heat or refrigerate food. All other classes will serve your child's lunch as they are contained in their lunch box. We highly recommend a cold pack or thermos to keep foods at their serving temperature.
11. Papa John's Cheese pizza lunches are offered on Wednesdays and Thursdays at an extra cost. These lunches include pizza, fruit, milk and a dessert. Please see the director if you want these lunches for your child.
12. Washable play clothes are best for your child. A change of clothes including underwear and socks should be kept at school. Please think of your child's comfort when dressing them for school. Simple clothing that is free from complicated fastenings is best. Remember that they are often in a hurry to get to the bathroom. Pants with elastic waists work well. We also ask you to dress your child's feet in sneakers rather than sandals or dress shoes. Sneakers allow for running outdoors and in the "big room" safely. The Health Department requires your child to wear socks with all shoes. Think of the changeable weather and dress your child warmly. Please provide jackets and sweaters. It is much easier to remove an unneeded item than **ONLY those people authorized on your child's school records to take** to put on something you do not have. Also, please write your child's name on all items they bring to school, including jackets.
13. We strive to give each child the opportunity for outside play each day. If the temperature is above 32 degrees and/or not raining, we will be outside for a play period. Sometimes it is not possible to be on our playground due to wet conditions. On those days that we cannot go outside we will play in the "big room" (fellowship hall).
14. Please have your child leave all personal toys at home. Sharing a favorite toy is not an easy task. An exception to this is if a younger child has a special "security" stuffed animal or blanket and needs it during the first few weeks of school. We encourage children to bring a special book or specific "show and tell" item only on their SPECIAL PERSON days. Please leave war toys or similar items at home. We are trying to teach children methods for working out disagreements with words. It is our experience that these toys in the classroom invite uncontrolled behavior and aggressive actions.

15. Please tell the child's teacher ahead of time if you would like to celebrate a birthday at school. We encourage you to bring a special snack for the entire class to share. Due to serious food allergies, we ask that all party snacks and birthday treats be store-bought. These goodies will list specific ingredients and allow us to be respectful of all. Please be sure to include the ingredient list when you bring your treats. If you wish to give out party invitations at school for an after-hours party sponsored by your family, please make sure that there is an invitation for everyone in the class. We want everyone to feel included. If this is not possible, then please mail the invitations. No gifts will be exchanged at our in-school birthday celebrations.
16. Please feel free to ask for an appointment any time during the year to discuss your child. We are constantly evaluating your child's progress. In February, teachers set aside time for parent-teacher conferences and to review these evaluations with you.
17. The Center reserves the right to dismiss any child if, after entering, he/she seems unable to participate in group experiences or if the fees have not been paid. We also reserve the right to dismiss a child whose family refuses to seek outside help when recommended by trained professionals.

### **ARRIVAL SUGGESTIONS FOR SMOOTHER SEPARATIONS**

Beginning pre-school is an exciting experience for a young child. Whatever the personality of the child, there will be a moment when the child suddenly realizes that you are not staying the entire day also. The apprehension that accompanies this realization is a normal reaction. We offer some suggestions to help ease the tension:

1. Prepare your child ahead of time about coming to school.
2. Encourage your child to walk with you to his/her room.
3. Reassure your child that you will be back. Give a big hug, kiss, or "I love you and I'll be back after lunch." Then EXIT. At this point it does no good to stay until they settle down. They will not calm down as long as you remain. The child interprets your reluctance to leave as meaning that you are not sure about this place and perhaps do not trust these people. Your presence now only intensifies your child's reaction and that of the entire class.
4. Realize that there may be tears at first, but they pass quickly. If your child remains upset, we WILL call you.
5. Parents are discouraged from coming back into the Center to check on the child because when the child sees the parent, the child thinks it is time to leave and is immediately ready to go. We are happy for you to call and check on your child at any time during the day. The child's teacher is always available to give you information.
6. Pick your child up on time. It is scary for a child when all other children are leaving the classroom.

**For your children's safety, we ask that you bring ALL children in to the building when signing your student in or out. We recognize the dangers of leaving children unattended in cars or in the church parking lot. The CEP does not provide personnel to patrol this area. We ask that parents be responsible for the safety of their children. We also invite you to play on the playground after school closes at 2:00 pm. Our playground provides a safe, fenced area with benches. The front yard is bordered by a busy street and parking lot.**