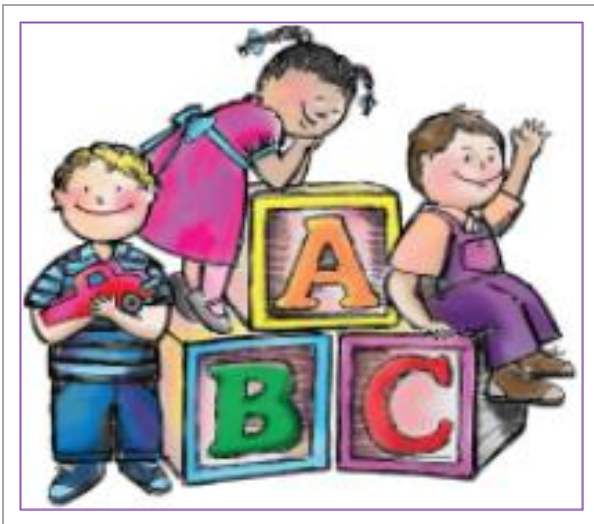


# Children's Enrichment Program

Farragut Presbyterian Church



*“Welcoming Children of  
1-5 years of age  
from all backgrounds  
and traditions”*

# 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 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 its 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 will follow. 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 are a **three star program** licensed by the Knox County Department of Human Services and inspected annually by the Knox County Health Department and the Knox County Fire Department. 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.

Sincerely,

*Beth Hallman*

Director



## Children's Enrichment Program



*Farragut Presbyterian Church*

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# GENERAL INFORMATION

## Enrollment

Enrollment is confirmed upon receipt of a NON-REFUNDABLE registration fee of \$115.00 per child, with a \$10 discount for each additional child. Age requirements are based on a cut-off date of August 15 of this year. (Example: if your child is 2 on or before August 15 of this year, he/she will be in the 2 year old class. If he/she will be 2 after August 15 of this year, he/she should be in the 1 year old class. The same policy applies to the children in the 3 and 4 year old classes). Pre-K children must be 5 by December 31. A CHILD MUST BE POTTY TRAINED TO BE IN THE 3 YEAR PROGRAM. There is a 5% discount given to congregation members of Farragut Presbyterian Church and/or parents enrolling 2 or more children. Parents may choose any combination of days available in each class except Pre-K which is Monday through Thursday.

**Registration Fee:** \$115.00 per child (non-refundable). There is a \$10 discount for each additional sibling.

## Fees:

### Ones Class

*Classes available Monday through Thursday*

*Must be age 1 by August 15 of this year*

One day per week = \$125 per month

Two days per week = \$240 per month

Three days per week = \$340 per month

Four days per week = \$440 per month

### Twos Class

*Classes available Monday through Thursday*

*Must be age 2 by August 15 of this year*

One day per week = \$125 per month

Two days per week = \$235 per month

Three days per week = \$335 per month

Four days per week = \$435 per month

### **Threes Class**

*Classes available Monday through Thursday*

*May participate in Fabulous Fun Fridays*

*Must be age 3 by August 15 of this year*

Two days per week = \$220 per month

Three days per week = \$285 per month

Four days per week = \$335 per month

Five days per week = \$390 per month

### **Fours Class**

*Classes available Monday through Thursday*

*May participate in Fabulous Fun Fridays*

*Must be age 4 by August 15 of this year*

Two days per week = \$210 per month

Three days per week = \$265 per month

Four days per week = \$320 per month

Five days per week = \$375 per month

### **Pre-K Class**

*Monday through Thursday*

*Children attend all four days*

*May participate in Fabulous Fun Fridays*

*Must be age 5 by December 31 of this year*

Four days per week = \$320 per month

Five days per week = \$375 per month

### **Fabulous Fun Fridays**

The Friday class is made up of children ages 3, 4 and 5. They will participate in lots of extra fun activities in addition to our regular curriculum.

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

# PRESCHOOL POLICIES

1. Our Center is open from 8:30 a.m. until 2:00 p.m. 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 8:30 a.m. until 9:15 a.m. and again from 1:30 p.m. until 2:00 p.m. All other times the door is locked. A doorbell is located on the right side of the entrance. Ring this doorbell and a staff member will respond. Our center closes at 2:00 p.m. Dismissal is between 1:45 p.m. and 2:00 p.m. Please pick up your child promptly. Late pick-up fee is \$1.00 per minute you are late. The late fee begins at 2:01 p.m.

2. A calendar is provided monthly to all parents. The calendar lists the days the Center is closed for holidays. We will not be open on the days Knox County Schools are closed 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 in order that our teachers may promptly 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 a.m. If Knox County Schools have a two hour delayed opening, our center will open at 10:30 a.m.

3. Your monthly fees are due by the 15<sup>th</sup> of each month. A \$10 late fee will be charged for payments received after the 15<sup>th</sup> of the month, unless a satisfactory arrangement is made with the director. Tuition is based on a nine-month school term and has been broken into nine equal monthly payments for the parents' paying convenience. The payment is based on the number of weeks in the program. 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 cannot allow makeup days, including snow

days. We also 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 have evidence of a physical no more than three months prior to beginning school. This must also be recorded on the health form.

5. We can only accept well children. We depend 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 or persistent coughs, ear ache, red eyes, chills, sore throat, diarrhea or nausea. The child must also be free of fever, nausea and/or diarrhea 24 hours before he/she returns 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 to attend school. Should your child become ill at school, we will work to keep them comfortable until you can come at your **earliest** convenience 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 email at [bhallman@tds.net](mailto:bhallman@tds.net). This helps your child's teacher plan for the number of children in their class. We appreciate this communication.

7. **When arriving at our Center in the morning, please sign-in your child on the class sign-in sheet.** You are required to leave

phone numbers of where you can be reached during the day. In case of illness or injury, we need to make immediate contact with the parents. Please make sure your cell phones are charged and turned on during the time your child is with us. **In the afternoon, please sign your child out on the same sign-in sheet.**

**Remember that ONLY those people authorized on your child's school records will be allowed to leave with your child. This applies to grandparents and other relatives as well. We will copy a picture ID (example: driver's license) the first time an authorized individual picks up your child.** Although this may seem inconvenient, we want this ID on file rather than allow your child to go with someone for whom you have not given written permission.

8. For your child's safety, ALL children will be brought into 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 invite you to play on the playground after school closes at 2:00 p.m. Our playground provides a safe, fenced area with benches. The front yard is bordered by a busy street and parking lot.

9. 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 on Wednesday and Thursday. Chapel time lasts approximately 15 minutes and is filled with songs about God, simple Bible stories and 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 pastor, Rev. Matt Nieman, leads the chapel service. In the event of his absence, the preschool director will lead chapel.

10. We serve a mid-morning snack. A list of snacks is provided to parents at the beginning of the school year and posted in each classroom. Parents will be informed ahead of time if a snack not on the list will be served. We always have apple juice and strive to include healthy food items as well.



11. Parents are responsible for providing their child with a sack lunch. Remember: “less is best!” Finger foods are great. We suggest small sandwiches, fruit, chips and raw vegetables. When sending fruits and vegetables, please cut into a manageable size for your child. If utensils are needed, include them in their lunch box. Please DO NOT send candy, chewing gum, carbonated drinks, fruit roll-ups or “fast foods” still in the original containers. Please refrain from sending red drinks or glass containers due to stain and breakage problems. All 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.

12. Papa John’s Cheese pizza lunches are offered on Tuesday and Wednesdays at an extra cost. These lunches include pizza, fruit and milk. Please see the director if you want to purchase these lunches for your child.

13. Washable play clothes are best. A change of clothes including underwear and socks should be kept at school. Please think of your child’s comfort when dressing them. Simple clothing that is free from complicated fastenings is best. Remember they are often in a hurry to get to the bathroom. Pants with elastic waists work well. We ask that you dress your child 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 changing weather and dress your child warmly including a jacket and/or sweater. It is easier to remove an item than to put on something they do not have. Please write your child’s name on all items they bring to school, including jackets.

Each day we strive for outside playtime. If the temperature is above 32 degrees and/or not raining, we will be outside for a play period. If it is not possible to be on our playground, we will play in the “big room” (fellowship hall).

14. Please leave all personal toys at home. Sharing a favorite toy is not an easy task. An exception to this is a younger child who 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 or designated share days. At no time are “war” toys or similar items allowed. We 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 you bring party snacks and birthday treats that are store-bought. These goodies will list specific ingredients and allow us to be respectful of all. Please include an 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, make sure 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.

The Center reserves the right to dismiss any child if, after entering, he/she seems unable to participate in group experiences or due to unpaid fees. We reserve the right to dismiss a child whose family refuses to seek outside help when recommended by trained professionals. In order to ensure a safe and secure learning environment, at no time will anyone possess a firearm or drugs in our Center and the property thereon.

# ARRIVAL SUGGESTIONS FOR SMOOTHER SEPARATION

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. 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. Trying to remain at this point only increases their anxiety and the time it takes your child to adjust. The child interprets your reluctance to leave as meaning 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.*** When the child sees the parent, they think it is time to leave and are 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.



A Three Star Program Licensed by the  
Knox County Department of Human Services

