

# Children's Enrichment Program **HANDBOOK**



*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 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*

CEP Director

## Children's Enrichment Program



### **Farragut Presbyterian Church**

209 Jamestowne Boulevard  
Knoxville, TN 37934  
Phone: (865) 671-4616  
Fax: (865) 671-3910  
Email: [cep@fpcn.org](mailto:cep@fpcn.org)

# 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 31 of this year. (Example: if your child is 2 on or before August 31 of this year, he/she will be in the 2-year-old class. If he/she will be 2 after August 31 of this year, he/she should be in the 1-year old class. The same policy applies to the children in the 3 and Pre-K classes). A CHILD MUST BE POTTY TRAINED TO BE IN THE 3-YEAR AND PRE-K PROGRAMS. 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.

**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 31 of this year*

- One day per week = \$135 per month
- Two days per week = \$255 per month
- Three days per week = \$360 per month
- Four days per week = \$465 per month

#### **Twos Class**

*Classes available Monday through Thursday Must be age 2 by August 31 of this year*

- One day per week = \$135 per month
- Two days per week = \$250 per month
- Three days per week = \$355 per month
- Four days per week = \$460 per month

### **Threes Class**

*Classes available Monday through Thursday May participate in Fabulous Fun Fridays Must be age 3 by August 31 of this year*

Two days per week = \$235 per month

Three days per week = \$305 per month

Four days per week = \$355 per month

Five days per week = \$415 per month

### **Pre-K1 and Pre-K2 Classes**

*Classes available Monday through Thursday May participate in Fabulous Fun Fridays Must be age 4 by August 31 of this year*

Two days per week = \$225 per month

Three days per week = \$285 per month

Four days per week = \$340 per month

Five days per week = \$395 per month

### **Fabulous Fun Fridays**

The children will participate in lots of extra fun activities in addition to our regular curriculum.

The Friday class is made up of children ages 3, 4 and 5.

A minimum of eight (8) children is required for this class.

Single Fridays may be added if the Friday class is not full. This would be an additional charge of \$40 for each added Friday. You must get prior approval each time from the director.

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 tuition prices 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 car line and proceed to the “Green Awning” entrance where your child will be escorted to their classroom. The entrance doors will remain locked. A doorbell is located on the right side of the entrance. Ring this doorbell and a staff member will respond to assist you. 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. The 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. Our center may close due to inclement weather. You will be notified promptly.
3. Your monthly fees are paid one month in advance and are due by the 30<sup>th</sup> of the prior month. A \$15 late fee will be charged for payments received after the 6<sup>th</sup> of the tuition 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, including 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.
5. Our center 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 colored nasal secretion, croupy or persistent coughs, earaches, red eyes, chills, sore throat, diarrhea, or nausea. Your child must also be free of fever, nausea and/or diarrhea without medication for at least 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.

6. 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. The only exception is using an epi-pen for a severe allergic reaction. If your child has an epi-pen, it must be in the original container with all labeling information and a current expiration date. Epi-pens that are expired cannot be accepted. You must fill out the epi-pen form that authorizes CEP to use it in an emergency. We also need a signed form from your physician.
7. In the event of your child's absence from school, we ask that you promptly notify the school (865/671-4616) or email at [cep@fpcn.org](mailto:cep@fpcn.org). This helps your child's teacher plan for the number of children in their class. We appreciate this communication.
8. **When arriving at our Center in the morning, please sign your child in 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 you or someone you designate. 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.

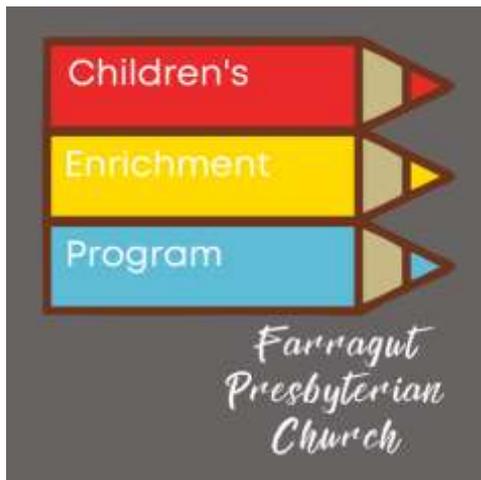
9. Christian Education is best learned through the love, care and concern that everyone gives to each other. We have a chapel time that is offered on Monday and Thursday. Chapel time lasts approximately 15 minutes and is filled with songs about God, simple Bible stories and heartfelt prayers. These prayers 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 a monthly class menu will also be available for parents. Parents will be informed ahead of time if a snack not on the list will be served. We always have 100% apple juice daily 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 and vegetables within the USDA guidelines. When sending fruits and vegetables, please cut into a manageable size for your child. This includes grapes. If utensils are needed, include them in their lunch box. Please **DO NOT** send candy, chewing gum, carbonated drinks, 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 it is contained in their lunch box. We highly recommend a cold pack or thermos to keep foods at their serving temperature.
12. 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. Belts are often hard for children to manage. 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. We also ask that girls wear shorts under dresses or skirts.

13. 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). Please apply sunscreen and insect repellent prior to bringing your child to school.
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 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. Teachers will gladly 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 due to unpaid fees. Parents are required to sign the discipline policy form. 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.



209 Jamestowne Blvd.  
Farragut, TN 37934  
865/671-4616

# NEW COVID-19 GUIDELINES for the CHILDREN'S ENRICHMENT PROGRAM

All parents are required to sign a liability waiver prior to the first day of class.

All teaching staff will be wearing masks or face shields. The only exception is if the class is outside and social distancing can be maintained.

No one inside the building except staff and children. Morning drop off will be from the parking lot. Remain in your car and a staff member will come to you. At that time, your child's temperature will be taken, and the parent must submit a short health survey. These surveys will be kept on file for the state.

Children will have their temperatures checked again mid-morning and after lunch. Temperatures will be documented and kept on file for the state.

If your child shows any sign of illness, they will be sent home.

If anyone has a positive COVID test, they must not return to class for 14 days. CEP must close for intensive cleaning and sanitizing; the duration will be determined by the state and the CDC.

The staff are required to do extra cleaning throughout the day and provide documentation for the state.

The playground must be cleaned between groups and documented.

Social distancing should be maintained whenever possible both inside and out.

At the end of the day dismissal will be the reverse of morning drop off. Parents will sit in their cars and the staff will bring their children to them.



A Program Licensed by the  
**Knox County**  
Department of Human Services