



PARENT HANDBOOK

3900 West End Avenue
Nashville, TN 37205

Tel: 615-297-0235
www.wsycnashville.org



Dear Westminster Parents,

It is my pleasure to welcome each of you to Westminster School for Young Children (WSYC). We are honored that you have chosen to partner with WSYC during these fundamental years of growth and development for your child.

Our goal is to provide a nurturing and caring atmosphere, where your children can grow physically, socially and emotionally. Our dedicated teachers and staff are eager to work with you and your children and we anticipate an exciting year for all of us as we explore, learn, and grow together.

This parent handbook has been written with you in mind. Please take time to read it thoroughly, as it contains important information about your child's life in the school. You will also find special sections that describe our philosophy and policies and procedures. Annual calendars and family directories will be distributed separately.

Thank you for partnering with us in your child's development. We anticipate an exciting year as we explore, learn, and grow together.

Sincerely,

Logan Lyman
Director



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WSYC is licensed by the Tennessee Department of Human Services and is accredited by the National Association for the Education of Young Children. WSYC admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

ABOUT US

History

In 1946, Wilfred Fischer opened Nashville's first Protestant Kindergarten at Westminster Presbyterian Church. In 1947, the school moved into the Church's newly constructed Christian Education Building, where 45 children attended school in one large room. Over the years as enrollment steadily increased, the school used various spaces to accommodate the growth, and in 1998 the entire program, which had increased to 165 children and 23 staff members, moved to a newly completed facility at the church. In September 2010, Westminster Presbyterian Church's "Toddlers and Twos" program (a Mother's Day Out program operated by the church) merged with Westminster Kindergarten to form Westminster School for Young Children. WSYC serves nearly 300 children today, employs over 40 teachers and administrators, and is still an outreach mission of Westminster Presbyterian Church.

Philosophy

Young children develop best in an environment which:

- fosters a warm and accepting atmosphere
- affirms each person's uniqueness and respects individual differences
- encourages freedom within established limits
- promotes discovery, experimentation, and creative activities
- values and promotes play
- allows children to learn comfortably from failures and successes

Goals for the children enrolled in WSYC include:

- development of a positive self-concept, a sense of responsibility, and some degree of self-direction
- growth in health and safety habits, ability to get along with others, and ability to meet and solve problems
- increased interest and appreciation in art, music, literature, and science and development of self-expression through art, music, and language
- increased vocabulary, word and number concepts, and facts that are of use and interest
- improvement of large motor abilities and sharpening of fine motor skills

Mission

WSYC partners with families to provide developmentally appropriate preschool education in a respectful, creative, nurturing Christian environment.

Certification

Westminster School for Young Children has earned the highest rating from the Department of Human Services of the State of Tennessee and is accredited through NAEYC (National Association of Education for Young Children).

Definition of Family

In this handbook we refer to a family as a parent, legal guardian, sponsor, or anyone else who provides for the well-being, best-interest, and responsibility of the child in our care.

Hours of Operation

Our preschool operates from 8:45-noon on Mondays and 8:45-2:00, Tuesday through Friday.

Calendar

Westminster School for Young Children operates on a traditional academic year calendar, starting in late August and ending in mid-May. Our calendar may be found on our website at [Westminster School For Young Children](#).

Camp Westminster

Camp Westminster is a five-week summer camp designed to be an active, creative, and supportive way to introduce young children to the day camp experience. Each week of Camp features a different theme and special guests. Parents apply for varying combinations of days and weeks of Camp. Camp dates are announced in January and applications open in late February.

- While we would like to accommodate all requests for summer camp, this program is very popular and seats are limited. We encourage you to apply for as many days/weeks as you would like but, unfortunately, Camp should not be planned on for 5 weeks of childcare.
- Camp is only open to currently enrolled (previous academic year) WSYC students.
- Children attend Camp with the same age group that they attended during the previous school year. That is, if a child just finished the 3s program, then they would attend Camp in the 3s.
- Upon enrollment, full tuition is due and is non-refundable/non-exchangeable for any reason.

Admission & Enrollment

Children are admitted without regard to race, culture, sex, religion, national origin, or disability. WSYC does not discriminate on the basis of special needs as long as a safe, supportive environment can be provided. Eligibility for admission is based on the age of children.

Children entering the 1s need to be one year old by August 31st of the year they enter school. The cut-off date for all other age-levels is September 30th. Detailed admissions information, including admissions procedures, decision priorities, calendar, and a table delineating cut-offs for each age-level can be found on our website at [Westminster School For Young Children](http://WestminsterSchoolForYoungChildren.org).

Termination of Enrollment

If it becomes necessary for parents to withdraw a child from the program after the enrollment contract is signed and at any time during the year, parents must notify the Director, Logan Lyman, in writing at loganlyman@wsyncnashville.org as soon as possible.

Tuition is only refunded or a family is released from the contract and the remainder of their tuition obligation at the Director's discretion, when the child's place can be filled by a subsequent applicant who is accepted into the program and the withdrawn student's obligation is thereby fulfilled.

Occasionally a child may experience a significant amount of difficulty in managing his/her behavior in the classroom, resulting in problems for him/herself and/or other children in the classroom. Staff, in consultation with parents, will develop a plan to support that child's development and appropriate behavior. The plan may involve a referral for additional assistance. If, after a concerted effort, the level of difficulty experienced by the child (and the class) is not significantly reduced, it may be deemed best for the child and for the school to identify a better placement for the child, to better meet his/her individual needs.

WSYC believes that a positive and constructive working relationship between the school and a student's parents/guardian is essential to the accomplishment of the school's mission. Accordingly, the school reserves the right not to renew or to terminate a student's enrollment if the school reasonably concludes that the actions of a parent or guardian make such a positive and constructive relationship improbable. The school considers, as grounds for dismissal, any action by a student and/or his or her parents or guardian which seriously interferes with the school's ability to accomplish its mission.

Class Placement

Regarding all class placement, a reasonable effort is made to balance gender and other factors within each class to ensure the best placement of each child. Requests for specific teachers are not among the factors contributing to the child's placement. It is not possible for us to field specific teacher requests equitably. We ask that in fairness to your fellow parents that you not make such requests. We consider the best placement for each child and the composition of each classroom carefully. Parents may email the Director or Assistant Director with specifics if you feel your child has particular circumstances of which we should be aware. Parents are notified of each child's class assignment and teachers' names approximately two weeks prior to school starting.

Inclusion

Westminster School for Young Children believes that all children are entitled to the same opportunities for participation, acceptance and belonging in the classroom. We will make every reasonable accommodation to encourage full and active participation of all children in our program based on individual capabilities and needs. If your child has an identified special need, please contact the Director at loganlyman@gmail.com to set up a meeting to discuss how Westminster School for Young Children may best serve your child.

Non-Discrimination

At Westminster School for Young Children, equal educational opportunities are available for all children, without regard to race, color, creed, national origin, gender, age, ethnicity, religion, disability, or parent/provider political beliefs, marital status, sexual orientation or special needs, or any other consideration made unlawful by federal, state or local laws. Educational programs are designed to meet the varying needs of all students.

Family Activities & Volunteer Opportunities (NAEYC - R.2.03)

We value families as partners in the growth and development of children in our program. We encourage parents and other family members to be involved in the program, visit children's classrooms, participate in events, and provide feedback on the program. We offer a variety of ways in which families can participate in helping us establish and reach our program goals.

Each year, two parents are identified as the Parent Volunteer Coordinators. In addition to coordinating room parents, the Parent Volunteer Coordinator will send out a school-wide volunteer sign-up list that will include opportunities to volunteer time and talents in a variety of different ways throughout the school year. Throughout the school year, you may receive email messages from the Parent Volunteer Coordinator or your room parent regarding volunteer opportunities. Join us any time!

Hoo-Rah is WSYC's fall carnival. This event for the whole family takes place in October with bounce houses, a train ride, petting zoo, and more! Volunteers handle different aspects of the Hoo-Rah, coordinating food volunteers, planning carnival games, setting up, cleaning up, etc. Volunteers also attend to the various stations (food, face painting, bounce house entrance, etc.) on the day of the event itself.

Child at HeArt is WSYC's annual fundraiser held in the spring. This adult-only event includes a live and silent auction, with items ranging from the children's priceless art projects to vacations to merchandise and gift certificates from local vendors and nearby camps, restaurants and attractions. Volunteers coordinate publicity and correspondence, solicit donations for the auction, help with children's art projects, host the event with all the coordination that entails, and help prepare the children's art and photos for the auction itself.

Memory Books are created each year for every classroom as a special keepsake. Teachers may request help from a parent volunteer to help with this project.

Room Parents volunteer with their children's classes, coordinating efforts with faculty and staff to supplement activities for the classes. Room parents maintain the classroom email list, help to create a sense of community among the families in their children's classes, coordinate snacks for special events and gifts for special occasions (end-of-year and holidays, etc.), find volunteers for classroom projects,

and plan out-of-school gatherings for parents and/or children. Teachers provide guidance for each class and share ideas with room parents as needed.

Parents' Night and Orientation

Parents' Night and Orientation is held early in the school year - please check the school calendar for details. Parents of all children meet for a brief program about the year's events and to introduce the faculty and staff. After this meeting, the parents (all ages) meet with teachers in each of their children's classrooms. Childcare is *not* provided for this event. Meetings and programs on parent night are for parents and teachers.

Confidentiality (NAEYC - R.9.04)

All records of children are confidential and are stored under lock and are only shared with regulatory organizations and partnering agencies, staff, DHS, NAEYC, and custodial parents when required. All parents are required to sign a waiver permitting such disclosure as part of WSYC enrollment at the beginning of each school year. Your child and family's information is very important and teachers are required to keep all information about any child/children confidential. Student records travel with the teacher during the school day and are locked in the classroom after school hours.

If observation of students by non-WSYC staff is ever necessary for any reason (except where required by Tennessee State law), parents/guardians will be notified in advance and written permission will be obtained prior to the observation.

Staff Qualifications

In addition to hiring qualified faculty at WSYC, we place a high priority on supporting and promoting ongoing professional education for all teachers in order to provide best practice. We seek to broaden our teachers' abilities across multiple areas of competency including child development, supporting students with special needs, curriculum planning, child assessment, health and safety, anti-bias education, child/family support, and classroom management/guidance. Tennessee licensing guidelines require teachers to obtain a minimum of 18 hours of continuing education per year.

Prior to working alone with children, new teachers receive a New Staff Orientation exposing them to our school's policies and procedures and including training in the areas of child growth and development, healthy and safe environments, developmentally appropriate practices, guidance, family relationships, cultural and individual diversity, and professionalism.

Staff Babysitting Policy

Any arrangement between families and our caregivers outside the programs and services we offer is a private matter, not connected or sanctioned by Westminster School for Young Children or Westminster Presbyterian Church. **Teachers are not allowed to babysit for families whose children are currently in their classrooms.**

In the event a WSYC staff member enters into an employment relationship with a School family in which child care will be a component, the staff member is required to obtain from the parents a release form ("Consent to Hold WSYC Harmless for Staff Babysitting") prior to providing such services. These forms can be obtained from the school office. Teachers are not approved by DHS, nor allowed by WSYC, to transport WSYC students to or from WYSC. Solicitation for babysitters (e.g., by email, classroom letters, etc.) is not permitted.

Child to Staff Ratios (NAEYC - R.6.06)

Children are supervised at all times. All teachers receive scheduled breaks which reduce fatigue and help to ensure alertness. WSYC strives to maintain the following standards for child to staff ratios:

Age	Child to Staff	Group Size
1s Program	4:1	8
2s Program	5:1	10
3s Program	7:1	14
4s Program	8:1	16
5s Program	8:1	16

Communication & Family Partnership (NAEYC - R.2.01, R.2.02, A.2.03)

Establishing a warm, caring and trusting relationship with parents is of utmost importance to all of the staff members at Westminster. We hope to have open and honest communication among families at home and staff at school throughout the year. If you have concerns regarding your child's experience in the preschool, our staff and administration will work collaboratively with you to find mutually satisfying solutions. We encourage parents to reach out first to the child's teacher to discuss the concern. If resolution is not met, parents should contact the applicable school administrator by email or phone to discuss the concern. In person meetings are the preferred means of communication to discuss concerns or to offer feedback. In the event the Director is unable to properly provide a solution, the chair of the WSYC Board or Director of Family Ministries may be contacted. Feedback may also be provided on an anonymous end of year family survey

Keeping you informed of your child's school activities and events that are of interest to parents and children is important to us. Throughout the year you will receive from the school a variety of written communications including:

- **Teachers of 1s and 2s communicate daily, either verbally or in writing, and teachers of 3s, 4s, and 5s communicate either verbally or in writing weekly.** Family members are provided information, either verbally or in writing, about their child's development and learning four times a year with written reports two times a year. At least two of the four times will be parent conferences.
- We encourage parents to walk their children into their classrooms, instead of using carpool, periodically. It is a great time to touch base with the teacher and visit outside your child's classroom.
- **Parent Night** is scheduled in the fall. This event will give parents an opportunity to become oriented to the school and to policies that may be pertinent to your age-level. You will have the opportunity to meet your teacher, view your classroom, and connect with other families.
- **Monthly newsletters from the Director** with dates and times of events, notes from the enrichment teachers, community events, parenting information, and educational articles. A copy will be emailed to each family. In addition, the newsletter will be available on WSYC's website (www.wsycnashville.org).
- **Monthly calendars and newsletters from classroom teachers** indicating curriculum, special events/dates, classroom needs, and accounts of classroom happenings.
- **Parent-teacher conferences** are scheduled for all students in the Fall and Spring. Conferences may take place at other times as the teachers and parents deem necessary - you may request

additional conferences regarding your child's progress at any time. A summary of the child's assessment, detailing the child's development over the past months, is provided to the parents at the time of the conference. If concerns about a child's developmental growth or behavior persist or need to be addressed beyond typical classroom strategies, the Director shall be informed in order to help in possible resolution. We encourage you to communicate any concerns.

- **Bulletin Boards** are located throughout the school and provide news, upcoming events, calendars, announcements, etc.
- Please read all communications thoroughly and note appropriate dates/times on your home's master calendar.

Please keep the school administration informed about matters that may affect your child at school.

- If parents are going out of town and leaving children in the care of other adults, please inform us with names and phone numbers of caretakers, those who will be providing transportation (if different than usual), and whom to contact in an emergency.
- If an important event is taking place within your family (birth of a sibling, death of a relative, an impending move, or someone new living at your house, etc.) please let us know so that we can be supportive of your child during such transitions.
- If you have any concerns about your child, at home or at school, feel free to discuss them with the staff.
- If you are not receiving school communications or have an email, address, or phone number change, please email officemanager@wsyncnashville.org with that change.

Written communications from the school to the home may be placed in the children's bags. Please check for messages daily! If providing a written note to the school (office or teacher), please ensure that an adult has handed the note directly to the teacher or another adult so that messages are not lost.

E-mail

All teachers have a school email address - personal email addresses are not to be utilized to communicate about school related matters. Parents should let your child's classroom teachers know the best way to reach you. Timely and/or sensitive information will be communicated in person or with a phone call. **Please contact the school office directly with any pick-up or carpool changes at 297-0235 or officemanager@wsyncnashville.org, rather than emailing or texting teachers. Teachers are not able to check their email during the school day.**

Telephones and Cell Phones

Please refrain from texting teachers to ask questions about your child. Parents are welcome to call the office and convey messages to the teachers. Staff members are discouraged from using their cell phone during the school day, except in the case of emergencies. Teachers may then return parents' calls during breaks in the school day.

For this reason we ask you to use the **school office telephone 615-297-0235** as a primary source of contact for your teachers. In the event the phone is unattended, please leave a confidential voicemail message, and the staff will return your call as soon as possible. You may email the school administration at officemanager@wsyncnashville.org as well. In case of an emergency, please call the **church office at**

615-292-5526 to request further assistance. The church staff work in conjunction with the school staff and will assist however required.

During drop-off and pick-up, please discontinue use of cell phones. Use of cell phones in the Carpool Line is expressly forbidden. Parents who regularly disregard this policy will be asked to walk into the building to drop off their children. Children require our full attention, and safety warrants focus on the children.

After-Hours Emergency

In case of emergency that cannot wait until regular business hours, please contact Logan Lyman at 615-979-8145 or Theresa Yarber at 615-955-0853.

Social Media Policy

We strongly value our working relationships with you and your children. For this reason, WSYC teachers and staff are discouraged from being online “friends” with past or present parents of WSYC via Instagram, Facebook, or other social media. This policy protects both staff and parent privacy and maintains a professional relationship between staff and parents.

Announcements of Community Events

WSYC is unable to send announcements of publicity for private organizations or businesses, but may include community items of interest to the children and their families in the monthly newsletter. All such information should be in the school office no later than the 20th of each month. Exceptions to this policy include announcements related to speakers supported by the school.

Open Door Policy

Parents/Guardians are welcome to visit the program any time during regular program hours.

Open Door Policy does not mean the doors will be unlocked. For the safety and protection of the children, the school perimeter doors will be kept locked during the school day. Please check in at the main office (North Entrance) of the school to sign in and receive a visitor badge.

Publicity

Occasionally, photos will be taken of the children at WSYC for use within the school or on our website or social media accounts. Written permission will be obtained prior to use of photographs as part of the enrollment process.

CURRICULA & LEARNING (NAEYC - R.4.01)

Learning Environment

WSYC provides a rich learning environment with curricula that are developmentally appropriate to the specific ages in each classroom. We have a flexible day routine that allows children to advance at their own pace. We strongly believe that learning happens through play. Learning and exploring are hands-on and are facilitated through interest areas. Our program is designed to enhance children's development in the following areas: creativity, self-expression, decision-making, problem-solving, responsibility, independence, and reasoning. We encourage openness to that which is different from us, and the ability to work and play with others.

Curricula & Assessment

Curricula

WSYC is a play based learning environment. Classrooms are structured around centers of interest. They are designed to offer many choices and to differentiate learning for each child. Rich and varied materials encourage children to investigate using all of their senses. Westminster teachers organize the classroom environment to implement a set of content-based goals. Content areas include language, math, social-emotional, fine and gross motor physical development, science, social studies, health, and visual and dramatic arts.

The Tennessee Early Learning and Development Standards inform the age-level goals. Content-based goals are targeted through a variety of classroom topics. Topics vary from classroom to classroom, even within an age level. Teachers provide opportunities for children to learn and play that respond to children's interests, needs, and culture. Learning goals are mastered through student-teacher interactions, free play, small and large group activities, creative projects, individual journal work, group activities, games and meetings, science experiments, field trips, guest visitors, and family volunteers. New learning experiences or goals are created or adjusted in response to ongoing teacher assessments and observations.

Teachers share classroom topics and links to curriculum goals through their monthly newsletters, calendars, email communications, and notes home. Families are encouraged to participate and contribute to classroom learning experiences and outings.

Assessment (NAEYC - R.5.01, R.5.02, R.5.03, A.5.08)

At WSYC, teachers use formal and informal assessments to support children's learning, obtain specific developmental information about children, identify children's interests and needs, and to aid them in setting goals, planning, and implementing the curriculum. The assessments are consistent with the WSYC curriculum and are used throughout the year to adapt teaching practices, support children's learning, enhance the learning environment, plan, update, and improve program goals, make appropriate referrals for diagnostic assessment when indicated, and communicate with families.

Teachers conduct ongoing assessments throughout the school year including anecdotal notes based on observations, portfolios, developmental checklists, and structured play tasks. Both informal and formal observation tools are teacher-developed and are administered in the classroom during a normal setting through familiar structured activities. Accommodations are made for children who demonstrate their learning in non-traditional formats or environments.

At least twice a year, teachers present written assessment observations to parents during parent-teacher conferences. If parents do not attend the conference, teachers will provide copies of the written reports to be sent home. Parents or teachers may request additional conferences if needed. Parent input from visiting days, information and history forms, conferences, informal in-person and phone conversations, and email communication is used to effectively plan and implement assessments (e.g., home language, learning styles and challenges, identified special needs, changes in home environment, etc.). Parents may request access to all assessment instruments and materials at any time. The Director and teachers are available to discuss assessment methods and receive input and suggestions. Teachers observe for trends in observational data that should inform curricular updates in their classroom and may adjust lesson plans, work with their age-level team to update scope and sequence, or discuss program-wide adjustments that may be warranted with the Assistant Director of the program.

Speech, Language, and Occupational Therapy Screenings

WSYC coordinates the provision of optional Speech and Language Screenings and Occupational Therapy Screenings. These screenings are conducted with written consent from the child's parent/guardian(s).

Exercise/Playground

WSYC students engage in at least 45 minutes per day of physical activity. Physical activity is a balance of structured and unstructured play, both indoors and outdoors (weather permitting) utilizing age-appropriate activities. Playground time is an important time of day for children to expend energy, develop their large muscles, gain confidence in their physical abilities, engage in dramatic play, and observe nature in transition. WSYC playgrounds are set up for a certain number of children daily. Classes rotate to keep ratios in compliance. School playgrounds are reserved exclusively by use of WSYC students during the school day.

Enrichment

Outdoor Classroom and Gardening

Whether they are closely observing seasonal changes, discovering how easily pumpkin seeds grow or following the life cycle of the painted lady butterfly, children at WSYC learn about nature every day. We are fortunate to be able to extend this curriculum into a garden and education area adjacent to our rear playground. During appropriate seasons and weather, WSYC children dig in the dirt, sow seeds, weed, water and tend their plants. They feed the birds, add lunch leftovers to the composter and worm bin, and hunt for insects with magnifiers.

Art

Art is incorporated daily into every classroom at WSYC. Open-ended art materials are available to students throughout the day.

Multicultural Education

In addition to representations of a variety of cultures that should be found in each classroom, WSYC partners with Global Education Center to host Multicultural Education "museums" or interactive cultural experiences for all students in the 3s, 4s, and 5s.

Music

WSYC has a rich tradition of offering music instruction to all of the children enrolled in our program. WSYC believes music instruction aids in the development of critical literacy skills and is an important bridge to multiple facets of our curriculum.

Yoga

Students in the 4s and 5s will be offered a weekly yoga class. Yoga has been shown to support emotional regulation in young children, as well as boosting their self esteem. Physically, it enhances their flexibility, strength, coordination, and body awareness in a noncompetitive manner.

Additional Enrichment

Students in each age-level also enjoy various enrichment activities that may include author visits, Nashville Public Library's Puppet Truck, the Nashville Fire Department, Nashville Ballet, Global Education Center, and any number of other guest visitors.

Outings

Weather permitting; we conduct outdoor play and/or walking trips around the neighborhood for all children. Children are supervised and accounted for at all times.

Transitions

It is the policy at WSYC to have two teachers per classroom. In the event that one teacher is absent, the second teacher maintains stability and continuity for the children and their parents, and a substitute teacher will support the remaining teacher.

Whenever possible, children remain with the same teacher for the school year (9 months). WSYC teachers are hired for the academic year. In the event that a teacher leaves WSYC during the school year, one of the school's regular substitute teachers will complete the term until a permanent replacement is hired. If time permits, the substitute will go into the room and become acquainted with the children and the class routines before the teacher leaves WSYC.

Transition from home to WSYC

Prior to your child's first day, you will have an opportunity to tour the school. At the start of the school year, you will have the opportunity to meet with your child's teachers during our Visiting Days, and communicate any anticipated concerns. At this time please share any changes to your contact information that the teacher may use to reach you.

Electronic Media

Our normal daily routine does not include any electronic media (television/TV, video, DVD) viewing and computer use but on rare occasions, students may watch a movie or video (examples may include students in our 4s or 5s programs watching a documentary that pertains to a unit they are studying or as part of a special event). All Electronic Media will be screened by the teacher prior to use for content and age appropriateness and will consist of non-violent and high-quality educational material. Our focus is to provide your child a positive experience with increased understanding of the world. Parents will be informed in advance (including the movie's rating) and give permission for their student to participate in viewing any Electronic Media.

Multiculturalism

Multiculturalism is vital for all children because it sets social goals and promotes respect for all people and the environment we inhabit. We utilize books, music, games, and a wide range of activities as aids to teach our children respect for our world and the diversity of life upon it.

Celebrations

Parents are asked **not to bring a sugary snack** for their child's birthday. Instead of bringing sweets to celebrate, teachers may have the birthday child be the teacher's special helper for the day; receive a birthday crown; the child might donate a birthday book to the class or have a parent read a story to the class; or the parents may bring in a healthy snack to share with the class.

Teachers make each child's birthday in the classroom a special occasion. For children with summer birthdays, teachers celebrate half birthdays and schedule them at appropriate times during the year. **Candy and balloons are not permitted in the classroom.**

Rest Time

After lunch, all children in our 1s, 2s, and 3s programs participate in a quiet rest time. Children are encouraged to nap but are not required to sleep. Children may be given quiet activities if they are not sleeping.

Toilet Training

WSYC is committed to working with you to make sure that toilet learning is carried out in a manner that is consistent with your child's physical and emotional abilities and your family's concerns.

When are most students ready?

There is a wide range of ages when it is appropriate to toilet train. We see a few students in our 1s program who are ready, some students in our 3s program, but most students train in the 2s or in the summer between the 2s and 3s. Talk to your pediatrician about what may be right for your child, but here are some markers of readiness to start the process that we observe:

- Wanting to see the toilet and or bathroom
- Exploring sitting on the toilet (sometimes with clothing on) or flushing the toilet
- Learning to identify wet and soiled diapers
- Wanting privacy or hiding while making a bowel movement in his/her diaper
- Extended periods of dry diapers
- Using the toilet with many accidents

If you are seeing these signs at home and are ready to begin the process, please talk to your teachers and formulate a plan for your child so that we may support your efforts here at school. When your child is ready to wear underwear to school, accidents may occur in unfamiliar places, when children are extremely engaged in play, and while on the way to the toilet or while pulling pants down to use the toilet. Please bring plenty of extra clothes!

What do I need to know?

- Dress your child in clothing that is easy for the child to pull up and down on their own.
- One accident does not mean your child is not ready - keep trying!

- Children should not be made to sit on the toilet for extended times.
- Try using positive reinforcements. We do not recommend food - but stickers, stamps, pom pom jars, and positive praise are great examples of positive reinforcement.
- Help your child learn to pull clothing up and down with little to no assistance.
- A child who is toilet trained may not be ready to sleep in underwear.
- Ideally, toilet training should not coincide with other major transitions (moving, welcoming new siblings, starting school)

My child is going into the 3s and is not toilet trained. What now?

Children develop at different rates. Talk to your pediatrician about what may be right for your child. **We do not require our 3s students to be toilet trained, but we do want you working towards this important independence skill if your child is not already trained when starting the 3s.** If you are starting the 3s and your child is not toilet trained, please send your child in Pull-Ups (we prefer the type with easy-open Velcro sides) rather than in diapers. Our 3s classrooms do not have diaper-changing facilities and Pull-Ups are easier for our teachers to change standing in the bathroom. Please continue to talk to your teacher about signs of readiness and how WSYC can support you in this process.

GUIDANCE

Parent Resources (NAEYC - R.2.05)

Parent resources about various programs and services from outside organizations can be accessed by reaching out to the Student Support Specialist at WSYC. Programs for speech, occupational and behavior therapies, as well as educational, assessment, and mental health services for children are available. We will help obtain information about any additional services that may best serve families and children.

MNPS Gifted & Talented Program (GATE) Evaluations

Students may apply to be part of Metro Nashville Public School's gifted and talented program. Westminster wishes to support this process and parents are informed that Westminster teachers are happy to complete the required paperwork.

General Discipline Procedures

WSYC is committed to each student's success in learning within a caring, responsive, and safe environment that is free of discrimination, violence, and bullying. WSYC works to ensure that all students have the opportunity and support to develop to their fullest potential and share a personal and meaningful bond with people in the school community.

Thoughtful direction and planning ahead are used to prevent problems and encourage appropriate behavior. Communicating consistent, clear rules and involving children in problem solving help children develop their ability to become self-disciplined. We encourage children to be fair, to be respectful of other people and property, and to learn to understand the results of their actions.

Discipline Policy

We have created a discipline policy that reflects our philosophy of positive guidance with children - our policy is designed to teach children to evaluate and make choices, to take responsibility for their own actions, to recognize and express their feelings appropriately, and to be considerate and fair in solving problems with others.

The classroom management guidelines are based on the recognition that a stimulating, balanced, age- and developmentally-appropriate learning environment, an atmosphere of mutual respect and caring, and positive attitudes and expectations will encourage cooperation and prevent most behavior problems.

When a child's behavior goes beyond the boundaries set and cannot be guided back on course via preventive techniques (including redirection or conflict resolution), the teacher may ask the child to leave the activity and have a very brief time to rethink his/her actions. The child will never be humiliated, isolated, or made to feel badly about him- or herself. Additionally, discipline will never involve food, toileting, or rest.

Challenging Behavior

Children are guided to treat each other and adults with self-control and kindness. Each student at WSYC has a right to:

- Learn in a safe and friendly place

- Be treated with respect
- Receive the help and support of caring adults

When a child becomes verbally or physically aggressive, we intervene immediately to protect all of the children. Our usual approach to helping children with challenging behaviors is to show them how to solve problems using appropriate interactions. When discipline is necessary, it is clear, consistent and understandable to the child. We maintain a zero tolerance to bullying. NAEYC defines bullying as, “a series of acts intended to hurt another child, committed by a child to gain or to assert greater power over another child.” Bullying is distinctly different from physical play. If you have any concerns about this at any time, please report it to the Director.

Challenging behavior is defined as any behavior that:

- interferes with children’s learning, development and success at play
- is harmful to the child, other children or adults, or
- puts a child at high risk for later social problems or school “failure”

Examples of challenging behavior include the following: physical aggression (hitting, biting, shoving, whacking with toys), relational aggression (you can’t play with us, verbal bullying), tantrums, whining, testing limits, refusal to follow directions or observe classroom rules

For children with persistent, serious, challenging behavior, teachers, families, and other professionals work as a team to develop and implement an individualized plan that supports the child’s inclusion and success.

Teachers are encouraged to focus on teaching the child appropriate behaviors, using positive behavior support strategies, rather than focus solely on reducing the challenging behavior. This may take the form of emotional regulation skills, communication strategies, and appropriate social interactions. Teachers may remove materials or modify the classroom environment that triggers challenging behavior, or create a predictable daily schedule so children know what to do and when to do it. Teachers may provide modifications to the classroom environment, activity structure, or student groupings.

Teachers respond to a child’s challenging behavior, including physical aggression in a manner that:

- Provides for the safety of the child
- Provides for the safety of others in the classroom
- Is calm
- Is respectful of the child, and
- Provides the child with information on acceptable behavior

Teachers address challenging behavior by (NAEYC 3B.2)

- Assessing the function of the child’s behavior, observation, documentation
- Convening families and professionals to develop individualized plans to address behavior (these are not defined as IEPs, but may include informal meetings, calls, emails, and other communication)
- Using positive behavior support strategy as part of the plan

Parents can help ensure a happy school experience for their child by:

- Talking about school in a positive way
- Planning for your child to get ample rest and a nutritious breakfast
- Consistent school attendance

- Planning for a prompt arrival time - children often find it difficult to enter a group when the play is already well underway
- Being prompt for dismissal; children tend to worry if they are late in being picked up
- Teaching your child self-reliance by encouraging him/her to do things independently and providing clothing that allows the child to practice that independence (for example, mittens are easier to manage than gloves)
- Keeping the school informed about your family situation (call or send a note about a special problem or a special joy) - understanding family circumstances helps us in our relationship and planning for your child
- Checking your child's tote bag daily for notes and enjoy his/her creations of the day

Physical Restraint

Physical restraint is not used or permitted for discipline. There are rare instances when we need to ensure a child's safety or that of others and we may restrain a child by gently holding her or him only for as long as is necessary for control of the situation.

Notification of Behavioral Issues to Families

If a child's behavior/circumstance is of concern, communication will begin with the parents as the first step to understanding the child's individual needs and challenges. We will work together to evaluate these needs in the context of our program.

If challenging behavior persists, options that may be considered may be, but are not limited to, reducing the number of days or amount of time a child may attend or, if applicable, referrals to a behavioral health program or other appropriate supporting program.

On rare occasions, a child's behavior may warrant the need to find a more suitable setting for care. Examples of such instances include:

- A child appears to be a danger to others.
- Continued care could be harmful to, or not in the best interest of, the child as determined by a medical, psychological, or social service personnel.
- Undue burden on our resources and finances for the child's accommodations for success and participation.

If transition to another program becomes necessary, WSYC will develop a transition plan with the family to ensure a smooth transition.

Biting

Biting is a normal stage of development that is common among infants and toddlers – and sometimes even among preschoolers. When biting happens, our response will be to care for and help the child who was bitten and to help the biter learn a more appropriate behavior. Our focus will not be on punishment for biting, but on effective behaviors that address the specific reason for biting. Notes will be written to the family of the child who was bitten and the biter's family. We will work together with the families of each to keep them informed and to develop strategies for change.

TUITION AND FEES

Important Notice

All payment and fee processing will be completed by a third-party billing company, Blackbaud. Blackbaud will be in charge of collecting tuition and other fees and contacting families regarding payment issues. Any fees related to late tuition or fees, insufficient funds, etc payments will be assessed according to Blackbaud financial policies. If you have a question or concern regarding a payment or fee, contact Blackbaud at 888-868-8828 or jcovington@nashvillewpc.org or call the main office at 615-297-0235.

Tuition Rates

Annual tuition rates may be found on the website at <https://www.wsycnashville.org>

Prompt and regular payments must be made in order for a child to remain enrolled in the school. The tuition payment schedule is chosen by you personally during the enrollment process in Blackbaud. If you require other terms for paying tuition, please email jcovington@nashvillewpc.org or call the main office at 615-297-0235. Payments will be made according to the chosen, contracted schedule. No credits, reimbursements, or refunds will be given for sick or vacation days, holidays, staff training closure, or any closure of the school caused by extreme weather conditions, power outages or other facilities malfunction, local emergencies, or any other closure of the school that is necessitated by the need to preserve the health and / or safety of the students or faculty, with such determination to be made in the discretion of the Director with consultation with Westminster Presbyterian Church administration.

If there is an extended closure, then the Board and the Director of the school will call a special meeting as soon as possible to try and identify potential make-up days. While there is no guarantee that make-up days can be accommodated, the Board and Director will make best efforts to identify such make-up days and communicate them to you.

Tuition Deposit

At the time a child is officially accepted into WSYC, a \$550 non-refundable deposit is required during enrollment. \$500 of this deposit is then applied to the annual amount of tuition for the coming year and \$50 is retained as an Activity Fee. Activity Fees cover admission to the school's fall festival, a memory book for each classroom, and a school t-shirt.

Financial Assistance

WSYC offers financial assistance for families in need. Any family that seeks financial assistance is eligible to apply. To apply for financial aid, please email the Director to request the financial aid application. Financial assistance is awarded based on demonstrated need by enrolled families and may not be reserved for families on the waitlist. If financial assistance is available at the time a child is accepted from the waitlist, the family may apply once offered a spot. Financial aid is awarded as determined by the finance committee of the Board.

ATTENDANCE & WITHDRAWAL

Absence

If your child is going to be absent or arrive late, please call the main office at 615-297-0235 so that we can let your teacher know.

Withdrawal

If it becomes necessary for parents to withdraw a child from the program after the enrollment contract is signed and at any time during the year, parents must notify the Director, Logan Lyman, in writing at loganlyman@wsyncnashville.org as soon as possible.

Tuition is *only* refunded or a family is released from the contract at the Director's discretion when the child's place can be filled by a subsequent applicant who is accepted into the program and the withdrawn student's obligation is thereby fulfilled.

Transfer of Records

Whether transitioning to the next age-level or to a new classroom, your child's records will be transferred internally. If your child is transitioning to a new school, a written request from you with instructions to where the records should be sent is required.

Closing Due to Extreme Weather

Should extreme or severe weather conditions (i.e. snow, ice, storms, floods, tornadoes, hurricanes, earthquakes, or other conditions resulting in loss of power or water) prevent us from opening on time or at all, notification to the families will be announced via text message, on local television channels 2, 4, & 5, on the school website, and in an email sent to teachers and families. School closing decisions are made by the Director in consultation with Westminster Presbyterian Church administration.

If it becomes necessary to close early, we will contact you or your emergency contacts as soon as possible. Your child's early pick-up is your responsibility to arrange.

DROP-OFF AND PICK-UP

Supervision of Children

It is the responsibility of both parents and staff to ensure the safety and supervision of the children. The following guidelines should be followed each and every day.

1. Parents/caregivers must sign their children in and out of their classrooms.
2. Children will only be released to people who are listed by the parents on the children's transportation forms in Blackbaud and kept in the school office. Staff are unable to release children to anyone excluded from the forms. (Parents are required to keep transportation forms up to date, as permission is granted to adults caring for their children.)
3. Please pay attention to your surroundings during drop-off and pick-up times for safety concerns or any procedural issues that may contribute to a child leaving the school unattended. We respectfully ask that you avoid cell phone use during drop-off and pick-up in order to properly supervise yours and others' children, as well as communicate as needed with faculty.
4. Please be observant of school entrances and exits, including doors, windows, and gates. Children may not enter or exit the building without a caregiver or parent. No exceptions.
5. In the event that a child becomes separated from his/her caregiver, please notify the school office immediately.
6. When walking children into the school building, younger and older children must remain with adults at all times-including dropping off and picking up siblings. Never leave children alone in a vehicle!

Security & Door Policy

At WSYC, the safety of our children and faculty is paramount. All outside doors leading into WSYC and Westminster Presbyterian Church are locked. Our **main entrance** is located at the back of the church building, considered the **North Entrance**, under the large white portico. The school's main office is just inside this entrance. The only other entrance to the school is the **Mayfair entrance**, which is near the intersection of Mayfair and West End Avenue.

WSYC maintains a secure perimeter and features interior locking doors that separate the Church campus from the School campus. When locked, only faculty and church employees may enter these doors using their key fob. The two interior doors that are opened during Morning Drop-Off and Afternoon Pick-Up are located upstairs next to the Sky Room and downstairs next to the school main office. These doors are unlocked and open only during regular school drop-off and pick-up times:

Morning Drop-Off	8:45-9:05
Mid-Day Pick-Up	11:50-12:05
Afternoon Pick-Up	1:50-2:05

A school administrator is stationed at these doors at these times to greet and visually check each person entering the school, and to provide assistance as needed. If you arrive at the school for any reason outside of these times, you must check in at the main office (the North entrance at the back of the school). All persons in the interior of the school outside of normal Pick-Up/Drop-Off times must check in at the front office, sign in and out, may be asked to show ID, and wear a Visitor badge.

Thank you for your assistance in helping WSYC maintain the safest possible environment for our children and faculty. All school staff members receive Intruder Training annually. WSYC also has emergency preparations, procedures, and plans for review (copies are available upon request).

Arrival and Dismissal Procedures

Arrival and Dismissal procedures are evaluated annually for safety and efficiency. Detailed Arrival and Dismissal procedures will be shared in writing with families before the start of each school year. Distinctions will be made between which entrances should be used and what age group of children qualify for morning carpool.

Arrival time is between 8:45 and 9:05 am. If you arrive after 9:05 am, please bring your child to the North Entrance (very back of school) and ring the doorbell. **Dismissal time** is noon on Mondays at 2:00 every other day of the week. Doors open at 1:50 to begin pick-up.

Please help us ensure everyone's safety by adhering to the following guidelines whenever on campus:

- Never leave children unattended in cars.
- Use seatbelts for all passengers. *Tennessee State Law requires passenger restraint systems to be used for all children.*
- Please only cross the street at the crosswalk.
- Please do not walk across the carpool line at any time.
- Please discontinue use of cell phones at arrival and dismissal and anytime you are on school grounds.

Carline Procedures (NAEYC - A.6.14)

Drivers utilizing carline for morning drop off are expected to keep children in carseats for the duration of the time they are in the car, avoid allowing children to lean out of moving vehicles, should never utilize a cellphone or bluetooth device in carline, and turn off car engines when children are exiting the vehicle. Cars should not be left idle in any parking areas. Failure to adhere to these guidelines may result in school administrators requiring you to park and walk into the building with your child.

Authorized & Unauthorized Pick-up

Your child will only be released to you or those persons you have listed as an Authorized Person in the Transportation Information section of your student's Blackbaud account. If you want a person who is not identified as an Authorized Person to pick-up your child, you must notify us in advance, in writing. Your child will not be released without prior written authorization. The person picking up your child will be required to show a picture ID as verification. Please notify your pick-up person of our policy.

If this person will be picking up your child on a regular basis, we ask that you add the individual to your list of Authorized Persons in Blackbaud. In order to safeguard your child we will need copies of any court ordered custody agreements. Without a custody agreement, we are not able to prevent the release of your child to a parent. If a child has not been picked up after closing and we have not heard from you,

attempts will be made to contact you, and the contacts listed as Authorized Persons and Emergency Contacts in Blackbaud.

Smoke-Free Campus

WSYC is free of all tobacco and tobacco-related products, including smoking, smokeless and electronic products. This includes all outdoor and indoor spaces, whether or not children are present.

PERSONAL BELONGINGS

What to Bring

1s and 2s Students

1. The following items need to be **in each child's bag daily**:
 - ☐ Diapers - 3 or full package (please ask your teacher her preference)
 - ☐ Complete change of clothes (including shoes/socks)
 - ☐ Lunch (in a divided container)
 - ☐ Sippy Cup (labeled with child's name) (Lamb, Sky, World, Ocean, Jungle, Nature, Rainbow)
 - ☐ Naptime Lovies (Ocean, Jungle, Nature, Rainbow rooms keep Lovies in bag until naptime)
 - ☐ Please label all items with the child's first and last name.
2. Children who nap at school will need a **Happy-Nappi**, available for purchase in the school office. If you prefer, you may send a nap sheet and lightweight blanket daily.
3. Siblings will have a **designated "Sibling Spot,"** just outside the classroom door
4. You may prefer to take older siblings to their classrooms first.

Diapering

WSYC encourages using commercially disposable diapers or pull-ups, but cloth diapers are permitted if used appropriately.

- For children who wear cloth diapers, the diaper has an absorbent inner lining completely contained within an outer covering made of waterproof material that prevents the escape of feces and urine. Both the diaper and the outer covering are changed as a unit.
- Cloth diapers and clothing that are soiled by urine or feces are immediately placed in a plastic bag or wet sack provided by the parents (without rinsing or avoidable handling) and sent home that day for laundering.
- Staff check children at least every two hours and when they awaken for wet and feces.
- Changing should be initiated within 5 minutes of discovery unless circumstances clearly make it difficult to do so.
- Diapers or soiled underwear are only changed in designated changing areas and not elsewhere in the facility.

- Staff follow and post changing procedures outlined in NAEYC Cleaning and Sanitation Frequency Table.

Share Items

Children frequently want to share with their class: nature items and treasures from home. Such items are especially welcome to be shared. For example, children may bring in seashells during a unit on the beach.

Children's individual toys should be left at home, as there are plenty of toys and materials for use at school. Young children frequently have trouble sharing their personal belongings, and there is always the chance that a child's treasure could become lost. If a child should need a security item, please speak with the teachers on how best to handle it. Often the child is happy just knowing it is in his/her tote bag.

The school does not allow toys of violence such as guns, swords, or violent action figures. Children will not be allowed to bring cosmetics, candy, gum, or money to school.

Lost & Found

The Lost and Found box is located in the main office. **Please label all articles of clothing;** any items found will be put in the lost and found. Items remaining at the end of the school year will be donated.

NUTRITION

Snacks and Lunches

WSYC serves meals and snacks at regularly established times. For all children with special feeding needs, program staff keep a daily record documenting the type and quantity of food a child consumes and provides families with that information.

Current USDA Guidelines and WSYC policy encourage parents to bring healthy and balanced lunches. The lunch meal should consist of 2 servings of vegetables or 1 serving of fruit and 1 serving of vegetables, 1 serving of grains/bread, and 1 serving of meat/meat alternative or dairy. 1 serving of fluid milk (whole milk for children 12-24 months and 2% to for children who are 3s, 4s, and 5s, provided by WSYC) is offered to each child.

Good Lunch Box Suggestions for a Balanced, Nutritional Lunch.	
Bean & cheese dip Tortilla chips (crackers) Tropical fruit salad Broccoli	Chicken strips Whole Wheat Roll Orange wedges Broccoli
Cheese quiche Fresh fruit cup Broccoli	Whole Wheat Macaroni & Tuna Salad Green Beans Apple slices

Each classroom has a daily snack time. The school provides snacks which comply with our current licensing regulations and takes steps to ensure food safety in its provision of snacks and meals:

- The snacks are nut-free, easy to swallow, and cover the food groups.
- Milk and water are served by WSYC with these snacks. Also clean, sanitary drinking water is made available to children throughout the day.
- 1s and 2s will not have bottles and walking with cups or food is not allowed; children will not enter the classroom with food in hand.
- In meeting with USDA standards for safe food handling, staff must wash their hands before preparing and serving snacks. The snack is to be prepared on a clean and sanitized surface. All snacks are stored in original sealed packaging or in sealed containers in the kitchens. Milk is also kept in refrigerators.
- A written snack menu is posted on the outside bulletin board of each classroom for families to see and copies are made available for families if requested.
- Food may not be used as a reward or withheld from a child as a form of discipline.

At times, other snacks may be eaten in your child's classroom. Teachers may plan lessons for the study of other cultures, nutrition, cooking, or seasonal remembrances. Parents may be asked to participate in these projects as we are always looking for ways to foster links between home and school.

Please **label each child's lunch box** with the child's name. Please send lunch in a hard, wipeable container labeled with the student's name.

Allergens and Dietary Restrictions

If your child has a food allergy, you must notify us in writing so that we can make appropriate substitutions. The written notification must be updated at least annually.

Food allergies can be life threatening and each child with a food allergy should have an action plan for emergency care completed by the family physician (FARE form). For detailed information, please see the *Health* section of this document.

PLEASE NOTE THAT ALL ONE- AND TWO-YEAR-OLD CLASSROOMS ARE NUT-FREE AT ALL TIMES.

If individual 3-5 year-old classrooms have anyone in their class who is allergic to nuts/other allergens, a notification will be sent to all parents, and that classroom will remain nut/allergen free on a class-by-class basis.

If your student has a dietary restriction (vegetarian, does not drink cow's milk, etc), please inform your teacher prior to the start of school or during your Visiting Day.

Reducing Choking Risks

- Children in the 1s, 2s, and 3s classrooms may not bring the following foods in their lunches:
 - hot dogs in any form (even sliced);
 - whole grapes (quartered grapes are acceptable);
 - nuts;
 - popcorn;
 - whole tomatoes;
 - raw peas;
 - hard pretzels;
 - uncooked carrots;
 - meat larger than can be swallowed whole;
 - any foods that are small, round and/or could conform to the child's airway.
- Children in the 4s and 5s are permitted to have the above foods, but they **MUST** be cut small enough to prevent choking hazards.

Additional food not permitted in the 1s:

- foods that must be sucked or inhaled into the mouth (Go-Gurts, Buddy Fruits, Crushers)
- foods that are long and stringy in nature (string cheese).

Staff will remove any of the above items from lunches and will supplement with a healthy alternative. Teachers offer plenty of liquids to children when eating, but make sure liquids and solids are not swallowed at the same time. **The risk of choking still remains significant until the age of 5.**

Teachers sit at the tables with the children and use snack time and lunch as an opportunity for conversation, to review the events of the morning, etc. Teachers prepare tables with food, drinks and utensils before sitting down so that full attention is available for the needs of the children while they are eating. A teacher who is trained in first-aid for choking is present at all meals.

HEALTH

Every effort is made to keep WSYC a safe and healthy place for your children. Pediatric First Aid and CPR training is required for all staff members and is provided annually. Each child is required to have a health record that documents important health information on file including current immunizations and a routine, annual physical by a licensed physician. Health forms are only accessible to administrators or teaching staff, the child's parents or legal guardians, and regulatory authorities on request.

To help maintain a safe and healthy classroom environment, our staff:

- carefully and frequently wash their hands and teach children to do the same
- visually screen children for signs of illness upon arrival
- send emails regarding the presence of contagious diseases
- call for parents to pick up their children in the event sickness begins at school
- perform regular safety checks on the playground and in the classrooms

Parents' responsibilities in promoting a safe and healthy school environment include:

- maintaining current phone numbers on file in Blackbaud for use in case of emergency
- keeping each child's immunizations up to date and informing the school of updates
- notifying the school if a child has contracted a communicable illness or condition and keep him/her at home for the appropriate length of time needed for recovery
- teaching their children good hygiene practices
- sending a written note to school specifying caregivers' names and numbers whenever parents are out of town
- when a child enters the program (or receives a diagnosis while in our program) that requires special accommodations (e.g., asthma, diabetes, seizures, autism, hearing or vision impairments, food allergies, special feeding needs, or urinary or other ongoing issues), the parent is responsible for notifying and providing the school with specific, written instructions for how to meet the child's needs PRIOR to the child's beginning to attend.

Immunizations

Routine immunizations at the appropriate age are the best means of protecting children against vaccine-preventable diseases. Immunization is particularly important for children in childcare because preschool-aged children have the highest age-specific incidence or are at high risk of complications from many vaccine-preventable diseases (specifically, measles, pertussis, rubella, influenza, varicella [chickenpox], rotavirus, and diseases due to *Haemophilus influenzae* type b (Hib) and pneumococcus).

Westminster School for Young Children requires that all parents/guardians of enrolled children provide annual written documentation (Tennessee Department of Health Certificate of Immunization) of receipt of immunizations appropriate for each child's age. Infants, children, and adolescents should be immunized as specified in the "Recommended Immunization Schedules for Persons Aged 0 Through 18 Years – United States" developed by the Advisory Committee on Immunization Practices (ACIP) of the Centers for Disease Control and Prevention (CDC), the American Academy of Pediatrics (AAP), and the American Academy of Family Physicians (AAFP). Children whose immunizations are not up-to-date or have not been administered according to the recommended schedule should receive the required

immunizations. Westminster School for Young Children may require, at any time, that updated written documentation (Tennessee Department of Health Certificate of Immunization) of receipt of immunizations be provided to ensure that all immunizations are up-to-date and have been administered according to the Recommended Immunization Schedules.

If, at any time, a parent/guardian of an enrolled child believes that they cannot comply with the foregoing immunization requirements without risking serious medical harm to their child, then the parent/guardian shall immediately contact Westminster School for Young Children and provide written documentation signed by a board certified physician that affirms that a specific vaccination cannot be administered to a child without risking serious medical harm. After receipt of such documentation and any other documentation or information requested by Westminster School for Young Children, the Director in consultation with an executive committee of the Board shall have the discretion to decide whether it is in the best interest of the Westminster School for Young Children community to allow the child to continue their enrollment under a medical exemption to the immunization policy. The Director in consultation with an executive committee of the Board shall also have the discretion to require that the parent/guardian withhold their child from school until a decision is made as to whether to allow continued enrollment.

If a vaccine-preventable disease to which children are susceptible occurs at WSYC and potentially exposes any under-immunized children who are susceptible to that disease, the Health Department will be consulted to determine whether these children should be excluded for the duration of possible exposure or until the appropriate immunizations have been completed.

All WSYC students are strongly encouraged to receive an annual vaccination against influenza unless advised not to by their physician because of risk of serious harm.

Illness - (NAEYC - R.6.01)

If a child becomes sick with any of the illnesses listed below, the child's parents will be notified and will be required to pick up the child from school. A sick child will be kept in the Director or Assistant Director's office until parents or caregivers arrive. Parents are asked to inform the school of confirmed diagnoses of communicable illnesses.

Parents should keep a child at home from school if s/he has a fever, sore throat, experiences nausea, vomiting or diarrhea in the previous 24 hours, has a skin rash of unknown or transmissible origin, inflamed eyes, severe cough, ear ache, or enlarged glands. Rest is required for recovery from illness. Please remember that a child who doesn't feel well will not benefit from the program and will expose other families to his/her germs.

- Vomiting and/or diarrhea - Child may return after being symptom free for 24 hours.
- Fever - 100.4 degrees or higher - Child may return after being fever free without the use of fever reducing medication for 24 hours.
- Strep throat - Child may return after 24 hours of prescribed antibiotic treatment.
- Ear infection - Child may return anytime after starting prescribed antibiotic treatment.
- Pink eye/conjunctivitis - Child may return after 24 hours of prescribed antibiotic treatment.
- Head lice - Child may return accompanied by a written statement from the child's physician or delousing specialist stating that proper treatment has been administered and that the child is free of lice and nits.
- Fifth Disease – Fifth Disease is no longer communicable once the cheek rash appears. Child may return after fever has resolved and cold symptoms are improving.
- Covid - 19 - Child may return when symptoms are improving and the child has been fever free without the use of fever reducing medication for 24 hours.

- Hand-Foot-and Mouth Disease - Children should remain out of school until fever has resolved and mouth sores allow for normal eating and drinking without excessive drooling.

A local health crisis may temporarily change these parameters, as determined and communicated by the Director, such as the length of time a student must be fever-free to return to school.

Medical Conditions Including Severe and/or Life-Threatening Allergies and/or Asthma

If a physician has ordered a special medical management procedure for a child in care, an adult trained in the procedure must be on-site whenever the child is present (NAEYC 10D.10). Examples of special medical management procedures include: Asthma action plan (use of a nebulizer), allergy action plan (use of an Epi-Pen), diabetes management plan (insulin monitoring and injections).

Families are expected to notify us regarding children's food and environmental allergies prior to the first day of school or as soon as the diagnosis is received. Families of children with diagnosed allergies are required to provide a letter detailing the child's symptoms, reactions, treatments and care. A list of the children's allergies will be posted in the classroom. WSYC teachers and substitutes are trained to familiarize themselves and consult the list to avoid the potential of exposing children to substances to which they have known allergies.

We cannot guarantee that our snacks or the lunches that children bring to school are peanut- or tree nut-free. However, we do not serve nuts as part of the snacks that we provide.

WSYC Staff Responsibilities

Following are the actions that staff at the school will undertake when properly notified about a child's allergies and/or asthma:

1. Teachers will contact parents prior to the start of school regarding allergy needs, as noted by parents during enrollment, and plan a meeting with them.
2. Medication and information related to each particular child's allergies (e.g., *Food Allergy and Anaphylaxis Emergency Care Plan - FARE form*) is stored in a known and uniform place. One copy of the FARE form is kept with emergency medication that travels with the student and one copy is kept in the Assistant Director's office.
3. A list of allergies, on orange paper, will be posted on the classroom information bulletin board for access by substitute teachers. The orange Allergy forms are covered a sheet of orange paper that simply denotes Allergies. This helps ensure confidentiality for those children who have allergies.
4. A list of known allergies is posted in the classroom. If a child in a particular class has a nut allergy, the teachers will inform the parents of all of the children in the class of that allergy and ask that they **not send any foods that contain nuts** (peanut butter sandwiches, crackers, granola bars, nut breads, cookies, etc.) from school lunches. When in doubt, parents should save the item for a day when the child eats lunch at home. If an item containing allergens is accidentally sent from home, it will be substituted with a replacement item and returned, unopened, in the lunchbox with a note from the teacher.

Note: 1- and 2-year-old classrooms are nut-free at all times.

5. Emergency medications and instructions travel (carried by teachers) with students at all times - to the playground, music room, gym, on field trips, etc.

6. The school playground is checked routinely for wasp and bee nests.
7. Outside trash bins are emptied on a regular basis.
8. Children who have been diagnosed with life-threatening allergies are always accompanied by an adult to the office if they need medical attention.
9. The teachers are certified in first aid and CPR; there are AEDs located on the upstairs and downstairs hallway.
10. WSYC trains substitute teachers in the procedures noted above.
11. Changes or precautions are made in areas for children and staff who have allergies or any other special environmental health needs according to recommendations by a healthcare professional.

Parents' Responsibilities

Parents of children with allergies are required to meet with their child's teachers to review the allergens, triggers, action plan, and medications before the beginning of school.

At this meeting, we encourage parents to:

1. Review the WSYC allergy and asthma policy in advance of the conversation with the teachers.
2. Bring all medications. Prescription medications should be in original containers with the prescription label with the child's name, expiration date, doctor's name, administration and storage instructions, etc. Over-the-counter medications should be in original containers with expiration date, administration and storage instructions, etc and labeled with the child's name
3. Provide a completed *Food Allergy and Anaphylaxis Emergency Care Plan* (FARE form) Please note that this form must be signed by a physician. Provide a Permission to Administer Medication authorization form (available in the school office) for each medication - every individual medication must have a separate completed form. Parents are responsible for updating this document as needed.
4. Parents must discuss any changes in allergens or the allergy protocol with the appropriate staff as they happen.
5. When special snacks are indicated (e.g., 3s Spring Sing, Christmas parties), we ask that the parents contact the teachers to discuss any special needs. Depending on the particular circumstances, parents of children with allergies or asthma may need to attend class parties/special events if deemed necessary by school personnel.
6. Parents of students with allergies to animals or asthma triggered by contact with animals should mention this to teachers.

Medications

WSYC staff may only administer medication in the case of a life-threatening asthmatic or allergic reaction or in special cases approved by the Director or Assistant Director. All teachers, staff, and administrators to administer medication must receive specific training on the five right practices of medication administration that verifies:

1. That the right child receives
2. The right medication
3. In the right dose
4. At the right time
5. By the right method with documentation of each right practice each time medication is given

Parents of children requiring medication must meet with the teachers before the school year begins.

Medication is accepted by the teacher only with:

- Completed *Permission to Administer* form (required for ALL medications including prescription, over-the-counter, diaper rash cream, etc – 1 per medication)
- Completed *Food Allergy and Anaphylaxis Emergency Care Plan* form (FARE form is only required for all food allergy-related medications and must be signed by a physician)
- Prescription medications should be in original containers with the prescription label with the child's name, expiration date, doctor's name, administration and storage instructions, etc.
- Over-the-counter medications should be in original containers with expiration date, administration and storage instructions, etc and labeled with the child's name

Emergency medication travels with the student (to the playground, music room, gym, on field trips, etc) but is kept out-of-reach of children – in a safe manner, inaccessible to children, while allowing for safe access by staff. Non-emergency medication is kept in a locked cabinet in the classroom. If medication is needed, a record of its administration will be noted daily on the *Permission to Administer* form and sent home to be signed by a parent/guardian until the medication is completed.

Under no circumstances can any medication be placed in a child's lunch box, bag, or pocket for self-administration or to be sent home. Expired medications will be sent home immediately. Students who require emergency medication at school may not attend until non-expired medication is on-site. All medications must be checked out at the end of the school year, when the student leaves the school, when medication is no longer needed, or when the medication expires, from the Assistant Director.

Diaper Rash Cream

Diaper rash cream must be sent in its original container and be labeled with the child's name and instructions. Teachers must have a completed *Permission to Administer* form in order to apply diaper cream.

Sunscreen/Bug Spray

Please note that WSYC teachers do not apply sunscreen or bug spray - if your child needs sunscreen or bug spray, please apply this at home prior to bringing your child to school.

Communicable Diseases

When an enrolled child or an employee of the center has a (suspected) reportable disease, it is our legal responsibility to notify the local Board of Health or Department of Public Health. We will take care to notify families about exposure so children can receive preventive treatments. Parents of every child enrolled shall be notified immediately if one of the following communicable diseases has been introduced into the school:

- Hepatitis A
- Food borne outbreaks (food poisoning)
- Salmonella
- Shigella
- Measles, mumps, and/or rubella

- Pertussis
- Polio
- Haemophilus influenza type B
- Meningococcal meningitis
- Chickenpox
- Any other illness identified by the state or local Department of Health

SAFETY

Clothing

Please dress your child in practical clothing that allows for freedom of movement and is appropriate for the weather. Your child will be involved in a variety of activities including: painting, outdoor play, sand, weather, and other sensory activities. Our playground is used as an extension of the school, and daily programs are conducted outside whenever weather permits.

Tennis shoes with socks are the very best choice of shoes for a preschooler. **Flip-flops, sandals, boots, slides/clogs/mules, croc-type shoes, and “jellies” are *not* appropriate footwear in school. *Children will only be able to play on the playground if proper shoes are worn.***

While every effort is made to help children remain clean during the day by providing smocks at the paint easel and for other art activities, children do get somewhat dirty when involved in vigorous play outdoors and in. **Washable clothing** is strongly suggested!

To facilitate success in using the restroom, **clothing that is easy** to get snapped and unsnapped, buttoned and unbuttoned, up and down is very helpful.

Please label all clothing (including shoes) with the child's name.

Please send a complete change of clothes in a zip-loc bag to school for use in case of an “accident.” Children feel much more comfortable changing into their own clothing rather than extra clothes borrowed from school.

Extreme Weather and Outdoor Play

At WSYC, we believe that outside play is an important component of early childhood education. Our Tuesday - Friday schedules allow for a minimum of 45-minutes outside each day for each age group.

On days when the temperature range, after adjustment for wind chill and heat index, is outside thirty-two degrees and ninety-five degrees Fahrenheit, on days when it is raining, or on days when high levels of air pollutants are noted by local authorities, each teacher is urged to exercise good judgment and general prudence when determining outdoor play and how much time each class shall remain outdoors. On these days, classes are offered alternate gross motor experiences in the gym.

Parents are encouraged to dress their children appropriately for the weather including sun protective garments in summer and layers for warmth in winter. Teachers shall be alert for signs of dehydration, heat stroke, frostbite, etc., dependent upon the season.

Any time of year, but especially in the summer, children have the opportunity to play in the shade under trees and tents. Parents are asked to apply sun protection of SPF 15 or higher before the school day begins. Teachers are not allowed to apply sunscreen or bug spray.

Communal Water-Play

Communal, unsupervised water play is prohibited. Supervised children are permitted to engage in water-play. Precautions are taken to ensure that communal water-play does not spread communicable infectious disease.

Injuries

Safety is a major concern in child care and so daily safety inspections are completed inside and outside the school in order to prevent injuries. First aid will be administered by a trained caregiver in the event that your child sustains a minor injury (e.g., scraped knee). You will receive an incident report outlining the incident and course of action taken. If the injury produces any type of swelling or needs medical attention, you will be contacted immediately. The school is equipped with first aid kits that meet state regulations.

Serious injuries, including but not limited to, massive bleeding, broken bones, head injuries, possible internal injury, etc. shall be reported to the parent/guardian immediately to arrange for emergency treatment. In no event will WSYC delay seeking emergency medical treatment due to a delay in making contact with the parent/guardian.

Parents indicate the hospital, physician, and dentist that they prefer on the information sheets and indicate their consent for their child to be treated as needed in their absence. In case of an emergency that requires transportation from the school, the Director or the Assistant Director, other administrative staff, and/or a teacher will accompany the child or employee who requires urgent care, both to assist in the process of providing such care and to comfort the injured party(ies). Children with known medical or developmental problems or conditions have individual plans on file in the school office. Faculty and staff are aware of such plans and clear on their implementation.

In the event of a broken or fractured tooth, the following procedures will be taken immediately:

- Rinse the area with warm water
- Put a cold compress over the facial area of the injury
- Recover any broken tooth fragments
- In the case of a permanent tooth, if possible, find the tooth and hold it by the crown rather than the root
- Place the tooth in a clean container of milk
- Call the parents/emergency point of contact to take the person to the dentist

Those indicated as emergency contacts for both adults and children will be called by a faculty or staff member as soon as possible in the event of an emergency or sudden illness or accident.

Medical Insurance

Westminster School for Young Children carries limited liability insurance coverage for medical costs if an injury occurs on school grounds. All school insurance is carried under the umbrella of Westminster Presbyterian Church.

Dangerous Weapons

A dangerous weapon is a gun, knife, razor, or any other object, which by the manner it is used or intended to be used, is capable of inflicting bodily harm. Families, children, staff or guests (other than law enforcement officers and trained security guards) possessing a dangerous weapon will not be permitted inside the premises.

In cases that clearly involve a gun, or any other weapon inside our premises, the police will be called and the individual(s) involved will be immediately removed from the premises. This policy applies to visible or concealed weapons.

Child Custody

Without a court document, both parents/guardians have equal rights to custody. We are legally bound to respect the wishes of the parent/guardian with legal custody based on a certified copy of the most recent court order, active restraining order, or court-ordered visitation schedule. We will not accept the responsibility of deciding which parent/guardian has legal custody where there is no court documentation.

Suspected Child Abuse

In an effort to protect the well-being and safety of children, the State of Tennessee requires anyone who suspects child abuse and neglect to report it to the proper authorities. All staff have been trained to identify the signs of abuse and neglect. All suspected indicators will be documented and reported. WSYC is required by law to cooperate with any investigation of child abuse and neglect.

We are required by law to report all observations of child abuse or neglect cases to the appropriate state authorities if we have reasonable cause to believe or suspect a child is suffering from abuse or neglect or is in danger of abuse or neglect, no matter where the abuse might have occurred. The child protective service agency will determine appropriate action and may conduct an investigation. It then becomes the role of the State to determine if the report is substantiated and to work with the family to ensure the child's needs are met. WSYC will cooperate fully with any investigation and will maintain confidentiality concerning any investigation or report of child abuse or neglect. Parents will be provided details on all child abuse and the health and safety curriculum used in the 3s, 4s & 5s programs.

Animal/Pet Policy

For safety reasons, parents must get permission from teachers prior to bringing any animal to WSYC. All visiting animals must have documentation from a veterinarian or an animal shelter to show that the animals are fully immunized and that the animal is suitable for contact with children.

Large animals must be on a short leash with a parent present at all times. Please keep in mind that not all children react to animals the same, and some are very allergic. Reptiles are not allowed as classroom pets due to the risk of salmonella infection.

EMERGENCIES (NAEYC - A.6.19)

Lost or Missing Child

In the unlikely event that a child becomes lost or separated from a group, all available staff will search for the child. If the child is not located within minutes, the family and the police will be notified.

Evacuation/Emergency Procedure

Teachers and children routinely practice what to do in case of fire and tornado. We have fire drills once a month and tornado drills twice a year. Evacuation routes are posted in each classroom. In case of emergency, we will be in contact with Metro Emergency Management, as has been recommended by

Tennessee Emergency Management. In case of a toxic fume release or if the building must be evacuated, the children will be taken to Otter Creek Church (3534 West End Avenue) at the intersection of Bowling and West End Avenues or to St. George's Kindergarten at 4715 West End Avenue. A telephone tree is used for communication of information from the preschool to parents. WSYC maintains a supply of food and water in case we must be sheltered for a period of time.