



**Brentwood Young Children's School**

## **Parent Handbook**

**Brentwood Young Children's School**

*a ministry of*

**Brentwood Baptist Church**

**7777 Concord Road**

**Brentwood, TN 37027**

**615.324.6117**

*This handbook takes precedence over all other printed material*

## Our Philosophy

We believe each preschooler is a unique creation of God. Each child progresses through the stages of mental, physical, moral/spiritual, social and emotional development in the sequence as Jesus did. Therefore, each child needs age-appropriate activities and guidance during each of these stages.

## Our Mission

Brentwood Young Children's School (BYCS) is an integral part of the total ministry of Brentwood Baptist Church's Preschool Ministry. It is our goal to partner with parents to help preschoolers become all that God created them to be.

## Objectives

1. Provide a biblically based and Christ-centered program.
2. Provide well-trained Christian teachers who care about young children and who communicate care through love and individual attention.
3. Provide an environment designed to meet age-appropriate needs of each child.
4. Provide a curriculum of planned activities in learning centers, and group experiences designed to facilitate the child's total development.

## Prayer Journals

Because prayer is the underlying foundation of everything that we do at Brentwood Baptist Church, we want to include the needs and concerns of our families in our prayer times. There is a prayer journal beside the door of every classroom at BYCS and we consider it an honor and privilege for you to use these journals to tell us about anything that you would like for us to pray about during our Morning Prayer times.

## Ages

Brentwood Young Children's School has classes for children ages eight months through pre-kindergarten. Children must be eight months old by August 31 to participate in the Parent's Day Out (2-day PDO) program. Children must be three years old by August 15 (and potty trained) to participate in the Preschool program. Children must be four years old by August 15th to participate in the 4-day program. **Please note: If a child has more than two accidents within a month's time, you may be asked to take a leave of absence to potty train at home to ensure that your child is fully ready to attend school. Once your child has achieved "potty trained" status, they are welcome to return to school. Your child's spot will be held as long as tuition is paid during their time away. Pull-ups are not allowed in 3 and 4 day classes.**

## Admission

A registration form and a non-refundable/non-transferable \$100.00 check made payable to BYCS must be submitted for your child to be considered for admission. All applicants will be notified after completing a registration form. All other forms, including immunization records, must be turned in to our office before the first day your child is to attend BYCS.

## Tuition and Fees

All BYCS tuition and fees are **non-refundable/non-transferable**. BYCS does not refund prepaid tuition or registration fees. Monthly tuition payments are due on the first of each month. Please drop tuition checks in the BYCS payment box located in the preschool foyer behind the Welcome Center on the left. All cash payments need to be taken to the accounting office at the front of the church. **DO NOT SEND PAYMENT IN YOUR CHILD'S BOOK BAG.** No reduction in fees will be made for absences. We must consider each enrollment on a full monthly basis. Please make your checks payable to BYCS. A \$20 fee will be assessed for any check returned by the bank. If a check is returned for a second time, a cash payment will be expected for the account balance and any remaining tuition payments. BYCS Tuition can be paid online. Go to our website: <https://www.brentwoodchildren.com/> click on pay your tuition. This is for BYCS monthly tuition/late fees only. Any deposits for registration or other fees must be turned into the BYCS office.

## Non-Payment / Late Payment Policy

Tuition is the primary means of support that allows the school to properly function and must be paid when due. All tuition payments are due on the first of every month and considered late after the 15<sup>th</sup> of the month. A \$20 late fee will be added to your statement if your account is past due.

1. When payment is past due 10 days, a phone call or email will be made to the responsible parent(s) of the student. An immediate payment will be expected.
2. If payment remains past due for 30 days, parents will be contacted for immediate payment. Payment balance paid or payment plan set up may be required before the child may return to school.

The administration of BYCS will be bound to follow this policy. Any unusual circumstances will be addressed by the Brentwood Baptist Church Finance Office. If family circumstances arise that make these payments impossible to make, please contact the Director or Assistant Director immediately.

## Withdrawal

BYCS requires a **30-day notification in writing** when withdrawing from the program during the school year. If a child is to attend a portion of the month, the full month's tuition must be paid. If a child leaves without written notification, prepaid tuition is not returned. Prorated fees are not available.

## Discipline

At BYCS our goal in discipline is to teach children to self-regulate, guiding them to make good decisions.

1. Positive Reinforcement
2. Redirection
3. Time Out
4. Parents will be notified to pick up a child immediately if the safety of the child, teacher or other children in the classroom is at risk.

## Termination

Any one of the following situations shall necessitate either a parent-staff conference or immediate removal of a student from the class or program.

1. A child who is excessively disruptive or exhibits aggressive behavior, which threatens the safety and well-being of self and/or others in the class
2. A child monopolizing the teacher's time, taking away attention from the rest of the class
3. A two-week unexplained absence from class when the teacher and director have been unable to reach the family and tuition is past due
4. Tuition is 30 days past due (if you are unable to pay your balance, contact the Director immediately)
5. At the discretion of the Director.

## Personal Safety Education (Only 3 day & 4-day classes)

During the school year, your child's teacher will be reading and discussing a book concerning personal safety. The book is designed to help children know they are in charge of their bodies, as well as basic safety rules. A copy of this book is available in both BYCS offices as well as your child's classroom. Personal Safety Education is a DHS requirement for all licensed childcare facilities.

## Safety/Security

Our priority is the well-being and safety of every child enrolled at BYCS. BYCS has a security officer onsite during school hours.

**IT IS YOUR RESPONSIBILITY TO KEEP YOUR INFORMATION ON FILE UP-TO-DATE** - your registration papers, call lists, medical information, carpool lists, court orders, etc. We cannot release your child to anyone unless you have given us written permission. We will ask for a photo ID before the child will be released to him/her.

BYCS families will use Entrance H to enter the building. This entrance unlocks at 8:45 am and locks again at 9:15 am. Entrance H unlocks at 2:15 pm and relocks at 2:35 pm. For security reasons, the glass doors into the Preschool area must always remain locked. If you need to pick up your child from BYCS during school hours, please enter the building at entrance G (Connection Center). We appreciate your patience and understanding regarding this policy.

**Please park only in designated parking spaces.** save the handicap parking for those who are handicapped. Do not park along the curb, it is a fire lane. Do not park next to the grassy medians, this poses a danger to children in the parking lot. Remember every parent is trying to deal with the weather, strollers and a car full of kids.

## BYCS Weather Policy

**Normal Opening:** If Williamson County opens on time, BYCS will open on time.

**Delayed Opening:** On days when Williamson County schools open late (regardless of whether it is one or two hours late), BYCS will open that day at 10:00 a.m.

**Closing:** We will follow Williamson County schools for closing on snow or flood days. If Williamson County schools are closed, BYCS will also be closed.

**Early Dismissal:** If Williamson County schools close early during the day due to bad weather, BYCS will close early, too. We will close 30 minutes after the announced time for the high schools to close and 30 minutes before the elementary schools close.

**Inclement Weather Make-up Policy:** BYCS will make up one school day for every three days missed due to inclement weather, up to a total of 4 days for our Four Day Program, 3 days for our Three-Day Program and 2 days for our Two-Day Program. All make-up days will take place the third week of May. Implementation of the make-up policy is at the discretion of the Brentwood Baptist Church and the BYCS Director and Assistant Director.

## Emergency Evacuation Plan

If BYCS has an emergency evacuation due to a hazardous chemical spill on the interstate or train track, children will be transported to Clearview Baptist Church, 537 Franklin Road, 615-794-5488

## Arrival and Dismissal

BYCS opens at **9:00 a.m.** Please do not bring your child to the classroom before this time. Our staff uses every minute before 9:00 preparing for the day. All students should arrive by 9:15. This routine will help your child have a smooth transition from home to school. We would prefer that you say your goodbyes at the classroom door. Your cooperation is greatly appreciated.

An adult must accompany each child to the door of his/her room. Before entering the classroom, each child must be signed in with printed name, signature and contact number upon arrival by the accompanying adult. Each child must also be signed out with printed name and signature at dismissal. **Please do not enter the classroom if no teacher is present.**

**Please be on time to pick up your children.** Teachers have families of their own to get home to and sometimes the children are frightened by being left too long after their friends have gone home. If you have an emergency, please call the BYCS office (615-324-6117) to let us know that you will be late. A child is **always** left in the care of an adult until the parent arrives. **There is an additional charge for late pick-up of \$3.00 per minute per child.** This charge will be added to your next statement.

Please be sure that your teacher gets a note from you if your child will be going home with anyone else. In the note, please include the person's name and contact number. **We will not allow a child to go home with any person other than a parent, guardian, or person listed on pick up list.**

**If you have an emergency and need to add someone to your child's pickup list, please email the director and assistant director and copy your child's teacher.**

It is against the law to leave a child in a car unattended.

### **Parent Visits**

Teachers welcome opportunities to confer with parents from time to time regarding their children. Conferences will be scheduled for children in our preschool program periodically throughout the year. If you would like to have a conference prior to the scheduled time, we will be happy to make arrangements for you to do so.

Parents are invited and encouraged to visit the classroom at any time. During the first three weeks of school, however, we ask that you keep your time in the classroom to a minimum. This is a period of adjustment for the child, especially if it is his/her first experience away from home. The presence of the parent at this time is sometimes confusing and upsetting to the child. Please wait until after these weeks to make your visits, if possible. If you have a special talent to share with your child's class, or just want to have an opportunity to visit, please just let your child's teacher know. You are welcome at any time.

Keep in communication with your child's teacher. If unusual circumstances arise at home, please let us know. We can be a much stronger resource for your child if we know something of his/her situation.

### **Health Practices**

For the protection of all children at BYCS and teachers, parents are asked not to bring their children if they display the following symptoms:

- a. Fever – currently or within the previous 48 hours
- b. Vomiting or diarrhea in the previous 48 hours
- c. Any symptom of a childhood disease such as scarlet fever, German measles, mumps, chicken pox or whooping cough
- d. Common cold
- e. Sore throat
- f. Croup or persistent cough
- g. Any unexplained rash or spots
- h. Head lice or nits – need note from doctor to return to school
- i. Discolored runny nose
- j. Pink eye or another eye infection
- k. Hand-Foot and Mouth disease

**Your child should be free of fever and other symptoms for 48 hours before returning to school - not simply on an antibiotic for 24 hours.**

Parents will be notified to pick up their child immediately if signs of illness occur during the day. We must have a phone number where you can be reached at any time. Your cooperation as a parent with this policy will protect the health of other children in the program as well as BYCS staff. We must know when your child has an illness (such as Fifth's disease; Hand, Foot and Mouth disease; lice; pink eye and other contagious illnesses) so that we can notify other parents in your child's class of possible exposure. Your child's name will remain confidential.

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**Medication may *not* be given to your child by a school staff member for any reason.** If your child needs any type of medication administered (either prescription or non-prescription), you must come in and administer it yourself. The only exception to this is emergency treatments for life-threatening allergic reactions.

Please alert the Director to any special medical circumstances that concerns you.

In addition to the standard State of Tennessee Health Form, parents will be required to sign a release giving authorization for full medical disclosure. This form must be notarized. Our director is a Notary, so you can have this done at BYCS. This will enable administrative personnel to discuss a child 's medical history with the child's pediatrician, other health care professionals, and/or medical institutions. The information will be kept confidential and will only be used to aid BYCS and its faculty to better meet the needs of the children enrolled in the program.

### **Items from Home**

Children are provided with toys at school and we discourage bringing them from home, except on very special occasions. Sometimes they get lost, broken, or another child gets upset because he/she has a toy just like the one your child has and thinks it belongs to him/her. **We never allow** anyone to bring guns, knives or other play weapons to school. We do not allow play at school that involves any type of violence.

### **Clothing**

Children should wear washable, comfortable play clothes and shoes suitable for indoor and outdoor wear. Flip flops or sandals can cause children to trip and fall when running. It is best to have your child wear a shoe that completely covers his/her feet. **No necklaces are to be worn at school as they are a choking hazard.** Accidents can happen at any age, so we ask that you always have a complete change of clothes, either in your child's classroom or in his/her red bag. **Every article of clothing must be labeled, including shoes for children in the PDO program. This may seem time consuming to you, but just imagine 6 pieces of clothing times 12 every day for your child's teacher. Once cooler weather arrives and there are gloves, hats, coats etc., it can really be difficult, and children cannot always identify their own belongings. Please be considerate of your teacher's time and label every item at home.**

### **Birthday Parties at School**

If you choose to have your child's birthday party at school, please keep it simple and within the time allotted for snack break.

### **Lunch**

Children (except infants) must bring a lunch consisting of finger foods. Please do not send soup, carbonated drinks, Gogurts, or foods contained in flip-top cans. The teachers do not have access to a microwave at any time because the children cannot be left alone while the teacher is gone to warm the food. All food should be in ready-to-eat form. Do not send popcorn, hard candy, nuts or marshmallows in your child's lunch as they are choking hazards. To prevent choking, grapes must be quartered, and hot dogs and baby carrots must be cut lengthwise and across in small sections.

Because of all the recent evidence concerning childhood obesity and diabetes, we are asking that you try to make every lunch that you send to school as nutritious as possible. This would include a protein/sandwich, fruit, vegetable and a dairy product. Please limit snacks (chips and sugar items) to one per lunch. Please mark your child's name on the **OUTSIDE** of his/her lunch bag or lunch box. A morning snack will be provided.

## Special Hints

For Parents of Babies and Toddlers  
(8 – 29 months)

1. Please use disposable diapers. If this is not possible for various reasons, talk with the teacher in your child's room.
2. Please label all diapers and everything else that your child brings from home.
3. Bring enough diapers for the teachers to change your child as often as he/she needs to be changed.
4. Please use plastic bottles to prevent breakage. Please provide pre-mixed formula.
5. Please label everything you send with your child. Be sure to label bottles, pacifiers, bibs, blankets, shoes and coats.
6. Bring your child a complete change of clothes each day. Accidents will happen! If your child must wear some of the school's clothes home, please return them as soon as possible.
7. Dress your child in comfortable clothes that make diaper changing and/or potty training easier.
8. Please make sure lunches do not contain items that could easily choke your child. If you are not sure which items these might be, please ask.
9. Lunches should be as nutritious as possible
10. Please remember that your child's teachers will be assisting all the children in the class during lunch time, so please keep lunches as simple as possible.
11. Children are not permitted to wear teething necklaces, pacifiers or any item around their neck or attached to clothing. **Animals attached to pacifiers are not permitted.**

## Special Hints

For Parents of Older Preschoolers  
(30 months — 5 years)

1. Bring your child a change of clothes; even children at this age have accidents. You may leave the clothes with the teacher week to week. Also, dress your child in comfortable clothes so that he/she will not be afraid to participate in planned activities.
2. Label your child's coat, sweater and gloves.
3. If you want to do something special for your child's birthday, please discuss it with your child's teacher ahead of time.
4. Do not allow your child to bring toys from home.