

**THE UNITED CHURCH NURSERY SCHOOL**  
**CHAPEL ON THE HILL**

The United Church Nursery School was established in 1961 as a service offered by the Education Department of The United Church, Chapel on the Hill, a non-denominational church, to its members and to the community. The program is licensed by the Tennessee Department of Human Services. We welcome you to the Chapel on the Hill and look forward to sharing the nursery school experience with you and your child.

**Non-discrimination Policy:** The United Church Nursery School does not discriminate on the basis of race, color, national, religious or ethnic origin in administration of its educational or admission policies or scholarship program.

**POLICIES, PROCEDURES AND INFORMATION FOR PARENTS**

**SCHOOL HOURS: ARRIVAL AND DEPARTURE**

- Enrichment Program**     **9:00 am - 12:00 noon, Tuesday and Thursday**  
The Nursery School entrance door on the lower level is opened at 8:55 am. Teachers use the time prior to 8:55 am for preparation of the classrooms.
- Carpools**             If you are interested in forming a carpool please see the director for a list of people who may live near you.
- Parking**             **Park only on the SIDE of the Education Building.** The spaces at the end of the building are reserved for the Church staff. **For security, please lock your car if you leave valuables in it. Please do not leave ANY children unattended in the car.**
- Additional parking**     The Church has occasional special programs and services during the Nursery School hours. If the upper parking lot is full or congested, additional parking spaces are in the lower lot in front of the Church. Thank you for walking up the hill.
- Parking lot safety**     We urge parents to drive **slowly** in the parking lot. Use the utmost caution when driving or walking with children in the parking lot. **Please hold children's hands or keep children very close to you as you cross the parking lot.** Small children are not easily seen from a car. **We urge you to buckle each child in your care in a car safety seat.**
- Entrance**             Please enter through the fenced play ground and use the outside stairway. The classrooms are on the lower level. **For safety's sake, please CLOSE the PLAYYARD GATE ANYTIME you open it. Latch the gate and replace the chain on the post.**
- Church phone number & answering machine**     **The main phone number for the school is 865-482-2221.** The phone is in the Director's office and has an answering machine. If you are trying to reach the school, and don't get an answer, please leave a message. The director checks for messages frequently. If you have an emergency situation and need to speak with the director immediately, you may call the Church phone number, 865-482-1016. The Church secretary will find someone to help you. **Please only call the Church number in an emergency.**

**ARRIVAL POLICIES AND PROCEDURES:**

- Bring children inside**             Parents are responsible for bringing their child into his classroom in the building. **It is for the children's safety that we ask you to accompany them. Please sign-in your child with one of his/her teachers, then help him wash his hands. Your children are under your supervision until they are signed in and settled in the classroom; this includes hallways, bathrooms, playgrounds, parking lots, and all school property.**

**Please be on time** For your child's benefit, please try to bring him/her on time. Being late often makes it difficult for your child to join a group and to separate from you.

**Hints for difficult separation** The teachers are prepared to assist you and your child when he/she has difficulty separating from you. The teacher's hug and individual attention will help the child become involved in the activities.

Parents are welcome to come into the classroom to see the activities with your child. However, in our experience, for a child having separation difficulties, it is often easier for the child to separate and to make the adjustment if the parent leaves quickly or does not stay long. It is important to tell the child good-bye, however. It is often difficult for the parent to leave a child who is crying. The teachers are experienced and are glad to help the child through the transition time. Once the parent has gone, the child usually becomes interested in the classroom activities. The director will be glad to report to the parent when the child settles into the activities and discuss with parents hints for making separation easier.

We encourage parents to be confident and positive in talking with the child about coming to nursery school. Expect the best. If the parent's personal anxiety shows, the child will also be anxious. This is an important growth step.

### **DEPARTURE POLICIES AND PROCEDURES:**

**Dismissal time** Classes end at 12:00 noon, please be prompt.

**"Check out" policy** Upon arrival, please be sure to "sign-out" your child with your child's teacher. After your child is signed out, your child or carpool children are under your supervision; this includes hallways, bathrooms, playgrounds, parking lots, and all school property.

**Late pick-up policy** Please call the School (865-482-2221) if an unusual delay occurs in picking up your child. **Be respectful of the teachers and your child; be prompt.**

**If the child has not been picked up by ten minutes past pick-up time**, the parents will be called to come pick up the child or to make arrangements for someone else to pick up the child. In the event that the parents can't be reached, we will contact the designated emergency friend. (You may leave a specific phone number where you can be reached that morning as a note to the teachers or by signing the Parents' Sign-out on the clip board by the Tuition Box.)

**Authorized person** Unless notified, we are only authorized to release your child to those people on your "Enrollment Information Form."

**Pick-up by someone other than usual** If your child will be picked up by someone other than you or the usual carpool, please send a note with the child to notify the teachers. If the new driver is unfamiliar to the teachers, please include the driver's full name, phone number, and a description of the person. On the shelf outside Room 107, there is a red basket with forms "Permission for going home with a friend" which you may use. If during the morning your pick-up arrangements change, **you may call the Nursery School Director** to identify the person who will pick up your child.

**I.D. request** The staff will ask for a picture I.D. (identification) of anyone unfamiliar to them who arrives to pick up the child even if you have notified the director. **This is for your child's protection.**

<b>Anxious children</b>	Please be considerate. Some children become anxious when their parents are late arriving for pick-up. In addition, the teachers have other responsibilities after the children are gone.
<b>Re-assume responsibility for your child</b>	Parents are welcome to stay and visit with one another when you come to pick up your child. It's an excellent opportunity for families, both parents and children, to form friendships. However, when you arrive to pick up your child, then you again assume responsibility for your child. With so many families coming and going, many with younger children, <b>it's very important for you to watch your child closely even as you visit.</b> Please ask the director if you need assistance getting your child to leave.
<b>Dismissal areas</b>	Children will be dismissed from their <b>classroom</b> , or the playground outside room 107.
<b>Policy of Dismissal to someone appearing to be impaired</b>	<b>The Nursery School is dedicated to providing safe situations at all times for the child. At dismissal, if, in the opinion of the teacher and director, the parent, guardian or person designated to pick up the child appears to be impaired, possibly due to alcohol or drug consumption or emotional or physical state, it is the policy of the school to try to encourage that person to call another person, a taxi or make some other arrangement for taking the child. If we believe that by driving, the person is putting him/herself or others at risk, we will call the police and make a report.</b>

### **NURSERY SCHOOL PROGRAM FOR TODDLERS:**

<b>Classrooms</b>	Room 106 is the main classroom. Children also enjoy gross motor play on the hall toys and outside on the toddler playground.
<b>Activities</b>	The teachers will set up the classrooms with different activities daily. Teachers will interact with the children to develop a trusting relationship and to help the children develop language and other skills. Equipment and activities will be varied according to the developmental levels of the children. Art, water and sand play will be available each day. The emphasis is on the child being with other children in a play environment and having fun. Teachers will sing songs, do finger plays and movement activities with the children. Children who are potty-trained will be taken to the bathroom as needed. Children in diapers will be changed as needed. Teachers will usually have outdoor play or active play in the hall-toy area at the end of the morning. The teachers will be flexible and adapt the morning's activities to fit the particular needs of the group that day.
<b>Hand washing</b>	For good personal hygiene and to minimize the spread of germs, children will be helped with hand washing upon entering the classroom in the morning, after diaper changes, after using the bathroom, before eating, and at other appropriate times.
<b>Sunscreen</b>	Sunscreen should be applied to the child before coming to school if outdoor play in sunny conditions is likely. If a parent wants the teacher to apply sunscreen to the child, the parents must give written authorization to the teacher and will supply the sunscreen that is to be applied. The bottle should be plainly labeled with the child's name, and will be kept in a locked container in the director's office.

### **EMERGENCY DRILLS, EMERGENCY PREPAREDNESS, DISASTER PLANS:**

<b>Emergency Drills</b>	The school is required to have an "exit-the-building" drill at least once per month. Twice a year the school will have a "tornado drill" in the building.
<b>Emergency</b>	Department of Human Services and Tennessee Emergency Management Agency

- Preparedness;** (T.E.M.A.) require the school to have written plans of action for various emergencies.
- Disaster Plans** Those plans include evacuation of the building and walking to a safe shelter, a plan for remaining in the building ("sheltering-in-place"), and a plan for evacuation by staff vehicle to a safe shelter outside of Oak Ridge. There are plans for reuniting children with their families. The school is required to have on hand first-aid supplies, food, water and blankets should we have to remain in the building. The Nursery School staff is trained in the components of the plans and how to implement them.
- Information for Parents** Parents will be informed of the Emergency and Disaster Plans of the school at the Parents' Orientation in September and will receive a separate handout which summarizes the plans of what the school will do and what parents should do in the event of an emergency situation.

### **SCHOOL CALENDAR, VACATIONS AND SNOW DAYS:**

- School calendar** Nursery School will be in session approximately from mid August until the first week of June. The exact dates are determined yearly. The calendar is posted on the wall by the information bulletin boards.
- Holidays** Days will correspond to those of the Oak Ridge City Schools. The holidays are usually Fall Break, Thanksgiving, Christmas, Martin Luther King, Jr. Day, and spring and/or Easter break. Occasionally, the schools will add other vacation days.
- Teacher conference/workshops** The Nursery School may close in the fall for the conference of the Tennessee Association for the Education of Young Children (T.A.E.Y.C.). Parents will be notified if the school will close for a conference and the exact dates of the closure.
- Closure due to weather or emergency** The Nursery School will follow the Oak Ridge Schools (**not Anderson County Schools**) in closures due to inclement weather. If the Oak Ridge Schools are closed, the Nursery School programs will be closed as well. If the Oak Ridge Schools **open 1-hour late**, Nursery School will also open 1-hour late and still end at the regular time. If the Oak Ridge Schools **close early due to weather conditions or emergency**, Nursery School will dismiss at the same time as the Oak Ridge Schools. Please check the internet for closings. The director will also send out an email letting parents know of the school closure. The allotted 3 snow days are not made up. The Nursery School Board will determine if and when snow days will be made up if more than three occur.

### **CLOTHING FOR SCHOOL:**

- Label clothing, and all personal belongings** **Please mark all clothing, jackets, hats, mittens, and other personal belongings with your child's name.** Teachers have permanent markers if you need assistance. Children often don't recognize or remember their possessions. Unmarked items will be put in the Lost & Found box.
- Clothing for school** Please send your child in **play clothes**. We often work with messy materials, and we play outdoors. We want children to have these experiences without worrying about keeping clean.
- School shoes** **Please send your child in sneakers or shoes that can be securely fastened. Sandals, flip-flops, shoes that slip off easily or those with slick soles can be dangerous to children as they run and climb.**
- Outdoor clothing** We make an attempt to play outside every day. Please be sure your child is dressed for outdoor conditions (jackets, hats, hoods, mittens). Occasionally, classes will go outside early in the morning when it may be cooler than predicted for noon. Even in cold weather,

classes will go outside for a short play period. If you don't wish for your child to go outdoors with the class, please plan to pick him/her up early.

**Extra set of clothes** Please bring an extra set of clothes for "emergencies": shirt, pants, underpants, socks. These will be kept in the child's locker. Remember to exchange them periodically as the season changes and your child grows. If your child wears diapers, please send in a supply of diapers and baby wipes.

**Soiled or wet clothes** Soiled or wet clothing will be sent home in a plastic bag. **Please replace the clothing in your child's locker for another clothing "emergency". Please launder and return any nursery school clothing your child wears home.**

### **BRINGING PERSONAL ITEMS TO SCHOOL:**

**Personal Toys** We discourage children from bringing personal toys or money to school. These items may be easily lost or broken & it's often difficult to share with everyone in the class. If a child brings a toy to school, the teacher will ask that it be kept in the locker during school. The teacher's time is best spent in interacting with the children than with keeping separate children's personal toys from the school's.

**Security items** We understand that some children have security items that they may want to bring to school - a stuffed animal, a blanket, etc. Children will be encouraged to leave their security items in their lockers so that they can more freely play in the room. A child may have the security item as needed.

**Chewing gum** We ask that parents not bring their children with chewing gum in their mouths. We are concerned about choking during exciting play as well as the difficulties that arise when it is accidentally dropped and ends up stuck to another child.

**Individual food brought from home** If your child needs to bring along the rest of his/her breakfast, we ask that you have your child finish eating in the car before coming into the building. An individual snack from home for your child to keep in his/her locker is not necessary. A snack for the class is available each morning.

### **MID-MORNING SNACK:**

**Snack** Parents take turns providing the snack for their child's class. Teachers will post a snack calendar near the door to their classroom so parents will know when it is their week to bring something. The school provides 100% apple juice. Children will be encouraged to try new foods but no one will be forced to eat.

**Food allergies** **If your child has an allergy to any food or ingredient which might be present in a commercial or home-made product, PLEASE DISCUSS THE CHILD'S CONDITION WITH THE DIRECTOR AND TEACHERS. Parents may be asked to bring a personal supply of snacks for their child to be used in lieu of the snack planned for the day. If your child has a food allergy an Allergy Action Plan form must be filled out annually to keep in your child's file. Protection of the child is of great concern.**

### **ILLNESS AND INJURY POLICIES AND PROCEDURES:**

**When not to send child to school** In general, don't send your child to school if he/she doesn't feel well, has a fever, diarrhea or vomiting, nasal discharge or cough sufficient to suggest a respiratory infection, untreated "pink-eye" or skin infection (such as impetigo). Keeping your sick child at home will help control the spread of infectious illnesses at school.



<b>Parents can't be reached?</b>	If we are unable to reach the parents by phone to notify you of the child's being transported to the Emergency Room, we will contact the designated emergency friend indicated by you on that form. We will also continue to try to reach the parents.
<b>Accident Insurance</b>	The school has accident insurance for medical payments for each child. If the child requires professional medical attention, this insurance may be used for that care.
<b>Emergency phone numbers</b>	You will be asked to list home, cell and work numbers where you can be reached in case your child becomes ill or there is an emergency. <b>If your phone numbers change, please inform the teachers and director.</b>
<b>How to reach parents</b>	When you sign your child in, please leave a number where you can be reached if you will be away from your regular phone while your child is at school.

### **DISCIPLINE; BITING POLICY**

<b>Goals for behavior</b>	The goals for children's behavior are to help them learn acceptable and appropriate behavior and to learn to control their own behavior.
<b>Expectations</b>	It is the philosophy of the program that a child will generally try to behave according to the expectations of the important adults in his/her life. We tell children what the appropriate behavior is in a loving and consistent manner and follow through with what we expect of them. The emphasis is on the positive, what the child can appropriately do, as opposed to the negative in which one only tells the child what not to do. Our goal as teachers is to help the child learn appropriate behavior not to only punish misbehavior.
<b>Setting limits</b>	We consider the setting of limits for behavior and consistency to be extremely important. It is appropriate for children to push those limits, to see what will happen. By providing consistent limits in a loving, helpful way, we provide children with the security that the teacher is an adult who cares enough about them to stop the misbehavior and help them learn appropriate behavior. Follow through with what you've determined to be the consequence is essential in developing a sense of security. The limits will change as the child grows and matures, but we feel it is important to start with young children in following through with the limits we have set so they can learn by "small steps."
<b>Techniques</b>	Simple redirection to an appropriate activity is often sufficient. Simple statements can be helpful: "Hands are for ... not hitting." Teachers can say "I'm going to help you remember how we ... You'll learn to remember yourself soon." As children develop, teachers can help them verbalize the "problem" and learn to work out solutions.
<b>Protecting others</b>	We emphasize that children and adults may not hurt other people. If a child is being hurtful, the teacher must stop the child from hurting another child, the teacher or the parent. The teacher will try to determine the reason for the hurtful behavior in order to help the child learn that it is an unacceptable means to get what he/she wants. This is followed by a statement of what is an acceptable means.
<b>Biting</b>	Biting is a normal, though undesirable, behavior during certain stages of development, especially - but not limited to - younger children. Biting is often an impulsive response to something the child did not like and does not yet have other skills to deal with. Sometimes it is an attention-getting behavior. No matter the reason, it is unacceptable. The child will be firmly told that they may not bite another person, that biting is what the child does with food. The child will be directed to another area or activity away from the bitten child. The child will be watched closely to try to prevent another occurrence and helped to learn appropriate means of expressing what he/she is feeling or wants.

**The bitten child** If a child is bitten, the teachers will tend to that child emotionally and physically. If the bite has bruised or broken the skin, the teacher will wash it well with soap and water and place a cool compress or gel pack on the area. The parent will be told of the injury when he/she comes to pick up the child.

## COMMUNICATIONS TO PARENTS

**Calendars, newsletters and other information notices will be placed on your child's locker additionally an electronic copy will be sent out via email. PLEASE PICK UP YOUR HARD COPY WHEN YOU BRING YOUR CHILD. It's important to know what is happening in the school and your child's class.**

**It is most convenient to pick up the notices when you arrive for the day. Notes not picked up then will be available from the teacher when you check out your child at dismissal.**

**Calendar:** Parents receive a calendar at the beginning of each month listing dates of programs, activities, holidays, etc. **Please keep the calendar for reference during the month.**

**Newsletter:** Parents will receive a newsletter in the middle of the month. It will include information about programs or activities, requests, and articles about parenting and children as well as the calendar for the next month.

**Website:** The calendar and nursery school news can also be viewed on our website, [ucnschool.org](http://ucnschool.org). Volunteer sign ups can also be found there as well.

**Special Notes & Reminders:** Special notices and reminders will also be sent home from time to time.

## PROGRAMS FOR PARENTS AND THE FAMILY AND PARENT HELPERS:

**Nursery School Board** The Nursery School Board serves as the governing body for the school, establishing general policies and procedures for operation, according to the guidelines of the Nursery School charter and bylaws. In addition, the Board provides leadership for fund-raising activities and "work parties" to assist with maintenance of major equipment. The Board is comprised of three parent members who serve 3-year terms and two representatives of The United Church.

**Conferences** Parents and teachers are encouraged to communicate information about the child at arrival and departure times. **We request that you and the teacher not discuss the child in the child's presence. Parents may also discuss their concerns with the director. At any time during the year,** parents and teachers may request a conference. We will try to schedule the conference at about 12:20 pm to allow more time and a more private atmosphere for discussion.

**Family changes** Children are sensitive to major changes or stressful events in a family's life (e.g. job loss, divorce, illness, death, family discord). Children may not understand such situations but their behavior may be affected by them. We respect your privacy. However, please inform the school of the situation if you feel it would be helpful in understanding and working with your child.

**Parent visits** Parents may visit their child's class at any time.

**Parent Substitutes** The Nursery School has been fortunate in having parents willing to be substitutes in the classroom. There will be an orientation in September to acquaint you with classroom management and our philosophy of working with children. (An individual orientation may

be arranged during the year if a parent is willing to substitute but did not attend the September orientation.) There is a minimum-wage salary. Many parents have found the greatest reward is the involvement in the program and the skills they develop while working with the teachers. We welcome your participation. You add to the quality of the program.

- Parent Helpers**      **All parents are encouraged and expected to participate in some way.** Parents greatly assist and enhance the program by helping with maintenance of our equipment, such as repair of wood blocks, tricycles, toys, and books. Other tasks such as laundering towels, making play-dough, etc. can be done for your child's individual class. Parents also help by baking cookies for the Christmas parties, boiling eggs for Easter, etc. Many tasks can be picked up and done at home.
- Classroom sign-up sheet**      **Sign-up sheet for parents on each classroom's door frame:** Teachers will have sign-ups for on-going tasks such as laundering towels or making play-dough.
- General sign-up sheet**      On the small bulletin board in the hallway next to Room 108, the teachers and director will post other needed tasks. If you can help, contact the person who placed the request for more details. "Recyclable supplies" are often needed for activities and will be posted on this bulletin board also.
- Morning "work parties"**      Occasionally, a group of Parent Helpers will meet in the morning to help wash toys, assemble registration materials or packets, mend books, etc.
- Evening "work parties"**      Several times each year, a group of Parent Helpers will meet in the evening (or during the summer) for bigger projects: repair of the riding toys, weeding and working up sand and pea gravel, cleaning/painting the tricycle house, swing sets and railroad ties or helping get the classrooms ready in the fall.  
**Thank you to all the parent helpers! We appreciate your willingness to share your time and efforts to enhance our program. We welcome your participation!**
- Parents' Brunches**      Parents are occasionally invited to brunches with the director. They are opportunities to get acquainted with other parents and share experiences. The exact dates and times will be listed in the Nursery School calendar. There will also be a sign on the bulletin board by the Nursery School entrance. Discussions about parenting topics are often planned. A particular topic can be arranged if there is an interest. Younger children are always welcome.
- Discussion and sharing groups**      Parents' Discussions provide opportunities for sharing and discussion of specific concerns of parents. From time to time, parents will express an interest in more time on a particular topic. Nursery School is happy to arrange time for a discussion group. Please indicate your interest to the Director.
- Fund-raising events**      From time to time, the Nursery School Board will organize fund-raising events such as Pancake Breakfasts. Assistance and participation by the Nursery School families is greatly appreciated, and is usually a lot of fun, too.
- School pictures**      We have for some years had a photographer take individual children's pictures and class pictures. **There is no obligation to participate.** **If** we are going to have this available this school year, a note will be sent home with the details.
- T-shirts**      We have also taken orders for T-shirts with the Nursery School logo on the front. **Ordering the shirts is optional.** **If** we are going to order shirts this school year, a note will be sent home with the details.

### SPECIAL EVENTS AT NURSERY SCHOOL:

- Orientation for parents** There will be an evening orientation meeting for parents just before classes begin in the fall. Parents will be notified of the meeting by a letter mailed in mid July. At the orientation, the director will discuss some of the Nursery School policies and procedures, and plans for the school year. Parents will receive the packet of enrollment forms and materials, class and the child's classroom assignment and teachers' names. There will be an opportunity for parents to visit the classrooms, meet the teachers, and see some of the equipment. There will not be a sitter service provided.
- Singing Programs** The children in the older classes have a singing program just before Christmas break and one in the spring. The toddler class does not participate in these, but you are welcome to be part of the audience.
- Family Brown Bag Picnic** The Nursery School will invite parents to bring a "brown-bag" picnic lunch to the last day of school. It's a fun way to celebrate the school year and say good bye.

**REGISTRATION AND ENROLLMENT POLICIES AND PROCEDURES:**

**REGISTRATION AND TUITION:**

- Registration** Registration is opened first, from January 15-February 15, to members of The United Church and to families of currently enrolled children. Beginning February 16, registration is opened to new families. Registrations are accepted on a first-come, first-served basis. Registration information may be submitted via fax, email, mail, or in person. However, it is required by DHS that you visit the program before enrollment. There is a registration/supply fee, payable at time of registration.
- Non-discriminatory Policy** The United Church Nursery School does not discriminate on the basis of race, color, national, religious or ethnic origin in administration of its educational/admission policies or scholarship program.
- Age requirement** Our DHS license requires that children be at least 16 months old in order to be enrolled.
- Maturity requirement** For a successful preschool experience, children should be mature enough to participate in the classroom activities.
- Registration confirmation** To confirm the child's place for the next school year, payment of the final month's tuition is required by June 1. The payment is non-refundable.
- Tuition** **Tuition is due the first of each month. Make checks payable to The United Church Nursery School, marked "tuition."** Checks may be placed in the "**Tuition Box**" on top of the lockers outside Room 107 or mailed to The United Church Nursery School, 85 Kentucky Avenue, Oak Ridge, TN 37830.
- Late payment** **Parents are responsible for discussing with the director what arrangements can be made if payment will be late.**
- Child enrolled for the whole school year** The tuition is based on reserving space for the child for a whole school year. Therefore, the tuition is a fixed rate with no reduction in fees due to vacations, holidays, absences. Except in unusual circumstances, there is no adjustment of fees for absences due to illness. Written requests should be submitted to the Board.

**Withdrawal from school**     **A 30-day notice is requested if you plan to withdraw your child from the school.**  
The regular tuition will be charged until the director receives notification of the intention to withdraw from the school.

### **ENROLLMENT POLICIES AND PROCEDURES:**

**Admission procedures**     **For their children to be admitted to the program, parents are responsible for completing the following forms and information as required by the Department of Human Services and for updating the information as changes occur in the information. These forms will be available at the Orientation Meeting for Parents before school begins, or from the director.**

**Enrollment forms for child's file**

- 1. Health history and immunization record**, signed or stamped and dated by a physician or certified health care provider. DHS requires that the completed form must be on file or brought the first day in order for the child to be able to attend. A physical examination is required for all children younger than 30 months. Failure to comply with Department of Health immunization guidelines in a timely manner will result in the child being disenrolled from the school.
- 2. Enrollment information:** emergency phone numbers & special medical needs of the child, if any; transportation plan; permission for emergency treatment; child's health history and family information; parent declarations.
- 3. An Authorization for Disaster Card** (a card that would be kept with the Emergency/ Disaster plans of the school).
- 4. Permission to use family information (address, email, phone number) on class lists** and possibly photographs in newspaper articles
- 5. Verification of receipt of Influenza Information.**

**Emergency phone numbers**     Parents are requested to keep current the information in their child's file and on the Authorization for Disaster Care card. **It is especially important to notify the director of any change of phone numbers in case of an emergency.**

### **POLICY AND CRITERIA FOR REQUESTING WITHDRAWAL OF A STUDENT:**

The goal of the United Church Nursery School is to provide an environment that is safe, secure, loving, educational and developmentally appropriate for each child and to work cooperatively with the parents to meet the individual needs of the children. If a situation should arise in which the program does not seem able to meet the child's needs or in which the child does not seem suited to the program, it is the policy of the school to make every attempt to discuss the situation with the parents to try to continue the child's participation in the program. The Nursery School Board and Director would make the determination that the situation has not improved and is not benefiting the child or the program. The Board and Director would then make the decision to ask the parent to withdraw the child from the program.

Circumstances which might result in a decision for a request for the child's withdrawal might be:

1. The child's behavior is so disruptive that it creates such a negative environment as to prevent the other children from benefiting fully from the program.
2. The child's behavior is out of control to the extent that the child poses a threat to the safety of the other children and to the staff.

3. The parent of a child is threatening to the safety of the other children and to the staff.

**POLICY FOR HELPING CHILDREN ADJUST TO A NEW TEACHER**

In the event that a teacher leaves her position during the school year, a new teacher will be hired as soon as possible. If the teacher who is leaving gives adequate notice, the new teacher will work with her for several days to ease the transition. If this is not possible, the children and their parents will be informed of the upcoming change and the teachers and director will work together to help them adjust. Since we always have two co-teachers in a class, the children will have a familiar teacher with them even if one leaves.

All teachers sign a contract for the school year when they are hired. They receive an employee handbook, and sign a statement agreeing to abide by the responsibilities, requirements and policies in the handbook. The handbook states that a 30 days' notice is required from a teacher who decides to quit.

**POLICY FOR CRIMINALS AND SEX OFFENDERS**

Parent or legal guardian must provide documentation of criminal history. If they are still on probation or report to a parole officer, the parole officer's contact information must be provided to establish contact between the school and law enforcement. If they are on the Sex Registry, they must comply with the Tennessee State Law and their specific guidelines.

To the extent that the United Church Nursery School officials have actual knowledge that a parent, legal guardian, or other person seeking to be present on school property or at school sponsored activities is a registered sex offender, the following procedures apply:

1. Pursuant to Tennessee State Law 40-39-211(d), anyone on or within 1,000 feet of the Nursery School campus (defined as the church property) must notify the Nursery School director of their status at the time of enrollment of their child. This notification must include status, and if they are on parole or supervision and with whom.
2. Any registered sex offenders who are also parents or legal guardians of a child or children enrolled at the United Church Nursery School will only be permitted on school property to pick up and drop off their children, pursuant to Tennessee State Law. And can only be in attendance at school-sponsored activities with written approval from the director and applicable law enforcement. No other persons known to be registered sex offenders will be permitted to be present on school property or at any school-sponsored activity for any reason.
3. A parent or a legal guardian, to whom this applies, must comply with all legal requirements as stated in the Tennessee State Law. Failure to do so may result in that person's losing the privilege of visiting the United Church Nursery School or attending any school-sponsored activities, regardless of location.

If parents are concerned, please consult the Tennessee Bureau of Investigation website (<http://www.tbi.state.tn.us>).

***Revised July2015***