



Parent Handbook

About Us: Indian Lake Peninsula Church is a preschool program (traditionally called “Mother’s Day Out”) operating as a ministry of our church. We strive to provide a quality preschool experience in a loving Christian environment.

Highlights: Our program has been serving families since 1979.

Loving, experienced staff. Low turnover.

Each staff member is background checked, CPR certified, and receives ongoing training in Child Development and Safety.

Structured written lesson plans include Circle Time, Creative Art, Music, Science, Cooking, Storytimes, and Recreation on our playground or in the gym.

Children are placed in small classes based on their birthdate and stay with the same group the entire school year.

Hours and Rates: 9:00-2:00, Monday/Wednesday or Tuesday/Thursday, \$185.00 per month.

235 Indian Lake Road
Hendersonville, TN 37075
615-822-5277
wee@ilpc.church
Director, Angie DeCarlo

Fees/Payment

Registration Fee- \$40.00 is to be paid at the time of registration and is **non-refundable**.

Supply Fee- \$40.00 One half of the **Supply Fee (\$20.00)** is due in September and the other half (**\$20.00**) is due in January.

Tuition is \$1850.00 per year. We divide \$1850.00 in 10 months which makes our tuition \$185.00 per month - A \$15.00 per month discount will be given when a second child attends. **Please note that we do NOT prorate tuition for any school breaks, snow days, etc.**

Tuition fees are due at the beginning of the month and are to be paid no later than the 10th of each month. A reminder bill will be emailed at the beginning of each month. **If your bill is not paid by the 10th, then a late fee of \$15 will be added to your bill.** A \$15 late charge will continue to be added to your bill, every week you are late thereafter. **If a bill is not paid by the first of the following month, your child will not be allowed to attend until the bill is paid for both months.**

We are a ministry and are willing to work with you if you find yourself in a financial crisis. Please discuss your situation with the WEE Director. Please pay your bill in the WEE Office or in the tuition box provided. Teachers cannot be responsible for turning in your checks.

If you would like to pay online via ACH (bank draft) or card (Debit or Credit), there is a fee of \$7 per transaction.

If you must drop out of the program during the school year, we ask that you give a 30-Day notice for us to have time to fill the empty spot. If you do not give us notice, you will still be required to pay for the month you are not attending. We appreciate your cooperation in this matter as we must still meet operating expenses.

Schedule

Children may attend ILPC-WEE either Monday/Wednesday or Tuesday/Thursday. Children may not by law attend more than 2 days per week.

Our hours are **9:00 a.m. – 2:00 p.m.** Please do not bring your child to school before 9:00 a.m. Your child's teacher is preparing the room for the day. Our doors are on a timer that automatically unlocks at 9:00 am. Please try to have your child here by 9:15 so that they will not miss Circle Time.

There is a **late fee** of \$1-per-minute if you are delayed in picking up your child. This fee will be added to your bill the next month. We do understand and consider emergencies, but those who are habitually late will be charged the late fee.

Inclement Weather Policy

If Sumner County Schools are:

Closed

Opened **one** hour late

Opened **two** hours late

Closed early (i.e., snow)

ILPC- W.E.E. is:

Closed

Opened at 10:00 a.m.

Closed

Closed early (**pick up ASAP**)

Drop Off/Pick Up

Please park in designated parking spaces on the west side (left from the front) of the building. Do not park in the handicap spaces or in front of the church. Other spaces are needed for church events, deliveries, and fire safety.

Sign-in your child at the classroom door with their first name, the name of the person who will pick up your child that day, time in, and a phone number where you can be reached that day.

Your child will only be allowed to go home with the person on the sign-in sheet. If someone else is to pick up your child that day, please call the WEE Office and let us know as soon as possible.

Let the teacher take your child and his/her belongings into the room. We do not allow parents to come into the rooms. It causes confusion and chaos when parents and children are all trying to come into the room at the same time. Please drop off your child promptly. If you need to talk with your child's teacher, please plan to do so after school. At the beginning of the day, your child's teacher will need to have their attention on the students.

Things To/Not To Bring

Please bring your child to school with a bag containing a change of clothes, wipes, diapers (if needed), lunch (*please see the Food section*), and a crib sheet. All items should be labeled with your child's name. Pre-K children will need a rest mat, all other age groups will use school-provided cots.

Do not bring toys from home. For this age group, it is asking too much of them to share their toy with a room full of children. The toy could be lost or broken. Also, be sure not to bring any toys that can be construed as "weapons" for show and tell.

Clothing

Dress children in appropriate clothes and shoes for play. Some type of rubber sole (tennis) shoe with backs that either tie or velcro is the best footwear for school (**Please: no flip-flops or sandals**). We will be painting, playing in sand and water, and climbing on the playground and gym equipment. We will play outside. Please send your child with a jacket and hat, when needed.

Food / Lunch Policies

Each day you need to bring lunch for your child. Please pack your child's food in a lunch box using **non-glass items**. Use a plastic thermos for items that need to remain cold or hot (milk, eggs, items with mayonnaise, soup, and stew). We cannot heat food for your child. Please be sure all items have the child's name on them.

At ILPC- WEE we feel it is important that your child learns that eating well balanced nutritional meals contributes to a healthy lifestyle. **No "junk" food**, such as chips, dessert cakes, or candy bars will be served to your child. Our policy is to serve "growing foods" first, then dessert if the child has eaten a healthy lunch. Please pack a well-balanced lunch that your child will eat and enjoy!

Not sure what to pack? A typical lunch would be a PB&J or turkey sandwich cut in 4s, cheese cubes or peanut butter and crackers, a serving of fresh fruit or a fruit cup, and pudding or yogurt. (Don't forget a spoon!)

Food safety is a major concern for us at ILPC- WEE. **Choking is the second-leading cause of accidental death at home for children younger than six years.** At this age, one of the common causes is food. Children are particularly likely to aspirate when they are excited or active. Avoid packing foods that could pose a choking risk: hard items, (nuts, popcorn, raw carrots) or foods in the shape of a circle or sphere. Although most staff members are currently CPR certified, we do not want to have to use these skills on your child. Please have all your child's food cut and ready to eat in finger food sizes. For ages 1-2, cut hot dogs and grapes in **quarters**. For ages 2-4, cut hot dogs and grapes in **half**.

As an added note, we welcome **birthday celebrations** when you plan with the teacher. This allows time to let the other parents know, and to check for allergies among the children. Please keep it simple: cookies, cupcakes with minimal icing, or ice cream cups to be served as a treat with lunch.

We reserve the right to not serve a particular food item to your child if we feel it is a choking hazard, or it does not meet our lunch requirements.

Discipline

We believe in preventing behavior problems as much as possible by providing plenty of activity and choices and encouraging and praising good behavior. However, we want to be prepared when behavioral problems arise. Discipline should be reasonable, appropriate, and in terms the child can understand. Punishment that is shaming, humiliating, frightening, or verbally abusive will not be used. Hitting or spanking is not allowed under any circumstances. Children will first be redirected, then a warning, then a time-out that is equal in minutes to their age. If serious behavior problems arise, especially if another child is injured or the classroom is disrupted, the Director will be contacted to attempt to resolve the issue. We make every effort to work with parents on behavior problems and discipline techniques.

Grievances

If you have a question or problem with something that is happening with your child in class, it is a good idea to address this problem first with your child's teacher. You may request a conference at any time to discuss your child's progress, behavior, or anything that you feel is affecting them at school. If problems cannot be satisfactorily resolved, please contact the Director. If you have a question or problem about a general WEE policy or procedure, please see the Director. If a problem cannot be resolved with the Director, the children's minister can be contacted.

Medical

Please keep the teacher informed of any **allergies** your child may have. The information will be added to the child's application in the office. **Medication** cannot be given to your child without written consent and signed by a parent or doctor. This includes ointment for diaper rash. **Sunscreen** should be applied to children before school, as teachers do not have time during the day to apply sunscreen. Please fill out a form in the office for all medications and medical conditions. Do not leave any type of medication in backpacks where children could have access to it. **All medications should be left in the preschool office.**

Sick Children

Children who are sick need to be kept at home. This is done to prevent the spread of infectious diseases, and children who are sick need to rest. We follow the "24 Hour Rule". If your child has had a fever, diarrhea, or has vomited within 24 hours, they must be kept at home. Your child can return to school after they have been symptom free for 24 hours. Please do not send children to school medicated. This can mask contagious symptoms.

Releasing Children

If a parent or the person designated to pick up a child appears to be impaired in any way or the smell of alcohol is present; we cannot, by state law, allow the child to be released. We will keep the child in a safe location until someone else arrives to pick up the child.

Lice Policy

If your child is sent home with lice or you report it to us, the policy is that your child will be checked by the director and/or teacher (with parent present) in the office before he/she is readmitted into the classroom. The child must be "nit-free". If your child contracts lice, you must report it to us.

Thank you for your time in reading this handbook. We will work together to assure that your child has a positive and safe experience!