



TIPTON CHRISTIAN ACADEMY

INSPIRING. EDUCATING. DISCIPLING.

PRESCHOOL HANDBOOK

2023/2024

Tipton Christian Academy
2105 Highway 59 South
Covington, TN 38019
901-475-4990

MISSION STATEMENT

The mission of Tipton Christian Academy strives to provide our students with a Christ-centered bible-based education to promote academic excellence which builds character and empowers service-oriented leaders who impact God's Kingdom.

VALUES

1. Worshiping God and Loving Jesus Passionately.
2. The Word of God is Final Authority.
3. Academic Excellence and Achievement.
4. Christ-like Behavior.
5. Impacting Community in the Present and the Future.
6. Christ-Centered Education and Discipleship.
7. Fiscal Stewardship.

KEY RESULTS

1. Life Application.
2. Academic Excellence.
3. Equipping (Defenders of Faith).
4. Leadership.
5. Range of Learners.

“Let the little children come to me, and do not hinder them, for the kingdom of heaven belongs to such as these.” Matthew 19:14

Hours of Operation and Fees—

TCA offers half-day and full-day Prekindergarten program for ages 2 - 4 along with a full-day Jr Kindergarten. The hours of operation are as follows:

7:15-8:00 A.M.—Drop off time
7:45-12:00—School Instructional Time
12:00—Load Time for half-day
7:45– 2:45 – Full-day and Jr. Kindergarten
2:45 – Load time for full-day
3:00 – 5:45 – After-school Care

After School Care is available from 3:00 P.M. until 5:45 P.M. on the days your child is in school. If interested in ASC, please contact Karen Jeffreys.

Tuition—

Tuition is due on the 5th of each month.

Monthly payments are billed through FACTS.

Full tuition chart is found at www.tiptonchristianacademy.com

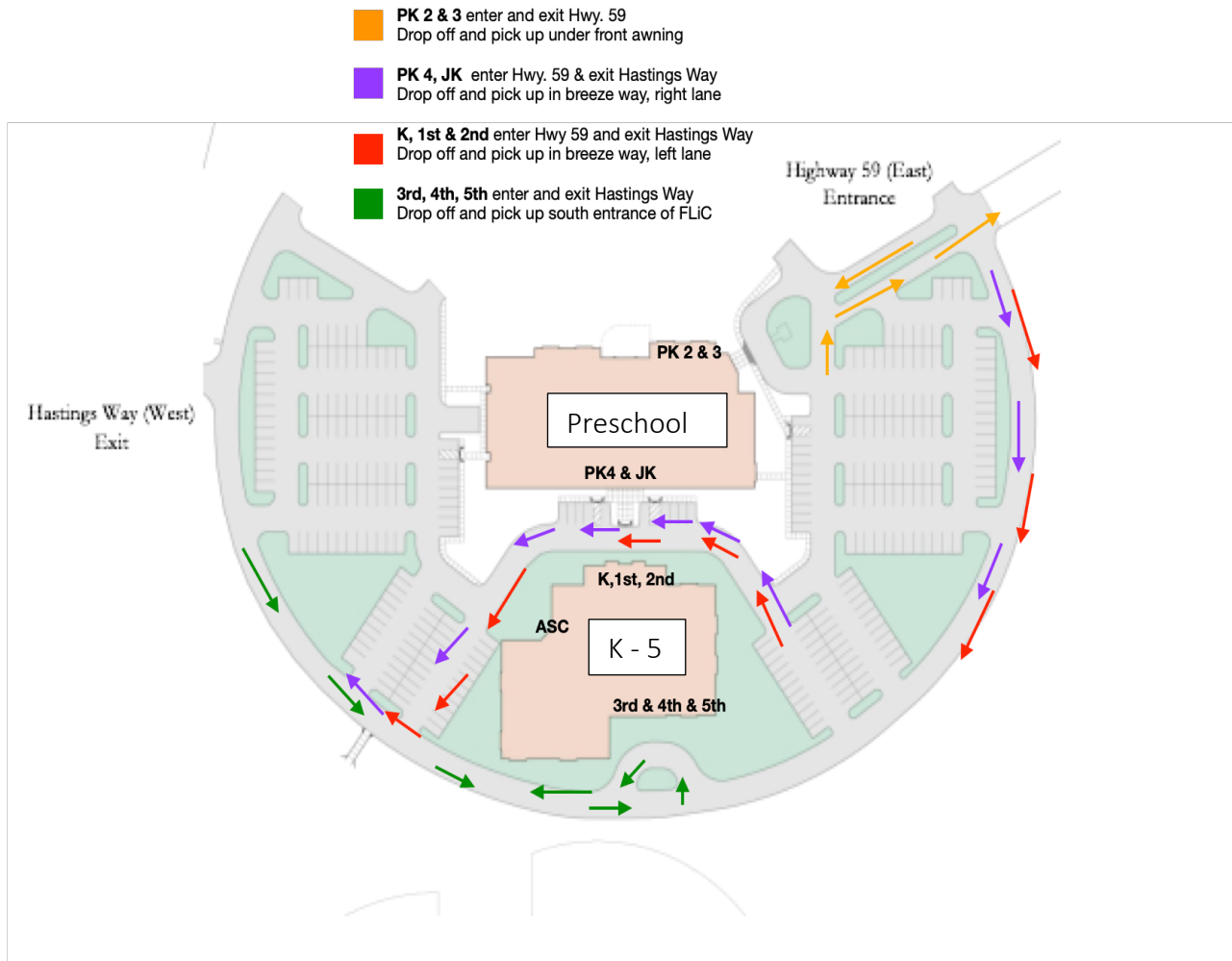
Late Fee—

A 6% late fee charge will be added 10 days after the due date.

Note—Registration for the following year will not be complete until all debt has been cleared from the current year.

Other fees include an enrollment fee \$150 and supply fee \$200 collected once per year.

Traffic Flow



UNLOADING—**2K & 3K** will unload under the covered drive at the front of the main building (at the flag poles) from 7:15 A.M.-7:45 A.M. **4K & JrK** will unload at the breezeway between the main building and the FLiC from 7:15-7:45 (right hand lane). Late drop off for all of preschool, 2K-Jr.K, will be from 7:45-8:00 at the **front** of the main building (at the flag poles). The doors will close at 8:00 A.M. Parents arriving after 8:00 A.M. should park and walk your child in the main TCA entrance located in the FLiC to sign them in.

LOADING—We will load the students in the same area that they drop off beginning at 12:00 noon or 2:45 for full-day. 2k & 3k at the flagpole entrance & 4k/JK in the breezeway. The **3K** parents should use the **LEFT** lane and the **2K** should use the **RIGHT** lane. **4K/JK** parents will use the **RIGHT** lane for pick-up in the breezeway. Please have their **car tags** hanging from the rearview mirror of your car. Please pull up and buckle your child in his/her car seats in the parking lot. The teachers must know if your child's ride should change—even for one day. Send a note, stating who will pick up your child, description of the vehicle, and for how long this person will be picking up your child. Please make sure that they have a car seat.

If you follow these requests, you will make the flow of traffic easy as well as make the unloading and loading safer!

1. Do not get out of your car while unloading and loading takes place.
2. Be patient and don't pass others in line.
3. Upon arrival, keep child in the car until a teacher is there to unload. If early, please wait.
Our doors do not open until 7:15 A.M.
4. Students arriving after 8:00 A.M. should check in at the TCA main entrance.
5. Car seats for children are a state requirement. We **WILL NOT** load a child into a vehicle that does not have a car seat. This rule is not debatable.
6. We **WILL NOT** load a child into a car if we suspect a driver is under the influence of drugs and/or alcohol. This rule is not debatable.
7. We **WILL NOT** load students on motorcycles or other motorized vehicles where the student may be exposed to danger.

You are responsible for making sure that anyone who may be picking up your child knows these requests and rules.

If you need to discuss something with your child's teacher, please park and come inside. **DO NOT** hold up other parents in the drop-off/pick-up line

Policy for Illness—

If a child becomes ill at school, they will be referred to our school nurse. Once evaluated by our nurse, his/her parents will be called to come take him/her home.

For the protection of all the children, no child who appears to be sick will be allowed to stay at school.

Prior to returning to school after any illness or incident, we reserve the right to require a doctor's release. The following ALWAYS require a doctor's release:

- all childhood diseases (examples—Chicken pox; measles)
- all surgical procedures, including same day
- all hospitalizations

Guidelines for sickness policy—

Fever—Please keep child at home if they have a temperature of 100° or higher. A child may return after he/she is fever free for **24** hours. A child cannot return to school the next day if sent home from school because of fever. ***Please do not give anti-fever medicine and send your child to school.***

Vomiting—One incident requires a child to be sent home. Child may return after 24 hours of **no** vomiting.

Diarrhea—Two (2) incidents require a child to be sent home. Child may return after 24 hours of no diarrhea.

Pink Eye—Child may return after administration of medicated eye drops for 24 hours.

Strep Throat—Child may return after administering antibiotics for 24 hours.

Pneumonia—

Viral—Child may return after fever free for 24 hours.

Bacterial—Child may return after administering antibiotics for 24 hours and fever free.

We will notify parents of any contagious illnesses within the school (examples- chicken pox).

Teachers or staff will not administer medication to a child without a written request. If your child must have medicine, arrange a time with the teacher for the child to be dismissed from class long enough for you to give it to him/her. Please put this request in writing so that we may keep a record.

Miscellaneous Information

1. **Potty training** – While we understand there may be potty accidents from time to time, TCA's 3K and 4K students are expected to be fully trained in regard to using the restrooms.

Restroom Policy

2K

Our 2 year old students are not required to be potty trained to attend school. Our 2k students will be assisted with toileting procedures and potty training. We ask parents to communicate clearly to the teacher the toileting needs and procedures of their child. Parents are asked to supply diapers or pull-ups as needed. We also ask that pull-ups be the kind that can be fastened and unfastened on the sides for ease of use. Only school personnel, who have been cleared through a background check as well as the child abuse and sexual offender lists, are permitted to assist children in the bathroom or change diapers. Volunteers are not permitted to assist children in the bathroom.

3k, 4k, and Jr.K

Our older students are required to be potty trained upon entering 3k; however, we do offer more assistance in their first month of school. After this time, the students are encouraged to be independent when using the restroom and must be able to go to the restroom by himself/herself without assistance. They must be able to remove their own clothing and clean themselves properly. The students can receive assistance on an as needed basis to snap or button their clothing. All of the students will be reminded to wash and dry their hands after each visit to the restroom.

-Try not to be alarmed if your child has accidents the first few days/weeks of school. The children will be excited about their surroundings and may forget to go. This is normal and should correct itself once the children get used to their new routine.

However, if accidents continue on a regular basis, a conference will be called to determine if the child is allowed to remain in the preschool program.

-All children will be frequently reminded to go to the restroom at regular intervals during the day, but will also be allowed to go to the restroom on an “as needed” basis. Be sure to tell your child it is okay to ask a teacher for help. Doing so may calm fears about what to do when a problem arises. Students will receive assistance when they ask the staff for help. will be frequently reminded to wash their hands to prevent disease and/or infection.

-Instruction on potty use occurs at the beginning of each year. The teachers will show children where the bathrooms are located. Once in the bathroom the teacher or staff member will instruct the students on how to use the stall door (if using the larger restrooms), how to unroll toilet paper, how to flush the toilet, how to turn on the water to wash their hands, how to access the soap dispenser, how to use the paper towel dispenser to dry their hands, and where to throw paper towels away.

-All restrooms are monitored by a teacher or a teacher assistant at all times. The classes will use the restroom at regular scheduled times during each school day, but each student will also be allowed to use the restroom as needed throughout the school day.

-TCA Preschool has restrooms located in their 2k, 3k, and two of their 4k classrooms that are used by all of the students. Two of the 4k classes and the Jr.K classes utilize the restrooms located on their hallway.

2. Lice Policy—

TCA is committed to a nit free school environment. Random inspections for lice may be done on students. If a child is found to have lice or nits, his/her parents will be notified to come pick up their child. Upon returning to school, the child will be inspected again. If treatment has been done and the child is nit free, then the child will be allowed to stay at school.

3. Book Bag—

Each child is provided a book bag. It will contain all notes, calendars, weekly lesson plans, rewards, and class work. Please remove papers and send the book bag with your child as he/she returns to school. You may use it to send notes to teachers, and to send information. This bag will take the place of backpacks.

4. School Photos—

In late September your child’s photograph will be taken. Money is due upon ordering of photos.

5. Snack—

Your child will receive a snack each day. The school provides your child with a choice of milk or juice during snack time. This requirement includes special event snacks and birthday celebrations. Suggestions for nut free snacks will be available from teachers and staff. Thank you in advance for helping us keep all students safe.

6. Clothing—

Please send your child in play clothes (please no halters or mid-riffs). We paint, glue, use markers, play outside, etc. Accidents occur. Please do not send them in their Sunday clothes. If

you have a daughter who likes to wear dresses, please have her to wear shorts or leggings or pants under her dress. Dress your child for the weather.

Shoes should be comfortable. Tennis shoes with Velcro are best. The children are not allowed to remove their shoes. Sandals and flip-flops do not work well on the playground and gym. Please make sure your child can handle his/her clothing on his/her own.

Please label everything that your child will remove such as jackets and sweaters.

Sometimes children have identical clothing and labeling can solve many problems.

7. Expulsion-

Sometimes, in extreme cases, it becomes apparent that it would be best for the school and the student that he/she leaves the TCA campus. If a student who has been expelled wishes to rejoin the TCA community, the student must reapply through the Admissions Office and complete the admissions process. The TCA administration reserves the right to refuse re-admission.

8. School Closings—

We follow the TCA policy on school closings. When we have snow, please watch local television stations for school closings, also enroll in RenWeb to receive school text messages. We observe the county school's holidays.

9. Current Information—

Should information on your child's application change, please contact us with the correct information immediately.

Child Emergency Information

We will not release your child to anyone other than the parent or guardian unless there is written permission by the parent or guardian. Please make sure all emergency information is current. **This includes phone numbers.** We cannot stop biological parents from picking up their children unless we have an order from the court.

Emergency Disaster Plan

In the event of fire, staff members will take the children out the closest exit and go to their designated places away from the building. We will remain there until we have an "all clear" from appropriate authorities. Fire drills are conducted on a monthly basis at school.

In the event of a severe thunderstorm or tornado, staff members will take all children to the hallway of the main building and have the children sit against the walls. We will remain there until the severe weather has passed. Tornado drills are conducted on a regular basis at school.

In the event of an earthquake, staff members will assist all children in getting under any available furniture.

In the event of violence or the threat of violence, a staff member that is able will notify the police of the situation.

SUMMARY

Program Organization and Administration, 0520-12-01-.05

- A Child Care Center must have an adequate budget. General liability, automobile liability, and medical payment insurances must be maintained on all properties and vehicles owned or operated by the program.
- Children's files must include a complete application, an official immunization record (exceptions do apply), and health history.
- On-going parent communication is expected. Programs must provide a parent handbook with the policies, procedures, and the TDOE requirements, chapter 0520-12-01. It is expected that parents sign for receipt of the policies and requirements, and this would be kept in the child's file. All parents shall be given a pre-placement visit opportunity.
- Parents must have access to all areas of the center when their child is present.
- The parents must receive an educational program regarding child abuse detection, reporting and prevention.
- A written plan must be in place for the release of each child, this should include individuals who are allowed to pick up the child at the end of the day or any given time by the parent.
- Children must be signed out of the program by the custodial parent. Staff may require to see a person's identification when releasing a child from the program.
- Injuries and incidences will be reported to the parent as soon as possible or at the end of the school day. This shall be documented in the child's file.
- Staff records must be kept on each employee that includes educational background, reference checks, TBI check, in-service training, physical exams and performance reviews.
- If the center provides transportation, the driver should be appropriately licensed, have a drug screening on file, and certificate of CPR/First Aid, there must be liability insurance and the children must have adequate space and supervision. Transportation provided by the center or under center authorization shall comply with state law.
- Programs must have the current Certificate of Approval posted where parents and visitors can easily see it, along with the Department of Human Services childcare complaint number and the Department of Children's Services Child Abuse Hotline number.
- No smoking must also be posted in a conspicuous manner.
- A copy of the state board rules (chapter 0520-12-01) must be maintained in a central space and available to all staff and parents.

Program Operation (Supervision), 0520-12-01-.06

- Careful supervision of each group is expected at all times and suited appropriately for each age grouping.
- Adult:child ratios and group sizes must be followed.

School-based Support Services June 2017

Single-age grouping chart:

AGE GROUP SIZE ADULT:CHILD RATIO

Infant (6wks-12 m) 8 1:4

Toddler (11m-23m) 12 1:6

Two (2) years old 14 1:7

Three (3) years old 18 1:9

Four (4) years old 20 1:13

VPK, 619, PDG 20 1:10

Multi-age grouping chart:

AGE GROUP SIZE ADULT:CHILD RATIO

Infant – 18 months 8 1:4

18 – 36 months 16 1:8

3 – 4 years old only 20 1:10

3 – 6 years old* 24 1:13

*Not including first grade children

- Group sizes must be maintained in the classroom, but classes may combine while outdoors, in common dining areas, or common napping areas.
- Each group must have their own space. Infants cannot be group with children older than 30 months; a separate area must be provided for infants and toddlers.
- At naptime, ratios may be relaxed for groups (except for infants and toddlers).
- A written playground supervision plan is required.
- Field trips requires adult:child ratios to be doubled. Swimming has a separate ratio chart and the life guard is not included in the ratio.

Staff, 0520-12-01-.07

- All programs must have a director and enough teachers and staff to meet the required ratios for adequate supervision.
- Staff must be physically, mentally and emotionally stable to work with children and have knowledge of early childhood behaviors and development.
- Teachers and assistant teachers must be 21 years of age if hired after June 30, 2017. Any staff member under the age of 21 must be supervised by an adult, except for before and after school programs.
- All new staff must complete 2 hours of orientation before assuming duties and receive annual instruction in early childhood topics that are required in this chapter section.
- The program must maintain written documentation that each employee has read the full set of all applicable rules.
- A copy of the entire rules must be maintained and readily accessible to all employees.
- All staff must have a criminal background check upon hiring and must be cleared before assuming duties. A new fingerprint sample is required every 5 years for all employees.
- A director shall be responsible for the day-to-day operations, shall be physically present in the facility for at least half the hours of operation, be at least 21 years of age, and follow the qualification guidelines listed in this chapter section.
- An assistant director may be designated in charge when the director is absent.
- All directors, assistant directors, teachers, assistant teachers, and other staff working directly with the children must have professional development training. 24 hours is required for the 2017/2018 school year and 30 hours is required for the 2018/2019 school year and beyond. At least 6 hours of this professional development must be in developmentally appropriate literacy practices.

Program, 0520-12-01-.09

School-based Support Services June 2017

- Educational activity must be developmentally appropriate for the age and ability of the children enrolled. (See TN-ELDS for Birth-48 Months and TN-ELDS for 48 month-Kindergarten)
- Any technology used by the children must be reviewed by staff, approved by parents, and shall not exceed 2 hours per day.
- Children shall not be left in restraining devices (swings, car seats, high chairs, etc.) for periods longer than 30 minutes.
- Children should have opportunities to play together and also alone when they choose to do so.
- Personal safety must be taught each year for children ages 3 through school age.
- Outdoor play must be provided for all ages who are in care for more than 3 daylight hours, weather permitting (temp ranges 32-95 degrees).
- Behavior management and discipline must be reasonable and age appropriate. Spanking or

other corporal punishment is not allowed. Timeout must be based on the age of the child and take place in an appropriate location.

- Children shall not be in care for longer than 12 hours in a day.
 - Routines such as snack, meals, and res shall occur at approximately the same time each day.
- Health and Safety, 0520-12-01-.10
- A first aid kit must be on the premises and a comprehensive first aid chart or list must be available.
 - There must a staff member present at all times who has a current certification in CPR and first aid training.
 - A written plan to protect children during disasters is required. Drills must be practiced and documented each month. At least one drill must be practiced during extended care hours.
 - Smoking and the consumption of alcohol are not allowed on the premises of a child care program.
 - Firearms are not allowed on the premises or in a vehicle used to transport children.
 - Kitchen knives or other potentially hazardous tools must be kept inaccessible to children.
 - Staff's personal belongings must be kept inaccessible to children.
 - Emergency contact numbers must be listed and posted near all telephones.
 - Conduct regular morning health checks of each child and notify parents immediately when a child is sick or injured.
 - Medication may not be given to any child without the written consent of the parent/guardian.
 - Safe sleep practices for infants must be followed:
 - o Infants places on their back to sleep, in a crib or pack 'n play with only the sheet. Soft bedding for infants is not allowed.
 - o No swaddling or wrapping in a blanket.
 - o Infants must be touched by a teacher every 15 minutes to check breathing and body temperature.
 - o Infant room teachers must have SIDS and safe sleep training before reporting for duty.
 - Hand washing and diapering procedures must be followed to minimize the spread of germs in the classrooms.
 - Developmentally appropriate equipment that is in good repair and easily cleaned is required. All manufacturer's safety instructions must be followed.
 - Electrical cords and outlets should be inaccessible to the children.
 - Children must have a place to store their belongings that minimizes the spread of germs.
 - Each child must have their own napping equipment (2" thick mat or cot; sheet or cover for the mat; and a coverlet for their body)
 - All staff must report reasonable suspicions of child abuse to DCS hotline number or local law enforcement. Annual training for this is required.

Food, 0520-12-01-.11

- Children will receive meals based on the amount of hours spent in the program.
 - Food should not be forced or withheld from children.
 - Infants must be held while bottle feeding and bottles may not be heated in the microwave.
- School-based Support Services June 2017
- Special diets and instructions must be provided in writing.
 - A menu must be posted each week. Changes to the meal must be documented before the meal occurs.
 - Teachers and children must wash hand when handling and eating food.
 - All eating surfaces must be washed with soapy water and sanitized before eating and after eating.
 - Children must be seated at appropriately sized tables and adults must closely supervise them

while eating.

- Milk must be placed in the refrigerator immediately after it is served. All formulas remaining in bottles after feeding must be discarded.
- Highchair manufacturer's restraints must be used.
- Food must be properly handled and stored to protect from contamination.
- Milk and perishable food must not sit on the table longer than 15 minutes before being served.

Physical Facilities, 0520-12-01-.12

- All facilities must pass an annual fire inspection and health inspection.
- A working telephone is required.
- A minimum of 30 square feet of usable indoor play space for each child is required.
- The area must be clean and safe for the children to use.
- A minimum of 50 square feet per child is required outdoors.
- The outdoor area must be fenced.
- Outdoor play equipment must be age appropriate for the group of children.
- Outdoor equipment must be placed to avoid injury and have a proper amount of resilient surfacing material to cushion a fall.
- The outdoor playground must be properly maintained with a written playground maintenance plan. A pre-play inspection is required before children play outdoors.
- Drinking water shall be provided in all occupied rooms.
- Adequate temperature must be maintained in all classrooms.
- Classroom pets must be kept in a clean cage and kept away from food storage or food preparation areas.

Transportation, 0520-12-01-.13

- All transportation laws must be followed at all times and are defined in State board of education Pupil Transportation Rule 0520-01-05-.01 (2).
- Liability insurance coverage is required on all vehicles.
- 15 passenger vans are strictly prohibited.
- Proper child passenger restraints are to be used when transporting children in passenger vehicles.
- All school bus drivers must be properly licensed, have received a background check through the department, complete an annual physical and mental exam, complete annual school bus driving training, and complete CPR certification.
- Adult monitors in addition to the driver may be needed to properly supervise children while in route.
- Passenger logs must be kept and inspection of vehicles at the end of the route is required to insure no child is left inside.

Care of Children with Special Needs, 0520-12-01-.14

- When children with special needs are enrolled, all reasonable and appropriate efforts shall be made to provide those children equal opportunity to participate in the same program activities as their peers.
- Adaptations to the environment shall be directed toward normalizing the lifestyle of the child with a disability by helping him/her become independent and develop self-help skills.

School-based Support Services June 2017

- The program shall inform parents of any specialized services available from the program, and if the program is aware of any specialized services available through third parties, shall additionally inform the parent of such services.
- Governing agency shall develop policies and procedures, in accordance with 0520-01-09-.23, governing personnel authorized to use isolation and restraint, training requirements and incident reporting procedures.

School-Age Before and after School Programs 0520-12-01-.15

- All staff shall be 18 years of age.
- Professional development training hours are required: 18 hours for directors and 12 hours for staff.
- Ratio for Kindergarten-12 years old is 1:20 and for 13 years and older is 1:30.
- Ratio and group size requirements when pre-k is enrolled in the program

AGE Group Size Adult: Child Ratio

Including 3 year olds 15 1:10

Including 4 year olds 20 1:12

COMPLAINT HOTLINE: (LONG DISTANCE) 1-800-462-8261

(NASHVILLE AREA) 615-313-4820

Tipton Christian Academy
2105 Highway 59 South
Covington, TN 38019
901-475-4990
FAX 901-475-4930

Dear Parents/Guardians,

We are required by state regulations each year to teach a personal safety curriculum, including a child sexual abuse component, for children enrolled in our preschool. Parents/legal guardians must be informed about the curriculum, methods, and terminology that will be used in teaching the children about personal safety. We are required to allow you to review and ask questions about the curriculum and to meet with the director if you have questions.

Preschool Education, Personal Awareness Curriculum is the curriculum our center has chosen to teach. It uses a Biblical Approach to teaching children safety. These lessons include self-esteem, feelings, body parts, and personal awareness safety. Each lesson will be reinforced with activities, songs, and other age-appropriate materials.

When discussing touching, we will not use the scientific names for the private body parts. We will refer to these areas of the body as those which the bathing suit covers. We feel teaching the correct terminology for the private parts should be left to parents.

Please sign this letter below and return to your child's teacher. This form will be placed in your child's file. Please feel free to contact me and remember you may review the curriculum at any time.

Respectfully,

Susan Carter
Preschool Director

I/We acknowledge that I/we have been provided an opportunity to question the center's personal safety curriculum and have been notified of the sexual abuse/personal safety curriculum for our child/children.

Child's Name

Date

Signature of Parent/Legal Guardian

Date

Preschool Director

Date

Permission to treat in the event of an emergency:

Tipton Christian Academy
2105 Highway 59 South
Covington, TN 38019

Date _____

Child's Name _____

I/We _____, the natural/legal parents of the above named child, do hereby authorize Baptist Memorial Hospital-Tipton, or the closest hospital, to treat the above named child at any time he/she is at school or at a school sponsored activity. This permission is to include any necessary lab work, x-rays, etc. as the attending physician deems necessary. This authorization allows the hospital to treat my child while in the presence of any adult when I myself am not able to be present. A copy of this shall be considered as valid as the original. I also give the teachers and staff at Tipton Christian Academy the authority to use the 911 emergency number when my child is involved in a health threatening situation. I understand that the school will make every effort to contact me or

Dr. _____ (Phone# _____)

who is my child's regular physician.

Parent/Guardian Signature

Permission for use of Technology

TCA preschool teachers will use AppleTV, iPads and TV as instructional tools throughout each week. Each class also has access to Mini iPads for center use. Teachers will monitor students during the use of iPads. iPads are set with restrictions and codes to prevent the access of inappropriate apps. ALL teachers will be in compliance with the following State guideline:

- Any technology used by the children must be reviewed by staff, approved by parents, and shall not exceed 2 hours per day.

I have read and approve of the above state guidelines and give my child, _____ permission to use technology at TCA.

Signature of Parent/Guardian

Receipt of Handbook:

I have received and reviewed a copy of TCA’s Preschool Handbook and a copy of the “Tennessee Department of Education Summary of Child Care Approval Requirements.”

Name of Child

Signature of Parent/Guardian Date

Signature of Teacher Date



I give permission for TCA to use my child’s photograph in church publications, website, etc. for the purpose of promotion. Photos only will be used. No names will be used.

_____ Yes _____ No

Signature of Parent/Guardian Date