

# FOUNTAIN CITY UNITED METHODIST CHURCH PRESCHOOL

212 Hotel Road, Knoxville, TN 37918-3296

**865-689-5518**

Alycia.Truett@FountainCityUMC.org

*Play is often talked about as if it were a relief from serious learning. But for children, play is serious learning. Play is really the work of childhood. —Fred Rogers*

FCUMC Preschool is a play-based, child-focused program providing individualized learning opportunities across all areas of a child's development. We believe children learn best in the context of a community where they feel safe, valued and loved.

## STAFF

The Preschool Director is **Alycia Truett**. She has been a staff member since 2006 and assumed the role of Preschool Director in 2019. She earned her M.S. in Animal Science from Texas A&M University and her Director's Credential from the State of Tennessee in 2019. Alycia may be reached at the Preschool 7:45am-2:30pm Monday-Friday during the school year by phone 865-689-5518 or email Alycia.Truett@FountainCityUMC.org.

**Jonna Ballard** co-teaches toddler classes with Becky Ripley. Jonna received her B.A. degree from Tennessee Wesleyan College and joined the staff in 2019.

**Rachel Combs** co-teaches toddler classes with Molly Wilson. Rachel received her B.A. in Psychology from Tusculum College and her M.A. in Clinical Psychology from East Tennessee State University. Rachel joined our staff in 2022.

**Leanne Hennessey** co-teaches three-year-old classes with Celena Miller. Leanne received her B.S. in Social Work and her Master of Social Work from the University of Tennessee and joined our staff in 2019.

**Laura Jaco** teaches our five-day Pre-K class and is one of our Lunch Friends teachers. Laura received her B.S. in Early Childhood Education from the University of Tennessee and has earned her Pre-K endorsement. She has been on staff since 1989.

**Cheryl Kilby** serves as Assistant Director and co-teaches a three-year-old class with Laurie Stephens. Cheryl received her B.S. in Human Ecology with a major in Child Development and her M.S. in Social Work from the University of Tennessee. She has been on staff since 2006.

**Terri McCluskey** co-teaches a three-year-old class with Laurie Stephens and is one of our Lunch Friends teachers. Terri received her B.S. in Biology from the University of Tennessee and a Masters of Public Health with an emphasis on Maternal & Child Health from the University of Alabama. Terri joined our staff in 2019.

**Lesley Miles** co-teaches the infant class with Sheryl Tindell. She is a small business owner, a mother of two, and joined our staff in 2023.

**Celena Miller** co-teaches three-year-old classes with Leanne Hennessey and also serves as a Lunch Friends teacher. She received her B.A. in Anthropology from the University of Tennessee and has been with our staff since 2011.

**Suzanne Miller** co-teaches Pre-K classes with Liz Siegenthaler, and also serves as a Lunch Friends teacher. She earned her B.A. in Psychology from Indiana University and has been with our staff since 2009.

**Cindy Mize** co-teaches a Pre-K class with Carolyn Pohrivchak and is one of our Lunch Friends teachers. Cindy received her B.S. in Education from Carson-Newman College and has taught in the Knox County School District. She has been on staff since 2009.

**Carolyn Pohrivchak** co-teaches our Pre-K class with Cindy Mize and also serves as a Lunch Friends teacher. She received her B.A. in Early Childhood Education from Old Dominion University in Norfolk, Virginia and has a professional license to teach in Tennessee. She has been with our staff since 2012.

**Becky Ripley** co-teaches toddler classes with Jonna Ballard and Makayla Ripley. After several years at Sterchi Elementary, Becky rejoined our staff in 2013. She received her degree in Early Childhood Education from Emory and Henry College in Emory, Virginia and her Elementary through Eighth Grade certification from the State of Tennessee.

**Makayla Ripley** co-teaches toddler classes with Sheryl Tindell and Becky Ripley. Makayla received her B.S. in Early Childhood Education from Tennessee Tech University and has earned her teaching certification in general and special education. She has been a PreK teacher in Knox County Schools and joined our staff in 2024.

**Angie Shelton** serves as a floater and helps out in all classes. Angie earned her C.D.A from Roane State Community College. She has been on staff since 2010.

**Liz Siegenthaler** teaches Pre-K classes with Suzanne Miller. Liz received her B.A. in Journalism from Ohio State University and her M.A. in Humanities from Tiffin University. Liz joined our staff in 2021.

**Kim Spencer** is our Physical Education specialist. She works with all age groups. She received her B.S. and M.S. in Physical Education from East Tennessee State University. She has been on staff since 2003.

**Laurie Stephens** co-teaches a three-year-old class with Terri Lewis-McCluskey and Cheryl Kilby, and also serves as a Lunch Friends teacher. She attended Pellissippi State Community College and the University of Tennessee and is currently working on her degree in Early Education. Laurie joined our staff in 2024.

**Sheryl Tindell** co-teaches infant classes with Lesley Miles and a toddler class with Makayla Ripley. She received her B.S. in Elementary Education from the University of Tennessee. She has been on staff since 2000.

**Molly Wilson** co-teaches toddler classes with Rachel Combs. She received her B.S. in Biochemistry, Cellular, and Molecular Biology from the University of Tennessee. A former FCUMC Preschool student, Molly joined our staff in 2024.

If a teacher leaves the staff at any time during the school year, the transition to a new teacher involves informing parents and children of the situation as it occurs and keeping them informed as a replacement teacher joins the staff. It is the Director's responsibility to communicate with the parents, children, and staff during the transition.

FCUMC Preschool serves as a training site for students in the Early Childhood Education programs at Pellissippi State Community College and Roane State Community College. Students may participate or observe in our classrooms to complete their initial or final practicum studies. This is an essential part of training the future early childhood professional. Students will always be supervised and mentored by a current staff member. In some cases, a student may be required to observe a particular child. In this case, your written permission as a parent/guardian will be required before proceeding.

## COMMUNICATING WITH US

You may contact the Preschool Director, Alycia Truett, at the Preschool Office 865-689-5518 or email [Alycia.Truett@FountainCityUMC.org](mailto:Alycia.Truett@FountainCityUMC.org). If you reach our voicemail, please leave a message and we will return your call. If you would like to leave a message for your child's teacher, please call the Preschool Office, and the teacher will receive the message. Teachers will share their preferred contact information with families in their classes; written communications can/will be placed in your child's folder/backpack. Infant and toddler teachers also send home daily notes. Forms with personal information required for admission to the Preschool (emergency, health history, immunization, etc.) are confidential and stored in the Preschool Office; they are accessible only to pertinent staff (classroom teacher, director), the parent/guardians, and regulatory authorities. **Families are encouraged to sign up for Remind text messaging to share and receive important information.**

## ORGANIZATION

A Preschool Board, which consists of Fountain City UMC (FCUMC) members who serve a three-year term, the FCUMC Director of Children's Ministries, two Preschool parents, and the Preschool Director govern the Preschool. If you have questions/concerns/ joys that you would like to share with them, contact information is available in the Preschool Office.

## HELPFUL LINKS



# KIDS COUNT

Kidscount Online Registration and Tuition Portal

<https://fcumc.kidscount.online>



# Remind

FCUMC Preschool Remind App

Text @72bafc to 81010



FCUMC Preschool Facebook Page

@FCUMCPreschool



Fountain City United Methodist Church

<https://www.fountaincityumc.org>

## PROGRAM HOURS

Infants [6 months by August 15 – 18 months]

8:00am to 2:00pm (Tuesday, Wednesday, or Thursday)  
or a combination of these days

Toddlers [19 months by August 15 – 3 years]

8:00am to 2:00pm (Monday, Tuesday, Wednesday, or Thursday)  
or a combination of these days

Three-Year-Olds [must be 3 by August 15]

8:00am to 11:30am (Monday and Wednesday)  
(Tuesday and Thursday)  
(Monday – Thursday)

Four-Year-Olds [must be 4 by August 15]

8:00am to 11:30am (Monday and Wednesday)  
(Monday, Wednesday, and Friday)  
(Tuesday and Thursday)  
(Monday – Thursday)  
(Monday – Friday)

Lunch Friends

11:30am to 2:30pm (Monday – Friday)

## LUNCH & LUNCH FRIENDS

Infants and toddlers should bring a lunch to preschool each day. All lunch boxes must have a labelled freezer pack. We encourage families to send lunch items in reusable containers to reduce the waste produced by our preschool – even recyclable items often end up in landfills! We encourage a nutritionally balanced lunch consisting of fruits, vegetables, grains, and meat/cheese. Fruits and vegetables should be washed to help remove pesticide residues, dirt, bacteria and germs. Do not send food that needs to be heated or microwaved. We cannot leave the children unattended to heat food.

Lunch Friends is an important part of our program available to children enrolled in a three- or four-year-old class. Lunch Friends groups meet 11:30am-2:30pm each weekday. Your child should bring their own lunch in a labeled lunchbox including a freezer pack. Milk is provided for all students. **The cost is \$16.00 per day and will be invoiced to your Kidscount account.** You may pay by the day, the week, or the month. Your child may come on any day, even if it is not their regular school day. If you plan to come on a day that is not your child's regular school day, please

call by 9:00am so that we can make staffing arrangements, and bring your child by 11:30am. For regular school days, there is no need to call ahead. **DO NOT** send anything in your child's lunch that contains peanuts or peanut products. Children **must be potty-trained** to participate in Lunch Friends. Due to supervision issues, there are no exceptions to this policy.

**FCUMC PRESCHOOL IS A PEANUT BUTTER/PEANUT-FREE FACILITY.**

**Washing fresh produce before eating is a *healthful habit***

**THESE WASHING STEPS SHOULD BE FOLLOWED FOR ALL FRESH PRODUCE TO HELP REMOVE PESTICIDE RESIDUES, DIRT, BACTERIA AND GERMS.**

**CLEAN HANDS / UTENSILS**  
CLEAN HANDS, SCRUB BRUSHES, COLANDARS AND SINK BEFORE USING TO WASH YOUR FRESH FRUITS AND VEGETABLES.

**WASH**  
WASH PRODUCE WITH WARM OR COLD TAP WATER AND SCRUB WITH A BRUSH WHEN APPROPRIATE; DO NOT USE SOAP.

**THROW AWAY**  
THROW AWAY THE OUTER LEAVES OF LEAFY VEGETABLES, SUCH AS LETTUCE AND CABBAGE.

 **SAFEFRUITSANDVEGGIES.COM** VISIT THE SITE >>

## DAILY SCHEDULE

A typical morning consists of free play in the classroom (including table toys, housekeeping, and large block containers), stories, art activity, snack, and activity time outside (weather permitting) or in the playroom/gym. We provide a developmentally appropriate, planned, yet flexible program for your child that allows opportunities to develop physically, cognitively, socially, and emotionally. Four-year-old classes use Houghton-Mifflin Pre-K curriculum. Curriculum for infants, toddlers, and three-year-old classes is based on Tennessee Early Learning standards and is developed and implemented by the Preschool staff.

Teacher/student ratios are: Infants 2:6, Young Toddlers 2:6, Older Toddlers 2:8, Three-year-olds 2:12, and Four-year-olds 2:14 or 1:10. Lunch Friends are divided into several groups dependent on the number of children staying for lunch. Your child's class assignment is for the school year 2025-26.

### 2025-2026 SCHOOL YEAR SCHEDULE

August 25	First Day of Classes
September 1	Labor Day (closed)
October 6-10	Fall Holiday (closed)
November 26-28	Thanksgiving Holiday (closed)
December 22-January 2	Christmas Holiday (closed)
January 19	Martin Luther King, Jr. Day (closed)
March 9-13	Spring Holiday (closed)
April 3	Good Friday (closed)
May 15	Last Day of Classes (close at 11:30am; no Lunch Friends)

The Knox County School System has Early Release days and In-Service days when their students are either released early or do not come to school at all; however, we will be **open with our regular schedule** those days unless we have notified you in our monthly newsletter/Remind. **We follow the Knox County Schools' decisions regarding weather-related closings and delays for in-school instruction. If KCS uses Virtual Learning Days when school is canceled due to inclement weather, then the Preschool will be closed.** If for any other reason the Preschool needs to be closed, the Director will make the decision, and parents will be notified by text/Remind. Information about school openings/closings is also posted on WBIR.com and the Preschool Facebook page.

## FINANCIAL INFORMATION

Tuition for the school year is divided into nine monthly payments (assessed August – April) for your convenience. Tuition is invoiced on the first day of the month. A late fee of \$15.00 is assessed for payment after the 15<sup>th</sup> of the month.

Infant and Toddler tuition:	\$229 per month (1 day/week)	\$458 per month (2 days/week)
	\$687 per month (3 days/week)	\$916 per month (4 days/week)
Three-year-old class tuition:	\$224 per month (2 days/week)	\$448 per month (4 days/week)
Four-year-old class tuition:	\$224 per month (2 days/week)	\$332 per month (3 days/week)
	\$448 per month (4 days/week)	\$538 per month (5 days/week)

Tuition may be paid by cash, check, credit card (on-line through Kidscount) or direct bank account withdrawal (ACH). Checks should be made payable to **FCUMC Preschool**. Please bring cash in a labeled envelope – receipts for tuition will be given. ACH withdrawals will be processed on the first Monday of the month. There are no tuition refunds if your child is absent during the month.

The \$50 Registration Fee is due at the time of registration and is not refundable.

## REGISTRATION

Registration for the following school year begins in March. Children remain in their registered class for the entire school year. The first week of registration is open to FCUMC members, children currently in the program and their siblings. The second week is open registration. Those families who have been on the waiting list during the year must register during this week in order to retain their place on the waiting list. Registration takes place on the Kidscount website [fcumc.kidscount.online](http://fcumc.kidscount.online). The Preschool is open to all children who meet the age requirements, regardless of race or religious beliefs. No child is denied access because of special needs/abilities. All children in the three- and four-year-old classes must be toilet-trained to be in the Preschool program. The Preschool is not a substitute for Sunday school or other formal religious training.

All children are special! If your child has special needs, we ask that you support our staff with additional information (such as the physical building, program adjustments, health support); we will make our best effort to give your child a positive experience at school.

## REST MATS

Parents of two-, three-, and four-year-olds must purchase an individual rest mat for their child at a cost of \$30. These rest mats must be ordered through the Preschool. Health Department Standards require a mat 2 x 24 x 48 inches. Your child will have their own mat labeled with their name. As long as your child remains in the Preschool program, the mat will remain at school; when your child completes the program, moves, or leaves for any reason, the mat is theirs to keep.

## DRESS

Send your child to school in comfortable play clothes and tennis shoes. We paint, have snacks, and play outside. **No cowboy boots, sandals, Crocs, or dress shoes** should be worn for the safety of your child and other children. Each child should bring a backpack/diaper bag to school daily with an additional change of clothes, including socks and underwear. **Please label jackets, hats, and gloves with your child's name.**

## ARRIVALS AND DEPARTURES

Prompt arrival, regular attendance, and promptness in picking up your child are important to their happiness and well-being. All children should arrive at 8:00am. All children should be signed in with their teacher at their classroom door. Park your vehicle in one of the lots surrounding the church and enter the Preschool wing through the Welcome Center *Door #2*. Please avoid idling your vehicle in our parking areas except if necessary in extreme heat or cold to maintain interior or engine temperatures.

The first minutes of the morning are very important to each child as they develop friendships and make choices in their play. Make goodbyes brief and cheerful! Infants and toddlers should be picked up from their classrooms by 2:00pm. Three- and four-year-olds are dismissed to their parent/guardian/caregiver at the Welcome Center *Door #2* at either 11:30 or 2:30 (for Lunch Friends).

Each child will be assigned a unique 4- or 5-digit code which will be used for electronic check-in and check-out. If someone other than a parent is picking up your child, their name must be added to the approved pickup list in your Kidscount Account. A late fee of \$5 is charged when parents are late in picking up their children from Preschool (11:30am), the Infant/Toddler classes (2:00pm), and Lunch Friends (2:30pm).

If, in the subjective opinion of the staff member on duty at the door, a parent or other person designated to pick up a child is unable to safely operate a motor vehicle due to alcohol/drug effects or for any other reason, the staff member will:

1. Offer to call someone to drive the child home, or
2. Make suitable arrangements to get the child home safely.

The Preschool will make its best effort to not allow any child to ride home with a driver who appears to be incapable of safely operating a motor vehicle. It is both our moral and legal responsibility to use our best efforts for the safety of all in our care.

It is the responsibility of both parents to resolve between themselves any differences they may have at any time regarding their child. If parents are involved in a domestic dispute or a divorce action is pending in court, the Preschool will not become involved in any way, but will comply with any court order regarding the child if a certified copy of the court order is provided by the parents.

The Preschool is concerned about the welfare of all our children. Let us know if your child will be absent due to illness, vacation, death in the family, etc. This helps us to respond empathetically when he/she returns.

All children are special! If your child has special needs, we ask that you support our staff with additional information (such as the physical building, program adjustments, health support); we will make our best effort to give your child a positive experience at school.

## EMERGENCY INFORMATION

Detailed emergency information must be maintained in your Kidscount Account. A child cannot enter school without this information; it is as important as a health form. **We cannot emphasize enough the importance of accurate, updated information.** This online form lists parents' names, address, telephone numbers at home and work, as well as those people you would wish us to contact if parents cannot be reached. These people should be able and willing to make decisions about your child's care, to provide transportation, and to be reached by phone. Carefully consider people you place on this list. Also listed are your child's physician and hospital of preference. Any additional information we need to be aware of (allergies, regular medication, etc.) will be helpful. We will make every attempt to reach you in case of emergency, and this accurate, updated information will help us give your child the best care possible. If any of this information changes during the school year, it is the parent's responsibility to notify the Preschool.

## EMERGENCY PLAN

1. Monthly fire drills are held during which children practice exiting the building and standing against the wall of the Fountain Road side of the church. They return to their classes when notified by the director or other designated person.
2. Tornado drills ("turtle drills" to the children) take place randomly throughout the year. Children go into the hallway of the Preschool wing and assume the "turtle" position, crouching and covering their heads. They return to their classes when notified by the Director or other designated person.
3. The Director is responsible for making decisions regarding evacuation of the building. If the Director is not on-site, the Assistant Director is authorized to make decisions and take action. The children will be directed by their teacher to:
  1. walk with their class to Fountain City Presbyterian Church at 500 Hotel Road, OR
  2. be transported by church vehicles or staff cars to Wallace Memorial Baptist Church at 701 Merchant Drive.
4. If children will be able to return to the building in time for their regular Pick Up, they will do so. If not, parents will receive a text message with specific Pick Up information. **(It is the parent's responsibility to sign up and be alert to text messages through Remind.)** We will have all children's emergency information with us, and will stay with all children until they have been picked up.

You are welcome to review our complete Emergency Preparedness Plan. A copy will remain on the Welcome Center counter, as well as a copy of the complete DHS Licensing Rules and Regulations.

## HEALTH & SAFETY

State law requires that each child have a yearly physical examination and an up-to-date immunization record on file in the Preschool Office. These immunization records must be obtained and signed by the doctor/health department and must be given to us when your child begins the school year. **A child cannot enter Preschool without this health record.** It is your responsibility to keep this information updated as your child gets additional immunizations during the school year. Under-immunized children will be promptly excluded if a vaccine-preventable disease to which children are susceptible occurs in the program.

If your child must take medicine during the school day, it will be administered by the Director or by a designated staff member. A medication form must be completed and signed by a medical professional, the medication must be in the original container and list the child's name, the doctor's name, the name of the medication, the issue date, the dosage, and how the medicine is to be administered. **No medicine** should be placed in your child's lunchbox or backpack. Medicine will be stored in a locked box in the Director's office for the safety of all our children. If your child has medication that must be readily available (ex. EpiPen, diaper cream) it will be stored in a safe manner, inaccessible to children, while allowing for quick access by staff. If a physician has ordered a special medical management procedure for your child, an adult trained in the procedure must be on-site whenever your child is present. The first dose of a new medication must be given at home to observe for any side effects. We ask families to apply sunscreen to their child before coming to school; teachers cannot apply sunscreen unless they have written permission and sunscreen from families.

### **Children (of all ages) cannot wear amber beads or pacifier clips at Preschool due to licensing requirements.**

State law requires us to report suspicion of child abuse. The Director and/or staff member will report suspected abuse to the proper authorities. Confidentiality is maintained at all times regarding the child; only those staff members with direct responsibility for the child are to be notified. Staff who report suspicions of child abuse or neglect here at the Preschool are immune from discharge, retaliation or other disciplinary action unless it is proven that the report is malicious. If a staff member is suspected of abuse or neglect of a child, they are immediately put on leave until an investigation can be completed.

FCUMC Preschool and the entire church is a no-smoking, no-vaping facility, both indoors and on the playgrounds. No smoking or vaping is permitted in the presence of children.

## ILLNESSES

Please do not send your child to school if he/she has a fever or is not feeling well. Your child will not enjoy the day and does not need to expose others to illness/disease. **Children must be fever-free for 24 hours without fever-reducing medication to return to Preschool.** If your child has a contagious disease (e.g. flu, measles, chickenpox, hepatitis A, COVID-19), you must notify the Preschool Director or the child's teacher so that other classmates can be notified.

The Preschool has no provisions for keeping children who are ill. If a child becomes sick while at school, parents will be notified to pick them up in the Preschool Office.

If a child will be absent due to illness for more than 20 consecutive days, contact the Director about reduced tuition.

### **ADMISSION/EXCLUSION DUE TO SYMPTOMS OF COVID-19**

Any child or staff member diagnosed with COVID-19 will be temporarily excluded from the Preschool.

If the child or staff member is diagnosed with COVID-19, he or she is not to return to the Preschool until ALL three of the following are met:

1. No fever for 24 hours without the use of fever-reducing medications.
2. Individual's symptoms, including cough, have improved.
3. It has been at least 5 days since the onset of symptoms (or day of positive test if symptom-free).

If it is determined that children have been exposed to an individual with COVID-19 while at Preschool, parents will be contacted, and asked to monitor their children for symptoms for 10 days following exposure.

We encourage all families to have their children vaccinated against COVID-19 following CDC guidelines.

## ASSESSMENT PLAN/CONFERENCES

Assessments are an integral part of the Preschool program. They are used to support children's learning. The Preschool uses the Brigance screening tool and ongoing classroom observations. The West Knoxville Lion's Club also provides vision screening for all children older than age one, and written results are returned to families. The purpose of assessing children is to identify children's interests and needs and determine if they are reaching developmental milestones. It is our responsibility to refer them to additional support if needed. After conferring with parents about the results of the assessments, we will make referrals to TEIS or Child Find which provide support services in the Knoxville area. We will make our best effort to follow-up with the families on these referrals, and we will work with the professionals to provide appropriate follow-up in the classroom.

Assessment also helps inform curriculum planning, program improvement and communication with families. Screening of all children will begin in late October, and results will be communicated to parents during parent-teacher conferences. Your child's confidential records are shared only with your child's teachers, parents, and the director as appropriate. Records are kept in the Preschool office and the classroom teachers' files and are accessible only to those mentioned above unless parents give written permission to share with other support services. Infant and toddler parents are involved in the formal assessment process as they share observational information from the home setting. Assessments obtain information on all areas of children's growth and learning including cognitive skills, language, social-emotional development, approaches to learning, health and physical development. The Tennessee Early Learning Standards reflect these areas.

Your child's teachers conduct assessments in the classroom setting. Information assessments include classroom observations of all children in the group as well as keeping anecdotal notes. Our informal assessments are aligned with our curriculum goals and are based on Tennessee Early Learning Standards. In addition, all staff members are trained to use the Brigance Early Childhood Screening tool. This training is reviewed annually. The Brigance has been evaluated by our Child Development specialist to ensure that the results obtained are appropriate for our purposes. Children are screened each year as a way to monitor developmental progress and guide us in developing appropriate curriculum for both the child and class group. Using this tool also allows the staff to follow children's progress as they move through the program. Staff professional development training provides an understanding of the purpose, values and uses of assessments which is shared with the families we serve. If you have any questions or concerns about how these assessment methods will meet your child's needs, please feel free to contact their teacher or the director.

Parents' Night will be held early in September. This is your opportunity to meet with your child's teacher and learn about your child's classroom and how it functions. All parents are strongly encouraged to attend. The staff will set aside opportunities in the Fall and Spring for individual conferences with parents of toddlers, three- and four-year-olds. Written results from both formal and informal assessments will be shared confidentially with the parents of all of our children and will be used in the planning of curriculum for each of our classes. You are always welcome to request a conference with your child's teacher or the director at any time.

## CLASSMATE LISTS

Individual lists of your child's classmates will be sent home during the month of September. We suggest attaching those to this handbook so you can keep all your Preschool information together. If you prefer NOT to have your contact information (address & phone) on this class list, please let your child's teacher know.

## TOYS & MONEY

Your child may bring music or books to share with their friends any time. Please be sure all items are properly labeled. Children should not bring toys or money to Preschool.

## SNACKS & BIRTHDAYS

Snacks consisting of water, crackers, or pretzels, and fresh fruit/vegetables are provided by the Preschool for the children.

Children enjoy being the "birthday child" on their special day. You may send a special snack if you would like, but **please do not send treat bags, other special goodies, or any peanut butter or peanut products.** This will help eliminate confusion, competition, and make it much easier for you, the parents. **Please talk with your child's teacher before bringing any snacks; we have several children with allergies to be considered.**

If your child is bringing invitations to a birthday party outside school hours, please make sure each child in the class receives one. If all classmates will not be invited, please mail invitations. This helps prevent hurt feelings.

## FCUMC GUIDANCE & DISCIPLINE POLICY

Positive reinforcement and re-direction are used in disciplining children. Your child's teacher will let you know of any concerns so we can work together. If you have concerns about your child's behavior, please remember that discipline and other concerns should be discussed privately with the teacher. Continuing serious challenging behavior (such as, but not limited to, physically harming another student/teacher or a pattern of refusing to follow directions/classroom rules) will be addressed by a team of teachers, families, the Director, and other professionals (as appropriate and approved in writing by the parent/guardian) to develop and implement an individualized plan that supports the child's inclusion and success. Exclusionary measures are not considered until all other possible interventions have been exhausted. If the above-mentioned team determines that exclusion is in the best interest of the child, the program offers assistance to the family in accessing services and an alternative placement.

Staff may never (there are no circumstances when it is permissible) use physical punishment, psychological abuse, and coercion when disciplining a child. Appropriate use of restraint for safety reasons is permissible.

Examples of physical punishment: shaking, hitting, spanking, slapping, jerking, squeezing, kicking, biting, pinching, excessive tickling, pulling of arms, hair, ears; requiring a child to remain inactive for a long period of time.

Examples of psychological abuse: shaming, name calling, ridiculing, humiliation, sarcasm, cursing at, making threats, or frightening a child, ostracism, withholding affection, seclusion.

Examples of coercion: rough handling (shoving, pushing, pulling, grasping any body part); physical restraint (forcing a child to sit down, lie down, or stay down), except when restraint is necessary to protect the child or others from harm; physically forcing a child to perform an action such as eating or cleaning up.

This policy is part of the Preschool Family Handbook and the Preschool Employee Handbook. The policy is intended to limit or eliminate the use of suspension, expulsion, and other exclusionary measures. This policy complies with federal and state civil rights laws.

## **CONFLICT RESOLUTION**

If difficulties and differences arise between families and program staff, the best first step in negotiating those differences is to talk together to see if resolution can be reached. If that is not successful, the Director will meet separately with the staff and families to listen to their concerns. The Director will serve as mediator between the staff and family members to work toward resolution. If no resolution is reached, the concern will be referred to the Preschool Board.

## THE GOLD SNEAKER INITIATIVE



The Gold Sneaker Initiative was developed to enhance policy related to physical activity and nutrition within licensed child care facilities across Tennessee.

### PHYSICAL ACTIVITY POLICY

- Policy 1.1: Children ages 12 months or older attending a full day program shall be offered at least 60 minutes of *physical activity* per day, either indoors or outdoors. Children attending less than a full day program shall be offered a proportional amount of such activities. For children ages three and older, this physical activity must be a balance of free play, teacher-directed activities, and music and movement. This must be documented in the daily schedule and on lesson plan forms.
- Policy 1.2: Viewing of television, videos and other visual recordings shall be limited to no more than 60 minutes per day of educational programs or programs that actively engage child movement. Children attending less than a full day program shall be limited to a proportionate amount of such viewing. This shall be stated in the individual child care facility's policies.
- Policy 1.3: Children shall not be allowed to *remain sedentary or to sit passively* for more than 60 minutes continuously, except for scheduled rest or naptime. This shall be stated in the individual child care facility's policies.
- Policy 1.4: Child care facilities must ensure physical activity is a positive experience for children and is never used negatively or to control behavior. This shall be stated in the individual child care facility's policies.

### NUTRITION POLICY

Nutrition Standards will be enhanced by including additional nutrition policies that must be addressed in order to earn Gold Sneaker recognition:

- Policy 1.5: Ensure appropriate infant and child feeding patterns, including ***breastfeeding***. Staff will be sensitive to breastfeeding mothers and infants, and their eating patterns. Each infant will have a feeding plan of file, which is completed by the parent(s) and facility as a team to address their unique feeding patterns.

- Policy 1.6: Ensure appropriate infant and child feeding patterns, including ***adequate time for meal consumption***. Adequate time for meals and snacks will be allowed for all children, and will be included in classroom schedules.
- Policy 1.7: Ensure appropriate infant and child feeding pattern, including ***appropriate portion size***. Appropriate portion sizes will be assured through staff training and adherence to portion sizes as found in child care licensing regulations.
- Policy 1.8: All eating opportunities should consist of a respect for the child and promoting a ***positive attitude toward food***. Food shall never be used as rewards for children. This shall be stated in the individual child care facility's policies.

### **TOBACCO POLICY**

In order to ensure a healthy environment for all children, the following tobacco policy must be adopted by the facility to earn God Sneaker recognition:

- Policy 1.9: Child care facility campus shall be tobacco free. This shall be stated in the individual child care facility's policies.





### **FCUMC Fountain Kids Ministry – Sunday Programming**

Fountain Kids Ministry provides a loving, caring and safe environment for children to learn and grow in their faith. Children six months- 5th grade and their families are provided with tools to enhance faith experiences at home as well as at church. Fountain City United Methodist Church, through Fountain Kids, strives to partner with parents through the most important phases of a child’s life.

We are intentional in our teachings each week.

Fountain Littles (6 months – 5 years) uses the First Look curriculum. Please feel free to check out First Look and Ollie Owl <https://thinkorange.com/first-look-preschool-ministry-curriculum/>

Fountain Kids (Kindergarten – 5<sup>th</sup> grade) uses 252 Basics curriculum based on Luke 2:52 ‘Jesus grew in wisdom and stature and in favor with God and man.’ <https://thinkorange.com/252-kids-ministry-curriculum/>

Current Sunday Schedule:

- Fountain Littles Childcare 8:30 a.m.
- Fountain Kids Sunday School 9:45 a.m.
- Fountain Littles Sunday School 9:45 a.m.
- Fountain Littles Childcare 11:00 a.m.
- Fountain Kids Bible Experience 11:00 a.m.

#### **Sunday check-in location and procedure:**

We utilize Kidcheck, an easy, safe, and confidential check in system for six months-fifth grade.

Check-in on Sunday mornings is located at the Kidcheck station at the Welcome Center at Door #2.