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Judson Weekday Parent Handbook

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WELCOME

Judson Weekday began as a Parents Day Out program in 1972. The original Judson Weekday program started in the gym building but moved to its current location in 2009. The purpose of the program was to reach out to the community by providing quality childcare in a Christian environment. One year later, a preschool program was started for 4-year old children with the purpose to prepare children for kindergarten.

Thank you for choosing Judson Weekday for the care and education of your child. Judson Weekday is a ministry of Judson Baptist Church. We view our role as a joint undertaking between home and school and consider it an honor that you have entrusted your child to us. We encourage you to be actively involved in your child's education this year and in the years to come.

This handbook outlines our policies and procedures; however, like any handbook, it is unable to cover all of the questions that may arise from time to time. Please feel free to contact us with any questions you may have.

MISSION STATEMENT

Judson Weekday exists, in partnership with parents and the local church, to provide a loving, nurturing, Christ-centered environment of discovery and learning for preschoolers. Children will be treated as precious creations of God, each with unique talents, interests, and needs.

PURPOSE of MINISTRY

Our desire is to impact children and their families with the love of Jesus while preparing them for elementary school. We seek to provide a safe and loving environment in which children can grow socially, physically, mentally, emotionally and spiritually. Judson Weekday is a ministry of Judson Baptist Church and functions in a manner consistent with the Church's statement of faith and constitution as well as the tenets of the [Baptist Faith and Message](http://www.sbc.net/bfm2000/bfm2000.asp) (<http://www.sbc.net/bfm2000/bfm2000.asp>).

VISION STATEMENT

Judson Weekday strives to become a clear choice for early education by providing a Christ-centered environment that will minister to the total child. This developmentally appropriate instruction will encompass the mental, emotional, physical, social, and spiritual areas of child development.

LICENSING

The Judson Weekday Parents Day Out (PDO) program is for children 12 months through 3 years (36 months) by August 15th of the school year and is not licensed by the Department of Human Services (DHS).

Parents Day Out (PDO) programs have been exempt from the licensure law and regulations since 1976. The law (TCA 71-3-503) states that:

The provisions of this part (6) (A) shall not apply to “Parents Day Out” or similar programs carried on by churches or church organizations which provide custodial care and services for children of less than school age for not more than two (2) days in each calendar week and for not more than six (6) hours each day, and the conducting of any such program shall not be construed to constitute the operation of a child care center.

DHS does not require these classes to be licensed because our PDO program policies allows children to attend only two (2) days per week. Our PDO program does meet health and safety standards and follows DHS guidelines.

Quality Rating (QRIS State Rated) for Preschool

Our Pre-K program has been awarded 100 percent (the highest rating available) by the State of Tennessee for excellence in childcare. Our Pre-K program serves children who are the age of 3 by August 15th of the school year through 5 years of age.

NECPA ACCREDITED (National Early Childhood Program Accreditation)

Judson Weekday Pre-K holds a national accreditation from the National Early Childhood Program Accreditation. Judson Weekday Pre-K joins a select group of early childhood care and education programs nationwide and internationally which have shown an exceptional commitment to professional and programmatic quality through Accreditation.

ADMISSIONS PROCESS

You are not formally enrolled until you complete the registration process:

- A pre-enrollment tour is required before a child can be admitted into our program.
- Submit a fully completed Application.
- Child is admitted into Judson Weekday.
- Submit non-refundable Registration and Supply Fee.
- Submit Tennessee Immunization Form.
- Submit **ALL** required paperwork, completed in full.
- Submit Security Deposit – one (1) month’s tuition Due: March 5th or as soon as you have been admitted into the program.

REGISTRATION AND FEES

Registration

Registration for the upcoming school year is January through mid-February. Registration forms are available on our website www.judsonweekday.com or in our office.

- Registration for Judson Baptist Church members is the first full week in January.
- Registration for current Judson Weekday Families is mid-January.
- Registration for the community at large will be mid to end of January.

PDO/Pre-K Class Placement Directives

A PDO child may attend a maximum of two days per week.

A Pre-K child may attend 2 days, 3 days or 4 days per week. All Pre-K students must be fully potty trained. See more on page 12

- 2 days are either Monday and Wednesday or Tuesday and Thursday.
- 3 days are Tuesday, Wednesday and Thursday.
- 4 days are Monday, Tuesday, Wednesday and Thursday.

All applications must be accompanied with the Non-Refundable registration fee. The application and enrollment forms are available on our website www.judsonweekday.com or in our office.

- PDO Annual Registration and Supply Fees (Non-Refundable): \$140.00
- Pre-K Annual Registration and Supply Fees (Non-Refundable): \$140.00

Priority will be given to Church Members first, current Preschool Families next, returning families and finally the community at large (New Families).

Information Required Before Students Can Begin School

All required forms can be located at: www.judsonweekday.com. Tennessee law requires all forms to be completed, signed, submitted and recorded prior to a child's first day of school. These forms can be submitted to the Judson Weekday office no later than end of first week in March. TN Certificate of Immunization form can be faxed to: 615-833-3241.

Mid-year enrollment requires all paperwork to be submitted prior to first day of attendance.

Enrollment Forms Required

- All students, both new and returning, must complete and return all forms including:
 - Application filled out on both sides and signed by guardian/parent.(Including: signature for Medical Emergency Care, phone numbers and address for Emergency Contacts and full address and phone number for child's doctor).
 - ACH Automated Payment Processing Form
 - Tennessee Immunization Form
 - Student Verification Form
 - Influenza Form
 - Parent/child Information Form for Teachers
 - Photo Release Form
 - Personal Safety Curriculum Notification Form (Pre-K)
 - Child Care Agency Parental Knowledge of Kindergarten Law (Pre-K)
- New students must submit a TN Certificate of Immunization Form.
- Returning students must submit updated TN Certificate of Immunization Forms if immunizations have been updated.

- New families must turn in an ACH Form along with a voided check. All tuition is withdrawn through Tuition Express.
- Returning families will need to turn in a new ACH Form along with a voided check only if their banking situation has changed.
- All forms are due in the beginning of March. If accepted into the program after March 5th all paperwork is due upon acceptance.

TUITION AND SECURITY DEPOSIT

Tuition Security Deposit

All Pre-K and PDO Students must pay one month's non-refundable Tuition Security Deposit.

This security deposit has a three-fold purpose:

1. It secures your child's placement in our program
2. It becomes your 30-day notice if withdrawing from the program and/or
3. It becomes your last tuition payment for May of the following year

The security deposit is due no later than the end of first week in March.

Tuition, registration and security deposits are non-refundable.

Tuition

Your tuition payment is due on the 1st of each month. All tuition will be collected through our Procure Tuition Express ACH Billing System. If your ACH payment fails due to Insufficient Funds, you will be charged a \$15.00 fee.

Notice: August tuition will be withdrawn on the first work day of August, through our Tuition Express ACH billing system through Procure.

- ACH – form available on www.judsonweekday.com or in the Judson Weekday office
- We DO NOT take credit or debit cards

Tuition must be kept current. If payments are more than 15 days late, a payment schedule must be arranged. If the scheduled payments are not made on time, the child will be dismissed from the program.

No reduction in fees will be made for absences.

Notice to Withdraw

If for any reason you withdraw from our PDO or Pre-K program early, Judson Weekday requires a 30-day written notice. The March security deposit will be used to cover those 30 days.

Tax ID #: 62-058-2664

HOURS OF OPERATION AND ADDITIONAL HOURS

Judson Weekday Administration is open from 7:30 am to 4:30 pm Monday through Thursday.

Core school hours	9 am to 2 pm
Before Care	8 am to 9 am
After Care	2 pm to 3 pm

Late Pickup Fee

All children are scheduled to be picked up no later than 2:05 p.m. each day. A late charge starting at 2:06 pm, of \$1.00 per minute will be incurred until the child is picked up. This charge will be applied to the child's bill.

Before Care / After Care

Enrollment in Before Care / After Care **requires that your child is fully toilet trained**. Enrollment is limited, and children **MUST** be signed up on a regular monthly schedule. Before Care/After Care is not a drop-in program. Before Care is Monday through Thursday 8:00 am to 9:00 am. After Care is Monday through Thursday 2:00 pm to 3:00 pm. Sign-up secures your spot and your account will be charged each month whether your child is in attendance or not.

All After Care children are scheduled to be picked up no later than 3:00 p.m. each day. A late charge of \$1.00 per minute will be incurred until the child is picked up. This charge will be applied to the next month's bill.

In the event of an emergency after hours, you may call the following number: (615) 424-5003.

Procure Childcare App

Judson Weekday uses the Procure Childcare App. This App is used by parents to Sign-In/Sign-Out your child as well as share photos, videos, newsletters and daily activities.

Once invited you may download the app to your phone for a contactless way to sign in/out your child. This method can only be used by parents (primary payers). We have a kiosk for all authorized pick-ups or parents that do not have the app on their cell phone to sign in/out.

Arrival

Our school opens at 8:55 am unless your child participates in Before Care. Please do not drop off your child prior to 8:55 am. Parents/Guardians are expected to accompany their children and **by law sign them in using the Procure Childcare App**.

Daily attendance is very important. Please notify the school office if your child will be absent or late. All children are expected to be in their classrooms by 9:05 am. All children must be signed in daily through our Procure Childcare App. **All required fields must be answered and a clear signature entered before your child can be dropped off.** A walk up drop off will take place under the Judson Weekday drive through portico.

Dismissal

Our pick up process begins at 1:55 pm unless your child participates in After Care. Please allow enough time to arrive, and by law, sign your child out. Your child must be picked up at the classroom door no later than 2:05 pm. A late fee will be applied at 2:06 pm.

Your child must be signed out using our Procure Childcare App. All authorized individuals permitted to pick up your child will be provided with a pin number. Children must be signed out before they can be released to the authorized pick up persons. Only persons listed on your Child Emergency Information Form and that have been assigned a pin number will be allowed to pick up your child.

In the event of an emergency that requires someone else to pick up your child, please call the Judson Weekday office (615-832-4131) to make arrangements for the necessary permission. The person picking up your child MUST show proof of identification with picture ID.

It is the parent's responsibility to keep emergency contact and authorized pickup information up-to-date. Please notify Judson Weekday if any changes have been made to your pickup list. Each individual will be assigned their own pin number.

Before your child has been signed in and once your child has been signed out, he/she must remain with you at all times and becomes your full responsibility.

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

Right to Refuse Child Release

Under no circumstances will we release your child to someone with whom we are not totally comfortable. By law, we cannot release your child to you or any other person that we deem is in any way impaired. If we are met with resistance, proper authorities will be called.

HEALTH FORMS

Health Forms / TN Certificate of Immunization Form

All children must have a current Tennessee Department of Health Certificate of Immunization Form kept on file prior upon entering school and updated annually. The State of Tennessee requires immunization against diphtheria, measles, rubella, pertussis (whooping cough), Fifth disease poliomyelitis, mumps, and tetanus before your child attends school.

Exceptions to these immunizations must be signed by the child's doctor on the Immunization form and be accompanied by a hand written note from the parents stating their choice not to participate.

Tennessee Department of Health Certificate of Immunization must be turned in to the Judson Weekday office prior to your child start date. You may contact your physician's office and request that your Immunization Form be faxed to 615-833-3241 (Attention Judson Weekday).

DHS encourages all parents to have children, six (6) months to five years, immunized against influenza annually.

MEDICAL EMERGENCY/PARENT CONTACT INFORMATION

We are required by law to have at least one other emergency contact on file (other than the parent/guardian). Your child will only be released to those individuals designated on the Child Emergency Information form by the parent/guardian. In the event of an emergency that requires someone else to pick up your child, please call the Judson Weekday office (615-832-4131) to make arrangements for the necessary permission. It is the parent/guardian's responsibility to keep all contact information up to date with Judson Weekday. This includes address, phone(s), emails, emergency contacts, medical information, etc. Children will not be released to anyone whose behavior leads staff to question a child's safety.

In the event of a serious medical, dental or mental health emergency, we will call 911 immediately.

The child will be taken to the nearest hospital by ambulance if deemed necessary. Parents will be contacted. If there is no response we will contact the designated emergency contact listed on student's application.

ALLERGY AND MEDICATION ADMINISTRATION

Allergies – EpiPens and Inhalers

Families are expected to notify Judson Weekday regarding children's food and environmental allergies. Families of children with diagnosed life-threatening allergies requiring an **EpiPen or Inhaler** must provide the following:

- An **Action Plan** endorsed by the child's physician or licensed health provider detailing the child's symptoms, reactions, treatments, and care.
- Medication in original containers with a copy of the prescription.
- A completed and signed medical release form provided by Judson Weekday.

A list of the children's allergies will be posted in the classroom and in the Director's office. Teachers are trained to consult the list and familiarize themselves to avoid the potential of exposing children to substances to which they have known allergies. Inhalers are kept at the front desk and Epi-Pens are carried by the teacher at all times.

Medication

Judson Weekday does not administer medications to children. If, however, your child requires an EpiPen or Inhaler our staff will administer these to your children, should the need arise. If your child requires medication during the school day, parents must make arrangements, and administer the medication personally.

ATTENDANCE AND EXCLUSION DUE TO ILLNESS

Illness Policy

Director and Assistant Director are designated staff members who have responsibility for the health and safety issues in the program.

Children must always meet the set criteria of our regular illness policy to attend school.

Judson Weekday is not prepared to accommodate sick children. Before bringing your child to school after an illness, **he/she must be fever and symptom free without the help of fever/pain/cough medication for 24 hours before returning to school. If prescribed an antibiotic, your child must have completed a 24 hour cycle before returning to school.**

Contagious Disease

Our goal is to provide a safe and healthy environment for your child.

Parents, please do not bring your children to school if they display any of the following symptoms:

- Fever – currently or within the last 24 hours (Children must be fever free without the use of fever reducing medication for 24 hours before returning to school.)
- Vomiting in the last 24 hours.
- Diarrhea (two incidents of loose stools within the last 24 hours).
- Any symptom of a childhood disease such as scarlet fever, German measles, mumps, chicken pox or whooping cough.
- Common cold.
- Sore throat.
- Croup or persistent unexplained cough.
- Any unexplained rash or spots (e.g., impetigo).
- Head lice or nits.
- Discolored runny nose – yellow or green.
- Pink eye (i.e., Conjunctivitis) or other eye infection.
- Hand-foot-and-mouth disease.

Parents will be notified to pick up their child immediately if signs of illness occur during the day. Please keep all emergency information up to date. Parent must pick up sick children within 30 minutes of being called. Children will be removed from the group setting and taken to the front office.

We request that parents notify the school office if their child has a communicable disease, for example, chicken pox, head lice, ringworm, conjunctivitis (pink eye), hand-foot-and-mouth, COVID-19, flu or any other contagious illness. This can easily enable the preschool to take precautions to minimize the risk of infecting other children.

Please call the school office (615-832-4131) if your child is sick and unable to come to school.

HAND WASHING

Children must wash their hands at the following times:

- Upon arriving at Judson Weekday.
- After each diaper change or restroom use.
- After wiping a nose, coming into contact with saliva or any other bodily fluid.

- Before and after meal times.
- Before and after using the sensory table.
- After messy play.
- When returning to the classroom from any activities.

****Frequent hand washing with soap and warm running water for at least 20 seconds is the most effective way to reduce and prevent the spread of illnesses like diarrhea, the flu, and conjunctivitis (pink eye).**

POTTY TRAINING

Pre-K

Pre-K Children enrolled in Pre-K at Judson Weekday must be potty-trained before attending our preschool program. Children must be wearing underwear and have very few accidents. A child having accidents daily would not be considered potty-trained. Please note that wearing pull-ups is not considered being potty-trained.

Why do children have to be potty-trained before they begin our Pre-K program? Strict state licensing standards and regulations for changing and disposing of wet or soiled diapers have been put into place. Judson Weekday Pre-K classrooms are not equipped with the licensing requirements to accommodate changing tables to assist with soiled diapers/pull-ups. We do understand that even potty-trained children will occasionally have toileting accidents. By definition, "accidents" are unusual incidents and should happen infrequently. In these instances, the teachers will help children to change their clothes, encouraging independence as much as possible.

PDO

We understand this is a popular age to begin potty training. If your child is physically ready, we will be glad to assist in this process. Readiness includes the child being able to understand that they need to use the bathroom, have a degree of bodily control, able to do what is asked of them and communicate their needs to the teacher that they need to use the bathroom. Children who are ready to be trained, must come to school in underwear/panties. NO COMMANDO is permitted. If they have two accidents the teacher will place them in a pull ups for the remainder of the day.

SCHOOL CLOSINGS/WEATHER POLICY

Judson Weekday closings follow Metro Davidson County Schools for most days off and holidays (refer to Judson Weekday Calendar) and weather-related closings. In the event of bad weather, PLEASE be sure to check Channel 4 WSMV-TV SNOWBIRD INFORMATION for early dismissal, late school opening or school cancellations. We will send Instagram, Email and Remind text messages (contact the school office if you need to be added to Remind text messaging).

Delayed Opening

If Metro Schools delay opening, Judson Weekday will also delay school start. Judson Weekday will begin at 10:00 am regardless of Metro's delay time. This allows our staff to get their children safely to school and themselves in place to warmly welcome your children.

During days with a delayed start, we ask that you send your child to school with their lunch. Judson Weekday will operate through the rest of the day, including After Care.

If for any reason Metro Schools close after a delayed start, Judson Weekday will notify parents as to the school day plan.

Early Dismissal

If an early dismissal is necessary, Weekday will not offer After Care.

Parents will be informed through email, Procure and Remind text as to the pickup time.

Inclement Weather Days

PDO built-in snow days are as follows: 2-Day Classes (Mon-Wed or Tue-Thu) have 5 days.

Pre-K built-in snow days are as follows: 2-Day Classes have 5 days, 3-Day Classes have 6 Days and 4-Day Classes have 7 Days.

Judson Weekday adds two extra days per calendar year for snow make-up days if our snow days are exceeded. Implementation of the make-up policy is at the discretion of Judson Baptist Church and the Judson Weekday Director.

There is no refund or tuition adjustment for days missed due to inclement weather.

WHAT TO BRING AND NOT TO BRING

Bring:

- A **small** special "lovey" item to bring comfort (PDO). No large blankets, stuffed animals or toys.
- Two complete changes of labeled clothes (in zip lock bags) appropriate for weather conditions. Place clothing in child's backpack. Rotate clothes for the seasons.
- Appropriate outerwear for outside play, based on weather.
- Infants/toddlers need 4-5 diapers labeled with the child's name (PDO).
- All children are required to bring their own nutritious lunch (all containers and lunchboxes labeled with child's name).
- Be sure lunches do not contain items that could easily be a choking hazard.

Don't bring:

- Children may not enter the building eating food of any kind.
- Personal toys unless requested for Show 'n Tell.
- Glass containers.
- No Baby bottles. Our youngest children must be able to handle a sippy cup.

- Pacifiers with clips or stuffed animals dangling from the end.
- Cloth drool bibs around a child's neck.
- Amber necklaces or necklaces of any kind around a child's neck.

LUNCHES AND FOOD ALLERGIES

Lunch

The school does not provide lunch. Children should bring a lunch from home daily that contains the following:

- One serving of meat/protein
- One serving of bread/grain
- Two servings of vegetables or one serving fruit and one serving vegetable
- One serving of fluid milk or non-dairy milk product. If your child is unable to drink milk, please provide a note and we will add it to your child's file.

Please keep nutrition in mind when preparing your child's lunch. Parents and teachers have a major influence in food introductions for young children. Judson teachers will work together with families to create positive food experiences.

Each child is asked to use a divided lunch box (such as a Bento or Ziploc Divided Rectangle container with a lid). Please take food out of the wrapping. This will help teachers so they do not have to handle your child's lunch. This also encourages your child's independence and self-help skills.

To avoid any choking hazards, please ensure that food items such as cherry tomatoes, grapes, carrots and hotdogs are chopped into quarters (4ths) for bite-size pieces. Children are not permitted to have nuts, popcorn, raw carrots, hard pretzels or hard candy in their lunches.

Food Allergies

If your child has a food allergy, you must notify Judson Weekday in writing. The written notification must be updated at least annually.

Emergency Action Plan

Food allergies can be life threatening and each child with a food allergy requiring an **EpiPen** must have an Action Plan for emergency care completed by the family physician.

While we are not a nut-free preschool, we will work diligently and take every precaution to keep your child safe.

COMMUNICATION

Communication with our parents is of utmost importance to Judson Weekday.

If we are unable to answer the phone during the day, please leave a message as we check our messages frequently. Also, you are welcome to email the school office with questions and for reporting absences.

Key Email Addresses:

- judsonweekday@judsonbaptist.com
- kristen.stevens@judsonbaptist.com
- michelle.bridges@judsonbaptist.com
- Diana.ambrose@judsonbaptist.com

Key Communication with Parents:

- Yearly calendars are distributed and available on our website (www.judsonweekday.com)
- In the month of June families will receive information outlining tuition, start of school and expectations
- In July, families will receive information stating teacher assignments
- Newsletter and calendar are distributed monthly
- Teachers communicate with families through Procure Childcare App, email, phone or text
- Parents are invited to join our Judson Weekday Instagram
- You may request a conference with teachers and/or Director at any time
- Parent-teacher conferences for Pre-K are held several times during the school year (Advanced notice is given for scheduled times).
- Remind messages and emails sent from the Director
- All families are asked to download our Procure Childcare App
- Bulletin Board located at the front desk and Communication Boards located under the portico provide center news, upcoming events, faculty changes, holiday closing dates, announcements, operating license, etc.
- Parents will receive updated information via notes and weekly lesson plans posted outside classrooms.

PDO Communication

Toddlers and non-verbal children will receive daily reports which outlines their day's activities.

Language Barriers:

Judson Weekday will make every effort to provide translators as needed for students and families, including the use of Spanish speaking staff, asking other families for their assistance and/or using Google translate.

CURRICULUM AND BIBLE

Learning environment

We provide a rich learning environment with curricula that are developmentally appropriate to the specific ages in each classroom. We have a flexible daily routine that allows children to advance at their own pace. We strongly believe that learning happens through play. Learning and exploring are hands-on and are facilitated through interest areas. Our program is designed to enhance children's development in the following areas: creativity, self-expression, decision-making, problem solving, responsibility, independence, and reasoning. We encourage openness to that which is different from us, and the ability to work and play with others.

We do all that we can to meet the needs of every child. Lesson plans are adapted to any special needs within the classroom.

Diversity

We believe in providing children with multicultural experiences in the classroom. During these formative years, children begin to understand the world around them, including its rich tapestry of cultures and traditions. Understanding and appreciation cultural diversity helps children develop empathy and compassion, foster inclusivity and acceptance, promotes cognitive flexibility, boosts language and encourages creativity.

Curriculum

Our teachers follow the *Tennessee Early Learning Development Standards* and plan thematic units each week. Judson Weekday is a play-based program. In addition, *Character Builds Joy* and *Learning Without Tears* (in Pre-K) and *Creative Curriculum* (in PDO) are incorporated into our teachers' daily lesson plans.

Language and reasoning skills are utilized each day. A wide variety of age-appropriate activities are offered in art, music, movement, fine motor, blocks, sand, water, dramatic play, nature, science, math, numbers, and group experiences. Our Pre-K children attend music class and prepare for performances. We also provide monthly on-site special programs.

Themes and lesson plans are posted outside each classroom daily.

Bible Lessons

As part of Judson Weekday our students are involved in daily Bible lessons. These lessons consist of stories taken directly from the Bible. Our curriculum, *Character Builds Joy*, has been developed with the heart and character of your child in mind. The teachers encourage children to pray at meals and other times within their day. Teachers introduce Bible verses and encourage memorization. Judson Weekday also offers Chapel monthly.

ASSESSMENT, PROGRESS REPORTS & CONFERENCES

As part of our curriculum, we gather information about each child's developmental abilities and evaluate progress, so we can modify and adjust what we are doing in our classroom to deliver

the best individualized instruction for each child. Judson Weekday uses the CDC Developmental Milestones assessment and *Learning Without Tears*.

Pre-K progress reports are sent home in October, January and May. Parent-Teacher conferences are offered in January and April. If you would like to have a conference prior to these scheduled times, we will be happy to make arrangements for this.

Screening

What is Developmental Screening?

- Developmental screenings are a way that professionals can determine if a child is reaching developmental milestones or if they need additional support.

Why is Developmental Screening important?

- Developmental screening is important because it can help you celebrate when your child meets his or her developmental milestones. It is also important because it can help you know if your child needs additional support. Earlier support can lead to better outcomes as your child grows.

Speech and language screening will be offered every fall. Judson Weekday will send out information and parents can contact the Speech Therapist to set up the initial screening on campus. This does come with a fee.

Judson Weekday will also refer students to Metro School through Robertson Academy for free evaluations. Families must live in the Davidson County school zones to take advantage of the free screening.

Vision screening is scheduled once per year for all children in attendance.

Should a teacher feel that a child is not meeting their developmental milestones a conference will be set with the family. After review, additional screening options will be presented.

Observation

Occasionally, Judson Weekday will ask parents to seek the advice of a professional resource (Speech Pathologist, Occupational Therapist, Behavioral Therapist, etc.) to observe/evaluate your child.

Specialized Services

If a parent chooses to have a child serviced by a private professional on the Judson Weekday campus during the child's school day, an *Informed Consent Form* must be completed and signed by a parent/guardian, and then recorded in the child's folder. This form can be obtained from the Judson Weekday office. We offer screenings during the school year and also work together with TEIS (Tennessee Early Intervention Services) and Metro Schools.

If your child is being serviced on our campus, progress reports will be shared and reviewed with the classroom teacher on a regular basis. This allows for continuity of services.

LANGUAGE DEVELOPMENT

It is crucial to the development of every child to be immersed in an environment rich in language. Judson Weekday makes language development an integral part of our daily program for the children twelve months thru five years old by providing classrooms and experiences abundant in verbal and non-verbal language. Spoken language happens continuously by teachers reading, singing, and speaking with children and exposure to a variety of print medium further enhances learning by helping children make the connection between the written and spoken word. Thematic units are built around books brimming with details that allow teachers to expand learning and encourage growth of creativity, imagination, and critical thinking skills.

CLOTHING, NAPS, BIRTHDAYS

Warm clothing in winter and cool clothing in summer is necessary for outside play. Close-toed shoes are preferred for outside play. Sandals and flip-flops are not appropriate for play and make it difficult for your child to participate in some activities.

Please dress your child in practical clothing that allows for freedom of movement and is appropriate for the weather. Your child will be involved in a variety of activities including painting, outdoor play, sand, water, and other sensory activities.

We require that all children have two complete changes of clothes (labeled) in their backpack at all times. Extra clothing should be rotated for the seasons.

Children are not permitted to wear teething necklaces (e.g., Amber Necklaces), pacifiers, or any item around their neck or attached to their clothing that are potentially hazardous and associated with strangulation and choking, even with a doctor's note. This is considered a licensing violation.

Naps

PDO

Naptime is provided every day in the 1-year old through 3-year old PDO classes. We will provide a floor cot for each child to rest/sleep on as well as all coverings. Although not every child will sleep, it is important that they rest.

Pre-K

Pre-K students do not have a nap time. For our Pre-K students, we provide a quiet 'transition time' rather than a scheduled rest time. A nap is not required for Pre-K students who attend school less than six hours per day.

Birthdays

We celebrate birthdays at school! Please check with your teacher for birthday celebration details. Do not worry if your child has a summer birthday as we celebrate those, too! **Please do not bring cupcakes.** Cookies are a better option. Although we encourage sharing and recognizing everyone's birthday, we ask that you keep the occasion simple.

Please do not ask us to hand out invitations to a personal birthday party.

OPEN DOOR POLICY

Judson Weekday operates with an Open Door Policy. Having an “Open Door” simply means that the administration will always have their door open to families in order to instill an environment of trust, communication, and collaboration within our team.

Points that can be discussed are but not limited to:

- Asking questions.
- Voicing concerns.
- Asking for feedback or getting direction or counsel.
- Making suggestions.
- Asking for help in navigating a conflict or dispute.
- Discussing personal matters.

GUIDANCE

Positive Redirection

Judson Weekday makes every effort to praise children for positive behavior. Our teachers plan interesting activities and take into consideration the attention spans and skills of our children so the behavioral expectations are developmentally appropriate.

Thoughtful direction and planning ahead are used to prevent problems and encourage appropriate behavior. This begins on the child’s first day of school as they learn the classroom expectations. Communicating consistent, clear rules and involving children in problem solving help children develop their ability to become self-disciplined. We encourage children to be fair, to be respectful of other people/and property, and to learn to understand the results of their actions.

Redirection

Redirection is our first response in seeking positive behavior. As a last resort, a child may be removed from a group activity so that he/she can regain self-control. Children are guided to treat each other and adults with self-control and kindness.

Should difficult behavior continue to occur, we will use Time Out. We will be in contact with the parent to discuss strategies that can be used to bring about the desired behavior. If a child exhibits three incidents of difficult behavior in one day, parents/guardians are called and the child must be picked up immediately.

Each student at Judson Weekday has a right to:

- Learn in a safe and friendly place.
- Be treated with respect.
- Receive the help and support of caring adults.

If a child's behavior/circumstance is of concern, communication will begin with the parents as the first step to understanding the child's individual needs and challenges. We will work with the parents to discuss strategies that can be used to bring about the desired behavior. When appropriate, Judson Weekday will ask parents to seek the advice of a professional resource (Speech Pathologist, Occupational Therapist, Behavioral Therapist, etc.) to come and observe your child. The following options may be implemented:

- Reducing the number of days the child attends or reducing the length of the day for the child.
- Referrals to CSEFEL/IDEA, speech and language, RIP, etc.

When a child becomes verbally or physically aggressive, we intervene immediately to protect all the children. Our usual approach to helping children with challenging behaviors is to show them how to solve problems using appropriate interactions.

BITING BEHAVIOR

Biting is a normal stage of development that is common among infants and toddlers – and sometimes even among preschoolers. It is something that most young children will try at least once.

When biting happens, our response will be to care for and help the child who was bitten and to help the child who bit learn a more appropriate behavior. Our focus will not be on punishment for biting, but on effective behaviors that address the specific reason for biting.

Phone calls will be made to the family of the child who was bitten and the family of the child who bit. We will work together with the families of each to keep them informed and to develop strategies for change. However, if the biting continues after exhausting all other options, the biting child may have to be removed, either temporarily or permanently, from school in consideration of the other children in the classroom.

TERMINATION OF CARE

Judson Weekday makes every effort to ensure the success of children within our program. The termination of a child may become necessary if this child is unable to adjust to the school's routines and social interactions. This includes, but is not limited to, children who:

- Struggle with anger management or aggressive behavior.
- Are disrespectful to staff or other children.
- Exhibit behaviors that threaten the safety and well-being of self and/or others in the class.
- Continued care would not be in the best interest of the child as determined by a medical, psychological, or social service professional.
- Monopolize the teacher's time, drawing the teacher's attention away from the class.
- Place undue burden on our resources and finances for the child's accommodations for success and participation.

- At the discretion of the Director.

In addition, parents who cannot be supportive of school rules and regulations may cause the termination of their child. In these cases, it is the Director's prerogative to terminate a child from the program. Judson Weekday will offer suggestions of other services and programs in the area in an effort to help with the transition of the child.

TRANSITIONS

This section discusses two types of transitions: 1. When children transition to Judson Weekday and, 2. Staff turn-over and subsequent teacher transitions.

Transition Goals

Your child's transition to Judson Weekday should be a positive and exciting learning adventure. We will work with you and your child to ensure the smoothest possible transition occurs as new routines and new people are introduced.

Transition from home to center

Prior to your child's first day, you will have an opportunity to tour the center, meet with your child's peers and teachers, and communicate any anticipated concerns. At this time, please share the best communication methods that the teacher may use to contact you.

Transitions between classrooms

At Judson Weekday, children transition to new classrooms at the start of each new school year based on age, developmental readiness, and state licensing rules. The students and teachers stay as a family unit throughout the school year. At the end of a school year teachers and parents discuss placement for the following school year and it is recorded on the student's final progress report of the school year. Prior to the start of each new school year children and parents are invited to Parent Orientation and mini classes.

Transition to Elementary School

Transition activities are planned by our teachers for those going on to kindergarten. We encourage all kindergarten-bound families to attend their designated school's orientation sessions. Parents must reach out to prospective elementary schools and request recommendation forms to be completed by our staff. A consent form needs to be signed by the parents if you are allowing schools to come and observe your child. A consent form is available at the front desk.

Teacher Transitions

During periods with staff turnover, the following plan will be implemented to minimize disruption for children and foster an appropriate learning environment.

Children will remain with the same teachers and caregivers for the school year (August through May). If there is to be a change in staff, your children will be prepared in advance.

1. A letter will be sent home to the children's families to inform the families of the change and to introduce them to the new staff.
2. The new staff member shall visit the classroom to meet the children and families prior to the current staff member's departure. This will enable familiarity and recognition to begin.
3. The new teacher will come to the classroom to observe the daily routine and interactions between the teacher and students.
4. Three to four days prior to the departure, the new teacher will come into the classroom to co-teach lessons, interact with the children, and learn more about each individual child through reviewing any documentation or assessments. The teacher will have a clear overview of each child's development and progress.
5. The staff member that is leaving will talk with the children about his/her departure. There will be a "goodbye activity" (such as a special snack) and the children will have the opportunity to make cards, pictures, etc.
6. If there are two teachers in the room and one teacher leaves the center, then the second teacher will help the children cope with the change.
7. When possible, job openings will be filled from substitutes and part-time personnel who are already familiar with the children provided they fulfill the qualifications of the job.

It is the responsibility of all staff to help children and families transition into the classroom without undue stress and discomfort. The transition process is a team effort which involves everyone at Judson Weekday, regardless of organization position.

SAFETY/SECURITY/CHILD ABUSE/SUPERVISION

Judson Weekday is fortunate to have a full-time security guard on the premises.

Cell Phone Usage

Cell phone usage on campus should be limited to just the Sign In and Sign Out process. At all other times we ask that cell phones are not in use during dropping off and picking up your child.

Please do not enter the building while on your cell phone.

Student Information

All student information must be kept up to date. Contact diana.ambrose@judsonbaptist.com if any changes are made to your child's information that we have on file.

Outdoor Play

All children go outside daily (weather permitting). We believe that children should have adequate time to explore the outside world. Being outdoors ensures that children are able to get the exercise and fresh air they need for healthy physical and cognitive development.

If notice is received from the Health Department concerning high levels of air pollution, we will remain indoors as advised. Per DHS regulations, children shall be provided the opportunity for outside play when the temperature is in the range of 32-95 F (after adjustment for wind chill

and heat index) and when it is not raining. Apply sunscreen and insect repellent at home. Dress your child appropriately for the weather conditions of the day. We strive to be outdoors between 45 minutes to one (1) hour every day. The length of time outside will be adjusted according to the weather conditions and the age of the children. Children that are not well enough to go outside daily as part of the program activities should be kept at home for full recovery.

Injuries

Safety is a major concern in child care and so daily safety inspections are completed inside and outside the center area in order to prevent injuries. First aid will be administered by a trained caregiver in the event that your child sustains a minor injury (e.g., scraped knee). If the injury produces any type of swelling or needs medical attention, you will be contacted immediately. Each classroom is equipped with a first aid kit meeting the state regulations.

In the event of a serious medical emergency, the child will be taken to the nearest hospital immediately by ambulance, while we will try to contact you or an emergency contact.

Child Custody

Without a court document, both parents/guardians have equal rights to custody. We are legally bound to respect the wishes of the parent/guardian with legal custody based on a certified copy of the most recent court order, active restraining order, or court-ordered visitation schedule. We will not accept the responsibility of deciding which parent/guardian has legal custody where there is no court documentation.

Suspected Child Abuse

We are required by law to report all observations of child abuse or neglect cases to the appropriate state authorities. If we have reasonable cause to believe or suspect a child is suffering from abuse or neglect or is in danger of abuse or neglect, no matter where the abuse might have occurred we are required to make a call. The child protective service agency will determine appropriate action and may conduct an investigation. It then becomes the role of the agency to determine if the report is substantiated and to work with the family to ensure the child's needs are met. Judson Weekday will cooperate fully with any investigation and will maintain confidentiality concerning any report of child abuse or neglect.

Supervision

The Tennessee Department of Human Services mandates that *the child care agency staff shall be within sight and sound of the children in their care at all times, be aware of their activities, and be able to intervene appropriately* (TCA 1240-04-01-.11 (2 a) AS WELL AS, *the adult must be able to hear the child at all times, must be able to see the child with a quick glance, and must be able to physically respond immediately* (TCA 1240-04-01-.11 (1 a)).

This means that children must be able to be seen and heard at all times by the teacher. For example, if the teacher is working momentarily one-on-one with a child, then the teacher should move positions to be able to see all the children.

EMERGENCIES/NATURAL DISASTERS

Judson Weekday has a full-time security officer on the premises. Staff participate in annual as well as quarterly lock-down/intruder drills and weather drills led by Officer Richard McKee. Judson Weekday has an extensive Emergency Plan that is reviewed annually by DHS as well as the Judson Weekday security committee.

The lock-down/intruder drills are conducted with our students. The drills are conducted in a non-threatening way in order not to frighten the students. Teachers lead a game of quiet Bees to the bee hive. Students are not aware of the intent of the game.

In the event of a tornado, students will follow approved safety procedures. They will be directed to go into the indoor playroom and sit with their heads bowed and hands covering their heads. We try to practice on calm, sunny days so that we do not instill fear as we learn this procedure. Please talk to your children about this drill and what they would do at home in the event of a tornado warning.

We have monthly fire drills throughout the school year.

In the event of a disaster which causes a need to evacuate the Judson Weekday building or leave the immediate area, we would evacuate by to:

First Presbyterian Church Nashville Early Preschool

4815 Franklin Pike, Nashville, TN

(Located diagonally across from Judson Baptist Church)

If emergency personnel require us to relocate to a different location, we will follow their direction.

Parents will be contacted as soon as possible. All children will remain there until they are picked up by parents or it is deemed safe for them to return to school. We would never undertake this evacuation unless it was absolutely necessary and warranted by Nashville emergency personnel.

A complete Emergency Plan Book is located in each classroom and at the Judson Weekday Front Desk.

PARENT ENGAGEMENT

In August parents are invited to an evening Parent Orientation and are offered an opportunity to visit with the classroom teacher prior to the start of school.

During the school year, Judson Weekday will offer education opportunities for the parents of our preschool students. It is our desire to create educational opportunities for families that are sensitive to all cultural backgrounds as well as be inclusive. We do this by creating a welcoming environment for all families, celebrating different cultures within our curriculum, and encouraging families to share their cultural traditions.

PARENT INVOLVEMENT

We welcome ALL of our parents to be involved.

We value families as partners in the growth and development of children in our program. We encourage parents and other family members to be involved in the program, visit children's classrooms, participate in events, and provide feedback on the program. We offer a variety of ways in which families can participate in helping us establish and reach our program goals.

Some examples of parent participation in Judson Weekday are:

- Be a classroom parent.
- Volunteer to read to the classroom or share your talent.
- Volunteer to collect books from the local library that support teacher's themes.
- Provide party snacks, volunteer to supervise a party.
- Help with special classroom projects.
- Engage in Trunk or Treat (Fall).
- Engage in Family Spring Fling (Spring).
- Care for Judson Weekday Staff.
- Share Cultural traditions with classroom.

PARENT ADVISORY TEAM (PAT)

Collaboration with parents is integral to our mission at Judson Weekday. One meaningful way parents can engage in collaboration with us is to participate on our PAT. Parent involvement strengthens our school and our sense of community.

The PAT is committed to supporting the children, teachers and staff of Judson Weekday by lending time, ideas, and talents to enrich our children's Weekday experience. It is comprised of parent volunteers who strive to be an effective channel of communication between Weekday families and the Judson Weekday staff.

The PAT will meet every other month to collaborate on projects and to advance our goals. Additional meetings are called if deemed necessary for any particular project.

Members of the PAT will also meet annually to evaluate Judson Weekday's curriculum; providing feedback and/or suggestions for change if needed.

GRIEF ASSISTANCE

In the event of a death within our Judson Weekday community, we will provide support to the family as well as our community as a whole. Pastoral care will be made available to our Weekday families. Judson Weekday will work with the Parent Advisory Team to set outreach opportunities to further support the family affected. We also have access to Health and Wellness Coaches through Child Care Resource and Referral.

SHAKEN BABY SYNDROME

Never shake a baby under any circumstances!

Shaken baby syndrome is a severe form of child abuse caused by violently shaking an infant or child. When the infant or toddler is shaken, the brain bounces back and forth against the skull, causing bruising of the brain, swelling, pressure and bleeding in the brain. This can cause permanent brain damage or death.

Shaking an infant or small child may also cause other injuries, such as damage to the neck, spine and eyes. Shaken baby injuries usually occur in children younger than 2 years old but may be seen in children up to the age of 5.

Symptoms

The symptoms can vary from mild to severe and may include:

- Convulsions (seizures)
- Decreased alertness
- Extreme irritability or other changes in behavior
- Lethargy, sleepiness, not smiling
- Loss of consciousness
- Loss of vision
- Not breathing
- Pale or bluish skin
- Poor feeding, lack of appetite
- Vomiting

When to Contact a Medical Professional

Call your doctor or healthcare provider if a child has any of the above signs or symptoms, or anytime you think a child has shaken baby syndrome.

If you think a child is in immediate danger because of abuse or neglect, call 911. If you suspect that a child is being abused or neglected, the law requires that you report it immediately at **877-237-0004** or you can visit the [TN.gov Child Abuse Referral and Tracking page](https://www.tn.gov/child-abuse-referral-and-tracking). You may also use Childhelp National Child Abuse Hotline (**800-4-A-CHILD**).

First Aid

Call 911 or your local emergency number if immediate emergency treatment is necessary. If the child stops breathing before emergency help arrives, [begin CPR](#).

Steps to Take If the Child Is Vomiting:

If you don't think there is a spinal injury, turn the child's head to one side to prevent the baby from choking and breathing in vomit to the lungs, a situation known as aspiration.

If you do think there is a spinal injury, CAREFULLY roll the child's whole body to one side at the same time (as if rolling a log) while protecting the neck to prevent choking and aspiration.

If the child is vomiting, do not pick up or shake the child to wake him or her up. And do not attempt to give the child anything by mouth.

Prevention

- NEVER shake a baby or child in play or in anger. Even gentle shaking can become violent shaking when you are angry.
- Do not hold your baby during an argument.
- If you find yourself becoming annoyed or angry with your baby, put him in the crib and leave the room. Try to calm down. Call someone for support.
- Call a friend or relative to come and stay with the child if you feel out of control.
- Contact a local crisis hotline or child abuse hotline for help and guidance.
- Seek the help of a counselor and attend parenting classes.
- Do not ignore the signs if you suspect child abuse in your home or in the home of someone you know.

Every parent has access to the 24-hour Parent Helpline (**800-CHILDREN**) for support.

SMOKING/VAPING

The poisons in secondhand smoke are especially harmful to infants and young children's developing bodies, therefore the indoor and outdoor environment used by Judson Weekday are non-smoking areas at all times. The use of tobacco in any form as well as vaping is prohibited on Judson Weekday's premises.

PRIVATE EMPLOYMENT AT JUDSON WEEKDAY

Any arrangement between families and Judson Weekday staff outside of Judson Weekday programs and services is a private matter and is not connected to or sanctioned by Judson Weekday.

Judson Weekday reserves the right to alter the illness policy without advance notice at any time if deemed necessary for the health and safety of the children and staff in our program.

BEFORE THE FIRST DAY CHECKLIST

1. Tour Judson Weekday Facilities
2. Complete and submit an application accompanied by the registration fee of \$140.00.
3. Pay Security Deposit by end of first week of March or as soon as being accepted into Judson Weekday.

All forms MUST be turned into the Judson Weekday office no later than March 5th. Tennessee law requires all forms to be completed, submitted and recorded prior to a child's first day of school.

Enrollment Forms Required

- All students new and returning must complete and return all forms
- New students must submit a TN Certificate of Immunization Form. Fax to: 615-833-3241
- Returning students must submit updated TN Certificate of Immunization if immunizations have been updated
- New families must turn in an ACH Form along with a voided check.
- Returning families must submit an updated ACH Form only if their banking arrangements have changed
- All forms are due March 5th. Forms can be downloaded from www.judsonweekday.com
- If enrolled after March 3rd all paperwork and fees are due upon acceptance.

Child Care Resources & Referral/Complaint Hotline:

800.462.8262

615.313.4820

Department of Children's Services Abuse Hotline:

877.237.0004