

# Lascassas Baptist Preschool



TO KNOW. TO GROW. TO SERVE.

4750 East Jefferson Pike  
Lascassas, TN 37085  
615-895-2370

## Parent Handbook 2023 – 2024

### **Mission Statement and Philosophy**

*Behold, children are a heritage from the LORD, the fruit of the womb a reward.  
Psalm 127:3*

*At Lascassas Baptist Preschool, our calling is to work with children; stimulating their physical, emotional, social and intellectual growth. Our ministry is to work with families by offering programs to families who need child care, but desire a quality preschool. And our passion is to combine them both! By using the best curricula and utilizing the talents of our teachers, we are able to make our calling, our ministry, and our passion a reality.*

*Thank you for trusting us with your child's education, health, and well-being.*

## Our Staff

We are very proud of the team we have assembled at Lascassas Baptist Preschool. We prayerfully consider each staff member during our interview process. Furthermore, every person at LBP undergoes a criminal background and fingerprint check to ensure your child's safety. Everyone participates in extensive training including: CPR/First Aid, SIDS, Adverse Childhood Experiences, and additional age-specific trainings on various aspects of child development, appropriate practices, and education principles to implement into our classrooms. Most of all, the staff at Lascassas Baptist Preschool LOVE our students and it shows!

## Lesson Plans and Curriculum

The lesson plans we create at LBP are centered around the Tennessee Early Learning Developmental Standards (TN-ELDS). We ask ourselves, "What should children be able to do at each stage of development?" This helps us build personalized experiences for every child at LBP. The lessons prepared are theme-based and full of activities the students not only learn from but have fun doing as well! Most importantly, we feel that instilling Christian values is the most valuable part of the LBP experience. The Bible lessons are taught from *The Complete Illustrated Children's Bible* and include verse memorization and weekly chapel classes with our pastor, Dr. Kenneth Summey. We also take great pride in the report cards that we have created ourselves. They are developmentally based and expand to academic standards as your child grows and are completed every nine weeks. They are a wonderful tool for your child's success at LBP.

## Tuition

Tuition is decided by how many days a week the child comes, the times selected, and the child's age. Payment is always required regardless of their actual attendance. Tuition is due by the 1<sup>st</sup> of each month (unless otherwise noted) and is considered late on the 5<sup>th</sup>. If tuition is paid after this date, a \$10.00 late fee is assessed. If payment is more than two weeks late, enrollment may be terminated. A \$32.00 banking fee will be charged if a check is returned due to insufficient funds. All checks should be made payable to LBP and sent in an envelope marked "tuition" in your child's preschool folder. **No refunds will be given for days missed due to family vacations, illness, and emergency or weather-related school closings.** A sibling discount is offered for families with multiple children. For children who attend five days a week, tuition discounts will be given for the months containing Fall Break, Thanksgiving Break, Christmas Break, and Spring Break. **Cash is not accepted as a form of tuition payment. Only checks, money orders, or electronic checks from your financial institution will be accepted. Online payments are available upon request but are subject to a 3% fee.**

## Expected Fees

All students are required to pay a non-refundable annual \$100.00 Registration Fee at time of application. Registration for current students and their families occurs in January for the upcoming summer and fall semesters. For families who choose to withdraw from LBP in the summer months, a Summer Holding Fee will be charged for the months of June and July. The amount due varies, depending on your child's schedule.

M/W or T/Th	\$50/month
M/W/F or T/Th/F	\$75/month
Monday – Friday	\$100/month

The fee amounts also apply if a spot is being held for a child, for example, a newborn or a sibling that doesn't intend to start on time. The Holding Fee will be charged until the child begins their normal schedule and is subject to classroom availability.

## Annual Rate Change

Rates will be adjusted annually for all new students. As a current LBP family, you will lock in your rate for the remainder of your time with us. If you leave LBP and then return, you will be subject to a new rate. (This will not apply to families who stay home for the summer and pay the Summer Holding Fee.) If a sibling enrolls, they are subject to the current rate.

## Drop-Off and Pick-Up Times

In the fall and spring sessions, LBP is open from 7:00 am – 4:30 pm. In the summer session, LBP is open from 8:00 am – 3:00 pm. It is very important to drop your child off at the time you selected during registration. We schedule our teachers and staff according to these times. When a child comes before their scheduled time, even by just five or ten minutes, we run a risk of being out of ratio, meaning we don't have enough teachers for all the children present. This is a serious violation with DHS and we cannot let this happen.

The same applies to your scheduled pick-up time. Please pick-up at the time you selected. With the risk of being out of ratio and the high cost of overtime for our staff, we are going to have to be very strict on this policy. If you are going to be late, please call us as soon as you can, and we will try to accommodate you.

If this is something that continues and you are too early dropping off in the mornings OR late picking up in the afternoons more than three times, you will be charged \$1 per minute before or past your selected times. You will receive a notice in your child's bag and the cost will be added to your tuition invoice.

## Communication

There are many ways to communicate with the administration at LBP. The **best** and **most practical way** to contact the school is to call our office at 615-895-2370 or you can email us at:

Jenny@LascassasBaptistPreschool.com  
Michelle@LascassasBaptistPreschool.com  
LascassasBaptistPreschool@gmail.com

You can also send us a message on our Facebook page, Lascassas Baptist Preschool. Be sure to like us and then also follow us on Instagram!

Another way to get in touch with us is through the Remind Text Messaging App. Information on how to join our group can be found at the end of this handbook.

If you have emailed or texted us without a response and you need immediate assistance or have important information that we need to know, please call our office at 615-895-2370. Someone always has a school phone in their possession.

***Classroom teachers are forbidden to text, call, or send photos to parents during their working hours. It is imperative that you do not contact the classroom staff during their class time. If you need to speak with a teacher, please call the school office.***

## Forbidden Items

We care deeply about making sure our children are safe and healthy! There are many things that the state simply does not allow, as well as things that create problems in our day-to-day operations. The following is a list of items that we consider to be forbidden and further information can be found throughout this Parent Handbook.

- Necklaces and bracelets – all ages. This includes teething necklaces.
- Pacifier clips
- Pacifiers with stuffed animals attached
- Large blankets or pillows
- Toys, unless designated as a special day by your child’s teacher (only a small lovie for nap is allowed)
- Glass containers or glass bottles
- Medications (prescription or non-prescription) in your child’s bag (only non-prescription diaper cream is allowed)

## Special Notes for Infants

This information is taken directly from the State’s rules for Infant Care. In no certain order:

- All bottles, formula, breast milk, snacks, and baby food brought from home is to be **labeled with the child’s name and dated.**
- Frozen breast milk should be dated for the date it was expressed and labeled with the child’s name.
- Uneaten formula and breast milk may not be returned to the refrigerator or rewarmed.
  - Uneaten formula may remain in a bottle and offered again within one hour.
  - Uneaten breast milk may remain in a bottle and offered again within two hours.
- Bottles shall not be propped, and a child shall not be given a bottle while lying flat.
- Solid foods (including cereal) shall not be given to children in bottles or infant feeders.
- Previously opened baby food jars shall not be accepted.
- If food is fed directly from the jar by the educator, the jar shall be used for only one feeding and discarded. It cannot be sent home.
- No infant shall be allowed to sleep in a car seat, in a swing, or in other restraining devices.
- Infants that arrive asleep in car seats must be immediately removed and placed on their back in a crib.
- Infants that fall asleep anywhere other than a crib must be immediately removed and placed on their back in a crib.
- Soft bedding, toys, and mobiles in cribs are prohibited.
- Teething necklaces, pacifier clips, and pacifiers with stuffed animals attached are forbidden.

## Best Practice Suggestions

- **We do not recommend flip-flops or sandals for any child at LBP.**
- Rompers are not recommended. They make it difficult for children to use the bathroom.
- We get MESSY at LBP. We do not recommend wearing your “Sunday Best” to LBP.

# General Information

## Licensing Requirements

Upon enrollment, each family is sent a copy of the summary of licensing requirements for child care centers in the State of Tennessee. We keep a complete copy on our Welcome Table for you to look through at any time and it can also be found on our website.

## Paperwork Requirements

No child can start at LBP until all paperwork is completed and received in our office. Our school is licensed by the State of Tennessee who conducts annual inspections of our files to ensure they are complete. A one-time on-site visit is required prior to enrolling your child at Lascassas Baptist Preschool. Please notify the director if there is a change in any emergency information you have provided. Your children's good health and safety is of utmost importance to us!

## Supplies Needed

- Backpacks should no larger or smaller than 12x15. It should have a pocket on the outside for a drink cup. This is the perfect size for preschool!
- Complete change of clothes, even shoes and socks for those children potty training.
- Diapers/wipes, if necessary. (Pack plenty and extras are encouraged to be stored!)
- Two snacks, lunch, and a milk (send sippy cups/bottles and utensils if needed). Sending an additional cup for water is also recommended.

## Snacks and Lunches

Your child needs to bring two snacks and a packed lunch every day that meets the USDA guidelines listed below. Please use **unbreakable (no glass!)** containers/cups/utensils and label everything. Provide foods that your child can manage by themselves with minimal assistance and that do not require microwaving. These lunches are not refrigerated, so provide cool packs when necessary. USDA ready lunches contain:

- 1 serving of fluid milk
- 1 serving of grains/bread
- 1 serving of meat or meat alternative
- 2 servings of fruits/vegetables

## Birthday Treats

Birthdays may be celebrated by sharing special treats, store-bought – not homemade. Coordinate this with your child's teacher.

## Labeling Items

It is extremely important that you label EVERYTHING that comes to LBP. We reserve the right to label anything that we deem necessary.

## Clothing

As children tend to get messy at preschool, washable play clothes and shoes should be worn each day. Sandals and flip flops **are not** recommended. Fasteners on clothing should be simple enough for your child to handle at bathroom times. Avoid rompers for potty trainers, as those are very frustrating for little hands. Always keep a complete change of clothes in their bag.

## Necklaces and Pacifiers

**ALL** necklaces, including teething necklaces, are **strictly prohibited** in all classrooms. There will be no exceptions to this rule. Pacifier clips and pacifiers with animals attached are also prohibited.

## Naptime

State licensing requires that children rest each day for at least one hour. Quiet activities will be provided for early risers and non-nappers. Your child will rest on a naptime cot. Cot sheets and blankets are provided and will be kept at school and laundered weekly. Your child can bring a small lovie if they like. Do NOT send pillows or bulky blankets.

## Toys

Please do not allow your child to bring toys from home except on special days designated by their teacher. Toys of a violent nature (guns, knives, etc.) are not permitted at any time.

## Playground

Children will have the opportunity to play outside each day, weather permitting. If the temperature is between 32° and 95° (taking wind chill factor and heat index into account) we will go out. Outside privileges will not be withheld from your child without a written note from your child's physician. Good judgment will dictate our playground usage.

## Potty Training

We work closely with parents as they begin the potty training process. Speak with your child's teacher about methods you are using at home. By the time your child turns 3 years old, we strongly recommend he/she be potty trained. Delays in these areas may prevent your child from advancing to the next class.

# Health, Safety, and Security Policies

## Abuse

Anyone suspecting abuse of a child should call the Tennessee Central Intake Child Abuse Hotline. Callers can remain anonymous - 1-877-237-0004.

## Injuries

In the case of accidental serious injury, we will make an immediate attempt to contact the parent or guardian. If they cannot be reached, we will then seek emergency assistance. A minor injury will not necessarily warrant parent contact immediately. All injuries, whether serious or minor, will be documented on an Accident/Injury Report for parents to view at pickup.

## Immunizations

The State requires that each child have a current **immunization form** in their file BEFORE their first day of school. Children must also show a completed **physical examination** (located on same immunization form). This form must be signed or stamped by a physician or health care agency. In addition, we encourage parents to make sure their child is given a flu shot yearly to prevent the spread of the flu.

## Infectious Disease, Illnesses, etc.

Preschoolers by nature are exposed to a great deal of bacteria and viruses causing illnesses. We strive to keep the classrooms and bathrooms as clean as possible. Parents of every child enrolled will be notified immediately if a communicable disease has been introduced into the school. These include, but are not limited to:

COVID-19

Lice (be nit free before returning to LBP)

Scabies

Hepatitis A

Salmonella

Shingella

Measles, mumps and/or rubella

Whooping cough (pertussis)

Polio

Haemophilus influenza type B (Hib)

Meningococcal meningitis

As a courtesy, please let us know if your child (or a member of your immediate family) has contracted COVID-19, chicken pox, mumps, measles, etc.

## Allergies

Please inform us of any allergies or medical conditions your child may have. These are to be noted on the Enrollment Agreement.

## Peanut Allergy Policy

Lascassas Baptist Church is a shared, multi-use facility. Other than the regular weekly worship services on Sundays and Wednesdays (including serving of a meal on Wednesday evenings) and housing our preschool, LBC accommodates weddings, church ministry events, banquets, and many other special activities. While we cannot guarantee our facility to be peanut free, we can promise it will be peanut safe. **It is REQUIRED that all parents let the staff know if peanut butter products are in your child's lunchbox.** This helps us determine where children can sit while eating lunch. However, if a registered student brings a doctor's protocol stating the child's allergy and limitations, the following precautions will be taken **ONLY** at the parent's request:

- The **allergic student's classroom** will be **PEANUT FREE**
- **NO** food items furnished by LBP that contain peanuts will be used in the classroom.
- Special party items or classroom experiments containing peanuts will be banned in that classroom.
- Parents in the classroom of a child with a peanut allergy will be asked to sign a peanut free policy form and agree **NOT** to bring peanut products into the classroom. In the event a parent refuses to sign the peanut free policy form, their child will eat lunch at another class's table or classroom.
- **ALL** students of LBP will wash their hands with soap and water at least as often as the following times:
  - Upon arrival at LBP
  - Before **AND** after messy play
  - Before **AND** after lunch
  - Each time students re-enter classroom
- LBP will make every effort to clean and sanitize common areas often (tables, chairs, counters, doorknobs, etc.)
- LBP will offer a substitute to children in the peanut free classroom who accidentally bring items which are prohibited for the sake of an allergic student.

# Health, Safety, and Security Policies Continued

## Other Allergy Policies

Other life-threatening allergies will be dealt with the same protocol as a peanut allergy. However, please be aware that even though we will do everything we can to keep these products away from your child, we cannot guarantee 100% safety due to the many other people that use our building and classrooms on a regular basis.

## Disease Control

Every precaution is taken for the health and safety of the children. Please DO NOT send your child to preschool if he/she exhibits any of the following symptoms 24 hours prior to attending preschool:

- Unexplained rash
- Vomiting and/or diarrhea
- Eye infection (pink eye)
- Heavy & discolored nasal discharge
- Fever over 100.4 degrees
- Frequent deep cough

**Your child must be free of symptoms or fever and/or taking antibiotics for at least 24 HOURS before returning to preschool.**

If a child becomes ill during the day, parents will be notified and will be asked to pick up the child as soon as possible and no later than two hours after receiving the call. No medication (prescribed or over-the-counter) will be administered by the staff except, in life-threatening situations, (Epi-pen, etc). Non-prescription diaper ointment and sunscreen can be brought from home. Diaper rash ointment and sunscreen MUST be labeled with your child's name. Permission MUST be given on your Enrollment Agreement to apply any of these ointments. Ointments will be placed in a secure area in the classroom. If you do not provide diaper ointments or sunscreens, we reserve the right to use what we have on hand if permission has been given.

**Prescription or over the counter medicines CANNOT be left in your child's bag at school.**

## Child Safety Curriculum – Keeping Kids Safe

Each child aged three and up will be taught the State of Tennessee's child personal safety curriculum. This curriculum shall include a DHS recognized component for the prevention of child abuse including, for children four years of age and older, a child sexual abuse prevention component. You will receive a weekly letter outlining what will be discussed.

## Emergencies/Drills

In the event of fire, classes are taken to the nearest safe exit and will meet on the lawn between LBC and the Lascassas Post Office. In the event of threatening weather, we proceed to our designated areas in the inner hallways and classrooms. A security plan is in place as well. LBP conducts monthly unannounced fire drills and periodic tornado, and security drills.

## Evacuation

If there is an imminent threat to our building (gas leak, etc.) and an evacuation needs to occur, we will relocate the children to Lascassas Elementary School until they are picked up by a parent. If such a threat requires us to be further away than LES, we will evacuate to Kroger at 2050 Lascassas Pike. Notification of either type of relocation will be done with our text messaging service.

## Privacy

Your child's privacy is concern number one for us here at LBP. On the Enrollment Agreement, there is an option to opt-out of your child being a part of our Facebook, websites, promotions, and other advertising. If you do not want your child to appear on these pages, please indicate that and we will gladly honor your request.

## Signing In/Out

You will sign your children in and out every day. We must know who is in the building at all times and in case of evacuation, this form will be used when accounting for the children. Classrooms also have attendance sheets that are used by the classroom teachers. Non-agency staff, such as Little Kicks Tumbling or Soccer Shots, will sign children out for their services. Parents give individual permission for this as necessary.

## Security

Children will only be released to those authorized by the parent on the Emergency Contact Information Sheet. If there is a change, a parent must call and inform us in advance of pick-up time. Please also know that anyone new picking up children at LBP will be checked for photo ID. If the person picking your child up arrives and their behavior is such that it places the child at risk, the staff has the right to intervene and make other arrangements for him/her (i.e. call another emergency contact, etc.).

# Conferences and Behavior

## Conferences

We offer parent-teacher conferences four times a year and others can be scheduled as needed. Avoid talking to your child's teacher about him/her in their presence. Share any concerns with the teacher by sending notes in your child's preschool folder. You will receive a daily report to let you know what your child did during the day.

## Discipline

Good discipline is not just enforcing rules but caring enough about your child to provide clear guidelines for them to follow. Our main goal is to provide positive reinforcement so that children will feel good about themselves and therefore want to follow the rules of our preschool. We will strive to reinforce all appropriate behavior and promote your child's self-esteem and to only condemn the inappropriate behavior – never the child. Redirection is our main disciplinary technique. The teacher will help your child verbalize their feelings and after they have regained control, they will discuss a plan for him/her to rejoin the activity. Corporal punishment or threats of it are prohibited by LBP. If disruptive behavior continues, a conference will be scheduled with a parent so that ways to help the child can be discussed. The director may recommend that your child be evaluated by other professionals. These are resources that help children learn social skills and other skills to help them overcome any issues they may be facing. However, if severe disruptive behavior continues, it could result in removal from the program. We cannot and will not tolerate continued and repeated instances of unacceptable behavior.

## Transitioning to New Classes

Children are placed in classrooms based upon age and developmental needs, as well as the needs of the school as a whole. Children can be moved from one room to another throughout the year if space is available. Those children will have a transition period lasting from one to two weeks before permanently joining the next class. This transition time will allow the child to visit his or her new room and interact with the children and teacher at his or her own pace. For an infant to move into the toddler age group, he/she should be weaned from the bottle, eating table foods, and preferably walking. Detailed plans are sent home to explain this process.

## Separation

Attending preschool is an exciting, but often difficult experience for young children. They can feel anxious when they realize their parents will not be staying at school with them. These feelings are normal, but please do not linger at drop-off. This causes more harm than good. We assure you that they seldom continue to cry for more than a few minutes after their parent is out of sight. We promise to contact you if they don't calm down in a reasonable amount of time. When they realize you come back at the end of each day, the fear of separation is lessened, and they are more confident about coming to preschool.

## Biting

During the infant and toddler years, biting is a developmentally appropriate activity, however, it is not a desirable one. Just like cases of hitting and throwing tantrums, we can help the child work through this phase, too. This issue causes a tremendous amount of stress on the children involved and their parents. In our Infant and Toddler rooms, we use a variety of strategies to make sure the frequency of biting is minimized. First, we try to identify the cause of the biting. Many times, it is caused by teething or lack of words. We then work with the parents to help curb the tendency to bite. Sometimes a child simply needs to be redirected to a teething ring sent from home or be reminded to be gentle to our friends. If a child bites more than two times in one day, we may ask a parent pick them up and spend a little extra one on one time with him/her. We will do everything we can to work with parents to keep this from occurring, however, if biting continues, dismissal from LBP may occur.

## Dismissal

LBP reserves the right to dismiss a child in the event of any of the following situations:

- If the child, after being in the program for one month, seems unable to adjust.
- If the child repeatedly shows violent behavior or is unwilling to cooperate with teachers.
- If fees have not been paid by two weeks from the due date.
- If a parent behaves in a way that causes problems within the program.



## Special Programs and Graduation

At LBP, we love to show off our kids! As a parent here, you can expect several special activities to occur throughout the school year. We invite you to take part in our Parent Involvement Committee, so you can see firsthand what fun we have. The children participate in many classroom parties throughout the year, fun events, programs, and so much more. In May, the Pre-K classrooms participate in an End-of-Year Program and Graduation. For a child to graduate from Lascassas Baptist Preschool, he or she must be kindergarten eligible, meaning they are five years old on or before August 15.

## Closings and Calendar

We model our school closings after the Rutherford County School System – anytime they are closed, we will be also. If there is a reason to vary from this schedule, we will notify our families. Keep in mind that whenever Rutherford County opens late or closes early for inclement weather, LBP will also. We use Lascassas Elementary School's opening and closing times to determine our inclement weather times. Please remember there is no Before Care when we open late and there is no After Care if we close early. Tune in to your local stations for weather updates. We will update our Facebook and Instagram pages immediately and text all parents who have signed up for that service. To cut down on confusion, please use this guide below to determine these late opening and early closure times.

If RCS open:	1 hour late 2 hours late	LBP will open:	8:30 a.m. 9:30 a.m.
If RCS close:	1 hour early 2 hours early	LBP will close:	1:30 p.m. 12:30 p.m.

## 2023-2024 School Closures and Important Dates

Monday, September 4  
**Labor Day**

Tuesday, March 5  
**Election Day**

Monday, October 2 – Friday, October 6  
**Fall Break**

Monday, March 25 – Friday, March 29  
**Spring Break**

Monday, November 20 – Friday, November 24  
**Thanksgiving Break**

Wednesday, May 22  
**Last day of spring semester**

Wednesday, December 20 – Friday, January 5  
**Christmas Break**

Monday, May 27  
**Closed for Memorial Day**

Monday, January 15  
**MLK Day**

Tuesday, May 28  
**First day of summer session**

Monday, February 19  
**Presidents' Day**

Monday, June 3 – Friday, June 7  
**Closed for Vacation Bible School**

***Beginning in summer 2024, the days and hours for our summer session will be Monday – Friday, 8:00 am – 3:00 pm.***



Remind is a text messaging service for schools to use to communicate with their parents and staff.  
Please sign up today!

Text the message @lbp1273 to the number  
81010.

If you're having trouble with 81010, try  
texting @lbp1273 to (615) 866-2512.

*\* Standard text message rates apply.*



## Community Resources and Important Phone Numbers

**ANY EMERGENCY!**  
911

**Saint Thomas Rutherford Hospital (ER)**  
615-893-4100

**Sheriff's Department**  
615-898-7770

**Poison Control Center**  
1-800-222-1222

**Child Care Complaint Hotline**  
1-800-462-8261

**Child Abuse Reporting**  
1-877-237-0004

**Department of Children's Services**  
615-217-8900

**Department of Human Services**  
615-848-5153

**Mid-Cumberland Child Care Resource and Referral**  
931-648-3695 OR 1-866-446-6006

**TEIS (Tennessee Early Intervention System)**  
615-904-3636 OR 1-800-852-7157

**Lascassas Baptist Church**  
615-890-1858

**Lascassas Community Food Bank**  
615-830-5298