

## ABSENCE

If your child is going to be absent, please notify your child's teacher or leave a message with the office.

## ILLNESS POLICY

Please do not send your child if there are symptoms of illness to protect others in the program. Children should be symptom free without fever-reducing medication for at least 24 hours before returning to school.

These symptoms include the following:

- Fever within the last 24 hours
- Pink Eye
- Vomiting
- Diarrhea
- Any unexplained rash
- Excessive runny nose
- Sore throat
- Croup or chronic cough
- Any skin infection (boils, ringworm, impetigo)
- Symptoms of the usual childhood diseases (chicken pox, scarlet fever, etc.)

If your child has been exposed to any of the below illnesses while at CV Prep, you and other families in the class will be notified. The infected child's identity will remain confidential.

- Fifth Disease
- Hand, Foot, and Mouth Disease
- Lice
- Pink Eye
- COVID
- Other contagious illnesses

If your child should become ill during the school day or show signs of illness, you will be called to pick up your child. In the case of an emergency when immediate medical care is needed, children will be taken to Williamson Medical Center.

If your child needs medication dispensed during the school day, please talk with Cindy or Judy to make a plan and fill out the form provided (on our website or in our office). If this is a prescription medication, we will require a physician's authorization on the form prior to dispensing

## WITHDRAWAL

We require advance notice of withdrawal from our program. This notice must be given in writing to the Director at least 1 month before the final day of attendance. When this notice is provided in writing, tuition for the student's final month in the program will be covered by the non-refundable deposit. Failure to provide proper notification will result in a full month's tuition being charged on the first day of the final month of attendance, even if the child will not be attending for the entire month. (Please note: As stated under Tuition and Fees, the CV Prep Deposit is a non-refundable deposit.)

## ENROLLMENT DISCONTINUATION

On rare occasions, we may determine that our program will not or is not meeting the needs of a particular child or family. Thus, we reserve the right to refuse

admission or to ask a family or child to be dismissed in such circumstances. The decision to discontinue a child's enrollment will be made only upon careful consideration and discussion with parents, classroom teachers, and the Director.

Examples of situations in which we may refuse admission or discontinue a child's enrollment in the program include, but are not limited to, the following:

- Excessively disruptive or aggressive behavior that threatens the safety and well-being of self or others.
- Behavior requiring one-on-one attention from a teacher to a degree that interferes with caring for the remaining program participants.
- Unpaid tuition more than 40 days past due. Instances that, in the discretion of the Director and/or the Committee, justify discontinuation or admission refusal.
- Any situation that may jeopardize the safety of our children and staff.

*A Ministry of ClearView Baptist Church*  
537 Franklin Rd. Franklin, TN 37069

clearviewprep.org

615.599.7685  
cvprep@clearview.org

## PARENT HANDBOOK

# CLEARVIEW PREP

## PRESCHOOL

### CLEARVIEW PREP

is a preschool ministry equipping children for success in elementary school and beyond.

Our Tuesday/Thursday program offers age-appropriate classes for children from 8 weeks through 5 years of age.

Director: Cindy Cornelius  
Assistant Director: Judy Winton  
Hours: Tuesdays & Thursdays 9:15-2:15  
Extended Care: 2:15-3:15

### TUITION & FEES

Registration Fee – A registration fee of \$125.00 is due with your child's registration and is non-refundable.

### DEPOSIT

July 1st a non-refundable deposit of \$280 (one month's tuition) is due. This will cover the tuition for the child's last month of enrollment.

### TUITION

Since Tuition of \$280 is a set monthly fee, it will not fluctuate due to absences,

holidays, or months with five weeks. Monthly tuition September-April is due the 1st day of each month.

### LATE FEES

There is a \$20 late fee for tuition paid after the 15th of the month. Failure to pay tuition or late fees may result in the loss of your child's place in the program. Please talk to us if your family incurs a financial difficulty. We will work with families in a confidential way if there are financial needs.

### SECURITY FEE

**\$180 Per Family Due August 1st**



## CURRICULUM

### BABIES-2 YEARS OLD

WEE Learn  
Thematic units with learning centers, activities, and play Kindermusik

### 3 YEARS OLD – PRE-KINDERGARTEN

Learning without Tears  
Thematic units with learning centers, activities, and play Hands On Bible Kindermusik

Our curriculum is designed to be developmentally appropriate and help the child grow in all facets of his/her life-physically, mentally, emotionally, socially, and spiritually. Since children learn best through hands-on activities, lessons are built around play and experiential learning.

## COMMUNICATION

Teachers will send class information about their upcoming unit studies in your child's take-home folder. The director will email a monthly school newsletter which includes tuition links, upcoming events, and reminders. There is also a private Facebook group for parents and staff.

Please avoid long conversations at drop-off and pick-up lines. You are welcome to set up an appointment with us to discuss any needs or concerns.

## SECURITY

For your child's safety, our buildings will remain locked during the school day. If you are on campus any time other than drop-off and pick-up, you will need to sign in at the receptionist desk at entrance C5 and receive a visitor badge.

## THINGS YOUR CHILD WILL NEED...

### BABIES AND YOUNGER ONES

- Canvas bag with handles
- Lunch box with ice block and spill proof cup or bottle

### OLDER ONES AND TWOS

- Tri-fold rest mat with a fabric cover and a small blanket that will be stored at school
- Canvas bag with handles
- Lunchbox with ice block, divided dish with lid and spill-proof cup
- Diapers or pull ups with Velcro sides

### THREES (MUST BE POTTY TRAINED BY 3RD BIRTHDAY)

- Backpack (large enough for lunchbox & folder)
- Lunchbox with ice block, divided dish with lid, and spill-proof cup

### FOURS AND PRE-K

- Backpack (large enough for lunchbox & folder)
- Lunchbox with ice block, divided dish with lid, and spill-proof cup

## OTHER

- We ask that children not bring toys to school other than for show-and-tell times. Small stuffed animals or blankets may be brought for rest time.
- Please DO NOT send any glass containers.

## CLOTHING

Children should wear comfortable play clothes and closed-toe-shoes (such as athletic shoes). Your child will be experiencing hands-on activities including painting, water,

nature items, and outside play. Please send a complete change of clothes appropriate for the season, including underwear and socks, in their bag every day in case of an accident or spill.

## ALLERGIES

We recognize that food allergies are a serious matter. Families with allergies will need to complete an allergy form (available online) by August 1. If your child has an EpiPen, please supply one that stays at school. To protect children with allergies, all children will wash their hands when they enter the classroom each morning. Teachers take every necessary precaution to begin each day with a clean classroom. A list of basic snacks will be provided. A parent always has the choice to provide a snack from home. Teachers and parents will partner together so that all children are included in activities and special celebrations.

## LUNCHES

Please send a healthy lunch for your child. Do not send popcorn or nuts in your child's lunch as they are choking hazards. Grapes must be quartered and hot dogs must be cut lengthwise and across in small sections. Each child's lunch should be ready to eat without any further preparation and heating. Teachers with children ages one and younger can warm food.

## SNACKS/TASTINGS

A mid-morning snack will be provided. Cooking and tasting activities are part of the curriculum. Children will be encouraged to try new foods but not forced to eat if they are not interested or have an allergy. Teachers will work with parents on substitutes for cooking projects when allergies exist.

## POTTY TRAINING

Our desire is to partner with parents in potty training and to use the same cues and procedures

used at home as much as possible. Please talk to your child's teachers when you are ready to begin potty training. Children using Pull-Ups should have the Pull-Ups with Velcro sides for easy changing.

We expect children to be potty trained by their 3rd birthday so that we can focus more on social development and learning during the preschool day. Parents should begin potty training their child prior to their 3rd birthday as our 3-year-old classrooms do not have changing tables.

We understand that accidents will happen, and we will handle them with privacy and grace. Please let us know if your child has special needs in this area.

## DISCIPLINE

We attempt to make all our interactions with children positive, while maintaining the safety and well-being of all children. Staff and parents partner together on strategies and solutions to help each child.

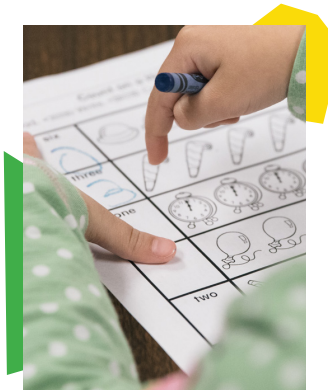
Teachers provide choices, set realistic expectations, encourage your child to express feelings, and use consequences that are related to their conduct. When behavior challenges occur, our first step will be to redirect a child and remind them of the appropriate behavior before removing a child from the activity. If disruptive behavior persists, a child may need to visit the director's office for a reset.

If the above steps are ineffective, we will notify parents and ask for help with new strategies. We want to do everything possible to help each child succeed. If behavior problems persist after we have exhausted all resources, we may need to remove the child from the program.

## ARRIVAL

Classrooms open at 9:15 A.M. Please wait outside the classroom or at one of our play areas before 9:15 A.M. as teachers are using this time to prepare and pray for the activities of the day. Please complete the sign-in sheet outside your child's classroom.

**Please do not enter a classroom if teachers are not present.**



## DEPARTURE

Babies - Twos should be picked up in their classroom. Threes – PreK participate in carpool located at the covered circle drive. If they have a younger sibling in the program, please pick up your children inside the building. If you will be unable to pick-up, please call the CV Prep office (615-599-7685) and inform them of who is picking up your child. Written permission or a phone call is necessary for a child to leave with any person other than a parent. A Photo ID will be required at pickup when someone new, whom we have not previously met, is picking up for first time.

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

## EXTENDED CARE

We offer Extended Care from 2:15-3:15 for \$10.00/1st child, \$8/each additional child. Please sign up for this when dropping your child off in the morning. Should something come up during the day where you need your child to stay, please call the church or email Cindy/Judy by 1:30 pm to add your child to the list. Finally, in the unforeseen event that you get stuck in traffic on your way to pick up and will be arriving after 2:15, please call the church and let us know. We will take your child(ren) to Extended Care for the Extended Care cost, not the late fee cost. 615-794-5488

## LATE ARRIVAL

- Please contact us if you will be late.
- Park in the provided spaces in the south parking lot and enter the building using the C5 doors.
- Our receptionist will assist you.
- We will charge a late pick-up fee of \$3.00 per minute per child.

If your child is not picked up by 2:15, a late fee will begin accumulating at 2:16 at \$3.00 per minute, and they will need to be picked up at the extended care location.

## WEATHER CLOSINGS

We follow Williamson County School for weather closings, delayed openings, and early dismissals. We will be closed if WCS is closed. If WCS start is delayed, we will open at 10:30. Should there be an early dismissal for weather or emergency reasons, we will call parents with this information as soon as it is made available. We will not make up days missed for emergencies and weather events.