



## PRESCHOOL PARENT HANDBOOK

(Revised July 2008)

COVENANT ACADEMY  
COVENANT FELLOWSHIP CHURCH  
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**THE PURPOSE OF THIS HANDBOOK IS TO PROVIDE STUDENTS AND PARENTS WITH POLICIES, PHILOSOPHIES, AND INFORMATION CONCERNING COVENANT ACADEMY. IN THE EVENT SITUATIONS OCCUR THAT ARE NOT COVERED IN THIS HANDBOOK, THE COVENANT ACADEMY BOARD OF DIRECTORS HAS GIVEN THE DIRECTOR FINAL AUTHORITY. THE COVENANT ACADEMY BOARD OF DIRECTORS RESERVES THE RIGHT TO AMEND THIS HANDBOOK AT ANY TIME**

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*Dear Parents and Students,*

*Welcome to Covenant Academy and Covenant Fellowship Church! Thank you for choosing us to educate your child/children. We hope that you and your child/children will be happy here and feel at home. Our goal is to provide a quality program to nurture each child's physical, mental, spiritual, social and emotional development. As we continue to grow we are working diligently to ensure that this growth is done in a controlled manner where the safety and well being of the children who are under our care is our first priority.*

*If you have questions or concerns please discuss it with the Director, a staff member or drop it in our Suggestion Box.*

*Thank you for sharing your child with us!*

## **PURPOSE**

Covenant Academy is a childcare center developed as a ministry of Covenant Fellowship Church. It is designed to provide quality childcare experiences in a loving, caring, Christian environment. The goal of the program is to provide activities that will enhance each child's physical, mental, spiritual, social and emotional development.

## **ORGANIZATION**

Covenant Academy is governed by a Board of Directors consisting of members of Covenant Fellowship Church, parents from Covenant Academy, and other professionals from the community.

The initial Board of Directors is made up of 9 individuals 4 of which are Parents, 4 are non-Parents of children enrolled in Covenant Academy in addition to the Pastor of Covenant Fellowship Church. Each of the parent and non-parent board members serves two year terms with their terms expiring in alternating years. No Board Member will be allowed to serve more than two terms consecutively.

Day to day operations of Covenant Academy are conducted by the Covenant Academy Director. This individual reports to the Board of Directors. This individual must also meet the educational standards set forth by the State of Tennessee for a Day Care Director. In addition to the Director, one of the teachers will be designated by the Director and approved by the Board of Directors to act as the Assistant Director in the absence of the Director.

Covenant Fellowship Church supports Covenant Academy by providing financial support, utilities, use of space, insurance and use of vehicles.

## POLICIES AND PROCEDURES

### ENROLLMENT

Covenant Academy serves children ages six weeks to five years old. All children of these ages are eligible for enrollment provided the program can meet the needs of the child as determined by the Director and the Covenant Academy Governing Board. Covenant Academy does not discriminate against a child or parent on the basis of race, color, national origin, religious or political beliefs, sex, or handicapping condition.

Before a child may attend the program, the following items must be submitted to the Director:

1. Completed Registration For Attendance Form
2. Completed child health record
3. Non-refundable \$50.00 Activity Fee (due with Registration)
4. The first week's tuition payment (due on first day of attendance)

### ENROLLMENT PRIORITY

Children will be enrolled in classes on a first come first serve basis, once a particular class is full, a waiting list will be maintained with children added to the waiting list on a first come first serve basis. Vacancies will be filled from the waiting list in the order in which the names were placed on the waiting list.

### WITHDRAWAL

If a child is withdrawn from Covenant Academy a two week notice or equivalent tuition is required. Dismissal due to failure to pay tuition is considered a withdrawal and two weeks worth of tuition will be added to the final bill.

In cases where the Covenant Academy Director determines that it is mutually beneficial for the child to be withdrawn immediately, the two week notice provision will be waived.

### HOURS OF OPERATION

The center will be open from 6:30 a.m. to 5:30 p.m., Monday through Friday. Please note our closing time and our Late Fee policy later in this document.

It will be our policy to **not** close during times of inclement weather, however if weather conditions are extremely hazardous, with most roads impassible, we will announce our closing on local radio and TV stations. . Parents may also choose to participate in our text messaging system that will send a text message or e-mail to the cell phone or email accounts of their choice. A sign up sheet for the text messaging system is included in the registration packet or it may be picked up in the office.

### HOLIDAYS

The center will be closed for the following observed holidays. Weekly tuition will not be altered for days closed due to holidays. In addition to the days listed below, we will be closed for the week between Christmas and New Year's. Tuition will not be charged for this week. Notes will be

posted to alert you to upcoming holidays at least two weeks in advance of the day that we will be closed.

New Year's Day	Good Friday	Memorial Day	Fourth of July*
Labor Day	Thanksgiving Day	Friday after Thanksgiving	Christmas Eve
Christmas Day			

\*In years where the Fourth of July falls on a Tuesday, we will be closed on July 3<sup>rd</sup> and 4<sup>th</sup>, and in years where the Fourth of July falls on a Thursday we will be closed on July 4<sup>th</sup> and 5<sup>th</sup>. If the Fourth of July falls on a Saturday we will be closed on July 3<sup>rd</sup> only and if the Fourth of July falls on a Sunday we will be closed July 5<sup>th</sup> only.

## VACATION

After a child has been enrolled for **SIX** months, parents may select one calendar week per school year for vacation/absence from the center with no tuition due for week. This must be taken as a Monday through Friday week and you must notify us in writing at least two weeks in advance. Failure to comply will result in a tuition charge for that week.

## ARRIVAL AND DEPARTURE

Please observe the one-way flow of traffic during arrival. Please bring your child into the building through the main entrance. Traffic flow in the afternoons will be different due to children playing on the play ground.

Arrival and departure are important to children because they mark times of major change in their day - leaving parents and greeting friends and teachers and vice versa. This can also be a very confusing time for everyone at the center due to the increased number of people going in at out at these times. Please have your child in his or her classroom by 8:00 a.m. each day – this improves the educational experience by allowing the teachers and aides to follow their lesson plans without dealing with multiple interruptions.

In the mornings, please accompany your child to their room and leave them with the person in charge. Please make sure that either you or the child speaks to the person in charge to be sure that the person in charge is aware of their new responsibility. Also be sure to sign your child in on the sign-in sheet in the classroom.

In the afternoons, please come into the building to pick up your child, his or her belongings, and sign the sign-out form in the classroom. You need to do this even if you see that your child is already outside on the playground. Please be sure that either you or your child speaks to the person in charge when you get ready to leave, so that they are aware that your child is no longer under their care.

**Children will be released only to a person who is listed on the child's registration from or a person whom the Parent(s)/Guardian(s) have authorized.** If someone other than the persons authorized on the child's registration form will be picking the child up, a written note signed by a parent must be given to the Director or teacher when the child is dropped off in the morning.

If you have a change in the status of the relationship you have with someone authorized to pick up your child(ren), you must notify us of that change immediately. Please update your Registration Form and/or your Transportation Plan. It is imperative that you update the form(s) and make the Director aware of the change, so that it can be communicated to the appropriate staff members to prevent an unauthorized person from picking up your child(ren).



If you pay bi-weekly, tuition is due the Friday before the two weeks that you are paying for. You are considered late if you have not paid by 10:00 a.m. on the Tuesday of the first week of the two week period you are paying for.

If you pay weekly, tuition is due the Friday before the week that you are paying for. You are considered late if you have not paid by 10:00 a.m. on Tuesday of the following week.

## **MULTI-CHILD DISCOUNT**

If you have more than one child enrolled in the Daycare / Preschool program you will receive a discount of \$5 off of your tuition on each additional child you have enrolled. The tuition for your oldest child will be full price and then each additional child that you have enrolled will be \$5 less per week than the tuition price listed in the Tuition section for that age group.

## **LATE PAYMENTS**

A \$5.00 late payment fee will be assessed if payment is not received on time. The late payment fee escalates \$5.00 per week for each additional week that you are late. If you are 2 weeks late the fee is \$10.00, if you are 3 weeks late the fee is \$15.00, and if you are 4 weeks late the fee is \$20.00. On the date that you officially become 5 weeks late the enrollment of your child(ren) will be terminated and you will be billed for your outstanding balance including late fees plus two weeks tuition.

All payments received will be applied to the charges due for the current period first, and then any excess will be applied to the outstanding balance. Late payment fees will continue to accrue on outstanding balances until they are paid in full.

## **FOOD SERVICE**

Breakfast, Lunch and afternoon snack will be provided by Covenant Academy for one to five-year olds. Snacks will consist of a variety of healthy foods depending on the age of the child. Typical snack foods are bread products such as biscuits, toast, French toast stix, bagels, cheese and crackers, muffins, cereal and fruits such as blueberries, bananas, apples, oranges, pears, peaches, melons and raisins. Fruit juice or water will be served with the snack.

We currently offer a breakfast and lunch for the children. The weekly menus are posted outside the kitchen for your information. The meals are prepared in the kitchen located in our building and include meat, vegetable or fruit, and bread. Whole milk is served with the meals. If your child has a food allergy, please mark the appropriate sections of the registration form and alert the child's teacher and the director. We will work with you to best serve the child's medical and nutritional needs.

Baby food jars must have the safety seal intact. Non-breakable bottles for infants should be prepared in advance and stored in the classroom refrigerator. Please clearly label bottles and lids with the child's name using a permanent marker (these fade over time so be sure to update the names on your bottles and lids as necessary). Breast milk bottles must be dated.

One and two year old children will be given their juice and milk in cups with a spout.

Covenant Academy participates in the ABC Food program which provides financial assistance to Childcare facilities who meet certain guidelines. A requirement of this program is that we send in an information sheet on each child. This information sheet will be given to you at registration to be filled out and returned. You will also be asked to submit a new form annually while your child is enrolled.

## **REST/QUIET TIME**

Each child ages one to five years old will be required to rest after lunch each day. The light will be lowered and soft music will be played. A cot will be provided for each child. Parents should provide the following items:

Light weight blanket (child size, not a receiving blanket)

Travel size pillow (optional)

Please label all of the above items with your child's name. These items must be able to be contained within the child's cubby. You should take these items home each week, launder them as appropriate and return them on the first day of the following week.

## **DISCIPLINE**

Positive reinforcement will be used to encourage acceptable behavior. Teachers and Assistants will help the children solve problems verbally and by example. Every attempt will be made to foresee problems and interest a child in another activity before a conflict occurs. As a last resort, a child may be removed from the activity to regain control. Corporal punishment of any form will never be used. Covenant Academy reserves the right to request a child's withdrawal from the program if he/she requires special attention not provided in the program.

## **CLOTHING**

Please dress your child in clothing that is durable and comfortable. The children will be very active during the day enjoying potentially messy activities like art, sensory experiences, outside play and eating! Art smocks are provided for painting, but spills do happen. Please send one complete change of clothing (including undergarments) appropriate for the season for your child to be left at the center. All possessions must be labeled with your child's name. Please make certain your child is dressed for the weather, including infants. We go outside everyday weather permitting. Please send jackets, hats, and gloves every day when the weather turns cold. Every child is expected to go out with his/her class. We do not have enough supervision to keep children inside. We feel if a child is too sick to go outside, the child is too sick to be here. If a parent repeatedly requests that a child stay in, the director has the right to ask for a doctor's statement.

## **SHOES**

Please send your child to school in footwear appropriate for active play. Cowboy boots and flip-flops are not appropriate for active play. Sandals are acceptable if they have a strap across the back to keep them on the foot.

## **TOYS FROM HOME**

Due to health regulations, toys shall not be brought from home.

## **BIRTHDAYS**

Birthdays are a special day for children and we would like to encourage you to bring a special snack or treat for your child's class. Please make arrangements with your child's teacher prior to the occasion. When having birthday parties outside of school, please do not send invitations to school unless the entire class is invited.

## CHILD HEALTH STANDARDS

We require each parent to complete a child health record to be kept on file with all immunizations listed. This must be updated as new immunizations are received.

A healthy environment is of utmost importance at Covenant Academy. Our health policy must be **strictly** enforced in order to maintain such an environment. We **will not** keep actively sick children and it is the parent's responsibility to make alternative arrangements in the event of illness. If any of the following symptoms are present, we ask that parents take the listed appropriate action before allowing their child to return. Also, if the following symptoms are noted during care, the parent will be contacted and the child must be picked up **within one hour** from the time the parent is contacted. If the parent has not arrived within the hour, the next person on the emergency list will be contacted.

### **Fever**

Fever of **101 degrees** or higher

Child **cannot return** until he/she has been free of fever for 24 hours **without the use of fever suppressants** and has the ability to participate in group activities.

### **Vomiting**

If your child has had more than one episode of vomiting he/she should not be sent to our center. We will contact the parent after **one** episode of vomiting at school.

Once child has been sent home for vomiting, he/she should not return until child is free of vomiting **and all accompanying symptoms** **AND** is eating normally.

### **Diarrhea**

If your child has increased frequency of stools, loose/watery stools, stool this is not containable by diaper, or if child cannot reach bathroom in time – **DO NOT SEND THEM TO SCHOOL**. We will contact parents after two episodes of diarrhea.

Child **cannot return** until diarrhea has stopped **AND** the child has had a normal bowel movement (without the use of anti-diarrhea medication).

Please note – if the diarrhea is the result of **medication, teething or allergies**, we must have a doctor's note stating this **before** the child can return to school.

### **Conjunctivitis**

If eyes are red with drainage we will contact parent to pick him/her up from our center.

Eyes must be without significant drainage and treatment (antibiotic drops) must be in place for 24 hours before child is allowed to return.

### **Rashes**

If ANY rash develops during our care (other than typical diaper rash symptoms) we will contact the parent.

We will not require a doctor's note for chicken pox, but will perform a check to make sure all lesions have crusted over before child is allowed to return to school.

We ask that if we contact you regarding a rash, that you have it checked by a doctor. **Doctor must verify that it is not contagious before the child is allowed to return.** Please send a signed doctor's statement including the diagnosis and proper treatment.

### **Thrush (Yeast Infection) or Mouth Sores with Drooling**

Thrush is very contagious and is hard to control the spread of in young children. It is milky, white patches that cannot be wiped clear and usually appears on cheeks, roof of mouth, and tongue.

Other mouth sores that are accompanied by excessive drooling may indicate **hand-foot-mouth disease**, which is also highly contagious.

Please contact your doctor immediately for diagnosis and treatment. We will require that your child is on prescription medication (ex. Nystatin, etc...) **for 24 hours** prior to returning to the center.

### **Runny Nose and Coughing**

We understand that runny noses and colds are a normal part of childhood. However, if the symptoms persist for 5 days, we will require a doctor's note before the child may return to school.

If the runny nose and /or cough are the result of allergies, the doctor must verify this before the child is allowed to return to school.

### **Possibly Severe Illness**

Persistent crying, extreme irritability, uncontrolled coughing, difficulty breathing, wheezing, lethargy, inability to participate in group activities, not eating or drinking as normal.

**We reserve the right to contact the parent for child to be picked up if any one or several of such symptoms are noted. We also reserve the right to require a doctor's statement before allowing child to return to our center for any reason we deem necessary.**

### **Scabies/Head Lice**

Any infestations of this nature do not require a doctor's care. However, we require students to be picked up from our center if such infestation is discovered.

Child will not be allowed to return for 24 hours after treatment and is free of nits. In the case of scabies, child must also be free of active bleeding scratches.

### **Strep**

Strep throat, scarlet fever, or other strep infections – These infections generally accompany a fever, and therefore, our policy regarding fever also applies (see above)

Child may return after **24 hours of treatment** has been completed **AND** child is free of fever without use of medication.

In addition to the above, we will require a doctor's statement if the child has undergone surgery or been hospitalized before the child is allowed to return to our center.

We understand children get sick, but we must maintain the safety and well-being of our students. What may be a 'little cold' in an older child could be a potentially life-threatening illness in a small infant. Please take our health policy seriously, and help us maintain a healthy environment for all.

Medications will be administered only with a signed doctor's statement. That statement must include the medication, route, dose, and frequency to be given. A beginning and ending date must also be included on the statement. If the beginning and ending date are more than 2 weeks apart, another statement must be obtained from the doctor. A medication request form must be completed by the parent and kept on file. The request and statement are only good for a period of two weeks. After that time, a new statement must be received for medication to continue. If the child has a chronic allergy or illness requiring on-going treatment (such as the need for an epi-pen or nebulizer), please let the director know, and these situations will be dealt with on a case-by-case basis.

## FUNDRAISING

It is our intent to provide the best possible learning experience at an affordable cost. A great majority of the money that we receive in Tuition and Fees is budgeted to cover the operational expenses of Covenant Academy, therefore, to provide for future expansion and replacement of equipment, we must raise additional funds beyond that which is paid in Tuition and Fees.

Our major fundraiser is a food booth at the Warren County A&L Fair. We have purchased the old "Brookside" food booth. If you have been in Warren County very long you know what a big event the Fair is every year. The food booths provide a way for community organizations to raise money. In support of Covenant Academy, Covenant Fellowship Church assisted with the purchase and operation of the food booth in 2003. The food booth is one our major fundraisers and we need your help to operate the booth during Fair Week. Additionally your patronage will be greatly appreciated

## PARENT INVOLVEMENT

Parents are always welcome at Covenant Academy. Ideas and suggestions are valued and encouraged. In addition to the very important daily contact there will be:

Sharing of Talents and Interests with the children. Parents are among our most valuable resources in planning an educational program for the children. Teachers need extra help from time to time for special classroom activities.

Parent Meetings, Fellowship Dinners and/or Parent Workshops will be held throughout the year. These will provide a good opportunity for parents to get to know each other and enjoy fellowship with their family and others.

Parent Involvement Hours – this is a program aimed at helping keep our costs down and/or providing extra manpower for fund raising. All parents of CA students are required to volunteer a number of hours each year in support of the school. The number of hours required is determined using the table below. In the table below scholarships refer to any scholarships received by elementary students.

# of Children from household enrolled at CA	Hours required if receiving any amount of scholarship from CA	Hours required if not receiving scholarship from CA
1	10	8
2	16	12
3	22	16
4	28	20

A parental involvement contract as depicted below must be completed during registration for each family.

## COVENANT ACADEMY PARENTAL INVOLVEMENT AGREEMENT

THIS AGREEMENT is made as of \_\_\_\_\_[date] between COVENANT ACADEMY and \_\_\_\_\_ parent/guardian (*referred to as parent in remainder of this document*) of (list all students from household) \_\_\_\_\_ (*referred to as student in remainder of this document*).

1. Quantity. Parent agrees to volunteer \_\_\_ hours of service (based on chart in Parent Involvement Section of the CA Parent Handbook) in support of Covenant Academy in the name of the student(s) listed on this contract.

2. Scheduling. All Parent Involvement hours must be performed at or in service of the CA Food Booth at the Warren County Fair. In addition to Fair Week, there will be scheduled work days in the weeks leading up to the Fair where volunteer hours will be counted. The dates and times of work days will be announced. Sign-up sheets for the different jobs at the Fair Booth will be placed in a designated location for at least 3 weeks prior to the Fair. A flyer listing the location of the sign-up sheets will be sent home with your student(s).

3. Deadline. All hours must be completed by \_\_\_\_\_(the Sunday immediately following the closing of the Fair). All service hours not completed by the Deadline date shall be subject to the Penalty clause of this agreement.

4. Substitutions. Parents may use substitutes to meet their service hour obligation. Substitutes must designate which family they are working for when they sign in at the Food Booth. There is no requirement regarding the relationship between the parent and the substitute.

5. Covenant Academy Employees. Covenant Academy Employees shall not record service hours for any time in which they are compensated by Covenant Academy.

6. Penalty. A financial penalty of \$25 per hour shall be assessed for each Parent Involvement hour that has not been performed by the deadline date shown in this agreement.

7. Liability. By signing this agreement or by signing in on a timesheet the performer (parent or designated substitute) acknowledges that all services performed are performed at the individual's own risk and that all rights to claims against Covenant Academy, Covenant Fellowship Church, as well as all employees and agents thereof are waived.

8. Complete Agreement. This agreement contains the entire agreement between the parties with respect to the matters covered. No other agreements, or representations, oral or written, related to the subjects covered in this document, shall be considered valid. Both parties agree that they are entering into this Agreement solely on the basis of the representations contained herein.

9. Disputes. In case of any dispute related to this agreement, both parties agree to abide by the decision of a Christian Arbitrator

10. Administration. The Covenant Academy Board shall appoint a representative to oversee the parent involvement program to be called the parent involvement coordinator. The parent involvement coordinator will review the timesheets for all events and approve all parent involvement hours. Inquiries about your individual balance should be submitted to the parent involvement coordinator in writing via your child's teacher.

All required hours must be completed at the Fair Food Booth, however the events listed below will occur during the school year and your participation and assistance will be greatly appreciated:

- CA Golf Tournament
- Spring Fling
- Christmas Parade Float
- Viola Homecoming Float
- CA work days

## **EMERGENCIES**

In the event of an emergency, parents will be called immediately. The medical release form signed by the parent upon registration will be used to admit your child to the hospital if the parents or those authorized to act in their behalf cannot be reached. In addition, parents are encouraged to have the "Consent for Medical Care" form completed and on file at River Park Hospital. Any time a child is injured at Covenant Academy, an accident report will be completed by the teacher and left for the parent to read and sign.

The staff at Covenant Academy will make every effort to prevent accidents; however, active children sometimes have mishaps. A staff member certified in CPR and trained in basic first aid will be on site at all times. Emergency services in our area are provided by the Morrison Volunteer Fire Department and Warren County Ambulance Service, both of which have stations located nearby.

If it ever becomes necessary to evacuate the Covenant Academy building, everyone will be taken to the Covenant Fellowship Church Sanctuary building. In case of a Tornado Warning, there are several smaller rooms within the Sanctuary building that should provide safe shelter. Should an evacuation occur, each teacher will take their emergency contact information with them and we will notify you as soon as possible.

## **LEGAL RESPONSIBILITIES**

All childcare workers are required by law to report cases of suspected physical or sexual abuse, or child neglect to the Department of Human Services. If a child tells a member of the staff He/she is being abused, or an employee suspects abuse, the staff member will contact the Director who will contact the Department of Human Services for an investigation.