



2021 Parent Guide

A Reference for
Policies & Practices

Revised 10/4/21

Dear Families,

Welcome to Christ Church Day School! With all the options available in the Nashville area, we are honored you have chosen us to care for you little one(s).

If you are a returning family we are happy to welcome you back! If you are a new family we are excited to welcome you to CCDS!

Christ Church Day School is always working to provide the best in quality child-care. Efforts and changed made are done so to make sure we can continue to provide care and early education that only gets better.

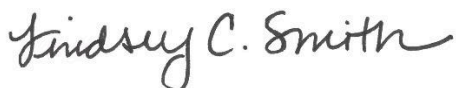
First and foremost our Day School works to provide a Christian environment for our children, staff and families. We reinforce that every child is valued and unique through the lens of our God who created them. We teach them to love God, love people, and to keep a thankful heart all by modeling this in our own actions. You will see this reinforced through our prayers of thanks at meals, and our main classroom rule of kindness to others.

Our teaching philosophy is Reggio Emilia *inspired*. We use a child-centered approach to learning by offering carefully selected and sequenced learning experiences, along with conscious discipline, to help children develop the appropriate social/emotional skill set. Children are guided by well-trained teachers, and are encouraged to learn through exploration. Materials in the classroom, and ideas presented by teachers help build upon the whole development of the child. The classroom fosters a climate of positivity, community, and self-esteem. This partners perfectly with our faith-based philosophy where we view every child as special, unique, and valued.

Within the pages of this **Parent Guide** you will find our school policies and practices. Please take a moment to read these and familiarize yourself with them. We are a 3-star program acting in accordance with DHS to provide your child with the highest quality of care. Please keep that in mind when reading and complying with our polices.

If you ever have any questions or concerns my office door is always open. You can reach me at extension 138, and by email, day or night, at lindsey.smith@ccnash.org

I look forward to an awesome year of learning and growth at CCDS!



Lindsey Smith

Director



School/Schedule

Program Director –Lindsey Smith
Phone: 615-834-6161 X-138

Office Assistant – Connie Gergel
Direct Phone: 615/834-2748 (M-TH 9-3:30)

Program: August to August

Hours: Full Day *7:00am – 5:30pm

5-Day/Full Day Program: Monday to Friday

Part-time 9:00am – 3:00pm

5-Day/Part-Time Program: 9:00 -3:00

3-Day Program: Monday/Wednesday/Friday

*Drop-Off 6:30-7 by monthly reservation

2-Day Program: Tuesday & Thursday

Fee \$15 per day

The following forms are required for enrollment at Christ Church Day School:

- ✓ Completed Signed Enrollment Application
- ✓ Signed Parent Guide/Policy Agreement (last page)
- ✓ Signed Christ Church Campus Grounds "Field Trip" form
- ✓ Immunization or Exemption Record

Enrollment Term

The application on file for your child is for the August 2021 to August 2022 school year only. A new enrollment application must be submitted for each new term. Families currently enrolled at that time will have first priority to register their child(ren) for the 2022-23 school year. This process opens in February each year. Current families are given every consideration when enrolling a new sibling, but we cannot always guarantee an opening will be available. Due to the number of families we serve within the program, we are unable to contact each family personally to determine their future enrollment intentions.

Enrollment Application

In order for a space to be held for any child, it is required that proper registration forms to be completed and submitted with the necessary fees for each school year. Please be sure to answer every question as thoroughly as possible and complete signatures where requested. An updated immunization record (or exemption) on the approved state form PH-4103 must be submitted either with the enrollment application or no later than July 26, 2021. Your child cannot enter the classroom until their records are on file. If using an exemption, parents must also submit a personal, signed letter for the office files.

Registration and Supply Fees

For current families, the initial registration fee is required to hold a spot for the start of a new term. For high demand spots, such as infants, the registration fee and a security deposit in the amount of one-half the first month's tuition will be required. These are non-refundable. We do not prorate tuition. If you are offered an opening but do not want to start at the time an opening is available, you will be required to pay the full tuition to hold the spot. To continue to provide quality care and activities, we invoice a supply fee both in August and in January. Children 2 and up are also charged a \$25 nap mat rental which covers the entire term. These fees are non-refundable.

POLICY REVIEW

Tuition

Tuition is invoiced monthly and is due beginning the 1st Day of each month and no later than the **6th Day**. It will be considered late beginning the 7th Day of each month--regardless of the Day your child attends, and a **\$20 late fee** will be added. If your child is absent during the week tuition is due, you must make arrangements with the Director or Office to avoid late fees. Failure to pay tuition by the 15th of the current month could result in your child not being able to attend class or forfeiture of your child's spot within the program. In addition, there is a **\$35 NSF** fee charged on all checks returned for insufficient funds or stopped payment. All extenuating circumstances must be discussed with the Director. Please understand that Tuition is billed in **equal monthly** payments and is based on enrollment, not attendance. Therefore, **no** reductions are made for personal absences, vacations, school holidays or days missed due to weather conditions. The initial registration fee cannot be refunded or transferred. CCDS may implement a tuition or fee increase annually. Advance notice will be given in the event tuition or fee rates change.

- * **Preferred payment: CHECK, MONEY ORDER or BANK ELECTRONIC BILL PAY.** We **cannot** accept cash payments.
- * **Check or Money Order** should be made out to Christ Church Day School, with child's name notated on the check. Check payments should be **placed your child's backpack**. The Office collects these checks daily and teachers do communicate when they have a payment. We do not typically issue written receipts for checks, but we can provide payment documentation or summaries upon request for reimbursement programs.
- * On-line banking electronic bill paying is also acceptable. Many parents have added the tuition payment to their automatic monthly bill paying mechanism, where the bank mails the check to us. Just be sure that the payment address clearly states **Christ Church Day School** so it does not become confused with other church mail. Please also be sure that the check reaches us by the 6th due date.
- * We can take a credit card payment via the **Square** payments in the Admin office, however a 3% Square usage fee is automatically added to the transaction. Payments can be taken Monday-Thursday between the hours of 9:00 and 3:30 pm. It is best to check with the office first.

Absenteeism

If your child is absent, we are unable to accommodate requests to "make up" missed days on an alternate day. This enables us to stay within safe teacher-to-child ratios. There are no adjustments to tuition for absences. Additionally, if your family has made arrangements to be out of town for an extended period of time (i.e. vacation, or a trip out of the country), you will still be responsible for paying monthly tuition in order to maintain your child's place within the program. Please let teachers and/or the director know if you plan to be out.

Withdrawal/Disenrollment Notice

Please note that our program runs continuously August to August. If, during the course of the school year, you need to withdraw your child from the program, it is necessary to give a minimum 30-Day written notice to the office. Please stop by the office to request a withdrawal form to complete and return. Parents are responsible for a full 30 days tuition from the date you provide notice. You are responsible for 30 days tuition regardless of whether your child attends during that period and regardless of whether 30 days notice has been given. Should you wish to return your child to school following a withdrawal period, you must first call the office to determine if space is available. There is a \$75 reinstatement fee. If you choose to break your child for the summer (June and July) and are returning for the next August term, one-half of your August tuition must be submitted prior to your summer break to hold their classroom place.

Illness Policy: (When to Keep Your Child Home)

Children should NOT be brought to the Center and will not be accepted into the building if they have any of the following symptoms:

Fever	Cough	Discharge from Eyes or Ears	Puffy Eyes/Allergy Symptoms
Diarrhea	Runny Nose	Undetermined Rash or Spots	Severe Headache
Upset Stomach	Severe Cold		

Please understand that with the presence of Covid still lurking, we will not accept children with runny noses, puffy eyes, rashes or any signs of illness. If your child has been diagnosed with allergies, please talk with your pediatrician about allergy medicine. If your child runs a fever at school, please know that you will have to wait a minimum of 24 hours (1 full school day) to return and must be fever free and symptom free upon returning. Please notify the director or office if your child will be out due to sickness.

A child who seems unwell, is appearing listless, lethargic or feverish may be sent home at the discretion of the Director. Parents will be notified to pick up children immediately if signs of illness develop during the day. Parents must pick up children within an hour of being called. Parents should exercise caution with their children's health and keep children home to monitor existing symptoms or in case other unusual symptoms occur. Please use the following guide to determine when to keep your child home:

- ✓ Nasal discharge that is heavy enough to require frequent wiping, especially if accompanied by sneezing and/or coughing (colds are most commonly spread by air droplets from sneezing and coughing).
- ✓ Cough that is wet or persistent enough to limit his/her activity, especially if accompanied by other symptoms (runny nose, sneezing, etc.).
- ✓ Temperature of 100.00 degrees or greater within the past 24 hours. They must be fever-free without the use of medication for a minimum of 24 hours (1 complete school day).
- ✓ Vomiting one or more times in the previous 48 hours.
- ✓ Diarrhea in the previous 48 hours.
- ✓ Conjunctivitis or pink eye. Defined as pink or red eyes with white or yellow discharge, often with matted eyelids after sleep.
- ✓ Infestation (e.g. head lice, scabies). Keep at home until all nits (eggs) have been removed.
- ✓ Rash with fever or behavior change (until seen by a Physician who determines the illness is not communicable; Physician's NOTE required).
- ✓ Streptococcal infection, until 24 hours after treatment has been initiated. {State requires a Physician's Note before returning to the classroom}
- ✓ Impetigo and Hand-Foot-Mouth {State requires a Physician's Note before returning to the classroom}
- ✓ Covid, need required clearance letter from Health Department to return to school. Director/Parent will discuss return plan.
- ✓ Signs of possible illness including lethargy, irritability, crying, etc.



We want to keep your child, the classmates, and the teachers as healthy as possible. Please remember that CCDS does not administer medication – if your child should need medication during the day you will need to make arrangements to come on site and administer it. (Except as listed under “Emergency Medication Authorization,” which is limited to physician authorized asthma inhalers and allergy EPI-Pens and must be have a completed parent authorization form). There are NO exceptions to this policy. If a child is well enough to attend school, it is expected that they will be able to participate in all activities. Please note, should your child have a fever during the school day you will not be allowed to administer fever-reducing medication in order for them to remain at school.

Emergency Closings/ Snow Days

Christ Church Day School does **NOT follow the Davidson County Metro School closure** schedule for inclement weather. Instead, Christ Church Day School Administration will make the decision to open or close based on area safety factors and church property conditions. Please note that you will not receive a phone call from us unless it will be necessary to close schools while we are currently in session. Christ Church Day School will post open, closure or delayed starts via the media. Notification will be made through television Channels 2, 5, or 4. You will also be notified via text alert on our app, HiMama. We ask that you take time to **read** the attached Inclement Weather Policy carefully for further instructions and clarification. Please also note that tuition is not adjusted for weather related or emergency closures that are beyond our control.

Inclement Weather Policy

Christ Church Day School will **NOT** follow the Davidson County Metro School closure schedule for inclement weather. Instead, Christ Church Day School Administration will make its own decision to open or close based on area safety factors and church property conditions. Christ Church Day School will post open, closure or delayed starts via the media. Notification will be made through television Channels 2, 5, or 4. Please refer to either the television scrolling updates which are shown at the bottom of the screen, or visit the web pages for the media channels and look for school closings. Web sites are www.wkrn.com; www.newschannel5.com or www.wsmv.com. Look under the listing for Daycare and childcare facilities. We will also try to communicate via e-mail and update our office voice message (615/834-2748) with current information. Per our tuition policy outlined in our Parent Guide and requiring signature on our registration forms, no tuition adjustments will be granted for Days missed due to weather conditions. If inclement weather should occur during the school day, please also refer to television Channels 2, 5 or 4 for early closings, or call the Day School Office directly at 615-834-2748 for information.



Closing for Illness/ Covid Related Isolation

When a confirmed case of Covid pops up in our building we will execute the following plan in accordance with additional recommendations from the Health Department as applicable:

1. We will notify everyone in the building that there is a confirmed case of Covid.
2. We will notify the Health Department.
3. We will notify via email and phone any family where a child has been directly exposed to the confirmed case of Covid. We will speak with the parent(s) directly.
4. We will isolate the children/staff directly exposed for the recommended isolation period (currently 10 days from last exposure).
5. We will accept children/staff back into the building once they have completed isolation and/or received a negative Covid test.

****Should 20% or more of our teaching staff have to be out or isolate due to illness, our school may have to close until we can safely operate with the needed staff. This would be done in extreme circumstances, and the office and director would notify our families ASAP.**

Behavior Policy

When it comes to disruptive and dangerous behaviors, CCDS will do all we can to work with parents and teachers to establish an accommodating behavior plan for every child. In extreme circumstances you may be called to pick up your child early, or services may be terminated with notice. This is at the discretion of the director. We aim to keep every child enrolled in our program, but must look at the overall health of the classroom when accessing behavior accommodations.

Discipline

1. We strive to help children develop self-control, feelings of self-worth, and an accepting nature toward others. We use positive reinforcement and redirection of a child's attention to modify behavior when necessary.
2. All children enrolled at Christ Church Day School are expected to follow our school rules:

***Take Care of Yourself *Take Care of Each Other *Take Care of Our School**

These are very simple, child friendly rules but they represent large ideas! These will help us keep our school community happy, kind and well cared for! Please discuss these with your children.

3. Corporal punishment is absolutely prohibited. Punishment involving shaming, humiliation, frightening, or is otherwise injurious will not be tolerated. Spanking will never be used as a means of discipline, and may not be used by a parent or representative of the family while in the Day School area.
4. It is our goal to stay in contact with parents if any behavior issues arise so that we can work as a team to help correct them.
5. In some extreme instances it may be necessary to take one of the following actions:
 - Require that the family seek professional guidance
 - Place the child on suspension
 - Terminate care

Lack of cooperation by the family can result in CCDS terminating services.

Shot Records

Immunization records are required upon enrollment and must be submitted on approved Tennessee Department of Health form TN PH-4103. All records must be on file before the child is permitted to join the classroom. Any family claiming a religious exemption must also submit the TN 4103 form with the exemption box certified by the pediatrician and parents must also provide a personal, signed letter for their child's file. If a child is on a delayed immunization schedule (up to age 18 months), a letter from the pediatrician must accompany their shot record. Per Tennessee law, all records must be **kept up-to-date** or the child could be excused from class until their child's record is in compliance.

Allergies/Nut-Free Policy

Please make us aware of ANY allergies or chronic illnesses your child has, whether food, medicine, insects, etc. In classrooms with a student having a severe food allergy, there will be a need to ban this food from being served in that classroom. By State rules, allergies must be posted in the classroom.

CCDS is a NUT-FREE SCHOOL. This means that we **cannot permit nuts, nut products (such as peanut/cashew butter), or bars/cookies containing nuts for breakfast, lunch or snack.**

We ask that you also please also be sensitive to food allergies when providing Special Day treats.

Potty Training Policy

Teachers in classrooms with toddlers and twos will work alongside parents in helping to potty train children. Please discuss this with your child's teacher. They will be looking for signs of readiness Please see classroom list for special supplies needed during this time. We do require padded underwear as well as a feasible school plan to accommodate potty training within group care. Please reach out to your child's teacher or the director before beginning a potty training plan that would include the school.

Children ages **three and up** are expected to be fully potty trained as their classrooms are not equipped with changing stations. We do understand that accidents will occur, but these should be the exception and not the norm. We will give your child one week to adjust to the classroom setting. If potty accidents continue to occur, you may be asked to leave the program.

Sunscreen/Bug Spray

By State rules children are required to play outdoors as weather permits. During the warmer months of the year, both sunscreen and bug spray may be needed to keep them from sunburn or bug bites. In the morning, Parents should apply these products to their child. For full-time students going outside for afternoon play, we will have an organic bug spray which can be applied to your child. Parents must authorize use of this product on a form which was (will be) sent home to them for signature. A yearly consent form must be kept in your child's file.

Late Pick-Up Fee

Please see our Dismissal Procedure for more information. If you pick-up after 3:00 p.m. or 5:30 p.m. a fee of \$5.00 per minute will be charged for every minute you are late. We will use Cell Phone Time as the official time marker. **If a child is left past 3:00 p.m./5:30 p.m. three times, childcare will be subject to termination.**

PROCEDURES

Morning Arrival

- ◆ Doors unlock beginning at 7:00 am. Drop-off between 6:30-7:00 is available by prior monthly reservation and a \$15 daily fee will be added to your invoice.
- ◆ All students should arrive through the Nursery Entrance doorway. Please walk them to their classroom and **sign them in** on the class sheet. No adults other than CCDS staff are permitted inside the classroom doors.
- ◆ All students should be checked in no later than 9:30 a.m.
- ◆ Should you have an appointment and know you will be in later, please let us know and we will be happy to accommodate that. Otherwise, we will **not** be accepting children after 9:30 am.
- ◆ All students are allowed **one** drop off/ one pick up per day. Once a child is checked out for the day they may not return.

Afternoon Pick-Up

- ◆ For 9:00-3:00 students, dismissal begins at 2:45 pm and ends at **3:00 pm**. For our **Full Day** students, they must be picked up **by 5:30 p.m.**
- ◆ Please arrive using the Nursery Entrance doors and be sure to **sign-out** your child on the classroom sign-out sheet.

Change in Pick-Up Time

If you know ahead of time that you will need to pick your child up earlier than the standard time, please notify teachers that morning or email the offices. If the need arises throughout the day to pick your child up early, please notify the office prior to pick-up so that we may give adequate notice to your child's teacher.

IMPORTANT – Change in Pick-Up Person: If the person you have designated to pick-up that day changes during the course of the day, **you must let us know ahead of time. You may either call** the Admin Office (615-834-2748) M-TH 9:00-3:30 or call Ms. Lindsey on Friday (615-834-6171 X138) to authorize the new pick-up person or **use the HiMama App**. If you do phone, you will be asked for your **password**. If the **pick-up person** is **not** already on your authorized list, we will need their **name and phone number**. If teachers/staff have not met them before, they should be prepared to present a Photo ID. If you need anyone added to or removed from your authorized list at any time, please contact the Admin Office.

Daily Schedule

Each classroom follows a Daily Schedule of activities. The schedules do vary by age group and staggered space usage. Schedules contain designated times for meals and snacks, mandated rest time, outside or indoor play as weather dictates, group and individual exploration, group devotions and story time. Schedule starts at 9:00 am.

After Care 5pm-5:30pm

For the last 30 minutes of the day in an effort to shut down and deep clean classrooms, we will conduct a "sweep" where we will combine age groups that are low in number. We will combine into the atrium and indoor playground room.

Safety and Security

For your child's safety, our doors are locked during program hours. If you forgot to send something with your child, there is a door bell at the Nursery Entrance and you can hand it into one of our staff.

We love that we are a multi-cultural school, but again for your child's safety, we encourage you to make sure they can (age-appropriately) **understand simple instructions** in English and can communicate as needed. This is not only necessary in the event of an emergency, but also helps with overall classroom communications.

SIDS Practices

All our Navigator infant classroom teachers receive a yearly update on Sudden Infant Death Syndrome. They are proactive in Safe Sleep practices recommended by the CDC. Cribs can only contain a sheet per the State DHS regulations. Blankets, lovies and propping are not allowed. Infants in cribs are checked at a minimum of every fifteen minutes during nap times and time records are kept.

Emergency Procedures

All areas of the Day School have established fire evacuation routes and drills are routinely practiced and reported. All staff are familiarized with tornado, earthquake, lockdown, flood, hazardous spills and other required emergency plans. Periodic reviews and practices are held for each of these. In the event of any of these live situations, every practical attempt will be made to communicate with parents once students and staff are safe and secure. In the event of evacuation, students will either be moved to Mercy Multiplied next door to our facility, The Edmondson Pike branch of the Nashville Library (on Edmondson Pike) or Woodson Chapel as needed. Our complete Emergency Disaster Plan is communicated to parents on a yearly basis following the start of a new school year.

SUPPLIES/PERSONAL NEEDS

General Supplies

Due to the unexpected and continued rise in the cost of cleaning and PPE supplies, we ask that you bring diaper wipes for your child (if applicable), and a package of paper towels at the beginning of each month. Donations of disinfecting wipes, nitrile gloves, hand sanitizer, and masks will always be happily accepted.

Nap Mat Rental

Due to changes in State rules and assessment reviews, we provide regulation nap mats and cots for our students Explorers and above. There is a one-time \$25 rental fee assessed in August or at the time of enrollment for those students joining during the school year. For our infants, we provide cribs per State rules.

Clothing and Personal Needs

Outdoor play is an important part of our program. Please dress your child in suitable/seasonal clothing to play outside year-round.

- ◆ Children have a tendency to get “messy” and “colorful” while at CCDS. Please consider this when dressing your child each day. Children should be dressed in separates- shirts and bottoms- that make diaper changing and potty learning easiest.
- ◆ Outer garments, which should have the child’s name on them, should be seasonally appropriate.
- ◆ Tennis shoes are required. Children cannot be allowed to participate in activities if they are wearing sandals, jellies, flip-flops, dress shoes, or boots. If several attempts have been made with the families to adhere to this policy, the center retains the option of terminating childcare services. This policy is in place for the safety of your child.
- ◆ Please make sure that your child's backpack/tote/diaper bag has a complete (head to toe) change of clothing available at all times. This includes **shoes**. Clothing should be changed seasonally and kept up to size as they grow. This saves us having to interrupt your day to bring clothing to us. Infants, Toddlers and 2s should have **two** changes of clothing available. Children new to potty learning should follow the classroom list for clothing and supplies needed.
- ◆ Stuffed animals and "lovies" can be used at nap time and only on their nap mats due to sanitation rules.
- ◆ For full-time students their personal Breakfast/Lunch/Snack will be served at 8:15am/1130-12pm/2pm-2:30pm



Daily Personal Needs

NAVIGATORS & CRUISERS

- Large Backpack, Diaper Bag or Tote
- **2 Crib Sheets.** You may also send a sleep sack for your child to nap in. The Zen Sack Classic or the Halo SleepSack are State approved.
- **1 Bottle** for **every 2 hours** your baby is in care (label all bottles & caps; Plastic only)
- All formula or breast milk must be premeasured, mixed, labeled with child's first/last name and dated (*State Law prohibits us from mixing or measuring bottle content*)
- A week's supply of **Diapers** labeled with your child's name, OR a **pack of diapers** labeled with your child's name to be left at school
- Diaper wipes for your child sent monthly (1 pack/weekly)
- Two (2) entire changes of clothes and bibs (including socks & shoes)
- Diaper Cream labeled with child name; in original packaging (*we will need signed permission form*)
- Unopened cereal or jar food (*State law prohibits previously opened food*)
- Homemade pureed food must be in non-glass containers, labeled with child's full name, date and contents of the container

EXPLORERS & ADVENTURERS

- Large Backpack or Tote
- **2 Crib Sheets** labeled with child's name
- Large Beach Towel or small Blanket to leave at school for nap time
- Daily supply of **Diapers** labeled with your child's name, OR a **pack of diapers** labeled with your child's name to be left at school
- Diaper wipes for your child sent monthly (1pack/week)
- Diaper Cream labeled with child name; in original packaging (*will need signed permission form*)
- Snack(s) - (1 food item & 1 drink item for snack time)
- Personal Water Bottle with child's name on it for outside play
- Lunch & Milk - or milk substitute; food cut into child appropriate, bite sized pieces.
- Please note that **NO** HOTDOGS or Grapes are allowed - even when cut up these can be choking hazards. NO NUTS or nut products such as peanut butter are permitted.
- Food items should require no heating or refrigeration. Bento box style containers with snap lids are recommended. You may use a cold packs to keep things cool or a small thermos for warm.
- Utensils as needed and age-appropriate
- Drinks should be in an age appropriate, personal refillable container to minimize spills; please NO pouches/boxes due to squeeze accidents
- Two (2) Complete changes of clothes (including socks & shoes) in their backpack at all times
- Old Paint Shirt (one that buttons in the front)

Potty Training: Please be sure to communicate with the teachers when you begin to potty train your child. Additional supplies needed during this time are --

6-8 Complete changes of clothing, including socks

1-2 Extra pairs of shoes

6-8 Pairs of Training Underwear

Pull-ups for nap time (or a box left at school)

INVESTIGATORS & RESEARCHERS

- Large Backpack or Tote
- 1 **Crib Sheet** labeled with child's name
- Large Beach Towel or small Blanket to leave at school for rest time
- 1 pack of paper towels sent monthly
- Snack(s) - (1 food item & 1 drink item for each snack time)
- Personal Water Bottle with child's name on it
- Lunch & Milk - or milk substitute; food cut into child appropriate, bite sized pieces.
- Please note that **NO** HOTDOGS or Grapes are allowed - even when cut up these can be choking hazards. NO NUTS or nut products such as peanut butter are permitted.
- Food items should require no heating or refrigeration. Bento box style containers with snap lids are recommended. You may use a cold packs to keep things cool or a small thermos for warm.
- Utensils as needed and age appropriate
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- One (1) Complete changes of clothes (including socks & shoes) in their backpack at all times
- Old Paint Shirt (one that buttons in the front)



Sample: Child's Bento Lunch Container

COMMUNICATION

Parent Participation

As they say, communication is the key to successful relationships! We strive to maintain a strong communication stream between home and school. Please be sure to take home your child's Home/School folder each day – there may be important info in it for you! (Or perhaps a beautiful piece of artwork created by your child just for you!) We also will use the email address you provided to us as another means of sending out information, along with occasional postings in the drop-off line.

CCDS is always very interested in your feedback--comments, questions, joys, or concerns. If you should have specific questions concerning your specific tuition, enrollment, etc., please contact Connie in our administrative office. If you wish to talk with the Director, please feel free to call, email or schedule an appointment.

Birthdays

You are welcome to send special treats to share with your child's class. However, please communicate this with your child's teacher in advance so that they may make the appropriate adjustments to the class schedule. If there is a child in the class with a food allergy, we will make their parent aware so that they may provide an alternate treat for them if needed. We also cannot permit latex balloons due to choking hazard. If you are planning an outside birthday event and want teachers to hand out the invitations at school, please provide enough invitations for each child in the class. We do not want any child to feel excluded.

Evaluation Assessments

All students will receive an assessment twice a year to monitor their progress. Additionally, parent conferences will be made available throughout the school year. These conferences allow parents an opportunity to discuss any matters concerning their child with the teacher. All conferences will be by appointment. Should you wish to meet with your child's teacher prior to formally scheduled conferences, please let the teacher know so they may make arrangements to meet at a time convenient for everyone. Teachers may also request a parent conference at any time on an as needed basis. Final progress reports will be sent home to the parents near year-end.

Personal Safety

TN State law requires that children in State licensed childcare agencies receive annual instruction in personal safety, including child sexual abuse prevention, using a DHS approved curriculum. The childcare facility will inform parents/guardians about the curriculum and provide them with a copy for review prior to the instruction. In April and May, we comply with this requirement with lesson materials presented to our 3-year-old and 4-year-old classes.

Please note that if a staff member at the center has reason to suspect that a child has been abused--either physically or emotionally, they are required by law to report such suspicions.

A Few Healthy Suggestions for Lunch and Snack...

- Sandwich Rollups using tortillas or pita bread with your favorite filling; sliced into spirals
- Raisin Bread spread with cream cheese, small diced apples, etc.; slice into finger strips
- Graham Crackers spread with cream cheese or **Sun Butter**
- Leftover pasta, mac & cheese, rice
- Hummus and pita bread triangles
- Cooked and chilled chicken nuggets (small bite size pieces)
- Ham or turkey and cheese, cubed with whole wheat crackers or as a bite-size sandwich
- Child size Yogurts and fresh fruit
- Carrot sticks/Cucumber slices for dipping in ranch dressing or yogurt sauce
- Cucumber sandwiches cut into quartered pieces
- String cheese, pretzels, goldfish crackers
- Baby Bell cheese or Laughing Cow wedges
- Fruit cups (NO grapes)
- Small bite-size seasonal fresh fruits
- Mini applesauce packages (please NO "squeeze" packages)
- Milk or Chocolate milk

PLEASE: NO NUTS, NUT PRODUCTS, HOT DOGS OR GRAPES
Remember to cut all food items into age-appropriate bite sized pieces

<<More healthy suggestions available by searching the internet>>





PLEASE RETURN SIGNED COPY TO CCDS

Parent Guide/Policy Agreement

I/We, _____ the parent(s) of student(s) _____,
have received, read, had the opportunity to ask questions about, understand and agree to abide by all the
policies set forth in the Christ Church Day School Parent Guide 2021-2022.

If Christ Church Day School finds it necessary to alter, amend, or otherwise modify these guidelines, families
will be duly notified and provided with the revised policies. I/We also understand that future questions
regarding policies in the Parent Guide may be directed to the CCDS Director.

**Please SIGN agreement below and RETURN to the Day School office in order to complete your
enrollment.**

Parent/Guardian Signature (s)

Date