



Towering Oaks Christian School

Kindergarten - 12th

Preschool

(423) 639-0791

Preschool Student Policy Handbook

2020/2021 Edition

Welcome to our Classrooms

Dear Pre-K Families,

We would like to thank you for choosing Towering Oaks Christian School as your Pre-School for your child. We here at TOCS see it as an honor to serve your family. We are so excited to embark on a year of learning and growing.

Towering Oaks Christian School is a licensed child care facility through the State of Tennessee Department of Education. We are also certified through the Association of Christian Schools International. Additionally, our Pre-K staff is required to complete 30 hours per year of Continuing Education Coursework to ensure proper training.

I understand as parents we are a little more nervous about the start of the 2020-2021 school year. Please know that we take the safety and well-being of your child very seriously. We are committed to making every effort to ensure the health and safety of your child.

Again, we thank you for allowing us the privilege to teach your child. I encourage you to please let me know of any questions or concerns that you have throughout the school year. My email address is lswatzell@toweringoaks.org

I look forward to a wonderful school year with you and your child!

Blessings,

Lori Swatzell M.Ed
Pre-K Director

COVID-19 Information/ Handbook Addendum

Guidelines for Reopening Preschool 2020-2021:

Towering Oaks Christian School Preschool plans on opening August 17, 2020, and remaining open for the entire 2020-2021 school year. TOCS will continue to monitor various outlets, and to take any necessary precautions for the future. We will adhere to the following guidelines:

- The CDC is recommending as few people as possible to enter the building.
 - Upstairs for students including: 2s, 3s. We will have a table set up outside at the awning for drop off and pick up procedures.
 - Downstairs for students including: 4s, Fall 5s. We will have a table set up outside of the gym for drop off and pick up procedures.
- Drop off/Pick Up Procedures Include:
 - Sign In/Sign Out table outside.
 - Table to include:
 - Sign In/Sign Out Sheets for all classes
 - Clean and Used pen baskets
 - Hand sanitizer
 - Staff to check temperature
 - Check the temperature of children and staff upon arrival using a no contact thermometer
 - Limit parents inside the building. However, if parents must enter the building there will be a separate sign in sheet for parents. Parents will be required to have their temperature checked before entering the building.
 - Parents of babies going to the nursery will be allowed inside the building. We do ask that only one parent inside the building. However, not inside the nursery. Parents going to the nursery will be temperature checked, travel one way down to the nursery and exit at the opposite end of the hallway. Please do not enter the nursery. The teacher will assist you at the nursery door.
- Preschool students will not be required to wear a mask.
- Students and staff will be required to leave school if temperatures exceed 100.0 degrees Fahrenheit
- Students and staff are to stay at home if sick or been exposed to the COVID virus
- Make hand cleaning supplies regularly available
- Students and staff will be required to wash their hands with soap and water for at least 20 seconds at regular intervals throughout the day, before and after eating, after handling any common materials, and after using the restroom
- Students will be required to bring their own water bottle each day.
- Backpacks, lunch boxes, water bottles, etc. will be placed in designated area
 - We encourage you to send lunches in disposable lunch bags to cut down on items going back and forth from school to home.
 - We encourage using a washable bag for a backpack

- Encourage staff and children to cover their cough or sneeze with a tissue, throw the tissue away, and wash their hands
- Maintain social distancing (to the best of our ability) in the gym, playground and classrooms
- Students will stay in their age groups throughout the day and will not mingle with other age groups
- Staff will be required to clean classroom before and after use each day

Any student or staff that feels ill should not attend school. If a student or staff begins to feel ill during the school day, he/she should notify the director immediately. If this should occur, parents will be called for pickup of the student. Students that become ill during the school day will be isolated in a rest area, away from the other students until parent or designated adult arrives to pick up the student.

If schools were to be closed due to a state/governor shut down (such as a pandemic) you will be expected to pay the 1st 30 days tuition. If the state/governor shut down remains in effect for more than 30 days, tuition payments will be half that of regular tuition. The tuition will assist in covering the cost of online/at home learning tools for your child.

***Due to the current COVID-19 pandemic status of our nation. TOCS PreK will halt all gathering, field trips, parties that parents bring things into the building. However, we will still be having events at the school for the children to participate within their age groups. We appreciate your understanding in this matter. We will be participating in all the things we are allowed to as soon as the pandemic subsides.**

****Before/After Care will remain available during COVID-19. For before care students you will be asked to bring the student to the outside entrance at the gym for drop off. From there your child will be temp checked and taken to the classroom designated for before care.**

If your child remains at the end of the day for after care. You will be asked to go to the school office to request your student brought to you.

*****If your child or anyone in direct contact with your child test positive for COVID-19 please notify the school office immediately at 423-639-0791.**

***Disclaimer: Towering Oaks Christian School is a
Smoke-Free/Tobacco Free Facility***

Programs Offered

Towering Oaks is a multi-age grouping program:

- **Infant-18 month class**
 - Mon/Wed/Fri (or) Tues/Thurs (or) All 5 days
- **18-36 month class**
 - Children will be placed based on their age/maturity/emotional/academic readiness
 - Mon/Wed/Fri (or) Tues/Thurs (or) All 5 days
- **3-4 year old Class**
 - Children will be placed based on their age/maturity/emotional/academic readiness
 - Mon/Wed/Fri (or) Tues/Thurs (or) All 5 days
- **4/5 year old (mixed age) Class**
 - Children will be placed based on their age/maturity/emotional/academic readiness
 - Mon/Wed/Fri (or) All 5 days

School Hours/Schedules

**PLEASE NOTE COVID-19 ADDENDUM FOR TEMPORARY
PROCEDURES UNTIL FURTHER NOTICE**

- 8:15-2:00
 - Students are to be walked into their classrooms by parents. Also, please park in a designated parking spot in the parking lot. We ask that you please leave the doors to the building accessible and not blocked with your vehicle. Thank you in advance for your understanding!

- We ask that you sign them in on the sign-in sheet located in their classroom. This is a state requirement, but also a safety precaution the sign in sheet information helps emergency responders in case of an unforeseen event.
- Our program welcomes parents at any time during Pre-K hours. We do ask that you inform your child's teacher if you plan to visit.
- Before/After care is available outside of these classroom hours.

Daily Schedules: PLEASE NOTE COVID-19 ADDENDUM FOR TEMPORARY PROCEDURES UNTIL FURTHER NOTICE

- Classroom schedules will vary in times but include: Bible, prayer, reading, math, writing, science, social skills, circle time activities, and fine and gross motor skills. We also incorporate learning into field trips.

Absent: PLEASE NOTE COVID-19 ADDENDUM FOR TEMPORARY PROCEDURES UNTIL FURTHER NOTICE

- If your child will be absent, please let their teacher know. We love our students and miss them when they are not in class. It also allows us to plan for their absence.

Illness: PLEASE NOTE COVID-19 ADDENDUM FOR TEMPORARY PROCEDURES UNTIL FURTHER NOTICE

- If your child is sick, please keep them home. This helps keeps the germs from spreading to our other children.
- If your child develops a temperature of 100* or higher or exhibits vomiting and/or diarrhea during the school day, you will

be contacted to come get them. Please make sure to keep your contact information updated with your teacher and the office.

- Please keep in mind that your child must be temperature free/symptom free (that includes vomiting/diarrhea) for 24 hrs without medication before they will be allowed to return to school.

**Before/After Care Information: PLEASE NOTE COVID-19
ADDENDUM FOR TEMPORARY PROCEDURES UNTIL FURTHER
NOTICE**

- 7:30-8:15 - Before Care
 - This is available in the gym each morning. Drop off is around the back of the building in the normal school drop off line. We have a classroom located right inside the gym designated to Before Care.
 - Feel free to pack a snack or breakfast for your child.
- 2:15-3:30 - After Care
 - The location of After Care will vary. There is a rotation of Pre-K teachers to cover the students in after care. The location of After Care will be in the classroom of the teacher that is on After Care duty for the day. Your child's teacher will know the location of After Care pickup at the time you bring your child to school. Check with them or feel free to stop by the office to check for the location. The office staff will be happy to assist you in finding the classroom your child will be in.
 - Feel free to pack a snack for your child.
 - Students in After Care will be taken to the gym at 3:15 and be dismissed with the normal school carline. All students must be picked up by 3:30.
 - Please note that your child will be in the designated after care classroom from 2:15-3:15. From 3:15-3:30 your child will be in the gym for regular carline. There is a designated location in the gym for your children. However, if they have a sibling they are allowed to go sit with that student.

- Please make sure that your nametag is visible for the staff working the carline.
- When picking up your child in the carline please stay in your car. A staff member will bring your child to your car and assist them as needed. TOCS is required by law to not buckle your child. Please pull around the side of the building to buckle your child. This will allow the carline to continue moving properly.
- The cost of Before OR After care is \$3 per day the service is used. If you only need morning or afternoon assistance.
- The cost of Before AND After care is \$5 per day the service is used. If you need both morning and afternoon assistance.
- Please have your child picked up no later than 3:30. We do not schedule a staff person after 3:30 for aftercare.

Dress Code

- Children enrolled at TOCS are prohibited from wearing any article of clothing, bringing lunchboxes, toys, or other items bearing insignia or emblems that have a negative effect on children's behaviors.
- Clothing should not be controversial.
- It is highly recommended that no opened toes shoes are worn. There have been many injuries to little feet wearing open toe shoes.
- If your little girl would like to wear a dress please make sure there are leggings or shorts under her dress.
- Please make sure there are no onesie type tops. This makes it difficult for the children to go to the restroom. Also, be aware that the TOCS staff is only allowed to prompt and monitor children in the restroom. We allow the students privacy while in the restroom to respect their privacy. So please make sure if wearing jumpers or overalls they are able to manipulate all buckles.

Forms

Immunization Forms:

- All students are required to have a TDOH certificate of immunization provided by a medical provider. These forms are only available from a private healthcare provider or the local health department. This form must be turned into our school office before your child will be permitted to attend school.

Registration Forms:

- Registration packets are available at our school office. These packets are available upon request through the office. All packets are to be completed and returned to the school office not your child's teacher. This allows our office staff to ensure that all the proper documentation has been completed, and there will be no delays in enrolling your child. Upon completion of the registration packet we also require a registration fee of \$55 for the 2 or 3 day programs and \$75 for 5 day programs.

Before/After Care Application:

- Before and after care applications are available at any time during the year at the school office. Feel free to request before and/or after care at any time.

Procedures

PLEASE NOTE COVID-19 ADDENDUM FOR TEMPORARY PROCEDURES UNTIL FURTHER NOTICE

Drop Off/Pick Up Procedures:

- Your child may be dropped off at 8:15 in the classroom.
 - Before 8:15 your child must be dropped off in the before care program. Before care is an additional charge.
- Your child must be signed in every morning. The sign in sheets are located in the classroom.
- Your child must be picked up between 2:00-2:15.
 - At 2:15 your child will be sent to the after care program. After care is an additional charge.
- Your child must be signed out every afternoon. The sign out sheets are located in the classroom.
- If there is going to be a change as to who will be picking up your child, please let the teacher know immediately. We need this information in writing. If plans change during the day and someone else needs you pick your child up please text your teacher and call the school office. The designated people for pick up will each be given a card with your child's name on it. When arriving at TOCS to pick up your child, they will need to provide that card along with a valid picture ID. This applies to both classroom and picking up a child at the front office.
- Please note TOCS staff is required by law not to release any child to anyone whose behavior may place the child in immediate danger or risk.

Lunch Procedures:

- **Hot Lunch Program: Offered Monday-Thursday**
 - These delicious and healthy lunches are made right here in our school kitchen! The cost is \$3.50 per day ordered and includes a drink.
 - Each month you will receive an order form attached to our school's newsletter "The Nutshell". You may pick and choose what you would like for your child and send the order form and money to your child's teacher.
 - **Please make sure to alert us to any food allergies.**
- **Pizza: Offered Friday**
 - Every Friday our 8th grade holds a pizza fundraiser. The cost is \$1.50 per slice. No drinks are included.
 - Each month you will receive an order form attached to our school's newsletter "The Nutshell". You may pick the days that you would like your child to have pizza and return the order form and money to your child's teacher.

Rest/Nap Time Procedures:

- **All Students**
 - A quiet rest area will be available daily for all children to rest or nap.
 - Children will be required to stay on their mats/towels/blanket for 25 mins. This quiet time will allow children that would like to nap the opportunity to do so. However, no child will be forced to nap.
 - Children will not be forced to stay at their rest area for an extended period of time. An extended period of time is defined by the state as more than 25 mins.

Toileting Procedures:

- **18 month/2 year olds:**
 - You will need to provide a minimum of 4 diapers per day along with diaper rash ointment (if needed).
 - As your child begins to potty train during these years you will need to work with the teacher to develop a plan so that we may assist in that process as needed.

- **3/4 year olds:**
 - Your child must be potty-trained - this includes manipulating clothing as well as wiping and handwashing.
 - The teacher will prompt and assist when needed.
 - The teacher will monitor children's toileting and be aware of their activities while respecting the privacy needs of the child.

- **4/5 year olds:**
 - Your child must be potty-trained - this includes manipulating clothing as well as wiping and handwashing.
 - The teacher will prompt and assist when needed.
 - The teacher will monitor children's toileting and be aware of their activities while respecting the privacy needs of the child.

Weather/Illness Dismissal Procedures:

- TOCS follows the *Greene County Schools* schedule for weather delays/early dismissal/closings. Please note, for delays and early dismissals before and/or after care will not be provided. If school is on a 1 hour delay PreK will begin at 9:30. If school is on a 2 hour delay PreK will begin at 10:30. Please feel free to use your best judgement on traveling during harsh weather conditions. If you choose to keep your child home please let your teacher know so we don't worry. There will be announcements about weather delays/early dismissals/closings on local radio stations, WJHL channel 11, the school web page, and also the school FaceBook page.
- Please note: TOCS only follows the *Greene County School Schedule for Weather related delays/dismissal/closings*. TOCS will not follow *Greene County Schools* when they are closing for Illness. If TOCS meets the requirements for Illness closing you will be notified.

Supplies

We do not allow students to have toys from home in the classrooms. These items are allowed on special days determined by the teacher. When those days occur, those items will need to be labeled.

Backpack:

- Please send your child with a **standard size** backpack. This will allow space to send home a daily folder and other things that need to come home.

Clothes:

- We do ask that you please send at least one change of clothes that include socks and underwear. Please place these items in a Ziplock baggie (gallon size works perfect) and label. These will need to be updated according to size and weather.
- Also, please send a jacket with your child during the cooler months. We try to go outside as much as possible.

Rest:

- We have a daily rest time in all classes.
- Please send in a mat and/or blankets for these rest times.
 - Your child will need either one 2inch foam mat and/or blankets to rest on.
 - Your child will also need something to cover the mat with (such as a large body pillow case or a blanket) and a second blanket to cover themselves.

Lunch:

- If your child does not order hot lunch or pizza during the week, you will need to provide a lunchbox lunch.
- In packing lunchboxes please keep in mind:
 - There are no refrigerators in the classrooms.
 - Please include utensils.
 - Please make sure all drinks that are sent are in spill-proof cups with lids. Lunch is the only time drinks other than water are allowed. Please no caffeinated/carbonated/sugary drinks. Capri Sun/Juice/Milk are allowed at lunch.
- Please make sure that lunches sent in lunchboxes are healthy foods.
- Please limit the number of sugary snacks provided in lunchboxes.
- **Water is allowed in spill proof cups/bottles all day.**

Field Trips

PLEASE NOTE COVID-19 ADDENDUM FOR TEMPORARY PROCEDURES UNTIL FURTHER NOTICE

Traditionally, the Pre-K classes go on a fall field trip as well as a spring field trip. Information about these will be provided in advance.

- All class trips require that each student will have their own transportation. The school does not have transportation with appropriate seating for this age group.
- On field trip days, there will not be Pre-K classes held at the school. You will have to make other arrangements on those days if you are unable to attend the trip.

Birthdays and Other Parties

PLEASE NOTE COVID-19 ADDENDUM FOR TEMPORARY PROCEDURES UNTIL FURTHER NOTICE

- We welcome celebrations for your child's birthday! We do ask that you schedule this with the teacher in advance. Please be aware of any allergies in the classroom and understand that there may be some required accommodations.
- During the school year, we will have parties and celebrations that include but not limited to: Thanksgiving, Christmas, Valentine's Day, and Easter.
 - Some parties will include family involvement, while others will be small celebrations in the classrooms.
 - You will be notified in advance of any parties/celebrations that are being held. Some parties/celebrations will have a food/supply sign up sheet made available to you from the teacher.

Discipline Policy

- Teachers in our program offer encouragement and praise for good behavior.
- Teachers use positive reinforcements.
- Teachers use redirection as a first step in helping a child refocus on positive behavior. They explain to the child why the current exhibited behavior is not acceptable and redirect the child to a more positive option.
- Teachers also use time out as a method of allowing the child the time to regain self-control. Time outs are one minute per the child's age. For example, if the student is 4 years old they will receive a 4-minute time out.
- Teachers will never strike, shake, or spank a child.
- Should a behavior issue become a consistent problem, the teacher will contact the parents. This will help to see if the behavior is being seen at home as well and allow the teacher and parents to discuss solutions to help the child improve. If there is a concerning behavior, it is critical that there is a close relationship between the parent and teacher to resolve the issue.

TOCS reserves the right to dismiss any child who is unable to participate in group activities because of inappropriate behaviors.

TOCS reserves the right to dismiss any child whose parent(s) demonstrate an uncooperative attitude with the school and/or teaching staff.

TOCS reserves the right to dismiss any child in which the needs of the student cannot be met.