



Preschool, TK, Kindergarten  
2009/2010

# Parent Guidelines

# 2009/2010 Tate's School of Discovery Preschool, Transitional Kindergarten & Kindergarten Parent Guidelines

## ***TATE'S SCHOOL OF DISCOVERY MISSION STATEMENT***

Tate's School of Discovery will provide a unique learning environment that allows your child to achieve their fullest potential. At Tate's School of Discovery we promise to:

- Challenge your child intellectually
- Inspire your child creatively
- Educate your child culturally
- Enrich your child emotionally

## ***TATE'S PHILOSOPHY***

Tate's School keeps an eye toward the future with the latest in technology in the classrooms and with teachers well-trained in current educational methods. Academically capable students are challenged by the variety and depth of the curriculum offered at Tate's and are guided along the way by a caring and professional teaching staff. It is a place where students trust themselves enough to take risks in a safe and supportive environment. The teachers at Tate's strive to maintain an open line of communication with parents, because they share the belief that a large part of a student's success involves a joint effort between parents and teachers.

## ***PARENT/SCHOOL COMMUNICATION***

The "most" of our communication with parents is via e-mail. It is the most effective way to keep our parents informed. It is imperative that we have all of our parents e-mail addresses on file. Tuition Statements are sent via e-mail each month. Please check your e-mails daily for any important dates, upcoming events, school closing, etc. from Tate's School of Discovery.

If you do not have access to e-mail, please contact Pennie in the Administrative Office, so that we can make sure you get a hard copy of all e-mails sent.

## ***INCLEMENT WEATHER DAYS***

We will make our own decisions regarding inclement weather, so please listen to your radio – primarily U-102 and WIVK – and television channels WATE, WBIR, and WKXT for announcements regarding school closings, delays in openings, or early dismissals.

Decisions will be announced as soon as they are reached. Please, do not call teachers and administrators at home.

Due to the extreme number of announcements regarding school closings etc., the media will announce only closings and delayed openings. Therefore, if you do not hear any announcement at all concerning Tate's School, we will be opening on time. If we are closing early or opening late, there will be an announcement. Any announcement regarding our school will be announced as Tate's School of Discovery or Tate's School. When our school is closed due to inclement weather, there will be no daycare.

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Our intentions are always to insure your child's safety and to have classes when possible.

If, at any time, you choose to pick up early or just to keep your child at home due to weather conditions, please do so...we understand.

### ***ARRIVAL & DISMISSAL***

1. It is very important to your child that he/she arrive on time (by 8:30 a.m.) each day.
2. Do not allow your child to enter or exit the building without a parent at any time of the day (arrival or dismissal).
3. Children are expected to follow classroom procedures upon arrival and departure even though parents may be in attendance.
4. When parents arrive for dismissal, children are expected to gather their belongings and leave happily. If they have difficulty leaving, parents may need to remind children that tomorrow is another day for school activities.
5. Parents should be responsible for older or younger siblings at all times when they visit the school.

Our classrooms often have student's work on display or in progress that younger children could damage. Also, the playground equipment is designed for 3 year olds and up. If not properly supervised by parents, younger children might get hurt!

### ***SIGN IN - SIGN OUT***

**ALL CHILDREN SHOULD BE SIGNED IN AND SIGNED OUT EACH DAY - ATTENDANCE SHEETS ARE LOCATED IN YOUR CHILD'S CLASSROOM!**

#### **A.M.**

**Children should not arrive at school before 7:30 a.m.**

**Early Care Time is 7:30 – 8:15 a.m.** Parents and their children arriving between 7:30 – 8:15 a.m. should take the child's lunch and belongings to his/her regular classroom and sign in. Afterward they should proceed to the "Early Care" classroom.

Teachers pick up their "Early Care" students from the designated room at 8:15 a.m. Therefore, children are unsupervised before 8:15 a.m. in the classroom. Please keep in mind that teachers appreciate and use every minute of their morning time to prepare for a busy day. Having classroom preparation time in the morning between 7:30 – 8:15 a.m. without children is valuable. It is very difficult for the teachers to not talk with parents and children if they are in the classroom. Please take your child to the designated "Early Care" room if you arrive at school before 8:15 a.m.

Children will not be permitted to eat their breakfast during early morning care.

**The "Early Care" room will rotate among the Green House teachers (*schedule will be posted*).**

Children **arriving at or AFTER 8:15 a.m.** should be taken to their own classroom, and parents should sign their child in at that time. If the class is not in the room when you sign-in you must take the child to his/her teacher.

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## **P.M.**

If your child is NOT staying for extended hours, PLEASE pick him/her up promptly at 1:00 p.m. Teachers must prepare their rooms and the children for rest time beginning at 1:15 p.m.

If your child is staying for nap-time, and is NOT an extended hours child, and you pick the child up BEFORE 3:15 p.m., please document checkout time on the Day Care Form in your child's homeroom. Failing to do so will mean that you will be charged for Aftercare fee's of \$8.00 per hour for the remainder of the day.

AFTER 3:15 p.m. all students remaining at school will go to Afternoon Fun Time. The Counselors will document the time children are picked up by their parents.

If your child is to be picked up by someone other than the parents or regular carpool, your child MUST BRING A NOTE with him/her to school that morning, notifying us of a change.

If parents call the school before pick-up time, we will hold your child at school rather than allowing him/her to ride with the regular carpool. We will NOT allow him/her to leave school with anyone else on the basis of a phone call unless that name appears on your child's authorization list. Identification will be required. The parents should make every effort to contact their carpool driver if changes are to be made. *Your child should know each day who will be picking him/her up!*

## **BULLETIN BOARD**

Preschool and kindergarten teachers have a parent information center or bulletin board inside their classroom. Messages, sign-up sheets and announcements will be posted in these designated areas. PLEASE CHECK THIS DAILY. If you need to leave messages for your child's teacher, you may do so at these designated areas in the room.

Afternoon Fun Time will post information on the bulletin board in the main hall (just outside the kitchen area). To leave messages for Afternoon Fun Time Counselors a clipboard is posted near the kitchen door.

## **CLOTHING, TOWELS, AND LUNCH BOXES**

1. Please dress your child for an active day! Shoes with enclosed backs or straps and enclosed toes are required.
2. All children will play outdoors each day, weather permitting. During colder months, if temperatures drop below 32 degrees we will not engage in outdoor play. During warmer months playground time will be limited in excessive temperatures. During the warmer months please apply sunscreen to your child before arrival at school. If your child stays for after school care, sunscreen will be re-applied with written permission and sunscreen provided from home.
3. PLEASE send extra clothing for preschool, transitional kindergarten & kindergarten students in case the need to change clothes arises. Send the clothes in a clear plastic bag with his/her name on both the bag and clothing. Please change out extra clothes as the seasons & weather change.

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4. Please mark all outer garments (coats, sweaters, caps) and lunch boxes with your child's name.

5. The name should be clearly visible on the outside of the lunch box.
6. Transitional Kindergarten & Kindergarten students will need a bath towel for resting. This should also be marked with your child's name.

## ***SPECIAL CLOTHING***

We are using a new local vendor this year for ordering the Field Trip & Physical Education Uniforms (Bacon & Company). You will be able to order via an on-line store. We will have a link from the school website ([www.tatesschool.com](http://www.tatesschool.com)) beginning August 1<sup>st</sup>.

### **Field Trip Uniform**

Preschool, Transitional Kindergarten, and Kindergarten students wear a "uniform" when going on a field trip.

The uniform is a navy top (polo, turtleneck, mock turtleneck, sweatshirt or sweater) *with the embroidered school logo*. The top can be worn with any slacks, shorts, or skirts.

### **Physical Education Uniform ( Kindergarten Students Only )**

The physical education clothing requirement is a navy, gray or white T-shirt, or navy or gray sweatshirt, with embroidered logo. Shirt must be worn with navy or khaki shorts or navy sweatpants. The acceptable shorts for P.E. are soccer, twill or jersey, or navy nylon mesh shorts.

### **Spirit Day T-shirts**

This is a fun t-shirt to be worn on a designated day of each week and for other special Tate's occasions. Order forms for the Spirit Shirts will be included in the student's Back-to-School Packet.

## ***LOST AND FOUND ITEMS***

Lost and found items (for 3's, 4's, TK and Kindergarten) will be placed in a container below the spiral stairs in the Green House main hall. Also, the last Monday of each month, lost & found items will be hung on a clothesline on the back porch (just off Green House Playground). Items not picked up will be placed back in the lost & found container under the stairs. On Friday that same week any unclaimed items will be given to charity.

## ***LUNCH***

Lunch is usually eaten between 12:15 and 1:00 p.m. If you wish to join your child at school for lunch, PLEASE let the teacher know in advance.

- 1) Each child may bring his/her lunch to school. Do not send drinks or food in glass containers.
- 2) There will be ample time for lunch.
- 3) Manners and appropriate eating habits will be stressed.

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- 4) Vendor lunches may be purchased.
  - a) Lunch menus and order forms are available online at [www.TatesSchool.com](http://www.TatesSchool.com) under the category "Tate's Family", or stop by either office for a copy.
  - b) Print out the lunch form, select the lunches you'd like to order, and return the form to your child's teacher by 9:00 a.m. on Thursday (for lunches the next week or for the remainder of the month). ALL LUNCH ORDERS MUST BE RETURNED BY 9 A.M. ON THURSDAY'S PRIOR TO THE WEEK ORDERING (example: To order lunches for the week of August 24-28, we must receive your order by 9 a.m. on Thursday, August 20<sup>th</sup>).
  - c) Lunches purchased will be billed on your monthly statement.
- 5) Because of the time required to preorder lunches, Tate's School is unable to refund for lunches missed due to absences from illness, appointments or other cases where the student misses a day of school; however, refunds or credits will be given for days missed due to unscheduled closings from inclement weather, or emergency cases.
- 6) You may order lunches for the upcoming week or the whole month. It is the parents' responsibility to notify Pennie in the Administrative Office by Thursday at 9:00 a.m. (or before) to cancel lunch orders for the following week (NO EXCEPTIONS).
- 7) If a child has NOT ordered or brought a lunch, parents will be contacted so that they may provide a lunch for their child by 12:00 Noon.
- 8) Milk will be available for purchase each day.
- 9) We strongly suggest that you substitute fruit for sweet treats in your child's lunch. Candy is not an appropriate lunch food. **NO carbonated drinks are allowed.**
- 10) **Parents** are responsible for ordering their child's lunch.

### ***SNACK***

Snack is provided for our preschool student's. Mrs. Pennie prepares the snack. If a child has any known food allergies, please let Mrs. Pennie know. All known food allergies are posted both in the kitchen and in teacher's individual classrooms.

Transitional Kindergarten, Kindergarten, and 1<sup>st</sup> through 5<sup>th</sup> grade students bring their own snack.

### ***REST TIME 3 AND 4 YEAR OLDS***

Rest time is 1:15 – 2:45 p.m. The children are asked to rest quietly and are encouraged to nap. You may send a small stuffed animal or cuddly toy with your child. Your child needs a light blanket for rest (please label). Each child is provided with a covered mat during rest time. Mat covers are professionally laundered weekly. Rest mats are labeled with child's name and are stored for daily use. **If your child stays after 1:00 p.m., we ask that you DO NOT PICK UP your child before 2:45 p.m.**

## **TOILETING**

All children are required to be potty trained before entrance to preschool. Children are responsible for taking care of this task independently. "Pull-ups" are not allowed during any part of the school day.

If a child has repeated accidents for two (2) consecutive weeks a conference will be held with the administration to discuss the possibility of dismissal from the program.

## **HANDWASHING**

Children are required to wash hands after toileting and before snack, lunch, and other activities as necessary. When classes are away from running water, children will use hand sanitizer before eating.

## **MEDICATION**

Any student who is required to take medication during the regular school day must comply with the following regulations dictated by the Tennessee State Department of Education.

1. Prescription drugs must be brought to the school by a responsible adult in an appropriate container labeled by the pharmacy or health care provider detailing the child's name, name of the drug, dosage and time interval that medication is to be given. Please include a medicine cup or medicine spoon with which to measure and administer liquid medication. This should be placed in a clear plastic bag for sanitary and safety reasons and given to the homeroom teacher or early care teacher.
2. The parent or guardian of the student must give written permission asking that the school comply with their request to administer medication. Permission forms can be obtained from your child's homeroom teacher.
3. Non-prescription medications must be given in accordance with the regulations in item 2.
4. All medications will be administered and documented by the student's homeroom teacher.
5. Please make an effort to give your child his/her medication before the school day, after the school day, and at night whenever possible.
6. If your child stays for Afternoon Fun Time, medication will be given at 3:00 p.m. by the homeroom teacher. No medications will be administered in Afternoon Fun Time.

**NOTE:** *No medication of any kind will be administered WITHOUT WRITTEN PERMISSION in accordance with item 2 above.*

## **SICK CHILD POLICY**

1. If your child is at school with any questionable symptoms (runny nose, persistent cough, sore-throat, tummy-ache/upset stomach, headache, lethargy or extreme tiredness, etc.) we will be calling you to promptly pick your child up from school.
2. Any child exhibiting vomiting or diarrhea with or without the presence of fever should not be at school. Your child needs to be symptom free (without the aid of medication) for at least 24 hours before returning to school. You will be called to promptly pick up your child at school if he/she should develop these symptoms during the school day.
3. If your child has a fever of 99° or above, you will be asked to come and pick up your child.

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4. Your child should be FREE OF FEVER, WITHOUT THE AIDE OF MEDICATION, FOR 24 HOURS before returning to school.
5. Notify the school if your child has a communicable disease. The school in turn will notify the parents of any contagious disease among the students.
6. Consult your doctor concerning the length of isolation for any contagious disease. Before the child returns to school, a written permission from the doctor is required.
7. Please notify the office on the first day of a child's absence as to the cause of the absence.
8. We are not equipped nor staffed to care for and isolate sick children as daycares are, so we must rely on all parents to keep their children out of school if there is any chance they may be ill. "If in doubt, keep them out."

### ***PARENT PARTICIPATION AND OBSERVATION***

The beginning of school is a time of adjustment as children become comfortable with the school environment. For this reason, we ask parents to visit after September 30<sup>th</sup>. Please make arrangements in advance, with your child's teacher, for your visits.

School is a time of bonding between the teacher and student. So that the teacher can give her students her undivided attention, we ask that you drop-off your child at his/her room and exit promptly.

The main office is always a busy place with phone calls and parents. Please reframe from congregating in the main hallway of the Green House as it gets loud and is hard to hear while answering incoming phone calls.

We are anxious for parents to take an active part in our school program. We strive to include opportunities for parent participation and involvement in order to encourage a community spirit among parents, children and staff. Your involvement provides many enriching experiences for our students.

We encourage parents to participate in their child's learning experiences at school. Parents have a wealth of expertise in many areas, and we would certainly like for you to share your knowledge and experiences with our students. A survey will be sent home to new parent's the beginning of the school year.

### ***CONFERENCES***

Transitional Kindergarten and Preschool students will receive three (3) assessment reports per year (October, January & May). Conferences will be held in October & January (see school calendar for dates). Teachers will notify you when & where conference sign-up sheets will be posted.

Kindergarten students will receive 4 report cards to keep you well informed of your child's progress. Mandatory conferences will be held following the first and third report cards.

Make-up conferences will only be scheduled in the event of an illness or other family emergency.

Teachers are always eager to communicate with you. If you would like to discuss your child with his/her teacher at a time other than regularly scheduled conferences, please make arrangements

with the teacher. Never discuss your child in his/her presence or in the presence of other children or adults.

## ***DISCIPLINE POLICY***

School is a place where children come to learn and to grow socially. Occasionally there will be times when a child's behavior will disrupt that learning and growth for themselves and at times for their peers.

Teachers strive to teach our youngsters the skills and language to handle themselves at these times. This is an ongoing process and will often need to be used in conjunction with re-direction and/or time out.

Parents whose children exhibit on-going behavior difficulties will be contacted by the teacher so that all information is shared between home and school. A behavior plan is created by the teacher and the parent so that the child's behavior is dealt with consistently. If the behavior plan is not effective a conference will be held to discuss any further needs.

If a child's behavior is disruptive or dangerous to others in that it disturbs the learning process or safety of others and it cannot be handled by redirection or time-out, the parents will be called to promptly pick the child up for the remainder of the day. If this occurs three times, a conference with Mrs. Tate and/or Mrs. Seagraves will be scheduled to discuss the behavior and/or possible dismissal from the program.

## ***FIELD TRIPS***

Field Trips are planned in conjunction with a unit of study.

1. Before each trip you will be notified of the destination and cost. You will be billed monthly for any trips taken by your child. This will include the cost of bus service (if applicable).
2. In order to participate in the field trip, children in transitional kindergarten & kindergarten are required to ride the bus, when one is provided.
3. If you prefer that your child NOT participate in a given field trip or find that his/her arrival will be after the scheduled departure time, school policy **REQUIRES** that the child be allowed to remain at home that day. Please notify the school well in advance, and no field trip charge will be made.
4. If you are going on the trip, please **DO NOT** bring other children.
5. When **NEEDED** teachers will ask parents to accompany students on field trips. For many field trips, reservations are often made in advance. Therefore, requests for additional seating cannot be honored.
6. The following child restraint law will be followed: a) All children ages 4-8 who are under 5' tall must ride in booster seats in the back seat of the vehicle. b) All children ages 12 and under should ride in the back seat of the vehicle.

\* **When chaperoning a Field Trip** – Parents are NOT permitted to make purchases from gift shops, food vendors, etc. for their child or others in their group.

\* **Late arrival** – please check departure time and have your child at school 15 minutes prior to this time. Teachers will depart school promptly at given departure time. If child arrives after the class

has left for the field trip, it is the parents' responsibility to take the child to the field trip destination or take child back home.

- **If parent takes their child to a field trip destination**, the parent will be responsible for making payment for the parent & child's admission to the event. The payment will be made directly to the event upon arrival.

### ***BIRTHDAYS***

We would like to celebrate each child's birthday at school.

1. Please contact your child's teacher **AT LEAST 2 DAYS IN ADVANCE** to make arrangements.
2. Consider serving muffins, fruit and cheese, or other nutritional snacks.
3. No presents please.
4. You may celebrate summer birthdays during the school year.
5. In order to make your child's birthday celebration special, please give him/her your full attention by NOT allowing brothers, sisters or friends to attend.
6. **Home Birthday Parties**: We would like to avoid any hurt feelings over birthday invitations. If you are planning a birthday party at your home for class members, please invite everyone. Invitations to other events (sleep-overs or play-overs) should be made at home between parents.

### ***HALLOWEEN CARNIVAL***

The Halloween Carnival is an evening family event and fundraiser held in October. Many fun booths and activities such as face painting, a duck pond, wishing well, balloon pop, etc. are set up for students to enjoy. Food, drinks, and home baked treats are also available, as well as a silent auction.

Parents are asked to help with the set up of events and to work shifts at the different booths on the night of the carnival. Parents may also contribute by baking goodies for the bake sale and by acquiring items for the silent auction.

The day before the carnival, each child is asked to bring a carved pumpkin for the lighted pumpkin trail through the woods.

Tickets for the carnival are sold in advance or on the night of the event.

### ***THANKSGIVING 3 & 4 YEAR OLDS – TRANSITION KINDERGARTEN***

One of the major events of the year is our annual Thanksgiving Feast. It is held during the week of the Thanksgiving holidays. The children and teachers prepare much of the food. This special feast is shared by the 3 & 4 year olds & transitional kindergarten classes at school.

Parents are asked to help with the food preparation, serving and clean up.

### ***THANKSGIVING KINDERGARTEN***

Our annual Thanksgiving Feast is held on Tuesday before the Thanksgiving holidays. The students and faculty are transported by bus to one of the local churches or synagogues where the elementary grade students present a Thanksgiving program followed by a catered lunch.

Parents are asked to help with preparing and serving the food and the clean up afterwards.

### ***CHRISTMAS***

Students are given the opportunity to help with a community project. Parents are asked to participate in this project. Parents are also asked to help with a Christmas party. Gifts are not exchanged among students.

### ***ST. VALENTINE'S DAY***

St. Valentine's Day is one of the children's favorites. Student's exchange cards and decorate a sack or box for their cards in class. Many children enjoy giving cards to students in their homeroom and to friends and teachers in other rooms. Parents are asked to help with the Valentine's Day party.

### ***EASTER EGG HUNT***

Children will have an egg hunt at school. Parents are asked to help hide the eggs, and also to help with the Easter party.

### ***STUDENT DIRECTORIES***

Student Directories will be accessible on-line. Visit [tateschool.com](http://tateschool.com) mid September.

### ***YEARBOOKS***

Yearbooks for the previous school year will arrive in early fall. They will be distributed at school. You are encouraged to contribute to the yearbook through advertising and by supplying pictures of various activities that you may have taken during the year.

### ***FEES***

1. Tuition is due on the first day of each month.
2. You may pay several months' tuition, or all, in advance.
3. **TUITION NOT PAID on or by the 10<sup>th</sup> of the month, will incur a \$25.00 late fee per child. For every additional 10 days that payment is not received, an additional \$25.00 will be charged per child.**
4. Statements will be e-mailed to your primary e-mail address after the 5<sup>th</sup> of the month.
5. There will be a \$39.00 charge for any returned checks.
6. Early Care and Afternoon Fun Time...Billed monthly.
7. PNO Fees ...Payable to Tate's, and checks are given to the Afternoon Program Director. Please do not include this fee in your tuition check.

***Bring or mail your checks to the school office (ADDRESS: 9215 Bob Gray Road – Knoxville, TN 37923)***

### ***TEACHER OR CLASS REQUEST***

Thorough diligence and consideration are given to class placement of every child. Therefore, teacher request are NOT ACCEPTED.

If twins are attending Tate's School, a conference appointment will be made to determine placement.

### **TELEPHONE, ADDRESS & E-MAIL ADDRESS**

1. Please notify the administrative office if you move or if your telephone number or e-mail address changes.
2. When moving out of town, please leave an address in the office in the event we need to mail yearbooks or school related materials.

### **EARLY AND LATE CARE**

Early and Late Care is available for all enrolled children. Fees for daily care are as follows:

3's, 4's, and Kindergarten Early Care is 7:30 – 8:15 A.M. (\$8.00 per morning)

**3 & 4 Year Old's Late Care is as follows: (Late Care begins at 1:00 p.m.)**

**\$8.00 per hour**

If child stays from 1:00 p.m. until 2:00 p.m.	\$8.00
If child stays from 1:00 p.m. until 3:00 p.m.	\$16.00
If child stays from 1:00 p.m. until 4:00 p.m.	\$24.00
If child stays from 1:00 p.m. until 5:00 p.m.	\$32.00
If child stays from 1:00 p.m. until 6:00 p.m.	\$40.00

**Each ten (10) minutes thereafter will cost \$20.00**

**TK & Kindergarten Late Care is as follows: (Late Care begins at 3:15 p.m.)**

If child stays from 3:15 p.m. until 4:00 p.m.	\$8.00
If child stays from 4:00 p.m. until 5:00 p.m.	\$16.00
If child stays from 5:00 p.m. until 6:00 p.m.	\$24.00

**Each ten (10) minutes thereafter will cost \$20.00**

If your preschool child (3's and 4's) is not enrolled in our extended hours program and you would like for your child to remain at school after 1:00 p.m., make arrangements through the school office prior to the day that you wish them to stay.

***Afternoon Fun Time begins (for 3's, 4's and Kindergarten) at 3:15 p.m.***

### **PARENT'S NIGHT OUT (PNO)**

Parent's Night Out is a fun tradition at Tate's. This is a sleep over for Tate's students. The Afternoon Fun Time staff is responsible for directing and chaperoning this activity. The afternoon staff will give details to you.

### **SPECIAL SERVICES**

If it becomes necessary for a teacher or administrator to assist parent/guardian with Special Services beyond normal school services, there will be additional fees. To discuss this, contact the school administrator.

### **CHILD ABUSE & NEGLECT POLICY & PROCEDURES**

It is the law that if a teacher suspects that a child is abused and/or neglected the following steps must be taken:

1. Teacher reports situation to administration.
2. The situation is evaluated; if necessary a call is made to the Department of Child Services.