



## **Prospective Student Packet**

### **2021-2022**

**Welcome, friend!**

## **Parent Checklist for Enrollment**

**The following are required to be received *prior to* the child's first day:**

- Completed Enrollment Packet (all forms)
- Registration Fee (\$30, one-time nonrefundable fee per family)
- Cleaning Supply Fee (\$15, nonrefundable fee per semester)
- First month's tuition, nonrefundable (cash or checks to First Presbyterian Church; your child's name on memo line)
- Copy of birth certificate
- Copy of current immunization record
- Supply List Items (please label with child's name or initials):
  1. School Shoes (easy to slip on and off, no oversized character slippers)
  2. Change of Clothes
  3. Play-Doh (2, any color)
  4. Crayons (1, 8-count or larger), Crayola preferred
  5. Glue Stick (2)
  6. Liquid School Glue (1)
  7. Card Stock (full size, 1 pack, white)
  8. Construction Paper (1 pack, multicolor)
  9. Pencil Box (hard plastic type)
  10. Watercolor paint set (Harmony Pre-K)

SoulSong Parents' Day Out Program

First Presbyterian Church

Intent to Enroll

Child's Full Name: \_\_\_\_\_ Preferred Nickname: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Pronouns (circle): (he/him) (she/her) (they/them)

**Tuition Rates and Commitment**

First time participants must pay a **one-time, non-refundable registration fee of \$30.00 per family.** A deposit of your first month's tuition is required to secure your child's placement. Until receipt of that deposit, your child will be placed on our waiting list.

Days requested per week (please circle all that apply):

Monday      Wednesday      Tuesday      Thursday

Sessions are Monday/Wednesday and Tuesday/Thursday.

Students may only attend one session, up to two days per week.

Operating Hours: 8:15 am - 2:15 pm (6 hours)

Tuition Rates: First child \$35/day or \$60/week;  
Each additional sibling \$30/day or \$50/week  
Rates effective after May 12, 2021.

**Primary Emergency Contact / Medical Information**

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Work: \_\_\_\_\_

E-mail: \_\_\_\_\_ Address: \_\_\_\_\_

Child's Physician: \_\_\_\_\_ Phone: \_\_\_\_\_

**Allergies, Health Concerns, and/or Special Needs:**

### **Dismissal Authorization**

List below the name, relationship to the child, and phone number of any other adults authorized to pick up your child from the SoulSong program in addition to custodial parents. Your child will be released ONLY to their parents or those listed below:

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Other adults may be added at any time if the information is provided in writing.

### **Family Information** (Please PRINT legibly)

Parent/Guardian #1 Name: \_\_\_\_\_

Home Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Place of Employment: \_\_\_\_\_ Occupation: \_\_\_\_\_

Address of Employment: \_\_\_\_\_

Work Phone: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Parent/Guardian #2 Name: : \_\_\_\_\_

Home Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Place of Employment: \_\_\_\_\_ Occupation: \_\_\_\_\_

Address of Employment: \_\_\_\_\_

Work Phone: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Marital Status of Parents/Guardians: \_\_\_\_\_

If divorced or separated, for how long: \_\_\_\_\_

Custody arrangements including visitation schedules or court orders (Please attach documentation)

Other Household Members (siblings, grandparents, etc)

Name	Relationship	Age
_____	_____	_____
_____	_____	_____
_____	_____	_____

**Background Information**

Has your child been in childcare before? \_\_\_\_\_ If yes, how long? \_\_\_\_\_

How does your child react to new situations? \_\_\_\_\_

What makes your child upset? \_\_\_\_\_

Briefly describe your preferred method of discipline: \_\_\_\_\_

What are your child's favorite toys and activities? \_\_\_\_\_

Which languages are spoken in the home? \_\_\_\_\_

Does your child use any special words to express needs? \_\_\_\_\_

What calms and comforts your child? \_\_\_\_\_

If applicable, what time does your child typically nap? \_\_\_\_\_

When did your child become toilet trained? \_\_\_\_\_

When did your child begin walking? \_\_\_\_\_

Has your child ever had problems with:

Hearing     Vision     Speech     Sensory     Motor Skills     Behavior

Do you have any concerns regarding your child's development?

What are your goals for your child at SoulSong?

### **Receipt of Parent Handbook & Policies**

I have received and read the Parent Handbook and I agree to comply with the rules and policies of the SoulSong Parents Day Out at First Presbyterian Church as specified in the handbook. I further understand that any changes in policies may be made with due notification. Please initial: \_\_\_\_\_

- I understand I must provide my child's own supplies, including but not limited to: diapers, wipes, water bottle, lunch, school shoes, backpack, and one change of clothes.
- I agree to pay all required fees in full and on time to avoid incurring a late payment fee of \$5 per business day.
- I understand that toys from home are not permitted due to COVID.
- I understand drop-off is from 8:15-8:45 and pick-up is from 1:45-2:15.
- I agree to pay a late pick-up fee of \$1 per minute per child if I arrive after 2:15pm.
- I agree to a trial enrollment period of two weeks, after which teachers may recommend delaying full enrollment based on ability to meet milestones listed in handbook.
- I understand that communication is made on the Remind app and must join the appropriate groups in order to be informed of updates such as tuition invoices.
- I agree to be courteous to the other families enrolled at SoulSong and keep my child home if they are exhibiting signs of illness.
- I agree to message the program director or my child's teacher on Remind by 9:00am to inform the staff that my child will be absent on that day.
- I understand that tuition is not pro-rated for absences. I am responsible for paying the full monthly tuition amount. Checks returned from the bank for any reason may be charged a processing fee.
- I understand that SoulSong will be designated as a **PEANUT-FREE** facility if any enrolled children are severely allergic to peanuts.

I have been advised and acknowledge, this facility is classified as a Mothers' Day Out program and, as such, is not required to be licensed by the state as a child care agency.

Parent/Guardian #1 Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian #2 Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# SoulSong at First Presbyterian Church

Family Handbook 2021-2022 Academic Year



We are thrilled that you have chosen to share your child with us. We understand what an important decision this is. At SoulSong, we prioritize a safe learning environment for all of our children. We adhere to the following policies in order to give each child the best care possible. Please read each section carefully. Do not hesitate to contact us with any questions via the Remind app, Facebook, or [soulsong@firstprescookeville.org](mailto:soulsong@firstprescookeville.org).

## MILESTONES FOR SOULSONG READINESS:

Most children will be ready for our program by age 2. Some are ready earlier, and we are happy to evaluate prospective students on a case-by-base basis. For success in our program, your child should be able to:

- Sit in child-size chair (not a high chair) for the duration of a meal.
- Only need one (or fewer) nap per day, taken after 11:30am on own nap mat.
- Follow one-step directions (ex: Put the train in the red bin.).
- Navigate stairs safely and independently (scooting/crawling ok).
- Feed self age-appropriate finger-foods.
- Drink from an open cup (360-style cup is fine). No bottles/pacifiers.
- Fledglings Pre-k: Above milestones, plus independent toileting (undressing/dressing, using the toilet, wiping, flushing, and washing hands)

## TUITION

-Nonrefundable Fees: Registration: \$30, one-time; Cleaning: \$15/semester (per family); Snack: \$10/semester (per child)

-Rates: \$35/day or \$60/week; \$30/day or \$50/week for each additional sibling after the first child enrolled (effective after May 2021)

-Schedule: Tuition is paid during the first FULL week of instruction each month. There will be no tuition adjustments or refunds due to failure to attend. Your tuition holds your child's space in our program. If tuition payment is not received by the end of the month, your child will move to the waiting list for future openings. Invoices are provided and will be sent via Remind. Place payments in the black drop box in the drop-off area. We accept cash or checks (written to **First Presbyterian Church**, child's name on the memo line). Cash must be clearly labeled to be applied to your account. In the event your child is unable to attend for an extended period due to an emergency situation, you may defer your unused days to a future month upon their return. Late payments will be charged \$5 per business day beginning the Monday after tuition is due.

## TEACHER:CHILD RATIOS

We maintain ratios at or below 1:8 (1:6 among ages 1-3), unless special circumstances require a change. We always remain under the State of Tennessee childcare ratio limits for all ages served at SoulSong.

In the event that we cannot be within the legal childcare ratios as determined by Tennessee, we are forced to close for that day. This would occur if staff is unable to report and substitutes cannot be found.

## COMMUNICATION

*Sign up for the Remind app, and join the following classes: @soulsong and your child's class (Hatchlings: @soulsong1; Fledglings: @soulsong2). All school communication will be sent via Remind.*

## BEHAVIOR MANAGEMENT

We use a combination of redirection and positive reinforcement. Time outs, if necessary, are used to calm down and regroup before speaking with the teacher and are not used to shame. Time outs are not used for children under age 3. Our teachers address the children peacefully and respectfully. Immediate safety concerns may result in a raised voice (ex: a child about to push another off playground structures). A pattern of violent behavior may be grounds for a child's temporary suspension or permanent disenrollment without refund of tuition.

## ATTENDANCE

-Daily Operations: We are open Monday and Wednesday AND Tuesday and Thursday 8:15-2:15; M/W and T/Th sessions operate independently.

-Transition Times: Drop off between 8:15-8:45 and pick up between 1:45-2:15. **Masks are REQUIRED for all adults entering the building during these times.**

-Late Pick Ups: The door will be locked promptly at 2:15pm. Anyone arriving after this time will have to be let in and will be charged a late fee of \$1/minute, which must be paid in cash upon arrival on your child's next school day. After 3 late pickups, the child will be required to be picked up from our program by 2:00. It is against state policy to have children in our care after 2:15pm. Chronic late pickups may result in disenrollment.

-Absences: Up to two absences per month may be made up during the other program (M/W vs T/Th). These days must be made up within two weeks of returning to school or will be forfeited. There is no reimbursement or discount for absences, unless quarantined for COVID-19(see COVID policy). Please notify the school via Remind at least 24 hours prior to coming for a makeup day, to allow staff to prepare materials and to check for availability. To be eligible for makeup days, you must inform us of your child's absence prior to 9:00am.

## ILLNESS

We strive to keep the children in our care healthy by maintaining a clean environment, which is disinfected regularly. We have adopted even deeper daily cleaning in response to COVID-19. Children exhibiting communicable illnesses are asked to refrain from attending until they are symptom-free and/or cleared for school by a doctor.

A child may not attend if the following symptoms have been exhibited within the past 48 hours:

- Fever of at least 99.5 (without fever-reducing medication)
- Vomiting and/or diarrhea
- Pink eye
- Yellow/green mucus runny nose
- Contagious/unexplained rash
- Head lice
- Positive strep test
- Positive flu test
- Persistent productive cough
- Hand-foot-and-mouth symptoms

If children are exhibiting the above symptoms, SoulSong reserves the right to contact the parents and have the children picked up. In the event that you are contacted, please arrive as soon as possible to pick up your

child. Your child will be isolated from their class until you are able to arrive. Please be considerate to the other families and help keep our center as germ-free as possible.

Students (and staff) will be randomly temperature screened throughout the day. In the event a temperature reads 99.5+, a second thermometer will be used to check the ear. Additional clothing layers will be removed. There will then be a 5 minute wait before checking again if no other symptoms are present. If the temperature is still elevated, a message will be sent via Remind, and the child will need to be picked up as soon as possible. Staff with a fever will be sent home promptly.

## COVID-19

### IF TESTING POSITIVE:

The child must stay home for 7 days after the onset of symptoms. If they receive a negative test result after 5 days, they may return to school for the remainder of the 7 day period with a KN-95 or N-95 mask provided from home. Regular illness policy (above) still applies.

### CONFIRMED EXPOSURE IN THE HOME:

The child must quarantine for 5 days after exposure but may then return to school with a negative test result. Without proof of a negative test, the quarantine period will last 7 days.

STAFF IS NOT PERMITTED TO RETURN TO WORK UNTIL THE ABOVE STANDARDS OF RECOVERY/TESTING HAVE BEEN DOCUMENTED.

### ABSENCES:

Unlike our regular illness policy, COVID-19 absences will be credited to the following month's tuition.

### NOTIFICATIONS:

You will be notified via Remind of any confirmed exposures in our school, including which classroom(s) are affected. School will not be closed unless we are unable to appropriately staff classrooms, but you will have the option to quarantine your child and utilize the Covid absence policy.

## **SCHOOL SHOES:**

All students and staff members are required to keep a pair of shoes at SoulSong to be changed into upon arrival. School shoes should be easy to put on and take off independently. A full sole is encouraged but not required. No oversized character slippers. Outside shoes will be worn for recess.

## **DROP OFF:**

Drop-offs may occur anytime between 8:15-8:45. No family members may enter classrooms and must remain in the transition area, to reduce the spread of germs. A hand sanitizing station will be set up in the SoulSong hallway and in each classroom. All students must clean their hands with hand sanitizer or by washing with soap and warm water in the restroom upon arrival. Masks are REQUIRED for adults and Fledgling (pre-k) students. No masks will be required for students in the Hatchling class, but you are welcome to send your child in a mask if you are more comfortable with that. Staff members are required to wear masks at all times inside the building, except when eating lunch.

## **PICK UP:**

Pickups begin at 1:45. Children must be in the care of a parent or guardian by 2:15. Family members must remain in the transition area or outside when picking up. Classroom teachers will dismiss children from the classrooms when their families arrive, unless we are already outside on nice days. All adults are required to wear masks upon entering the building.

## **INCLEMENT WEATHER/ILLNESS CLOSURES**

PUTNAM COUNTY SCHOOLS	SOULSONG
Closed	Closed*
1 Hour Delay	Drop-Off 9:15-9:30
2 Hour Delay	Drop-Off 10:15-10:30
Early Release	30 min prior to PCS

\*If we are **closed** due to weather (or illness), tuition paid for that day will roll over to the following month. This will be reflected on your next month's invoice. Rollover will also occur if we dismiss prior to noon.

## FOOD AND DRINK

-Water: Each child needs to bring a water bottle or sippy cup (Munchkin 360 cups are perfect!) filled with water daily. No juice or milk. Make sure your child's name is clearly labeled on their water bottle.

-Breakfast: None Provided

-Snacks: A light morning snack is provided daily. Children may bring a snack from home if preferred. Let your child's teacher know if they have packed a snack for themselves in their lunchbox.

-Lunch: Lunches must be brought from home and may not require any additional preparation at school (heating, slicing, etc.). Please make sure your child's lunch is in an insulated lunch box clearly labeled with their name. Practice with your child at home to open and close their lunch container. We highly recommend containers such as the Bentgo Kids bento box in order to reduce waste and increase independence at lunchtime.

*Not permitted: high fructose corn syrup, artificial dyes, excessively processed foods, loose rice/quinoa/shredded cheese (very messy), box/pouch drinks other than organic milk or yogurt smoothies, choking hazards such as unsliced grapes/baby carrots/popcorn/etc. Items that do not meet these standards will be returned to home in your child's lunchbox.*

-Birthdays: You are welcome to send non-food treats or a healthy snack to celebrate your child's birthday. Grapes must be pre-sliced. Coordinate with your child's teachers for a list of food allergies.

-Allergies: We have a wide array of food allergies. Speak with your child about not sharing their lunch with anyone else and not eating from a friend's lunch. If any of our students have a severe peanut allergy, we will become a peanut-free facility.

-Dietary Restrictions: If your family has a specific diet due to religion or personal choice (vegan, vegetarian, etc.), please let us know so we are able to accommodate that.

## **PERSONAL BELONGINGS**

Please label all items with your child's name. Each child will be provided with a 6-qt plastic box for storage of extra clothes (and optional blanket).

Each child is required to bring the following:

- Change of clothes, including socks
- Full-size Backpack (containing lunch and water)
- Filled Water Bottle, clearly labeled
- Diapers/Wipes (if needed), clearly labeled
- Jacket/Rain Boots/Hat: We will go outside as much as possible. Please ensure your child is dressed appropriately. There are hooks available for jackets/hats.
- Lunch: Clearly labeled, insulated lunch box/bag

## **REST TIME**

We understand that some children drop their nap earlier than others. Children are not required to sleep during rest time; however, they do have a calm and quiet period during which they are welcome to sleep if they need to. Books and other quiet activities will be made available after a reasonable period of silent rest time. Children are welcome to bring a small, lightweight swaddle-size blanket (must fit inside a 6 qt storage container—plastic shoebox—with their change of clothes). Fledgling pre-k students do not nap.

## **STAFF TRAINING**

Our staff is trained in first aid and CPR, as well as molestation prevention. All staff/volunteers must pass a background check.

## **DRESS CODE**

-Clothes: Play clothes! The children will be doing art and playing outside as frequently as possible, and they will get dirty. Clothing should be conducive to movement and comfortable. Children should be able to go to the bathroom without requiring much help undressing/dressing.

-Shoes: Students must keep a pair of shoes at SoulSong to be worn inside. These shoes are recommended to have a hard sole but are allowed to be soft house shoes. Sandals are permitted to be used inside. No high heels.

Running shoes, enclosed sandals (Keen-type) and non-heeled boots are permitted for outdoor recess. No dress shoes (including high heels), open sandals, heeled boots, backless shoes, or other slick shoes are allowed for safety reasons. Shoes must be worn at all times. Rain boots are encouraged when it is muddy outside but can pose a safety risk on dry days, as children often trip when running in rain boots.

Work with your child at home with putting their own shoes on. We do not expect them to be able to tie their own laces, but it will help the teachers significantly for as many children as possible to be able to at least get their shoes (and socks) on their feet independently.

#### **RECESS:**

Children will receive at least 30 minutes of gross motor play per day. We will be outside when weather permits (“feels like” 40+ degrees, no lightning, no precipitation). On our playground, children can choose from climbing, playhouses, slides, cars, sidewalk chalk, running, and seasonal activities. When weather requires us to stay inside, we will play inside classrooms and also utilize the fellowship hall.

# SoulSong Permission Slip

2022

Please circle YES or NO for each item and sign at the bottom.

Media Release (still images and videos may be used for promotional purposes: official Facebook page, website, print materials, newspaper)

YES                          NO

First Aid (Band-aids, ice packs, and other basic first aid treatments as needed—no medicine)

YES                          NO

911/Ambulance Service (permission to call 911 in the event of an emergency)

YES                          NO

PLEASE SIGN AND DATE: \_\_\_\_\_

# 2022 Student Info Sheet

Please fill out ALL sections of this student information sheet.

Please fill out a separate form for each child enrolled.

Child's Name: \_\_\_\_\_

DOB: \_\_\_\_\_

Preferred Contact Phone Number: \_\_\_\_\_

Food Allergies: \_\_\_\_\_

Other important information (special needs, court orders, etc.):  
\_\_\_\_\_  
\_\_\_\_\_

Please initial to indicate the following:

I have read and understand the current handbook and all policies contained within.

I agree to follow the policies of SoulSong.

By signing below, the guardian verifies that the above information is accurate and up to date.

Sign and Date: \_\_\_\_\_

**A copy of this form will be kept in your child's classroom for emergency use by his or her teacher.**

# SoulSong

## 2022 Calendar

### Observed Breaks and Holidays

January 5	Spring Semester Begins
January 17	<b>Martin Luther King Jr. Day</b>
February 21	<i>Presidents' Day Camp</i>
March 14-18	<b>Spring Break</b>
April 18	<b>Easter Break</b>
May 12	Last Day of Spring Semester
June 13-17	<i>Summer Camp 1</i>
July 18-22	<i>Summer Camp 2</i>

(2022-2023 academic calendar to be released no later than July 1, 2022.)

- This calendar is subject to change at the discretion of SoulSong and First Presbyterian Church. Any changes will be announced as soon as possible via Remind.
- Weather-related closures and delays, as well as illness-related closures, will follow Putnam County Schools. Additional illness-related closures beyond those observed by PCS will be at the discretion of SoulSong.

## Our Classes

HATCHLINGS: 1.5-3 years – We are walking independently but may still trip over our own feet sometimes. We can go up and down stairs by crawling or scooting, and some of us can hold the handrail to walk. Some of us are still using diapers. We will start using the toilet while in this room, but it will take some of us longer than others. We need to eat lunch and take a rest by midday but only take one nap per day. We can eat solid foods independently but still make a little mess. We are able to clean up with direction. We are learning to share and how to be away from our family. Drop off time can be really hard for us, but we are usually happy after a few minutes. We are starting to know our colors and maybe a few letters or numbers. We learn by experiencing things and love to see what happens when we do something new. We are learning to get along with our friends. We work hard to learn how to stay in a line in the hallway and to listen to instructions. We can be stubborn, but that is because we are exploring our independence.

FLEDGLINGS: 3.5-5 years – We are learning how to focus for longer periods of time. We can start to talk through our disagreements with friends and play cooperatively, but we still need guidance from adults. Some of us still prefer to play alone. We can run, jump, and climb. The stairs are pretty easy for us as long as we hold on. We are still working on following instructions and learning more letters, numbers, and basic sight words. Some of us can sound out CVC words, but some of us aren't ready yet. We can work with patterns, shapes, and numbers. We are using the toilet and wearing underwear. When we go to the toilet, don't need any help. Most of us don't need a nap anymore, but sometimes we need to relax quietly to recharge. If we make a mess at lunch, we know what to do. We can clean up after ourselves. We have very strong opinions and enjoy testing our boundaries. We are eager to please and love to be helpers. We take a lot of pride in being the big kids at SoulSong.