

Parent Handbook



Table of Contents

<u>Policy</u>	<u>Policy No.</u>
Mission Statement	1
Welcome	2
Program Philosophy	3
Licensing Information	4
Enrollment	5
Tuition	6
Payment Schedule	6.1
Late Payments	6.2
Subsidized Care	6.3
Confidentiality	7
Mandated Reporting of Suspected Child Abuse and Neglect	8
Parent Code of Conduct	9
Swearing/Cursing	9.1
Threatening of Staff, Parents or Children	9.2
Physical/Verbal Punishment of Your Children or other children	9.3
Smoking	9.4
Not abiding by Safety Policy	9.5
Confrontational Interactions with Employees, other parents and Associates of PB & J Day School	9.6
Violating the Confidentiality Policy	9.7
Cell Phone Use	9.8
Parents Right to Immediate Access	10
Dismissal	11
Withdraw	12
Court Orders Effecting Enrolled Children	13
Arrival Procedures	14
Notification of Absence	14.1
Agencies Right to Refuse Admission	14.2
Pick Up Procedures	15
Late Pick Up	15.1
Persons appearing to be impaired by Drugs and/or Alcohol	15.2
Emergency/Alternate Pick-up Forms	15.3
Field Trips	16
School Calendar	17
Emergency and Inclement Weather Closing Information	18
Curriculum Information	19
Daily Schedule of Activities	19.1
Class Assignments	19.2
Staff to Child Ratios	19.3
Nap/Rest Time	19.4
Educational/Personal Care Supplies Needed	19.5
Birthday and Holiday Celebrations	19.6
Parent/Teacher Conferences/Communication	19.7
Graduation	19.8
Potty Training	19.9
Discipline	20
School Rules	20.1
Physical Environment	20.2

Positive Reinforcement	20.3
I-2-3 MAGIC	20.4
Consequences	20.5
Behavioral Contracts	20.6
Toys from Home	21
Dress Code	22
Children	22.1
Parents	22.2
Parent Participation/Volunteering	23
Health and Safety	24
Pre-Enrollment Requirements	24.1
Children with Severe Allergies	24.2
Communicable Disease	24.3
Biting	24.4
Dispensing of Medication	24.5
Fire/Emergency Drills	24.6
In Case of a Tornado	24.7
In Case of an Intruder	24.8
In Case of a Medical Emergency	24.9
Incident/Accident Reports	24.10
Foods Policy	24.11
Peanut-Free Policy	24.12
Firearms and Weapons Policy	24.13
Live Animal Policy	24.14
Staff Employment by Client's	25
Agency Contact Information	26

Mission Statement

Policy No. 1

PB&J Day School is a fully inclusive environment that fulfills each child's social, emotional, physical and intellectual needs, all matched to their age and stage of development.

Welcome

Policy No. 2

Welcome to PB & J Day School and the PB & J community. We thank you for putting your trust in us. We promise to educate and nurture your child. Your child will be safe and secure in our care.

Program Philosophy

Policy No. 3

The purpose of the PB & J Day School is to provide a superior quality preschool and early childhood development program serving children from one to six years of age.

We strive to:

- create a setting in which children will find warmth, comfort, and gentleness as well as an abundance of opportunities for movement, exploration, and self-discovery according to individual needs, interests, and abilities.
- assist each child to grow to his/her fullest potential by recognizing each stage of development and fashioning an environment designed to nurture and facilitate growth during each stage.
- help children achieve independence, self-discipline, social competence, self-knowledge, enthusiasm for learning, positive attitudes, intellectual growth, and an organized approach to problem solving.
- assist parents in understanding the developmental stage of their child, enabling them to contribute most effectively to the child's growth and enrichment.

Curriculum

The school directors, Jennifer Walker and Brooke Pate, designed the school's curriculum, around the Ready Reading program, which is a highly systematic approach to reading instruction. Children are taught that sounds are represented by letters, and that sounds and letters follow a sequence that allows children to read words early on. Research shows that systematic and early instruction in phonics leads to better reading. The second aspect of the curriculum is "thematic units." For example, when the children are learning the letter "l" sound, threes will learn about instruments, the fours about insects and the fives about inchworms. Each unit includes the following:

- Vocabulary • Phonics • Expressive Language • Receptive Language
- Literature • Math • Science • Social Studies • Creative Arts
- Physical Development • Outdoor Education • Cooking

Fine Arts and Music Instruction

Each class receives Fine Arts/Art Appreciation and music instruction.

Enrichment Classes

Enrichment classes are offered for children who wish to delve deeper into a subject of interest. Children's strengths are cultivated, and their confidence boosted during these small after-school classes.

Plants and Animals

Animals are an integral part of PB & J Day School. Every class has its own class animal. Children learn compassion, responsibility, and respect for others through the care of pets.

Each class also has its own garden. Children learn patience and environmental concepts when tending a garden.

4.1 GOVERNMENTAL LICENSING INFORMATION

TENNESSEE DEPARTMENT OF HUMAN SERVICES SUMMARY OF LICENSING REQUIREMENTS FOR CHILD CARE CENTERS

This summary is a guide for parents of children in child care centers. It outlines some of the requirements child care providers must meet in order to be licensed. The Department of Human Services is legally responsible for licensing child care centers with 13 or more children.

The purpose of licensing is to protect your child.

Questions about these requirements or concerns about an agency's compliance should be referred to the local DHS office. You may ask your provider to see the complete set of center rules or you can access the rules through the Department's website at: <http://state.tn.us/humanserv>

Ownership, Organization, and Administration

- Every child care center shall have an on-site director.
- General liability, automobile liability and medical payment insurance coverage shall be maintained on the operations of the child care agency's facilities and vehicles.
- Enrollment of children under six (6) weeks of age is prohibited.
- Children shall not be in care for more than twelve (12) hours in a twenty-four (24) hour period except in special circumstances.
- Written documentation that the parent performed an onsite visit to the agency to review the agency's facility and child care policies & practices prior to enrolling the child.
- A copy of the agency's policies, procedures, and the Department's Summary of Licensing Requirements shall be supplied to the parent upon admission of the child.
- Parents shall be permitted to see the professional credential(s) of staff upon request.
- During operating hours, parents shall be permitted immediate access to their children.
- Children shall be signed in and out of the center by the parent or other person specifically authorized by the parent or the appropriate staff person.

Children's Records

- Written consent for emergency medical care.
- Written plan stating to whom the child shall be released.
- Written transportation agreement between parent and the center regarding daily transportation.
- Daily attendance that includes time in and time out for each child.

- Prior written permission of parent for each off-site activity.

- The records of any child who is five (5) years old in an agency which lacks approved kindergarten status shall include a signed acknowledgment by the child's parents that recognizes that the child's attendance does not satisfy the mandatory kindergarten prerequisite for the child's enrollment in first grade.

- Incidents, accidents and injuries shall be reported to the parent as soon as possible, but no later than the child's release to the parent or authorized representative.
- Incidents, accidents and injuries to children shall be documented immediately and must include: date & time of occurrence, description of circumstances, and actions taken by agency.
- The agency or agency staff shall not disclose or knowingly permit the use by other persons of any information concerning a child or family except as required by law.
- During hours of operation the current license and agency report card shall be posted near the main entrance in a conspicuous location.

Supervision

- All areas of the building and grounds shall be visually inspected for children prior to closing the agency for the day.
- Children six (6) weeks through nine (9) years of age:
 - Adult must be able to hear the child at all times, be able to see the child with a quick glance, and be able to physically respond immediately.
 - Exception: during mealtime an adult must be in the direct sight and sound of children ages six (6) weeks through five (5) years of age, not in kindergarten, while the child is eating.
- Children ten (10) years of age and older:
 - Adult must know the whereabouts and activities of the children at all times.

- Each child shall be greeted and received by a specific caregiver who will have ultimate responsibility for their supervision and care.
- When children leave a caregiver's assigned area and go to another, the center shall implement a system to track the whereabouts of each child and recognize the transfer of responsibility from one caregiver to another.

• When children ages ten (10) and above are grouped with children under ten (10) the minimum supervision requirements for children six (6) weeks through nine (9) years shall apply.

• When more than twelve (12) children are present on the premises a second adult must be physically available on the premises.

• When more than twelve (12) children in first grade and above are present, a separate group, space and program shall be provided for them.

• Each child must be on roll in a defined group and assigned to that group with a specific caregiver(s).

• Infants shall not be grouped with children older than thirty (30) months, and a separate area shall be provided for them.

• Children shall be kept with the same group throughout the day and shall not be moved, shuffled, or promoted to a new group until required based upon the developmental needs of the child, however

- Groups, excluding infants & toddlers may be combined for short periods for special activities of no more than thirty (30) minutes per day

- Groups, excluding infants & toddlers may be combined for up to one (1) hour at the beginning & end of the day as outlined in the A:C ratios:

Ratio Chart - First/Last Hour of Each Day Only

Group Size ►	10	15	20
2.5 – 12 Years	1:10		
3 – 12 Years		1:15	
4 – 12 Years			1:20

• A:C ratios must be maintained while children are indoors and on the playground.

• A:C ratios and group sizes may exceed the required limit by up to ten percent (10%) no more than three (3) days per week, provided however:

- Infant & toddler groups may never exceed the required ratios & group sizes.

- The licensed capacity of the classroom may not be exceeded.

Adult:Child ratio and grouping chart:

Age of Children at beginning of school year	Minimum Adult:Child Ratio	Maximum Adult:Child Ratio
Infants (6 wks- 15 mos.)	1:4	8
Infants/Toddlers (6wks. - 30 mos.)	1:5	10
Toddlers	1:6	12

(12 mos. - 30 mos.)		
2 years (24 - 35 mos.)	1:7	14
2 -4 years	1:8	16
2 ½ - 3 yrs. (30 - 47 mos.)	1:9	18
2 ½ - 5 yrs.	1:11	20
2 ½ - 12 yrs.	1:10	10
3 years	1:9	18
3 - 4 years	1:13	20
4 years	1:13	22
4 - 5 years	1:16	24
5 years	1:16	20
5 - 12 years	1:20	No max
School Age (K and above)	1:20	No max

• Ratios can be relaxed during naptime and nighttime care but one (1) adult must be awake and supervising the children in each nap/sleeping area (infant/toddler ratios must be maintained).

• Supervision during Off-Site Activities

- A:C ratios for preschool children doubled during offsite activities.

- A:C ratios for school-age children during off-site activities must equal the number of trained caregivers required in the classroom plus additional adults:

Number of Children	Trained Caregivers	Additional Adults	Total Adults Required
1 - 20	1	1	2
21 - 30	2	1	3
31 - 40	2	2	4
41 - 50	3	2	5

- A minimum of two (2) adults is required for any off-site activity.

• Supervision during Swimming:

Age Group	Ratio
Infants (6wks – 12 mos.)	1:1
Toddlers/Twos (13 – 35 mos.)	1:2
Three Year Olds	1:4
Four Year Olds	1:6
Five Year Olds	1:8
School-age & Above	1:10

- Group swimming is not prohibited but it is also not recommended due to the high risk.

• Sudden Infant Death Syndrome Precautions:

- Infants positioned on backs when placed in crib for sleeping.

- Soft bedding is prohibited for infants to avoid risk of smothering.

- Infants touched by caregiver every fifteen (15) minutes in order to check for breathing and body temperature.

Staff

- At least one adult available on the premises at all times during child care hours must be able to read & write English.

- Caregivers must be at least 18 years of age.
- Staff under 18 years must be supervised by an adult while in the presence of children.
- Each group of children must have at least one caregiver present who has a high school diploma or equivalent.
- Substitutes providing services for 36 or more hours in a calendar year must have a physical and a criminal background check.
- Volunteers cannot be used to meet the adult:child ratios unless they meet the qualifications for substitutes.
- Criminal background checks are required for employees who have contact with children.

Equipment for Children

- Individual lockers or cubbies, separate hooks and shelves or other containers, placed at children's reaching level, shall be provided for each child's belongings.
- In infant/toddler rooms, equipment and space shall be provided for climbing, crawling, and pulling without the restraint of playpens or cribs.
- Indoor equipment, materials, and toys shall be available to provide a variety of developmentally appropriate activities so that each child has at least three (3) choices during play time.
- Climbers, swings and other heavy equipment must be anchored even if they are designed to be portable.
- Resilient surfacing is required in fall zones around playground equipment.
- A quiet rest area and cots or mats shall be available for all children who want to rest but no child shall be forced to nap.
- For health & safety reasons each crib, cot, bed or mat shall be labeled to assure that each child naps on his own bedding.

Program

- Each caregiver shall be responsible for providing consistent care for a specific infant(s)/toddler(s) which includes but is not limited to: planning, and recordkeeping for the child, communication, general interaction with and routine care of the child.
- Children shall not be left in restraining devices such as swings, car seats, or high chairs (in excess of thirty (30) minutes). Stimulation shall be provided to children in those settings.
- Programs, movies, computer games, and music with violent or adult content (including "soap operas") shall not be permitted in children's presence.
- If television, video tapes/DVDs, video/computer games, and/or movies are used, they shall be limited to two (2) hours per day, or the length of a movie if more than two (2) hours in the case of school-agers.
- Other activity choices shall be available to children during television/movie viewing or computer use.

- An opportunity for outdoor play shall be extended to children of all ages who are in care for more than three (3) daylight hours unless outdoor play is prohibitive.
- Children shall be provided an opportunity for outdoor play when the temperature range, after adjustment for wind chill and heat index, is between thirty-two (32) degrees and ninety-five (95) degrees Fahrenheit and not raining; children shall be properly dressed and the length of time outside adjusted according to the conditions and the age of the child.
- During outdoor play caregivers shall be alert for signs of dehydration, heat stroke, frostbite, etc., dependent upon the season.
- Spanking or any other type of corporal punishment is prohibited.
- Discipline that is potentially shaming, humiliating, frightening, verbally abusive, or injurious to children shall not be used.
- Discipline shall not be related to food, rest, or toileting.
- Staff shall plan ahead for developmentally appropriate activities; written lesson plans shall be provided for children of each age group.
- For ages three (3) through school-age, a curriculum shall be offered that shall include instruction, at least once a year, in personal safety – parents notified of and given an opportunity to review the curriculum.
- For school-age children the curriculum shall include instruction on reporting physical, verbal or sexual abuse.

Health & Safety

- Children shall be checked upon arrival and observed for signs of communicable disease during the day.
- Symptomatic children shall be removed from the group until parents are contacted and health issues are resolved.
- At least one staff with certification in first aid and one certified in CPR on duty at all times.
- The agency, in consultation with appropriate local authorities, shall develop a written plan to protect children in the event of disaster.
- All home/work contact numbers for parents shall be readily available to all staff.
- Impetigo and diagnosed strep shall be treated appropriately for 24 hours prior to readmission to the center.
- Children diagnosed with scabies or lice shall have proof of treatment and be free of nits prior to readmission.
- Serious injuries or signs of serious illness shall be reported to the parent immediately to arrange for emergency treatment.
- Accidents, injuries, and every sign of illness shall be reported, or a reasonable attempt made to report, to the parent as soon as possible, but no later than the child's release to the parent or authorized representative.

- All medications, prescribed and non-prescribed, shall be received from the parent by a designated staff person or management level staff person.
- Medication shall never be handled by children or administered in bottles or infant feeders unless authorized by a physician.
- All medications shall be inaccessible to children.
- Unused medication shall be returned to the parent.
- Smoking is not permitted in the presence of children.
- The use of alcoholic beverages is not permitted in child care centers during the hours of operation of the center.
- Firearms shall not be on the premises of a child care agency, in any vehicle used to transport children or in the presence of a child.
- Staff's personal belongings (purses, backpacks, coats, etc.) shall be inaccessible to children at all times.
- For the protection of children and adults, the Centers for Disease Control guidelines for handwashing and diapering procedures shall be followed.
- If older children are enrolled who lack independent toileting abilities, rules regarding diapering of preschool children shall apply; they shall be changed in a location designated for that purpose and which provides privacy from other children and adults.
- In order to avoid the spread of airborne diseases children shall be positioned on mats in a face to feet alternating pattern during naptime.
- All staff, substitute staff, volunteers are required to immediately report any reasonable suspicion of child abuse or neglect.

Food

- If any agency provides meals, the agency shall provide developmentally appropriate meals, snacks, and drinks for each child that are of sufficient proportions and nutritional value to meet each child's health needs.
- A meal shall be offered to children who arrive before 7:00 a.m. and have not had breakfast at home.
- All special needs diets shall be prepared as prescribed by a physician or by the written instructions of the parent.
- Staff shall support and facilitate a parent's decision to continue breast feeding.
- Children shall not be permitted to carry a bottle with them throughout the day.
- Caregivers and children shall wash their hands with soap and water.
- At mealtime, children shall be seated at tables and chairs of appropriate size, and adults shall sit with them.
- Frozen breast milk shall be dated when expressed.

- All formulas remaining in bottles after feeding shall be discarded.
- Microwave ovens, bottle warming devices, and crock pots, including cords, shall not be accessible to preschool children.
- School-age children shall use microwaves only under direct supervision.
- Previously opened baby food jars shall not be accepted in the center. If food is fed directly from the jar by the caregiver, the jar shall be used for only one feeding.
- Children shall never be left without adult supervision while eating.
- Home canned food and raw milk are prohibited.

Physical Facilities

- All facilities shall annually pass an inspection verifying compliance with all applicable state and local fire and environmental requirements.
- At least one (1) working, land-line telephone shall be present in the agency.
- If used, answering machines/voice mail shall be monitored at thirty (30) minute intervals except when staff and children are off premises.
- Parents informed that answering machines/voicemail are used.
- A minimum of thirty (30) square feet of usable indoor play space must be provided for each child.
- Outdoor play areas shall contain a minimum of fifty (50) square feet of usable play space for each child using the area at one time.
- Window blind cords and electrical cords on equipment shall be inaccessible to children.
- All rooms used by children shall be maintained at a temperature of between 68 to 78 degrees by means of heating, cooling or ventilation sources approved for use.
- Swimming pools and/or wading pools shall not be used without prior approval by the Health Department.
- If animals or birds are kept in classrooms as pets, they shall be caged away from the food storage and preparation area, and cages kept clean.

Transportation

- An adult must be in the vehicle whenever a child is in the vehicle.
- A passenger log with the first and last name of each child shall be used to track the loading and unloading of children during transport.
- If the child was loaded from home, the parent or other authorized person will additionally sign the log indicating that the child was placed on the vehicle.
- The log shall be updated as children are released from the vehicle.
- When the child is released to a parent or other authorized person, that person must sign the log indicating the release of that child to them.

- Immediately upon unloading the last child the driver must walk through the vehicle to confirm that all the children are off the vehicle.
- If a monitor was on the vehicle they shall walk through the vehicle as well.
- A designated agency person who did not ride on the vehicle shall also conduct a walk-through of the vehicle.
- Drivers must obtain certification from Department of Safety.
- Drivers must submit to an annual health examination and pass a drug screening test.
- Drivers and monitors have certification in CPR and First Aid.
- All child care vehicles designed by the manufacturer to carry ten (10) or more passengers must be inspected by the Department of Safety.
- Effective January 1, 2007 all child care vehicles designed to carry ten (10) or more passengers must conform to the Federal Motor Vehicle Safety Standards for school buses.
- Child passenger restraints must be used in accordance with state law.
- Signage that includes the agency name and phone number and the Department's toll-free Child Care Complaint phone number must be on child care vehicles.
- Children shall not spend more than forty-five (45) minutes traveling one way to or from the agency's facility or to and from school (this provision does not apply to field trips).

Care of Children with Special Needs

- When children with disabilities are enrolled, all reasonable and appropriate efforts shall be made to provide each child an equal opportunity to participate in the same program activities as their peers.
- The agency shall have written individualized emergency plans for each disabled child who requires more assistance in emergencies.

Sick Child Care

- This type of care includes the supervision, protection, and meeting the basic needs of children who have short term illness, symptoms of illness, or who have a medical or technological dependency that requires continuous nursing intervention.
- Agencies that provide sick child care either as an exclusive service or as a component of an existing child care service must comply with additional rules specific to this type of care.

You can access the Department's website at:

Enrollment

Enrollment at PB & J Day School is open to children from one to six years of age and not yet in Kindergarten. Enrollment shall be granted without regard to a child's race, color, creed, religion, national origin, gender, or disability; and without regard to a parent or guardian's race, color, creed, religion, age,

<http://state.tn.us/humanserv>

A wealth of child care information can be found on the Department's website.

You can:

- Learn more about the rules
 - Learn more about the types of regulated care
 - Locate a child care provider
 - Learn more about the Report Card and Star Quality Program
 - Locate the local child care licensing office
 - Review the current personal safety curriculum
 - View recent correspondence to providers
 - Read about new initiatives
 - Locate the nearest child care certificate office
 - Find info on choosing child care
 - Locate a resource and referral center
- And much more!

Child Care Center Rules

The full set of the official child care center rules can be found on the Secretary of State's Web Site:
<http://state.tn.us/sos/rules/1240/1240-04/1240-04.htm>

Report Card & Star Quality Program

<http://tnstarquality.org>

Child Care Resource & Referral Centers

Currently, there are eleven CCR&R centers located throughout the state. The centers help parents find the type of care that is best for their child or children. These community resources also give providers technical assistance to better serve the children in their care. Contact information for the CCR&R centers can be found on the Child Care Services web page.

Child Care Resource & Referral – Complaint Hotline

NASHVILLE AREA: 615-313-4820

LONG DISTANCE: 1-800-462-8261

If you have a concern about an existing child care agency or wish to report an illegal operation you can call the Department's complaint hotline.

Department of Children's Services

Report Child Abuse or Neglect Hotline

1-877-237-0004

Policy No. 5

national origin, gender, pregnancy or disability.

Parents can apply for enrollment of their child in PB & J Day School for the academic school year (August – May) by completing the Enrollment Registration and paying \$150 Registration Fee. The Registration Fee is non-refundable.

Parents can apply for enrollment of their child in PB & J Day School for the summer camps by completing the Enrollment Application and paying \$75 Registration Fee. The Registration Fee is non-refundable.

Initial enrollment is contingent upon receipt of the completed enrollment application, signed fee agreement, registration fee, and immunization records.

The Enrollment Registration and Fee Agreements are not meant to serve as contracts guaranteeing service for any duration.

PB & J Day School reserves the right to dismiss any parent or child at any time with or without cause.

Continued enrollment at PB & J Day School is contingent upon the parents', emergency contact persons' and child's adherence to the policies and procedures of PB & J Day School as outlined in this handbook including, but not limited to, timely payment of all fees and tuition.

Parents are required to notify PB & J Day School immediately, should any of the information collected at the time of enrollment or any time thereafter change. Failure to do so may result in the child(ren) being dis-enrolled from the program and forfeiture of any deposit.

Tuition

Policy No. 6

All custodial parents and/or legal guardians are required to sign a Fee Agreement prior to enrollment of their child in PB & J Day School. Parents are required to indicate to whom all billing information and correspondence are to be addressed. For a second copy of billing information and/or correspondence, a \$.50 per page copying fee will be charged accordingly.

The use of Tuition Express, an auto draft service, is required for the payment of all tuition.

Any cash payments must be handed directly to Jennifer Walker or Brooke Pate, e.g., School Directors. Your canceled check will serve as your receipt for payments made by check. There will be \$35 fee charged for tuition checks returned by the bank. Returned tuition checks will not be re-deposited. Parents will be responsible for re-issuing a second check

Tuition DOES NOT include fees for field trips and extracurricular activities such as parent and/or child social activities.

6.1 LATE TUITION PAYMENTS

A payment is considered late on the 5th of the month. A late charge of \$15 will be assessed after the 5th of the month. Enrollment terminates if payment is not received by the 15th of the month.

There is no credit given for vacations, scheduled school holidays, child illness, or for closings due to emergency situations, inclement weather or acts of God.

Non-payment of tuition is grounds for immediate dismissal from the program. Timely payments are essential for continued enrollment at PB & J Day School. However, if you anticipate difficulty with paying on time, please discuss the matter with the Directors immediately. If alternative arrangements

for payment are approved you will be notified by the Directors.

6.2 CHILD CARE SUBSIDIES

PB & J Day School participates in NACCRA (Child Care Aware). This company provides families who serve in the military with child care assistance. PB & J Day School does not accept any other child care subsidies.

Confidentiality

Policy No. 7

Within PB & J Day School, confidential and sensitive information will only be shared with employees of PB & J Day School who have a "need to know" in order to most appropriately and safely care for your child. Confidential and sensitive information about faculty, other parents and/or children will not be shared with parents, as PB & J Day School strives to protect everyone's right of privacy. All children and staff files are kept in locked drawers in the Directors' office. Confidential information includes, but is not limited to: names, addresses, phone numbers, disability information, and HIV/AIDS status or other health related information of anyone associated with PB & J Day School.

Outside of PB & J Day School, confidential and sensitive information about a child will only be shared when the parent of the child has given express written consent, except where otherwise provided for by law. Parents will be provided with a document detailing the information that is to be shared outside of PB & J Day School, persons with whom the information will be shared, and the reason(s) for sharing the information.

Any parent who violates the Confidentiality policy will not be permitted on agency property thereafter. Refer to the policy regarding Parents Right to Immediate Access for additional information regarding dis-enrollment of a child when a parent is prohibited from accessing agency property.

Mandated Reporting of

Suspected Child Abuse and/or Neglect

Policy No. 8

Under the Child Protective Services Act, mandated reporters are required to report any **suspicion** of abuse or neglect to the appropriate authorities. The employees of PB & J Day School are considered mandated reporters, under this law. The employees of PB & J Day School are not required to discuss their suspicions with parents prior to reporting the matter to the appropriate authorities, nor are they required to investigate the cause of any suspicious marks, behavior or condition prior to making a report. Under the Act, mandated reporters can be held criminally responsible if they fail to report suspected abuse or neglect. We, PB & J Day School, take this responsibility very seriously and will make all warranted reports to the appropriate authorities. The Child Protective Services Act is designed to protect the welfare and best interest of all children.

As mandated reporters, the staff of PB & J Day School cannot be held liable for reports made to Child Protective Services which are determined to be unfounded, provided the report was made in "good faith."

Causes for reporting suspected child abuse or neglect include, but are not limited to:

- ◆ Unusual bruising, marks, or cuts on the child's body
- ◆ Severe verbal reprimands
- ◆ Improper clothing relating to size, cleanliness, season
- ◆ Transporting a child without appropriate child restraints (e.g. car seats, seat belts, etc.)
- ◆ Dropping off or picking up a child while under the influence of illegal drugs or alcohol
- ◆ Not providing appropriate meals including a drink for your child
- ◆ Leaving a child unattended for any amount of time

- ◆ Failure to attend to the special needs of a disabled child
- ◆ Sending a sick child to school over-medicated to hide symptoms, which would typically require the child to be kept at home until symptoms subside.
- ◆ Children who exhibit behavior consistent with an abusive situation

Parent Code of Conduct

Policy No. 9

PB & J Day School requires the parents of enrolled children at all times, to behave in a manner consistent with decency, courtesy, and respect. One of the goals of PB & J Day School is to provide the most appropriate environment in which a child can grow, learn and develop. Achieving this ideal environment is not only the responsibility of the employees of PB & J Day School, but is the responsibility of each and every parent or adult who enters the center. Parents are required to behave in a manner that fosters this ideal environment. **Parents who violate the Parent Code of Conduct will not be permitted on agency property thereafter.** Please refer to the Policy on Parent's Right to Immediate Access for additional information regarding dis-enrollment of the child when a parent is prohibited from accessing agency property.

9.1 SWEARING/CURSING:

No parent or adult is permitted to curse or use other inappropriate language on agency property at any time, whether in the presence of a child or not. Such language is considered offensive by many people and will not be tolerated. If a parent or adult feels frustrated or angry, it is more appropriate to verbally express the frustration or anger using non-offensive language. At NO time shall inappropriate language be directed toward members of the staff.

9.2 THREATENING OF EMPLOYEES, CHILDREN, OTHER PARENTS, OR ADULTS ASSOCIATED WITH PB & J DAY SCHOOL:

Threats of any kind will not be tolerated. In today's society PB & J Day School cannot afford to sit by idly while threats are made. In addition, all threats will be reported to the appropriate authorities and will be prosecuted to the fullest extent of the law. While apologies for such behavior are appreciated, the agency will not assume the risk of a second chance. **PARENTS MUST BE RESPONSIBLE FOR AND IN CONTROL OF THEIR BEHAVIOR AT ALL TIMES.**

9.3 PHYSICAL/VERBAL PUNISHMENT OF YOUR CHILD OR OTHER CHILDREN AT PB & J DAY SCHOOL

While PB & J Day School does not necessarily support nor condone corporal punishment of children, such acts are not permitted in the childcare facility. While verbal reprimands may be appropriate it is not appropriate for parents to verbally abuse their child. Doing so may cause undue embarrassment or emotional distress. Parents are always welcome to discuss a behavior issue with the teacher and to seek advice and guidance regarding appropriate and effective disciplinary procedures.

Parents are prohibited from addressing, for the purpose of correction or discipline, a child that is not their own. If a parent should witness another parent's child behaving in an inappropriate manner, or is concerned about behavior reported to them by their own child, it is most appropriate for the parent to direct their concern to the classroom teacher and/or School Directors.

Furthermore, it is wholly inappropriate for one parent to seek out another parent to discuss their child's inappropriate behavior. All behavior concerns should be brought to the classroom teacher or director's attention. At that point, the teacher and/or director will address the issue with the other parent. Although you may be curious as to the outcome of such a discussion, teachers and/or the Center Director are strictly prohibited from discussing anything about another child with you. All children enrolled in our agency have privacy rights and are further protected by our Confidentiality Policy. You may be assured that we will not discuss anything about your child with another parent or adult visiting

the center.

9.4 SMOKING:

For the health of all PB & J Day School employees, children and associates, smoking is prohibited anywhere on agency property. Parents are prohibited from smoking in the building, on the grounds, and in the parking lot of PB & J Day School. Parents who are smoking in their cars must dispose of the cigarette prior to entering the parking lot.

9.5 VIOLATIONS OF THE SAFETY POLICY:

Parents are required to follow all safety procedures at all times. These procedures are designed not as mere inconveniences, but to protect the welfare and best interest of the employees, children and associates of PB & J Day School. Please be particularly mindful of PB & J Day School entrance procedures. We all like to be polite. However, we need to be careful to not allow unauthorized individuals into the center. Holding the door open for the person following you may, in fact, be polite; however that person may not be authorized to enter the premises. Security procedures are only as strong as the weakest person in our organizational chain. Be alert and mindful. Immediately report any breaches to the School Directors.

9.6 CONFRONTATIONAL INTERACTIONS WITH EMPLOYEES, OTHER PARENTS OR ASSOCIATES OF PB & J DAY SCHOOL:

While it is understood that parents will not always agree with the employees of PB & J Day School or the parents of the other children, it is expected that all disagreements be handled in a calm and respectful manner. Confrontational interactions are not an appropriate means by which to communicate a point and are strictly prohibited.

9.7 VIOLATIONS OF THE CONFIDENTIALITY POLICY:

PB & J Day School takes very seriously the responsibility of maintaining the confidentiality of all persons associated with the agency. Parents must understand the implications of this responsibility. Parents need to recognize that the Confidentiality Policy not only applies to their child or family, but all children, families and employees associated with PB & J Day School. Any parent who shares any information considered to be confidential, pressures employees or other parents for information which is not necessary for them to know, will be considered to be in violation of the Confidentiality Policy.

9.8 CELL PHONE USE

Cell phone use, including texting, is prohibited on the PB & J Day School property. When cell phones are in use, attention is not on the safety and security of the children.

Parent's Right to Immediate Access

Policy No. 10

Parents of a child in our care are entitled to immediate access, without prior notice, to their child whenever they are in care at PB & J Day School, as provided by law.

In cases where the child is the subject of a court order (e.g., Custody Order, Restraining Order, or Protection from Abuse Order) PB & J Day School must be provided with a **Certified Copy** of the most recent order and all amendments thereto. The orders of the court will be strictly followed unless the custodial parent(s) requests a more liberal variation of the order in writing. In the case where both parents are afforded shared/joint custody by order of the court, both parents must sign the request for more liberal interpretation of the order.

In the absence of a court order on file with PB & J Day School, **both** parents shall be afforded equal access to their child as stipulated by law. PB & J Day School cannot, without a court order, limit the access of a one parent by request of the other parent, regardless of the reason. If a situation presents itself where one parent does not want the other parent to have access to their child, PB & J Day School suggests that the parent keep the child with them until a court order is issued, since our rights to retain your child are secondary to the other parent's right to immediate access. PB & J Day

School staff will contact the local police should a conflict arise.

Visitors are asked to schedule appointments with the School Directors, and are allowed in the childcare facility only at the discretion of the School Directors. An employee of PB & J Day School will accompany visitors at all times, throughout the center.

PB & J Day School will dismiss any child whose parent is prohibited from entering upon agency property. Due to the parents' right to immediate access policy, as well as state and federal regulations, PB & J Day School cannot have a child at the agency when the child's parent is prohibited access. PB & J Day School will not agree to any request to maintain a child's enrollment even if the parent agrees to stay out of the center. Such an agreement is a violation of the law and will not be entertained.

Dismissal

Policy No. 11

PB & J Day School reserves the right to dismiss any child at any time, with or without cause.

Parents will be refunded any unused tuition within two weeks of the dismissal unless dismissal is a result of unpaid tuition. An agency check will be mailed to the address indicated in the child's file. Any past due balances must be paid within 30 days of the dismissal. An invoice detailing the past due balance will be forwarded to the address indicated in the child's file within one week of the dismissal. Any balances remaining after the 30 day period will be referred to the agency's legal counsel for collection.

The Directors or designee will assist the parent in gathering their child's belongings at the time of dismissal and parents are required to leave agency property in a calm and respectful manner, immediately. PB & J Day School will request assistance from local police should any parent become disruptive and/or uncooperative while gathering their child's belongings upon dismissal.

A dismissed child and his/her parents are required to call and request an appointment with the School Directors if they wish to return to agency property following a dismissal. Appointments are made at the discretion of the School Directors and are not a right of the dismissed child or parent.

Following a dismissal, any parent or child who harasses, threatens or in any manner causes harm to anyone affiliated with the agency by calling, writing, or any other means, will be prosecuted to the fullest extent of the law, by PB & J Day School.

Withdrawal

Policy No. 12

Thirty days written notice is required when withdrawing a child for any reason. If the proper notice is given, any unused tuition will be refunded within thirty days of the withdrawal. If the required notice is not given, parents will be charged for the next month's full tuition.

The parents and child, following their last day of enrollment, are not permitted to re-enter agency property without prior permission of the School Directors. A withdrawn child and his/her parents are required to call and request an appointment with the School Director if they wish to return to agency property following the last day of enrollment at PB & J Day School. Appointments are made at the discretion of the School Directors and are not a right of the withdrawn child or parent.

Parents, who wish to change their child's days of enrollment at PB & J Day School, must submit a request to do so thirty days in advance of the proposed change. Schedule changes are subject to a change fee of \$25.

The School Directors will notify the parents in writing if the new schedule is available. A schedule change will not be considered to be final until a new fee agreement is signed. If the schedule change requires an additional deposit, registration fee, and/or supply fee the change will also be contingent upon payment of these monies. If the requested schedule is not available parents may choose to continue with the current schedule until such time as the requested schedule becomes available, or may

choose to withdraw their child from the program. The date the request for the School Directors receive the schedule change will be used to toll the thirty days notice required for withdraw.

Court Orders Effecting Enrolled Children

Policy No. 13

In cases where an enrolled child is the subject of a court order (ex... Custody Order, Restraining Order, or Protection from Abuse Order) PB & J Day School must be provided with a Certified Copy of the most recent order and all amendments thereto. The orders of the court will be strictly followed unless the custodial parent(s) requests a more liberal variation of the order in writing. In the case where both parents are afforded shared/joint custody by order of the court, both parents must sign the request for more liberal interpretation of the order.

In the absence of a court order on file with PB & J Day School administration, both parents shall be afforded equal access to their child as stipulated by law. PB & J Day School cannot, without a court order, limit the access of a one parent by request of the other parent, regardless of the reason. If a situation presents itself, where one parent does not want the other parent to have access to their child, PB & J Day School suggests that the parent keep the child with them until a court order is issued.

If conflicting court orders are presented, the most recently dated court order will be followed.

Once presented with a Protection from Abuse Order or a Restraining Order, PB & J Day School is obligated to follow the order for the entire period it is in affect. Employees of PB & J Day School cannot, at the request of anyone, except the issuing judge, allow a Protection from Abuse Order and/or a Restraining Order to be violated. PB & J Day School will report any violations of these orders to the court.

Arrival Procedures

Policy No. 14

NO CELL PHONE USE!

Children are required to be escorted by their parent or the adult dropping them off to their designated classroom. Children are required by law to be supervised at all times while in the school facility.

The lane closest to the front of the school is designated for Drop-Off/Pick-Up. This lane is to be solely used for dropping off or picking up the child without the parent walking into the building. School Employees will come to the car to bring the child into the school. Parents must have all the child's school items ready so drop off remains efficient.

PB & J Day School discourages parents from sneaking out of the center. Some children exhibit separation anxiety when it is time for their parent to leave. PB & J Day School believes it is best for parents to tell the anxious child upon arrival that after all of the child's things are put away, the parent will kiss, hug and say goodbye to the child. This will prepare the child for their departure. The employee present in the classroom will comfort and assist the child through the anxious time. Parents are asked to leave after saying goodbye. The longer the parent of an anxious child drags out the departure, the more anxiety the child is likely to feel. The professional employees of PB & J Day School are available to discuss other options if the child does not settle into the arrival routine after a reasonable period of time.

At arrival, parents are required to follow the Medication Policy if a child must receive medication during the course of the day.

Parents are required to notify the child's teacher or School Directors of any special instructions or needs for the child's day. The parent must present the special instructions in the form of a letter and verbally discuss them with either the classroom teacher or School Directors. These special instructions

include but are not limited to: Early Pick Up, Alternative Pick Up Person, health issues over the previous night which need to be observed and/or any general issues of concern which the teachers should be aware to best meet the needs of your child throughout the day.

PB & J Day School does not serve or provide breakfast in the morning. Parents are required to feed their child a nutritious and filling breakfast prior to arriving at PB & J Day School. This includes the child's morning milk. Parents who send their child to school without having been fed breakfast will be considered to be neglectful of their children's nutritional needs and will be reported to the appropriate authorities as provided for in the Child Protective Services Act.

14.1 NOTIFICATION OF ABSENCE

Parents are required to inform the school by 9:30AM if a child will not be at the center on a scheduled day. This will enable the school to more effectively maintain appropriate ratios and help the classroom teacher effectively plan for the day. Parents who fail on 5 occasions in one school calendar year to give proper notice of an absence will result in the child being dismissed from the program.

If your child is ill, we request that you notify the School Directors not only of the absence, but also of the nature of the illness. This enables our faculty to keep track of any illnesses, which may occur at our school. This information will only be shared with staff on a "need to know" basis. If your child has a communicable disease, we ask that you share the diagnosis with the School Directors, so that the parents of the children in the school maybe notified that a communicable disease is present. Once again, only the communicable disease information will be shared. PB & J Day School will take all measures necessary to protect your child's confidentiality. Parents are not required to disclose this information by law, and your continued enrollment will not be based whatsoever on your decision to share, (or not) the reason for your child's absence from school.

Parents, who know in advance that a child will be late, are required to notify the center by 9:05AM so as to maintain the appropriate number of employees to ensure ratios are met when the child arrives to school. If a child arrives during an important part of the school day where interruption is to be avoided (i.e. circle time), the parent must stay in the lobby until the classroom activity is finished.

14.2 AGENCY'S RIGHT TO REFUSE ADMISSION

PB & J Day School reserves the right to refuse admission to any child at any time with or without cause.

PB & J Day School strives to maintain an ample list of substitutes in anticipation of staff absences, however, there are times when substitutes are not available, and classrooms need to be closed to maintain compliance with licensing regulations. Refusal will be based on a "first come first served" basis when seeking to maintain appropriate staff to child ratios and/or when closing classrooms.

Possible reasons for the refusal of admission include but are not limited to:

- Lack of staff to maintain appropriate Staff to Child Ratios as determined by State Licensing Regulations.
- The need to maintain compliance with Licensing Regulations.
- Staff deems the child to ill to attend.
- Domestic Situations that present a safety risk to the child, staff or other children enrolled at PB & J Day School if the child were to be present at the center.
- Parents failure to maintain accurate, up to date records.
- Parents' failure to complete and return required documentation in a timely fashion.

Parents WILL NOT be reimbursed tuition for days when their child is refused admission to the program.

NO PASSING UNLESS OTHERWISE INSTRUCTED BY A STAFF MEMBER!

The lane closest to the school is designated as the Drop-Off/Pick-Up Lane. This lane is solely used for dropping off or picking up children without parents walking into the building. When picking up your child, please pull down the lane to the cone at the end of the lane.

Please remain in your car until your child is brought to the car.

The children belonging to the first cars in the lane are brought out to their respective cars. Once these cars are loaded and gone, the next cars are motioned to the end of the lane. The next children are then brought to their cars and so on.

School Employees are NOT permitted to buckle the child into the car/booster seats. This is the sole responsibility of the parent or authorized adult.

15.1 LATE PICK-UP

A parent is considered late after 3:05PM. All measurements of time are to be according to the PB & J Day School clock located in lobby.

A Late Pick-Up Charge of \$5.00 a minute after the first 5 minutes will be due. Late Pick-Up charges are calculated to the time the Child physically leaves the school. A child that has not been picked up by 3:05PM will be placed into after care if space is available. The after care charge of \$8.00 will be applied to the parent's statement.

A child's services will be terminated should the child be picked-up late on three occasions in one school year regardless of the reasons for the late pick-up. It is the parent's responsibility to ensure that someone (either a parent or Emergency/Alternate pick-up person) is available to pick up the child on time.

15.2 PERSONS APPEARING TO BE IMPAIRED BY DRUGS/ALCOHOL AT PICK-UP

The staff of PB & J Day School will contact local police and/or the other custodial parent should a parent appear to the staff of PB & J Day School to be under the influence of drugs and/or alcohol. The parent's right to immediate access does not permit the agency from denying a custodial parent access to their child even if the parent is or appears to be impaired. However, PB & J Day School staff will delay the impaired parent as long as possible, while contacting the other parent, the local police and Child Protective Services.

Any other authorized person who attempts to pick-up a child, and appears to the staff of PB & J Day School to be under the influence of drugs and/or alcohol will be denied access to the child. The staff of PB & J Day School will contact the child's parents, local police and Child Protective Services to notify them of the situation.

15.3 EMERGENCY/ALTERNATE PICK-UP FORMS

At enrollment, parents will complete a Transportation Plan on the Registration and Policy Agreement Form. Parents are encouraged to include on this form any, and all persons who, in the course of events, may at one time be asked to pick-up their child from PB & J Day School. In an emergency situation the child's parents will be called first. If they cannot be reached staff will call the persons listed on this form until someone can be reached.

Should the staff contact a parent, and the parent is unable to pick up the child, it is then the responsibility of the parent to arrange for their child to be picked up by someone on the emergency list. Failure of the parent to make such arrangements will result in dismissal from the program.

Parents do not need to be listed on the Emergency Contact Form. The nature of the parental relationship affords the parents (in the absence of a court order indicating otherwise) the right to pick-up their child.

Parents will be asked to determine which persons (if any) on the Emergency/Alternate Pick-up form have the right to act "In Loco Parentis." In Loco Parentis status affords the pick-up person the right to discuss confidential information about the child's day including but not limited to, incident/accident reports, and behavior issues. In the absence of this designation the people on the Emergency/Alternate Pick-Up Form are only afforded the right to pick up the child. Staff is not permitted to discuss the child's day with them.

The persons on the Emergency/Alternate pick-up form will be required to provide a government issued photo ID prior to the agency releasing the child. There will be no exceptions to this rule.

All changes and/or additions to the Emergency/Alternate Pick-up form must be made in writing and be dated and signed. Only custodial parents have the right to make changes or additions to this form.

PB & J Day School reserves the right to refuse/ban any person listed on the Emergency/Alternate Contact Form for any reason, including but not limited to violations of the policies/procedures contained herein. It is the responsibility of the enrolling parent(s) to inform each person on the Emergency/Alternate Form of the policies/procedures contained herein.

Field Trips

Policy No. 16

PB & J Day School frequently supplements the in class curriculum with off premise field trips. Field trips encourage broad awareness to the environment and develop self-assurance in children. Children, three and older, will periodically travel on field trips. In order for field trips to be possible, parents must help transport children. All children must be seated and fastened into the required booster/car seats. PB & J Day School requires a copy of a valid driver's license from all parents driving. All parents driving must also show proof of automobile liability coverage that is maintained in a minimum amount of five hundred thousand dollars (\$500,000) combined single limit of liability.

Parents are required to give written permission for their child to attend each field trip. Notification of a field trip will be sent home in advance of the trip, with all pertinent trip information including, destination, date, time, reason for trip, cost, and mode of transportation. Accompanying the notification paper, teachers will include a permission slip to be filled out, signed, and returned to the teacher prior to the date of the trip. The field trip permission slip must be filled out completely and accurately, and all trip costs must be paid in advance in order for your child to attend.

If your child is not scheduled to attend on the day of a field trip and you wish for your child to participate in the trip, please discuss this with your child's teacher at least three days prior to the date of the trip. Your child will be permitted to attend if required ratios can be maintained with his/her addition to the class. The cost of the trip and signed permission slip will be due prior to the date of the trip.

Possible field trips include, but are not limited to:

Children's Theater	Zoo
Adventure Science Museum	Apple Orchard
Gentry's Farm	Purity Dairy
Standard Candy Company	Elementary School
Jump Zone	Frist Center
Cheekwood Botanical Gardens	Warner Parks Nature Center
Lucky Ladd Farms	

School Calendar

Policy No. 17

PB & J Day School follows the Williamson County Schools Calendar. PB & J Day School is closed for two weeks before and after the Summer Camp Session. PB & J Day School will be OPEN on the days where Williamson County Schools have half days and staff development days. A school calendar is included in your registration packet.

Emergency Closing and Inclement

Weather Information

Policy No. 18

In the event of an emergency closing and/or inclement weather, parents will be notified of the closing by a phone call or email from the child's teacher. Notification will also be given on Facebook, Twitter, and the local news stations.

Should the school need to close in the middle of the day, the school staff will attempt to reach the child's parents first to arrange for pick up. Should the staff be unable to reach the parents, the persons listed on the emergency contact form will be called until pick up arrangements can be made. Staff will notify the parents or emergency contact person at the time of the call, of the pick-up location should the children need to be evacuated from the school. Parents or emergency contact persons should report directly to the alternate location if one is indicated.

Should the center need to close for any reason, tuition will not be refunded or reduced for closures of less than 14 school days. If the closure extends beyond 14 school days, parents will have their tuition reduced for the month by half.

Curriculum

Policy No. 19

19.1 DAILY SCHEDULE OF ACTIVITIES

A daily schedule of activities is located outside each classroom. Parents will be given a copy of the daily schedule of their child's class at the beginning of the year. Schedules are subject to change.

Enrichment Classes:

Enrichment classes are offered throughout the academic school year. Check with the School Directors for the list of classes available. Classes run for 8 week sessions. The cost of a session is \$120 per class. Classes are offered from 3:05PM - 4:00PM Monday through Thursday. Children are given a small snack and drink at the beginning of class. A minimum of 5 children must be signed up for a class to begin.

Before Care:

Before care is offered from 8:00AM-9:00AM daily. Parents must notify the School Directors 24 hours in advance that before care is needed so as to maintain the appropriate number of employees to ensure ratios are met when the child arrives to school. Parents who arrive before the school day starts (8:45AM) must either wait in the lobby with their child or place the child in before care if space is available.

After Care:

After care is offered from 3:00PM-5:00PM daily. Parents must notify the School Directors by 12:00PM that after care is needed that day so as to maintain the appropriate number of employees to ensure ratios are met. If parents pick up their child(ren) at 4:05PM or later, an additional after care fee will be assessed on their account. All measurements of time are to be according to the PB & J Day School clock located in lobby.

A late after care pick-up charge of \$5.00 a minute after the 5:05PM will be due. Late pick-up charges are calculated to the time the Child physically leaves the school.

A child's services will be terminated should the child be picked-up late on three occasions in one school year regardless of the reasons for the late pick-up. It is the parent's responsibility to ensure that someone (either a parent or Emergency/Alternate pick-up person) is available to pick up the child on time.

19.2 CLASS ASSIGNMENTS

Class assignments are based on the age and developmental level of the child. Class assignments are also based on the year the child will be entering Kindergarten.

19.3 STAFF TO CHILD RATIOS

Teacher to child ratios must be maintained as mandated by the Tennessee Department of Human Services. See Policy No. 4 for these ratios.

19.4 NAP/REST TIME

All classes are required by the Tennessee Department of Human Services to have a nap/rest time. Children do not have to sleep during this time. Children must stay on their assigned cots for the duration of nap/rest time. A book, puzzle, or other quiet activity will be given to a child who does not nap.

Children may bring one blanket and one security item from home for use during nap/rest time. No pillows please! The blanket and security item must fit inside the child's designated area. If the items take up too much room, they will be sent home and must be replaced with more compact items.

19.5 EDUCATIONAL/PERSONAL CARE SUPPLIES NEEDED

Educational and personal care items (i.e. baby wipes, diaper ointment, and bug repellent) excluding diapers are provided by PB & J Day School.

19.6 BIRTHDAY/HOLIDAY CELEBRATIONS

PB & J Day School is not affiliated with any religious organization. PB & J Day School will educate the children about the current holiday celebrations without using religious terms. PB & J Day School celebrates the seasons rather than the religious holidays. The school's celebrations include, but are not limited to, a Fall Festival, Hibernation Day, and Spirit Week in the spring.

Birthday celebrations should minimize disruption of routine and prevent unwarranted anxiety for the children. Balloons are a choking hazard for young children and should not be brought in the building. Since licensing regulations prohibit any type of open flame in the School, birthday candles are not permitted. Parents must schedule birthday celebrations with the child's classroom teacher.

Parents must check with the classroom teacher for any food allergies. All foods must be store-bought.

If birthday invitations are distributed at the School, all children in the class should receive an invitation.

19.7 PARENT/TEACHER CONFERENCES/COMMUNICATION

In order to keep parents well informed, teachers send home folders containing information about a child's day. Parents must sign the calendar in the folder to signify they have read the information. Monthly newsletters from Teachers are distributed the first week of the month. Every month, school newsletter is posted on the school's website, www.pbjdayschool.com. Teachers and Directors are happy to answer any questions or concerns via phone, email, or through scheduled conferences. Parent/Teacher conferences are scheduled two times during the school year. To reach a member of the staff, please call the office. If we are not available, your call will be returned promptly.

Other means of communication are also available. These include but are not limited to:

- Bulletin boards located in the Parent Resource Room, front hallway, and outside each classroom
- Digital display in the lobby
- Brag board in the front hallway
- www.pbjdayschool.com
- Facebook Group: PB & J Day School, LLC

19.8 GRADUATION

Graduation will be held in May for those children attending Kindergarten the next school year.

19.9 POTTY TRAINING

Potty training is not a requirement at PB & J Day School. We know that not every child potty trains by a certain age. The school staff will work with you and your child to ensure the best potty training experience. Parents need to communicate what process they are using at home so the classroom teachers can continue that process at school.

Once a child is deemed potty trained by the classroom teachers, he/she will be inducted into the Potty Training Club. The School Directors will present the child with a certificate and take his/her picture for the Potty Training Club bulletin board. The School Directors also perform a song and dance as an induction ceremony for the child.

Discipline

Policy No. 20

Our Discipline Policy at PB & J Day School consists of a set of school and classroom rules, a positive reinforcement system, and a technique called *1-2-3 MAGIC* by Dr. Thomas W. Phalen.

20.1 SCHOOL RULES

Walk in the hallways.

Keep hands and feet to yourself.

Be respectful to all living things.

Speak kind words.

Be respectful of other people's property.

Be a helpful, sharing friend.

Have fun!

20.2 PHYSICAL ENVIRONMENTS

At PB & J Day School, we believe the best way to handle problems is to prevent them from happening in the first place. Therefore, the physical environments and the programs for our preschool are set up so that as few problems will take place as possible. The rooms and toys are arranged so children can handle things mostly by themselves. Children are not expected to perform beyond their abilities.

Activities are age appropriate.

20.3 POSITIVE REINFORCEMENT

Positive reinforcement is an integral part of PB & J. A variety of methods are used in the classrooms. Praise, "Happy Chappies" (a dot of chapstick on the hand), Caught-Ya tickets, stickers, special stuffed animals, and special helpers are just a few examples of how children are reinforced for making good choices.

20.4 1-2-3 MAGIC

Sometimes the positive reinforcement system does not always work and an undesirable behavior occurs. Some examples of undesirable behaviors are arguing, whining, yelling, wandering out of one's area, teasing, etc. If this happens, then the teacher will use the 1-2-3 Magic technique. 1-2-3 Magic helps control undesirable behavior, encourages good behavior, and strengthens the teachers relationship with his/her students. This technique lets the child know that his/her certain behavior is not acceptable and gives the child an opportunity to choose the appropriate behavior. Here is an example

of how to use the technique:

With the first offense, the teacher calmly states, "That's one. Let's use our words." If the child continues the misbehavior or responds negatively to the teacher's warning, the teacher follows with, "That's two." Further lack of compliance warrants, "That's three, take 5," and the misbehaving child is sent to a five minute time-out or receives an alternative disciplinary consequence fitting the level of offense.

This strategy keeps the disciplinary action brief and unemotional while clearly showing that the teacher's authority is not negotiable and certain behaviors will not be tolerated. (Time out periods are based upon the age of the child. . Example: He/She is 3 years old they will sit in a time-out for 3 minutes. In this case the take 5 would be for a five year old.)

An example of using this method is:

Johnny (age 4): "Can I have a snack?"

Teacher: "Not right now."

Johnny: "Why not?"

Teacher: "Because we're going to be eating lunch in five minutes. You will eat then."

Johnny: "But I want a snack now."

Teacher: "That's 1."

Johnny: "I am hungry NOW!"

Teacher: "That's 2."

Johnny: "I am going to tell my parents!"

Teacher: "That's 3 take 4."

20.5 CONSEQUENCES

Teachers will use a variety of consequences. These include but are not limited to

- Natural Consequences: If two children are fighting over a toy, then the toy will be taken away.
- Time-out: The child is separated from the group for a time out period. Time out periods are based upon the age of the child. Example: He/She is 3 years old they will sit in a time-out for 3 minutes.

PB & J Day School will NOT tolerate the following ways of discipline:

- Corporal punishment, including hitting, spanking, beating, shaking, pinching, or other measures intended to induce physical pain or fear.
- Threatened or actual withdrawal of food, rest, or use of the bathroom.
- Abusive or profane language,
- Any form of public or private humiliation, including threats of physical punishment
- Any form of emotional abuse, including shaming, rejecting, or isolation of the child

20.6 BEHAVIORAL CONTRACTS

From time to time, a child will need different behavioral modification techniques than the ones listed above. A behavioral contract will be written with the input of the parents, class teachers, and school directors. The behavioral contract will include the behavior to be modified, the method for modification, and the length of time the contract will be followed. The parents, class teachers, and school directors will sign the form indicating consent. When the contract ends, the parents, class teachers, and school directors will meet to discuss the progress of the contract.

Toys from Home

Policy No. 21

Due to the risk of damage, sharing issues, and loss, children are not permitted to bring in toys from home, unless specifically requested by the classroom teacher for use as part of the curriculum.

Parents are responsible for enforcing this policy with their child. Parents are encouraged to consult the classroom teacher should they find their child is having difficulty with this policy.

Children in classrooms with nap/rest time are permitted to include with their bedding supplies, one plush/non-musical toy with which to nap/rest. This toy is to be placed with the bedding supplies and use of it will only be allowed at nap/rest time.

All toys brought in for use as part of the curriculum, and/or for nap/rest time will be inspected by PB & J Day School staff for safety and appropriateness, and may be prohibited at the sole discretion of PB & J Day School.

Dress Code

Policy No. 22

22.1 CHILDREN

Clothing:

Children are engaged in various activities during the course of the day; some of these activities can be messy, and/or athletic in nature. Additionally, children are engaged in outdoor play daily, weather permitting. Due to these activities, children are required to be dressed in seasonably appropriate, comfortable clothing.

Parents are prohibited from dressing children, who are using the toilet, in overalls, or clothing with difficult closures. These types of clothing present particular challenges for children in relation to toileting.

Coats, hats, and gloves must be provided in the winter months.

Children are not permitted to wear open toed, and/or open backed shoes. The most appropriate type of shoes for participation in school activities are rubber-soled, sneakers/tennis shoes.

Children ages 3 through 5 are required to have one seasonably and size appropriate complete change of clothing at the center at all times. Children under 3 years of age are required to have two seasonably and size appropriate, complete changes of clothing at the center at all times. A complete change of clothing includes shirt, pants, underwear, socks, and shoes. Teachers will post reminders for parents to update changes of clothing as the weather begins to change.

PB & J Day School tries to have extra clothes on hand. However, if a child does not have a change of clothing and there are no extra clothes available, the parents will be called to come pick up their child.

All clothing items must be clearly labeled with the child's first and last name. This includes coats, hats, and gloves. PB & J Day School is not responsible for lost or damaged items of clothing.

PB & J Day School is not responsible for damage to or loss of and articles of clothing.

22.2 PARENTS

Clothing:

Parents are required to be dressed in appropriate clothing while at PB & J Day School, or involved in any PB & J Day School sponsored events. Inappropriate clothing would include, revealing, extremely short, ripped/torn (in inappropriate places), and/or see through articles of clothing. Anything with suggestive or vulgar language is prohibited.

Parents wearing high heels, work boots, or shoes with wet/dirty soles, will be required to remove their shoes prior to entering any classroom with children under 2 ½ years of age. This will reduce the risk of injury to a child on the floor, and will help to maintain a clean floor. Parents can simply leave their shoes outside the classroom door prior to entering the classroom.

Parent Participation/Volunteers

Policy No. 23

Parents are invited and encouraged to be involved in their child's school activities. There are many different ways in which parents can participate and volunteer at the school. Parents may volunteer to attend trips, read in the classroom, participate on a committee, and/or coordinate special events. In their classrooms, teachers will post any volunteer opportunities available.

Any parent who volunteers in the classroom on a regular basis will be required to pay for and secure all criminal background checks, as required by our licensing regulations. Any person, including parents, with felony convictions, sex offender convictions and/or open investigations into any criminal activities will not be permitted to volunteer in the classroom, or on field trips.

Parents with court orders detailing custodial arrangements will only be permitted to volunteer on days in which they are afforded custody (joint/shared custody arrangement) as per the court order. For example, if a parent is afforded custody on Tuesdays and Wednesdays, that parent will only be able to volunteer on those days. Parents with visitation only (sole/exclusive custody arrangements), will only be permitted to volunteer with the express written permission of the custodial parent.

PB & J Day School reserves the right to make Volunteer assignments. PB & J Day School does not guarantee the volunteering parents will be assigned to locations where their child(ren) is present.

Health and Safety

Policy No. 24

24.1 PRE-ENROLLMENT REQUIREMENTS

Each child is required to complete a pre-enrollment packet of information. This packet is to be returned to the center's office on or before the child's first day of attendance. All children are required to have a complete up to date immunization record on file at PB & J Day School. This is per our licensing regulations. If you have chosen not to have your child immunized, please ask the School Directors for an immunization waiver form. Immunizations may be waived for certain reasons. Please discuss this with the School Directors to determine whether you have the right to be enrolled and not have your child immunized. Parents are required to have a waiver on file in place of an immunization record, so that the center can maintain compliance with licensing regulations.

All children are required to have a physical examination form filled out by a licensed medical professional, in order to attend PB & J Day School. The Physical Examination Form, indicating the child's fitness to attend PB & J Day School, must be completed by a licensed healthcare professional and returned to the School Directors within the first 30 days of enrollment. The Physical Examination Form is inclusive with the Tennessee Preschool Immunization Certificate.

24.2 CHILDREN WITH ALLERGIES

For the safety of your child, parents are required to provide a signed copy of the "Emergency Care Plan for Child with Severe Allergies" form, detailing any allergies, food or otherwise, from which their child suffers, at the time of enrollment or when the allergy is discovered. This form must be completely filled out by the child's physician and parent(s) or legal guardian(s), and must be updated every six months, or more frequently, as needed. In addition to this form, parents must provide a copy of any additional physician's orders and procedural guidelines relating to the prevention and treatment of the child's allergy. This form can be obtained by request from one of the School Directors.

Any medication required to treat an allergic reaction must be provided in accordance with the Medication Policy detailed herein.

24.3 COMMUNICABLE DISEASES

PB & J Day School follows all health/communicable disease policies as outlined in the American Academy of Pediatrics Model Health Policies and Procedures Manual. A copy of this manual can be purchased, for a nominal fee, from the National Association for the Education of the Young Child (NAEYC).

A child will be sent home if he/she has the following:

- An auxiliary temperature of 100 degrees Fahrenheit and symptoms of sickness
- Three or more episodes of diarrhea
- Vomiting
- An unexplained rash
- Conjunctivitis (pinkeye) or the symptoms of Conjunctivitis (weeping eye, red or pink eye, and/or crusty eye lashes)

Parents are required to pick up an ill child within 45 minutes of notification by phone. If a parent is reached, but cannot pick their child up within 45 minutes, it becomes the parent's responsibility to arrange for alternate pick up with someone listed on the child's emergency contact form and transportation plan. The staff will not continue to call those listed on the emergency contact list once a parent is reached. If a parent cannot be reached, the staff will begin to call the people listed on the emergency contact form, until arrangements can be made for the child to be picked up.

Children will be excluded from participation in the program if they exhibit symptoms of any communicable disease. They will not be permitted to return to the program until they are no longer contagious. Guidelines for determining the contagious period for a specific illness are based on the recommendations by the American Academy of Pediatrics. Children must present a doctor's note stating they are no longer contagious and can return to the program. PB & J Day School reserves the right to refuse a child to return to school if the School Directors or designee believes the child to be too ill to participate in the program.

Children excluded from the program due to a fever may not return to the program until they are fever free, without fever reducing medication, for 24 hours. If your child is sent home due to a fever, he/she is not permitted to return to the program the following day at a minimum. A fever is defined as a temperature reading on a thermometer of at least 101 degrees Fahrenheit or more as taken under the arm.

Children are required to be excluded from the program for loose bowels or diarrhea which occur 3 or more times in a 24 hours period of time. Children may return to the program when normal bowel movements resume.

If your child will be absent due to illness, we request that you notify the School Directors. This enables our faculty to keep track of any illnesses, which may occur at our school. This information will only be shared with faculty on a "need to know" basis. If your child has a communicable disease, we ask that you share the diagnosis with the School Directors, so that the parents of the children in the school maybe notified that a communicable disease is present. Once again, only the communicable disease information will be shared. PB & J Day School will take all measures necessary to protect your child's confidentiality. You are not required to disclose this information by law, and your continued enrollment will not be based whatsoever on your decision to share, (or not) the reason for your child's absence from school.

24.4 BITING

PB & J Day School recognizes that biting is a developmentally appropriate behavior for children in the infant through 2 ½ year old classrooms. Parents with children in these classrooms should expect that their children may be bit, or will bite another child. The staff understands that parents are concerned and can be upset when their child is involved in a biting incident. We ask that you remember this is a developmentally appropriate behavior, and that the staff is working to identify situations which, provoke, or elicit this behavior so it can be prevented in the future. The staff will not punish, or harshly discipline children in the younger classrooms for biting behavior; they will simply redirect the children to different activities in separate areas of the classroom. The staff will also voice that biting is not an appropriate behavior. Parents are expected to work with staff to identify methods and strategies to curb this

behavior. Uncooperative parents will have their child's services terminated.

Children older than 3 years of age may occasionally be involved in a biting incident. For children in this age group who bites, the staff will use the discipline procedures outlined in the discipline section of this handbook, as well as observe the child to determine what provokes or elicits this inappropriate behavior. Parents are expected to cooperate with staff to help their child control this behavior. Uncooperative parents will have their child's service terminated. Furthermore, children, in the older age groups, who bite 3 times in a school year will have their services terminated since, the safety of all the children in the program is of the utmost concern of PB & J Day School.

Parents will be notified by incident/accident report that a biting incident occurred during the course of the day. The staff may not discuss with either parent the identity of the other child involved in the incident. This information is considered to be confidential and cannot be disclosed. The staff of PB & J Day School cannot discuss the medical history of any child involved in a biting incident with the other party. It is recommended that any child involved in a biting incident be seen by their family physician if the parents are concerned about communicable diseases possibly resulting from the biting incident.

24.5 DISPENSING MEDICATION

PB & J Day School will only dispense over-the-counter and/or prescription medication that is in original, labeled containers, and is accompanied by a doctor's note with explicit dosage and administration instructions. PB & J Day School will only give medication to the child for whom the doctor's note is written and for whom the medication container is labeled. One doctor's note per course of treatment is required. If a child, for example, is to be given a course of antibiotics for 10 days, the doctor's note must identify the dates that the medication is to be given.

Parents are required to complete a Medication Authorization Form for each medication that is to be dispensed. Medication Forms can be obtained from the School Directors or from the PB & J Day School website. Medication Forms, doctor's notes and medication are to be turned into the School Directors.

PB & J Day School will dispense over-the-counter, fever reducing/pain medication (ex. Children's Tylenol, Children's Motrin) on an as needed basis, with a doctor's note detailing the recommended reasons for administration and appropriate dosage. Parents are required to supply an unopened bottle of the fever reducing/pain medication clearly labeled with their child's name.

Parents are required to complete a Non/Prescription Medication Authorization Form for each medication that is to be dispensed. Non/Prescription Medication Forms can be obtained from the School Directors. Medication Forms, doctor's notes and medication are to be turned into the School Directors. Staff will inform the parent or emergency contact person if it is necessary for the child to be picked up due to illness. Refer to the policy listed above regarding picking up ill children.

Parents are responsible for ensuring that all prescription medication is properly labeled by a pharmacist and replaced prior to the expiration date.

24.6 FIRE/EMERGENCY DRILLS

PB & J Day School conducts monthly fire and emergency/evacuation drills. Parents, staff and children will not be made aware of drill dates or times, as this is the most effective way to assess the effectiveness of fire and emergency/evacuation plans.

Each classroom is equipped with a travel bag. The Lead Teacher keeps the bag with the group at all times. The bag contains a flashlight, notebook and pen, walkie-talkie, and emergency contact and release information for each child, and first aid kit. A disaster bag is located in the Directors' office and contains first aid supplies, 2 flashlights, portable radio with extra batteries, notebook, pen, and emergency contact and release information for each child.

Calmly and quickly, the PB & J staff will escort the children out of the building by the following routes.

- Playful Peanuts: Exterior West through South gate to Public Access sidewalk to Parking Lot to Gathering Point
- Great Grapes: Exterior West through South gate to Public Access sidewalk to Parking Lot to Gathering Point
- Whole Grains: Exterior West through South gate to Public Access sidewalk to Parking Lot to Gathering Point
- Boisterous Bananas: Exterior North through Northeast gate to Gathering Point
- Smiling Strawberries: Exterior North through Northeast gate to Gathering Point
- Art: Exterior North through Northeast gate to Gathering Point
- Playroom (Primary): North door to Exterior East to Parking Lot to Gathering Point
- Playroom (Secondary): West door to Exterior South to Public Access sidewalk to Parking Lot to Gathering Point

Children, who are unable to walk, will be put in an evacuation crib by the Lead Teacher and/or Teacher Assistant. The crib is stored in the Playful Peanuts classroom. The Directors (or alternative staff member as designated in the chain of command) will check all classrooms and lavatories ensuring all staff and children have exited the building. Everyone will exit to the back left corner of the parking lot. The Directors and/or teachers will take attendance, and the children will be counted.

During a fire/emergency drill or real fire/emergency situation, parents may not sign children into or out of the program. Parents must wait until the drill is complete and children have returned to the building to sign their child into the program. Parents may feel free to wait with the child's class in the designated safe-zone outside of the building until the drill is complete.

In the event of a real fire/emergency situation, the director or designate will inform each classroom teacher that the school will be closing. At this time any parents waiting to sign their child in will have to leave the premises with their child. All other parents or emergency contact persons will be notified by telephone of the situation. As with the sick child pick up policy, children must be picked up within 45 minutes of the telephone call.

Parents wishing to sign their child out of the program during a fire/emergency drill or real fire/emergency situation are expected to have patience with the staff as they are trying to maintain order during an often hectic and dangerous situation. If the school is in the midst of a fire/emergency drill, parents will be required to wait until the drill is completed and the staff and children are returned to the building to sign their child out of the program. If the school is having a real fire/emergency situation, parents will be asked to wait until the director or designee has accounted for all staff and children and gives the staff permission to release children. Once again, it is important for parents and staff to work together, remain calm, and cooperate with the fire/emergency personnel and center administration during these important and critical situations.

Fire Safety drills will be conducted monthly, using the alarm, to familiarize the children and staff with the fire emergency procedures. At least one fire drill will occur either during before care or after care hours. The Directors will maintain a log, recording fire drill dates, times and comments.

24.7 IN CASE OF A TORNADO

Each classroom is equipped with a travel bag. The Lead Teacher keeps the bag with the group at all times. The bag contains a flashlight, notebook and pen, walkie-talkie, and emergency contact and release information for each child, and first aid kit. A disaster bag is located in the Directors' office and contains first aid supplies, 2 flashlights, portable radio with extra batteries, notebook, pen, and emergency contact and release information for each child.

Calmly and quickly, the PB & J staff will escort the children to classes' designated areas.

- Playful Peanuts: Class bathroom
- Great Grapes: Playroom bathroom
- Whole Grains: Class bathroom
- Boisterous Bananas: Hall outside classroom
- Smiling Strawberries: Hall outside classroom
- Fluffer Nutters: Teacher Workroom and Kitchen



the

Children will be instructed to assume the protective position shown at the right. When the tornado warning has passed, the children will be led back to their classrooms. At that time, parents will be allowed to take children home, if necessary.

Four tornado drills will be practiced per year. At least one will occur during the summer camp session. The Directors will maintain a log, recording tornado drill dates, times and comments.

24.8 IN CASE OF AN INTRUDER

When given the designated signal by the Directors, the PB & J staff will go to the nearest classroom and proceed to lockdown mode. All classroom doors will be locked, and the children secured away from the windows. A designated staff member will contact all classrooms via walkie-talkies. Staff members will be required to answer back with the secure word to indicate everyone in the classroom is safe. After the secure word is stated, the staff member will call out all the names of the children and staff in the room making sure everyone is accounted for.

24.9 IN CASE OF A MEDICAL EMERGENCY

All staff members will be certified in CPR and first aid. If a staff member decides an injury needs to be assessed by a professional, such as cuts that may require stitches, the parent or emergency contact will be notified immediately. An incident report will be completed and shared with the parent or emergency contact. It will then be signed by all parties. The parent or emergency contact will provide transportation to a doctor's office, emergency care center or hospital.

In the absence of a parent or emergency contact person, the child's physician (indicated on Medical Aid Authorization Form), or consulting physicians (Heritage Medical Center 615-791-9300), or 911 emergency response may be contacted for assistance. Licensed or certified medical/fire/police personnel may give emergency medical treatment to the child and may provide transportation to the hospital designated by the parents on the child's Medical Aid Authorization Form. A PB & J staff member will accompany the child in the emergency vehicle and will stay with the child until the parent arrives. The Directors will make continuous efforts to contact and notify the injured child's parent.

Where an obvious emergency has occurred, 911 will be called immediately. Licensed or certified medical/fire/police personnel may give emergency medical treatment to the child and may provide transportation to the hospital designated by the parents on the child's Medical Aid Authorization Form. A PB & J staff member will accompany the child in the emergency vehicle and will stay with the child until the parent arrives. The Directors will contact and notify the injured child's parent.

24.10 INCIDENT/ACCIDENT REPORTS

Should your child be involved in an incident/accident during the course of the school day, a staff member will complete an Incident/Accident Report. The Incident/Accident Report will be placed in your child's folder.

Parents or persons designated to act "in loco parentis" are required to sign any incident/accident reports and return them to the classroom teacher the next school day. Should you feel it necessary to

have discussion or meeting, please schedule a meeting with your child's classroom teacher. A telephone conference may be scheduled for later in the day or for the next day at nap/rest time if the parent(s) is unable to meet at the center during the course of the day.

Should a person other than the parent or one designated to act "in loco parentis" pick-up the child, a parent or person designated to act "in loco parentis" must sign the Incident/Accident Report and return a copy to the center director within 24 hours. Failure to sign and return an Incident/Accident in this time period will result in your child's exclusion from the program until such time as the Report is returned signed.

If a child sustains a head injury, the parent will be contacted at the time of the incident and given a full report of the accident, first aid given, and the child's demeanor. An incident/accident form will be completed and placed in the child's folder. As stated above, the form must be signed when the child is signed out.

24.11 FOODS

PB & J Day School will provide a healthy snack and drink each day. If your child has any special dietary requirements, please notify the staff. Please do not allow children to bring candy, gum, or other treats to the school. Please contact your child's teacher if you want to bring a special treat for the class.

Lunch is not provided by PB & J Day School. A lunch must be provided by the parents. Your child's lunch must be in a leak-proof bag or lunchbox with a cold pack marked with his/her name. Lunches must include a meat or meat alternative (beans, tofu, peanut butter, etc.), 2 or more fruits or vegetables, bread or cereal item, and fluid milk to drink. If there is milk allergy, you must provide a soy or vegetarian milk product. PB & J Day School is required to supervise the consumption of nutritious food as listed by the US Department of Agriculture. Make sure all appropriate utensils are packed in your child's lunch. Utensils will not be supplied by the School. Glassware and items requiring refrigeration are not permitted.

An optional milk service is provided for a small fee.

All age groups:

All food items must be labeled with your child's name. PB & J Day School does not permit children to share or exchange food items.

For the safety of your child, parents are required to provide notification, in the form of a doctor's note, of any allergies (food or otherwise), with instruction for treatment should a child have an allergic reaction. Please refer to the Health and Safety Policies contained herein for further information.

Parents are required to provide written notification of any food/dietary restrictions. (i.e. lactose intolerance, vegetarian diets, wheat free/gluten free diets)

PB & J Day School never uses food as a punishment. Children will never be denied participation in lunch or snack time for behavior reasons.

12 months through 2 ½ year old age groups:

Children enrolled in the 1 year old through 2 ½ year old classrooms must have all food items for consumption prepared and labeled each day the child is in attendance. This includes sippy cups. Be sure to prepare one more sippy cup than you think your child will consume in a day to assure that your child won't run out. No bottles please!

Staff will complete a daily chart for each child detailing for the parent what the child ate, when, and how much. All uneaten food will be placed back in the child's lunch so parents can see what items and how

much their child consumed during the day.

3 year and older classrooms:

All meals are family style, with the children sitting at tables, to promote good manners, eating habits and socialization skills. Staff will encourage children to eat their main entrée first, followed by healthy snacks. Candy and junk food will be reserved for a "dessert" when an adequate amount of their lunch has been eaten.

PB & J Day School will provide water for children who wish to have it with lunch. Snack food items should be healthy, such as fruit, vegetables and the like. Parents should limit junk foods to a minimum in their child's lunch. All uneaten food will be placed back in the child's lunch so parents can see what items and how much their child consumed during the day. Parents should provide enough food so that their child is satiated, but not so much that food is wasted.

PB & J Day School does not allow full size candy bars, sodas, or full size candy treats such as Skittles, Starbursts or gum, in a child's lunch. If you wish for these foods to be a part of your child's diet, please give them to your child at home. One or two miniature sized candies are permitted in a child's lunch as a treat.

PB & J Day School prohibits any food item in glass containers, as well as aluminum cans. These can be safety hazards for the children and staff.

Lunches containing milk, cheese, yogurt, and/or other food items requiring refrigeration should contain a cold pack to keep the items cold. Refrigerators in the classroom are strictly for the use of storing snack items.

Lunches will NOT be heated. Teachers do not have access to microwaves during lunch times.

All food items provided in your child's lunch must be labeled with your child's name. Simply labeling the child's lunch box/bag is not sufficient.

PB & J Day School will provide a healthy morning or afternoon snack for all children including water, and/or fruit juice. A list of the daily snacks available to the children will be posted in the classroom and on the internet on a monthly basis.

24.12 FOOD ALLERGY POLICY

Due to the extreme nature of allergic reactions to peanuts, eggs, etc in some children, PB & J Day School prohibits foods containing allergens in classrooms where there is a known allergy. These allergies can be so severe that exposure to peanuts can result in an anaphylactic reaction.

Parents are responsible for providing foods that are allergen free for their child's lunch and/or snack.

Due to the possibility of cross-contamination, (this occurs when one food is prepared with items previously used to prepare foods with peanuts, or peanut products), PB & J Day School does not allow homemade snacks at the center. While PB & J Day School understands that parents enjoy providing homemade snacks for birthdays and holidays, we must be mindful of the safety of all children enrolled at PB & J Day School.

24.13 FIREARMS AND WEAPONS

At no time is any person permitted to carry any type of Firearm, Ammunitions and/or Weapon on agency property for any reason. Violation of this policy will result in immediate dismissal from the program.

24.14 LIVE ANIMAL POLICY

Animals for Observation Purposes/ Pets

The humane study of animals can provide important learning experience for children. Close observation of animals in the classroom will promote a greater appreciation of and respect for life and a better understanding of life processes. By caring for the animals, children will also have the opportunity to learn a sense of responsibility and to practice kindness and respect.

Currently Approved Animals

The selection of classroom animals should be determined only after careful consideration of the following:

1. safety of the students
2. the amount of care involved
3. the age of the children
4. whether the animal will be a permanent resident or just a guest
5. the specific concepts to be taught

If you would like to bring an animal that it is not listed below, please contact the School Directors for a request and review.

- Larvae/Butterflies
- Mealworms
- Chickens
- Earthworms
- Ducks
- Sugar Gliders
- Gecko
- Uromastyx
- Non-venomous frogs
- Turtles (excluding soft shell or snapping turtles, must remain in a cage when not being handled by a person)
- Bearded dragons
- Tarantulas (in cages at all times, no petting allowed)
- Birds: finches, lovebirds, myna birds, parakeets, canaries, cockatiels, doves, African Greys
- Non-venomous snakes (must remain in a cage when not being handled by a person)
- Hermit crabs
- Lizards, anoles, and skinks
- Rabbits
- Non-venomous aquarium fish
- Rats
- Mice
- Guinea pigs
- Hamsters
- Gerbils
- Tadpoles
- Ants (within a closed container only)
- Brine shrimp

NOTE: All children will be required to wash hands or use hand sanitizer after handling any animal.

Animals are an integral part of school life. During the course of the year, children will be carefully instructed on the safe and proper way to handle animals. They will only handle animals that have been deemed safe by the PB & J Day School staff, and then, only under close supervision. No one will be forced to handle any animal. All children must handle animals according to safety protocol. Children who do not follow safe handling procedures will not be allowed to handle the animals again.

While these animals are handled frequently and rarely bite, it is important that you understand that these animals **can bite**. None of the animals that children will be handling are able to cause major injury. Even if your child does not handle the animals, he or she must understand that animals still have their natural tendencies to defend themselves. While these animals are safe for children to be around, children are always instructed to keep hands out of any animal's cage as all animals **can bite**. Parents

must inform children of the importance of keeping their hands out of animals' cages at all times.

Staff Employment by Client's Policy

Policy No. 25

The employment of the staff of PB & J Day School is discouraged by any client (current or former). Parents are discouraged from soliciting any staff member for the purpose of employment. Parents who employ PB & J Day School staff must sign a waiver of liability before they hire a PB & J Day School staff member.

Employment refers to any relationship outside of the agency's services which involves an employee of PB & J Day School to interact with a current or former client of PB & J Day School. Such relationships include but are not limited to, baby-sitting, house-sitting, mother's helper, nanny services, and carpooling regardless of whether or not those services are voluntary or paid.

Agency Contact Information

Policy No. 26

ADDRESS:

PB & J Day School, LLC
120 Werthan Circle
Franklin, TN 37064

PHONE NUMBERS:

Office 615-791-9003
Fax 615-791-9008

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