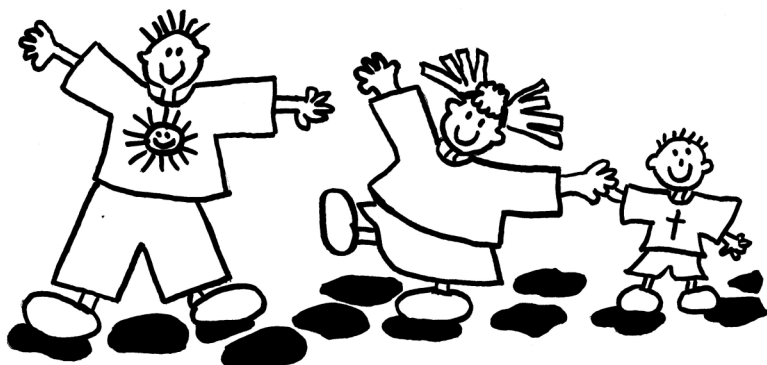


# **Preschool Handbook**

## ***Stepping Stones Christian Preschool***

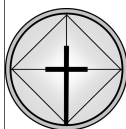


**Preschool Directors-**  
Carrie Baxter & Al Rogers

### **2021 Staff-**

Mikki Champion, Martha Cooper, Charlotte Narmore, Joy Perkins Johnson, Tricia Quick, Machel VanReenen, Katie Velez & Jamie Wulf

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Tullahoma, Tennessee 37388  
Church Phone- 455-8513  
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**Highland Hills**  
CHURCH OF CHRIST

Loving God  
Sharing Christ  
Serving Others  
Transforming Lives

*"Let the little children come to Me, and do not hinder them,  
for the kingdom of heaven belongs to such as these."  
- Matthew 19:14*

Welcome to Stepping Stones Christian Preschool. We are privileged to be the directors and fortunate to be working with the professional faculty here at Stepping Stones. We value their experience and expertise as experienced teachers. They are knowledgeable, talented, and committed to our students and their families. If you have questions or concerns, please contact us at any time.

Stepping Stones Christian Preschool is a ministry of Highland Hills church of Christ through which we strive to meet the needs of the youngest members of our community and church. The Stepping Stones curriculum will focus on the development of the whole child. Our program will help the children grow spiritually, intellectually, socially, emotionally, and physically. We will provide a rich learning environment and an enjoyable social experience for our students.



*— Carrie & Al*

## **Tuition and Fees**

**Tuition for Stepping Stones is \$160 per month.  
Tuition for additional siblings is \$140 per month.  
Tuition will include pizza day fee.**

Tuition is due on the first school day of each month.  
Tuition is late after the 10th of each month. A \$25 late fee will be added at that time.

At the time of registration, there will be a \$25 application fee.  
Additional sibling registration will be \$15.

A \$25 supply fee will be collected at the beginning of the school year. In addition, there are a few items that you are asked to provide on the school supply list.

## **Class times and Dates**

**The school year will begin Tuesday, August 3. Classes will meet Tuesdays and Thursdays from 8:30- 2:15.** Students can be dropped off beginning at 8:15 and need to be picked up between 2:15- 2:30. An additional \$5 fee will be added for each 10 minutes after that time.

School holidays will follow the Tullahoma City Schools calendar. Preschool classes will be held the week of TCS intercession. Important dates include:

**First day of School– August 3**

**Fall break- Oct 4-8**

**Thanksgiving- Nov 22-26**

**Christmas– December 20-January 3**

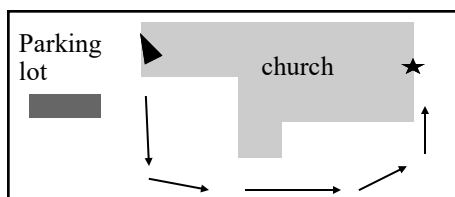
**Spring Break- Mar 14-18**

**Last day of school– May 12**

Snow days or Sick days will correlate with the Tullahoma City Schools.

## **Drop Offs and Pick Ups**

Students may be dropped off and picked up at the office door at the west end of the church. Please enter the main parking lot and pull through the driveway at the rear of the lot. The preschool door is on the opposite side of the building, under the portico. Note the diagram below. If you arrive after 8:30, please knock. All doors are locked from the outside and chains will block the drive between 9:00 and 2:00.



★ Preschool door

▲ Main entrance

## **Lunches and Snacks**

Parents will need to send in a lunch with their child each school day. Refrigeration is available. Please send a healthy lunch with a drink. We prefer that you send items that require minimal preparation.

The preschool will provide snacks for the school year. Snacks will consist of fruit or crackers and water or juice.

## **General Policies**

- Current immunizations and a statement of physical health are required. Please bring in a completed Tennessee Health Card, or equivalent documentation, before school starts.
- To enter the babies class, the child must be 18 months old by August 15. The beginners class, the child must be 2 years old. The intermediates must be 3. The Pre-K must be four by August 15. Pre-k + will be by teacher recommendation or age 5 by August 15.
- Diapers and wipes must be supplied for children who are not potty trained.
- Please send in an extra set of clothing in case of an accident.
- Label all belongings including lunchboxes and outerwear.
- Please send your child to school in clothes appropriate for both play time and art class. Be sure they can run in their shoes (we prefer no flip flops).
- Send in coats, hats, etc. during the winter months in order to allow outdoor play.
- Toys from home should not be brought in to the classroom unless requested by the teacher.
- All children will participate in a “rest” time each afternoon. If they no longer nap, they will be asked to lay quietly while the others rest.
- Only those individuals listed on the card will be allowed to pick up your child. If someone else will be picking them up, please contact the preschool office.

## **License/ Fire**

In order to meet state requirements, we are to inform you that our program is exempt from licensing as we are classified as a “Parent’s Day Out” program. We have undergone an inspection by the Tullahoma Fire Department and our facility has met their safety standards.

## **Emergencies**

Each parent must keep current emergency contact information listed in the preschool office. Please update that information, as necessary. In case of an emergency if none of the persons listed can be reached, the staff will initiate emergency treatment at the Harton Regional Medical Center Emergency Room. Cost of the treatment will be covered by the parent or guardian.

## **Parent Involvement**

Parents will be asked to be involved with activities throughout the school year. Teachers will request help with parties, field trips, special projects, etc. Teachers will communicate with parents regularly to let them know about upcoming subjects and events. Parents are welcomed and encouraged to share with the class on any subject that they are studying. We hope to work with you as partners in your child’s education.

## **Discipline Policy**

Our primary form of discipline is positive reinforcement. When your child exhibits good behavior, they are rewarded. We use lots of praise, privileges, treats, stickers, stamps, and more. If your child does not respond to positive encouragement, we will allow 2 warnings. Time Outs will then be used. Your child’s teacher will communicate with you regarding any disciplinary issues. We will work with you and your child to determine any additional steps that are necessary. In addition, we ask that you praise your child when they have a good report to help reinforce our efforts.

## Health and Medicines

- Please do not send a sick child to school. The chart below provides guidelines for when it is appropriate for a child to return to the classroom.
- Children must be free of fever, vomiting, or diarrhea for at least 24 hours before returning to school.
- Please contact the teacher if your child has exposed the class to an illness.
- If your child is sick, contact the school to let them know they will be absent.
- If your child becomes ill at school, you will be contacted and will need to make arrangements to pick them up immediately.
- Stepping Stones staff will not administer medication, except in an emergency situation (example– allergic reaction).

<u>Disease</u>	<u>Incubation Period</u>	<u>Restriction from school</u>	<u>Return to school</u>
Chicken Pox	14-21 days	yes	scabs dry up
Cold	1-5 days	if sneezing or coughing	symptoms are gone
Conjunctivitis (pink eye)	1-2 days	Yes	24 hrs on antibiotics
Flu	1-3 days	Yes	fever free for 24 hours
Hand, Foot and Mouth		As long as blistered	blisters are gone
Ring Worm	4-10 days	if lesion is uncovered	on medication
Stomach Virus	1-3 days	Yes	symptom free for 24 hours
Strep Throat	1-3 days	yes	24 hours on antibiotic and fever free
5th Disease	4-14 days	if fever	fever free
Coronavirus	4-14 days	fever, Respiratory Issues, Diarrhia, rash	until tests negative or 14 days

## **Head Lice Policy**

We have a “no nit” policy. It requires students to be free from live bugs and nits to attend school. Random lice checks will be done at the discretion of the preschool director. If lice are found, students must be sent home and will not return for one week. If the problem returns more than three times, the student will be disenrolled for the protection of the other students.

## **Contact & Church information**

### **Preschool directors:**

Carrie Baxter– 931-273-7594

Al Rogers

[steppingstones@hhcoc.org](mailto:steppingstones@hhcoc.org)

### **Staff:**

Mikki Champion

Charlotte Naramore

Tricia Quick

Katie Velez

Martha Cooper

Joy Perkins Johnson

Machelle VanReenen

Jamie Wulf

*We also have a private group on Facebook,  
if you would like to join, contact Carrie.*

Highland Hills Church Phone, 455-8513

[www.hhcoc.org](http://www.hhcoc.org)

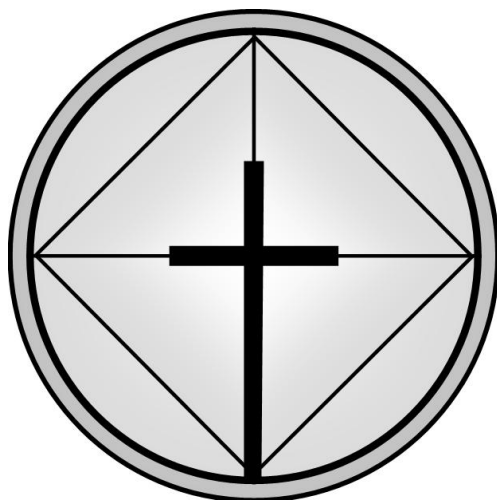
Minister– Matthew Miller

### **Weekly Schedule:**

Morning Bible Class, 9:00 am

Sunday Praise and Worship, 10:00 am

Wednesday Bible Study, 6:30 pm



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for the kingdom of heaven belongs to such as these.”*

*- Matthew 19:14*