



Southeast Baptist Preschool and
Childcare Center Parent and
Student Handbook
2025-2026

As of July 1, 2025, this is the newest version of this handbook. This version of the handbook takes precedence over all previous versions. As of the distribution of this handbook, these policies will be in effect for all students.

Table of Contents

Letter from the Pastor	Page 4
Request a Visit from a Church Member	Page 5
Welcome from the Director	Page 6
Our Preschool Program	Page 7
General Operating Procedures	
Clothing	Page 8
Conferences	Page 8
Enrollment Policy	Page 8
Holidays	Page 8
Toys	Page 9
Tuition Fees	Page 9
Sibling Discount	Page 9
Registration and Material Fee	Page 9
Payment Dates	Page 9
Records	Page 10
Smoking	Page 10
Snow Days	Page 10
Staff	Page 10
Vacation	Page 10
Arrival and Departure	
Hours of Operation	Page 10
Daily Arrival/Cut Off Time	Page 11
Release of Children	Page 11
Sign In/Sign Out Procedures	Page 11
Discipline and Behavior Management	
Behavior Policy	Page 12
Biting	Page 12
Expulsion	Page 13
Health, Illness and Safety	
Child Abuse or Neglect	Page 13
Communicable Diseases	Page 13
Covid-19	Page 13
Emergencies	Page 14
Emergency Plan	Page 14
Hygiene	Page 15
Illness and Medicine	Page 15
Injuries	Page 16
Insurance Policy	Page 17
Meals and Snack	
Meals & Snacks	Page 17
Americans with Disabilities Act	Page 18
Website	Page 18



Dear Parent,

We are glad that you have chosen to put your child in our Preschool and Childcare Center. We consider it a real privilege to be able to have a part in the development of your child.

I believe that you will find our Childcare Ministry to be a place where love and encouragement abound. We not only care about the children; we are concerned about their families. If I or anyone on the church staff can ever be of assistance to you, please feel free to call on us.

We would also like to welcome you as a part of the Southeast Baptist Church family. If you do not as yet have a church home, we want you to know that you are welcome here. Your children will become familiar with the building, the teachers, and some of the members of Southeast Baptist Church. They would feel at ease and at home in our Sunday School program. Our church offers opportunities for worship, learning, and fellowship at all age levels, and we want your family to feel free to visit and participate in any of the activities.

In knowing that, we would like to let you know that as part of our ministry, your family will be notified of special events and activities that take place here at Southeast throughout the year. You may receive flyers, get phone calls, or even a personal visit from members of the church to welcome you or extend an invitation. We feel that it is what the Lord has called us to do and we are so happy that you have chosen us to help you with the needs of your child and your family.

Sincerely,
Joe Vinson
Pastor



If you would be open to a visit from members of Southeast Baptist Church, please fill out the form below.

Name: _____

☐ I would like to speak to a member of Southeast Baptist Church by phone.

Phone Number: _____

☐ I would like to speak with the pastor or assistant pastor of Southeast Baptist Church by phone.

Phone Number: _____

☐ I would like a visit at home from a member of Southeast Baptist Church.

Address: _____

Phone Number: _____



We would like to take this opportunity to welcome your family to ours here at Southeast Baptist Preschool and Childcare Center. Our goal is to offer quality childcare where your child can learn, grown, have lots of fun, and feel safe and loved while away from Mom and Dad.

We are also here as a ministry to the community. We feel that it is not just important to teach children their ABC's and 123's, but to let them know that God loves them and is here for them always. The Center was established as an arm of service to the community with its goal being to provide for the needs of young children. It is our purpose to understand those needs and to meet them with a degree of excellence that will show honor to Christ. We have no other motive for operation and all policy, procedures, philosophy, and curriculum is formulated with the welfare of the children as the governing factor.

The Center is not a profit-making organization. All tuition goes into the operation of the Center. The policies governing that operation are determined in by the director and the Weekday Education Committee of the church, the members of which are elected by the congregation of the church. We are licensed by the State of Tennessee.

In Christ,
Ms. Debbie
Director

Our Preschool Program

The purpose of the Southeast Baptist Preschool and Childcare Center is to provide quality child care for young children of working parents. In order to achieve this purpose, six major areas of concern are considered in the development of the program:

1. Physical Needs – good nutrition; safe, clean, attractive environment; opportunity for physical development
2. Emotional Needs – includes an inpouring of a sense of self-worth in each child; a sense of self-confidence in who he/she is and who he/she will become
3. Social Needs – includes peer group relationships, and positive associations with adults
4. Developmental Needs – includes providing opportunities to experience the environment at individual level of awareness and to develop skills necessary for the next stage of growth
5. Spiritual Needs – includes the development of an understanding of themselves as children of a loving Creator
6. Atmosphere of Enjoyment – allowing a sense of freedom to be children and to enjoy themselves and their experiences

Southeast Baptist Preschool and Childcare Center has a unique function to perform. Besides providing through its curriculum a developmental program consistent with the highest standards of early childhood education, it also provides the additional dimension of the Christian faith. A Christian education program provides a child the opportunity to learn more about God and to be nurtured in a life of fellowship with Him. He/she will learn by first-hand experience how love is expressed by those who follow Jesus. Your child will become aware of the family of God and the community of believers as he spends his/her days in God's house. The love of God and a respect for His creations is the foundation of the total program.

The curriculum is designed around the idea that children learn best what they discover through experience and that necessary skills are developed in sequence. This developmental process is made possible by an atmosphere of acceptance and security. Learning experiences are play-centered, and though the day's activities are structured, they are informal. Teacher directed activities are short in duration and alternate with child-selected activities.

Experiences provided each day include:

Art activities and crafts	Music
Story time, including Bible stories	Science
Dramatic play	Math
Outside or large room play	Language
Free play at learning centers	Resource Units

The children are also taken to the church sanctuary each week for Children's Church. The children participate in a exercise/personal training activities each week.

General Operating Procedures

Clothing

Your child should be dressed in play clothes that he/she will be comfortable in so that he/she will feel free to participate in all the activities of the day. Children should wear tennis shoes that have closed toes. NO boots or Crocks! Remember we climb! He/she will have opportunities to experience many arts and crafts, outside play, playing with toys on the floor, and other activities that may cause him/her to get dirty. When being around other children, you should expect that your child might be a little dirty at the end of the day.

Please make sure that all clothing is labeled with your child's first and last name. This will help with any confusion that may arise if two children have the same thing. Your child will need an extra set of clothing at the Center at all times. The spare clothing will be kept in your child's classroom. Please make sure to change these clothes to match the changes in weather and/or changes in the size of your child.

No necklaces, bracelets, hoodies with tie hoods or scarves. Please no hoop or large earrings. The center/church/employees are not responsible for lost personal items, i.e. toys, electronics, jewelry, etc.

Conferences

Please feel free to ask for a conference with your child's teacher at any time you feel that it is necessary. We encourage you to talk frequently with the teachers and the Director concerning your child and his/her growth/behavior. Any personal information given to a staff member which will help in the care of the child will be held in strictest confidence. There are three set conference time: August, December, and April.

Enrollment Policy

It is our policy that the parent or guardian must complete an enrollment form for each child and a current health form must be signed or stamped by a doctor. Each child must also be current on all immunizations at entry unless there is a medical reason certified by a health care provider.

If the parents are divorced, a copy of the custody papers will be required if one parent is NOT allowed to see their child. If a copy of such papers is not supplied, we cannot keep either parent from the child.

If at any time you wish to take your child out of Southeast Baptist Preschool and Childcare Center, we do require that you give a two-week notice to the director. Any future re-enrollment will require payment of the \$100.00 registration fee.

Holidays

Southeast Baptist Preschool and Childcare Center will be closed on the following holidays: Good Friday, Memorial Day, 4th of July, Labor Day, Wednesday before Thanksgiving, Thanksgiving, and the day after Thanksgiving Day, Christmas Eve, Christmas, New Year's Eve and New Year's Day. The Center is closed the week of Christmas in December. If Christmas falls on the weekend, the week observed for the break will be the Director's choice. Parents will be charged for all holidays except for those during the break in December.

Toys

Toys and electronics from home need to stay at home. Southeast Baptist Preschool and Daycare will not be held responsible for lost or broken items brought from home.

Tuition and Fees

Weekly Rate: \$225.00 – aged 6 weeks – 12 months
 \$220.00 – aged 12 months – 3 years
 \$200.00 – aged 3-5 years and potty trained

Sibling Discount

For two or more children, a \$10.00 sibling discount will be taken off the tuition of the oldest child. For example, if a 2 year old and a 4 year old were enrolled, the cost would be \$300.00 per week or for a 3 and 5 year old, the cost would be \$290.00 per week.

Registration and Material Fee

A registration fee of \$100.00 is due at the time of enrollment. The fee will hold a spot for your child. When this fee is paid, you will need to give a tentative date of when your child will start. If your child does not attend within two weeks of this date, we will assume that your child will not be attending and reserve the right to offer this spot to someone else. This fee is non-refundable.

In January of each year each child will be charged a material fee of \$50.00. This fee must be paid no later than the first Monday in March in order to remain in the program.

Payment Dates:

The payment is for the spot your child has at our center. Payments for the spot are due even if your child is absent. Payments are due each week on Monday. If the payment is not made by Tuesday afternoon, a \$10.00 late fee will be charged to your account. Due to being a non-profit center, the quality care of all children suffers when payments are not made promptly. All fees and tuition go towards the running of the Center and when payments are not made, needed supplies cannot be purchased and bills cannot be paid.

Children of parents who are behind in payments may be dismissed after 3 weeks of late payments from the Center or lose other privileges, such as graduation, special days, etc. If a child is dismissed from the Center due to non-payment, readmission will be considered only upon payment of the current week's bill and partial payment of the unpaid balance each week and if there is an opening in the class. If a crisis should occur, arrangements may be made with the Weekday Education Committee.

Preschoolers that will be attending kindergarten in the fall will have a graduation. There is a \$40.00 graduation fee that covers the cap and gown and other graduation expenses.

Records

For your child's safety, and to comply with state regulations, we require that all enrollment forms, emergency medical information, medical forms, parent contracts, immunization records, and feeding plans must be completed before your child's first day of attendance. It is the parents' responsibility to update their files regularly and inform the Director of any changes.

Smoking

Southeast Baptist Preschool and Daycare is a smoke free facility. No smoking on or in any area of the Southeast Baptist Church property.

Snow Days

Southeast Baptist Preschool and Childcare Center will be closed in the event of a snow day only if Rutherford County Schools are closed. If Rutherford County Schools are closed for more than one day, the road conditions will be looked at by the director to determine if the Center will be closed. Please watch for a DOJO announcing closing information. If the Center is open during inclement weather, please use your own discretion about whether your child will attend that day. Tuition will be the same unless the Center is closed three or more days in one week, then tuition will be prorated and a credit will be applied to the next week.

Staff

Each staff member has been selected based on their educational background, experience, and enthusiasm for working with children. All employees are required to complete a criminal record check based on fingerprinting prior to being hired and to comply with all local and federal laws and regulations.

Vacation Time

Our vacation policy is that every child will receive one week of vacation a year. The Director must be notified at least one week in advance when a child will be taking vacation, except in the case of emergencies. The full vacation week must be taken at once and may not be broken into smaller increments. This only applies to families with a clear account balance.

Arrival and Departure

Hours of Operation

The Center is open from 6:30am-6:00pm Monday through Friday. The teachers are not authorized to open before 6:30am, therefore no child will be admitted before this time. The Center closes at 6:00pm. If you have an emergency, arrangements must be made for someone else to pick up your child. If you arrive after 6:00pm, you will be charged \$3.00 (late fee) for every minute past 6:00pm. This fee must be paid by check in of the next day in order for your child to attend the Center. The Department of Human Services requires that we contact the

Murfreesboro Police Department if a child is not picked up by 7:00pm. Should this happen, you will need to contact the Murfreesboro Police Department at 615-893-1311. If you need to contact the director after hours, the after hours phone number is 615-549-5363.

Daily Arrival Cut-Off Time

There is a daily arrival cut-off time of 9:30 am. This policy is in place to help with the proper staffing of our Center and to help keep our children in a daily routine. If you are not going to be able to have your child here by this time on any given day, please let your child's teacher or the director know of their lateness or absence. If your child comes in unexpectedly, and staffing does not allow, he/she may not be able to stay for the day. If you want your child to eat breakfast, they must be in their class by 8:00a.m. NO breakfast will be served to children entering the classroom after 8:00a.m. if the children in the classroom have finished breakfast.

Release of Children

Children will only be released to an adult whose name appears on the registration form in the Parent Information Section, Transportation Plan, Emergency Contact Information, and/or Transportation Agreement Sections. Adults will be required to show photo identification in order to pick up a child.

If the parents are divorced, a copy of the custody papers will be required if one parent is NOT allowed to see their child.

In the event an unauthorized person requests release of a child, authorization to release the child may be obtained by calling the parent/guardian of the child. The Center representative will document the date and time of the contact, to whom he/she spoke, and to whom the child was released.

The Center shall verify the identity of the unauthorized persons by requiring presentation of a photo identification, before releasing the child.

The Center shall immediately call 911 or other local emergency service numbers if anyone whose behavior may place a child at imminent risk attempts to pick up a child.

All children being released will be signed out following the Sign-in/sign-out procedures.

Sign-In/Sign Out Procedures

Daily sign-in and sign-out sheets are located in a notebook on the parent table (just outside the office).

Each child's name is printed on the class roll. Parents/guardians will write the time in/out and print their name and sign their name per requirement by DHS. The person authorized to pick up a child must be 18 years old. We have a 100% ID check policy enforced unless known to the staff or director.

Discipline and Behavior Management

Behavior Policy

There are rewards and consequences for behavior choices. Southeast Baptist Preschool and Childcare Center's behavior system is as follows:

- If your child exhibits unruly behavior, the teacher will first try to redirect the behavior in question. If this does not work, your child may be placed in time out for a short period of time until they are able to join the group. Time -out shall not exceed one (1) minute per each year of age of the child, however, no child under thirty-six (36) months shall be placed in time out. If, after this, the child still does not change his/her behavior, the parent may be called to come and take the child home for the day.
- Continued behavior problems (3 or more incidents) will result in a parent/teacher conference. During this conference, a behavior plan may be written.
- Failure to comply with the behavior plan will result in dismissal from the Center.

This behavior policy is in place to ensure there is a positive learning environment for all children. The following are examples of behaviors that may lead to disciplinary action, suspension and/or termination from our Center:

- Repeatedly engaging in fighting.
- Stealing or defacing property.
- Refusing to follow basic safety rules.
- Discourteous behavior towards staff and other children.
- Continually not following established rules, guidelines and/or instructions.
- Disrupting the classroom repeatedly.
- Bullying on any level will not be tolerated. The Center reserves the right to immediately suspend and/or terminate services due to violation of this policy.
- Use of profanity.
- Spitting.

Biting Policy

Southeast Baptist Preschool and Childcare Center staff understand that some children go through a biting stage. To maintain a safe and healthy environment for our children under our care, we will follow the following biting policy:

- A child will be suspended for two (2) days upon the fourth (4) biting incident.
- A child will be suspended for a week (5) days upon the fifth (5) biting incident.
- A child will be dismissed from the Center upon the sixth (6) biting incident.

Expulsion

Children can be expelled due to lack of payment and/or behavior.

- Children of parents who are behind in payment by three (3) weeks payments may be dismissed from the Center. If a child is dismissed from the Center due to nonpayment, readmission will be considered only upon payment of the current week's bill and partial payment of the unpaid balance each week. If a crisis should occur, speak to the director about making arrangements.
- Children of parents who have not paid the material fee by the first Monday in March will be dismissed from the Center. Readmission will be considered only after the material fee has been paid.
- Failure to comply with the behavior plan will result in dismissal from the Center.
- A child will be dismissed from the Center upon the sixth (6th) biting incident.
- See behavior plan section.
- Parent attitudes towards director and staff, parents will treat staff in a professional manner.
- Parents use of profanity.

Health, Illness and Safety**Child Abuse or Neglect**

It is required by law to report any and all forms of abuse and neglect to the Department of Social Services. We will cooperate with the authorities in the investigation of any reported cases. The hotline number is 877-237-0004

Communicable Diseases

Parents must contact the Center within 24 hours of their child or any member of the household being diagnosed with a communicable disease so that other families can be notified if their child has been exposed.

If a child has a serious illness, the parents must have a doctor's statement that the child is able to participate in the normal routine before they return to the classroom. The Director may deny admission to a child until they deem that he/she is healthy.

Covid-19

The following Best Practices will be put into use at SEBP. If these steps are not followed then your child will not be able to attend.

- No outside toys or stuffed animals from home may be brought into the center
- The teacher will take your child's temperature and log it before you leave your child. Any child with a temperature of 100.4 will not be allowed to attend daycare. Any child with green or yellow mucus will not be allowed to attend daycare

- If your child gets sick while at daycare, you will need to pick up your child within 1 hour. If you do not answer when you are called and we have not received a call back within 5 minutes, we will call the next person on the pickup list
- No one should enter the daycare sick

While these are the Best Practices at this time, we reserve the right to add, delete, or amend any Best Practices at any time for the health and safety of our staff, children, and their families.

Emergencies

In the event of an emergency, parents will be contacted by the director via telephone and DoJo (e-mail) to inform parents of any change in location. If parent/guardian cannot be reached, Emergency Contacts will be contacted.

Emergency Plan

- **Fire:** In case of a fire or fire drill, teachers will gather children in their class and exit building through the doors leading directly outside. Teachers will take their emergency bag and walkie talkie. Everyone will meet just outside of the large playground area, once everyone is at this destination, teachers will count the children. The director will check classrooms to make sure the children are out of the building.
- **Tornado:** In the event of stormy weather (watches and warnings), each teacher will lead their class to the fellowship hall. Teachers will take their emergency bag and walkie talkie. Once everyone is at this destination, teachers will count the children. The director will check classrooms to make sure the children are out of their classroom. During this time, the weather will be monitored. The Emergency Preparedness Box is in the closet of this room.
- **Evacuation:** In the event of an evacuation, we will immediately transport all children to the nearest safe site depending on the direction needed to go for safety. Teachers will take their emergency bag and walkie talkie. Once everyone is at the destination area, teachers will count the children. The director will check classrooms to make sure the children are out of the building. When we are at the safe site area, teachers will count the children. The director will contact parents so they may come and pick up their child.
- **Flood:** We will immediately evacuate to the second building. Teachers will take their emergency bag and walkie talkie. Once everyone is at this destination, teachers will count the children. The director will check classrooms to make sure the children are out of the area. The director will contact parents so they may come and pick up their child.
- **Earthquake:** In the event of an earthquake, the children will be directed to a safe area under a table or in a door frame. Teachers have their emergency bags in the classroom. After the earthquake, teachers will check the children. The director will contact parents so they may come and pick up their child.
- **Lockdown:** When code yellow is called, teachers lock their classroom doors and continue with their day.

When code red is called, teachers lock their classroom doors, cover their windows, turn off the lights, and move the children to an area away from doors and windows. Teachers and children will be as quiet as possible. Classrooms will remain this way until the code red is called off.

Hygiene

It is important to keep your child's fingernails trimmed and well-groomed at all times. Proper maintenance will reduce the incidents of children scratching themselves or others. This is especially true for children age two and under. It will help reduce the spread of germs and assist children with their handwashing skills.

Illness and Medications

Please be certain that your child is well before bringing him/her to the Center. It is recommended that you have a substitute sitter available in case of illness since a daycare center is no place for a sick child. **Do not bring your child to the Center if he/she is running a fever of 100.4 or above. If your child does contract a fever, he/she must be fever free for 24 hours before returning to the Center.** Your child also needs to stay home if he/she has diarrhea, is vomiting, is expressing discharge from the nose, ears, or eyes, and/or has other signs of an infectious disease. If your child comes to school and develops any of the symptoms below, you will be asked to pick your child up within 1 hour.

- Colds - Constant green or yellow nasal discharge indicates infection. Children should not return to the Center until they have been treated. If children return to the Center while they still have symptoms, they must have a doctor's note stating they are not contagious.
- Conjunctivitis or Pink Eye - children with red, itchy, draining, or crusty eyes may have a highly contagious eye infection. Children must have a doctor's note to return to the Center.
- Diarrhea and/or Vomiting - Child must be symptom free for 24 hours before returning to the Center.
- Fever – 100.4 degrees or higher. Children should be fever free for 24 hours without the use of medicine before returning to the Center.
- Lice - Children should not return until 24 hours after the child and home have been treated and are found to be lice free. Upon arrival, the child's teacher and/or Director will check your child. We are a NO NIT facility. Parents must show proof of treatment in order to be readmitted to the program.
- Rash - Must have a doctor's note stating they are not contagious.
- Scabies and Impetigo – These are highly contagious. Children MUST stay home until cleared by a doctor. A doctor's note will be required to return to the Center.
- Strep – Must be treated appropriately for 24 hours prior to readmission.

We do not have the facility or staff to isolate a child for more than a few minutes. If your child is not well enough to participate in the daily activities, including outside time, PLEASE DO NOT BRING THEM.

If your child needs medication, the following steps are required:

- All medication must be prescribed and in its original container (obtained by the pharmacist). The container must have your child's name on the prescription bottle.
- You must fill out a medication form and give it to your child's teacher. These are located on the sign in/out table in a file box near the sign in/out book.
- No over the counter medication will be given without a completed medication form.
- These items must have a medication form filled out: diaper rash suave, sun screen, bug spray!
- Sunscreen needs to be put on your child before they come to the center. Parents can fill out a medication form if sunscreen is needed for afternoon outdoor play.
- **Absolutely NO Aspirin, Tylenol, Motrin, etc.,** will be given to any child at the Center.
- The parent must sign a form at pick-up acknowledging that they have been informed of the dose and what time the medication was administered.
- If your child needs life saving medicine, a doctor's ACTION PLAN must accompany the medical form. The medication must be in the original container with the child's name on it and a prescription for the medication.

Injuries

Our employees have CPR and First Aid training. In the event of an accident we will follow the proper procedures outlined below:

- Administer First Aid for minor accidents (cuts, scrapes, bruises, etc.) according to the proper procedures.
- Complete a written Accident Report concerning the injury.
- Contact parent if the injury appears to require attention by the parent.
- If the injury requires immediate medical attention, we will contact Emergency Medical Services (911). Your child may be transported by ambulance to the hospital. A staff member will stay with the child until the parent arrives.

Insurance Policy

Southeast Baptist Preschool and Childcare Center has insurance to cover medical costs in case of an accident while the child is in attendance at the Center. However, our insurance company requires that the parent's insurance be the primary insurance. There is no charge to parents for this policy.

Meals and Snacks

Meals and Snack

We will provide breakfast, lunch, and an afternoon snack for your child each day. The Center is part of the "Our Daily Bread" food program and meets the USDA's Child and Adult Care Food Program nutritional guidelines. The menu will be posted outside the office on the parent board and on the parent board/news area of each classroom. If there has to be a change to the menu, a note will be posted on the parent table. NO food may be brought in unless it is for a special occasion and approved by the teacher or accompanied by a doctor's note.

- A child shall not be forced to eat.
- Food shall not be withheld from a child.
- Children will be given adequate time to eat.
- Food shall not be used as a reward.
- Food allergies will be posted where food is prepared and served.
- Children with life-threatening allergies will have a written plan of action endorsed by the child's pediatrician and will be posted where the teacher has immediate access.
- Feeding schedules for infants shall be in accordance with the child's needs.
- The Center will make accommodations to support and facilitate a family's decision to continue breast feeding.
- If you have any questions regarding food, please see the director.
- If you want your child to eat breakfast, they must be in their class by 8:00a.m.
- NO breakfast will be served after 9:00a.

Americans with Disabilities Act

Southeast Baptist Preschool and Daycare Center does not discriminate based on disabilities in its application and enrollment process or access to services. Please inquire of the center director for further information regarding the Americans with Disabilities Act and accommodations

Website

<https://www.sebaptist.org/>



I have received a copy of the Southeast Baptist Preschool and Childcare Center policies and procedures and will abide by these rules. I understand that these policies go into effect immediately and replace any prior policies and procedures that may have been given or explained to me. I understand that failure to obey these rules could result in dismissal of my child.

Signature of Parent/Guardian

Date

Child's Name (Please Print)