



"LET YOUR LIGHT SHINE BEFORE OTHERS."
MATTHEW 5:16

Preschool Handbook

2026-2027

A program
in partnership with
First Baptist Church Hill

The mission of Little Lights Preschool is to help children grow spiritually, socially, physically and intellectually in a safe, nurturing Christian environment.

PROGRAM INTRODUCTION

ABOUT OUR PROGRAM

Little Lights is a program of First Baptist Church - Church Hill, TN. The program is two days a week from 8:15am - 12:15pm and follows the Hawkins County Schools schedule.

WE BELIEVE...

We believe that families are the most important factor in the lives of children. By supporting the whole family, we can make a difference in our community. The first five years of life should be a time of fun, warmth, security, exploration and discovery. Through positive experiences, young children learn the basic concepts that prepare them for future success. All people, adults and children alike, deserve to be accepted as unique individuals who bring their own strengths and understanding to every life situation.

HOURS OF OPERATION

Mondays	8:15 a.m. to 12:15 p.m.
Wednesdays	8:15 a.m. to 12:15 p.m.

Following the Hawkins County Schools calendar.

PROGRAM GOALS

- Become aware that each person is worthy of God's love.
- Empower children to reach their fullest potential.
- Increase positive communication between parents and children.
- Expand each child's understanding of the world through play, small and large group activities, creative expression, and individual exploration.
- Assist children and families through the process of recognizing the rights, feelings, and property of others.

- Encourage positive social interactions such as sharing and cooperation.
- Foster an appreciation for reading.
- Encourage health and safety practices both at home and at school.
- Foster frequent communication between parents and program staff.
- Provide opportunities for children and families to participate in community activities.

Child Eligibility:

- A child must be three years old on or before August 15th of the current school year.

Open enrollment will open the first week of February. Children will be enrolled based on the time the application is submitted. A wait list will be created for additional children. When an opening becomes available, the director will go down the waitlist based on the time and date of when the initial application was submitted.

Staffing:

Staff for Little Lights Preschool will be hired by First Baptist Church. Teachers and teaching assistants have completed a background check and training. The maximum class size for each class is 14 students.

COST

Registration Fees:

A non-refundable registration fee of \$50.00 will be due upon enrollment.

Resource Fee

A resource fee of \$30.00 will be due at the open house. This will cover classroom supplies, extra-curricular activities, file updates, etc.

Tuition

Tuition for the year will be \$1,500, it will be divided into ten monthly payments of \$150 a month. Tuition is due by the 8th of each month. A \$20.00 late fee will be added if the payment is received after the 8th. Families wishing to pay tuition for the full year will receive a 5% discount. If a family has two children attending the program the second child will be charged a rate of \$130 a month.

We understand that families may face unexpected financial changes. If tuition is 30 days overdue, the Preschool Director will meet with your family to create a collaborative

payment plan that works for everyone. To ensure the sustainability of our program, accounts that reach 90 days past due without an established plan will unfortunately result in disenrollment from the program.

Enrollment & Withdrawal:

We request a two-week notice for withdrawal of a child from the program. Tuition will be due for the month of withdrawal. A waiting list has been created and families are enrolled in a fair and systematic manner as classroom openings become available.

Program Closings & Schedule Changes:

Inclement Weather: The program operates on the Hawkins County School schedule. If the Hawkins County School System is closed, we will also be closed for students. If the schedule is delayed, we will also be delayed in opening. In the event of inclement weather, check the Hawkins County Schools website, www.hck12.net, social media, or local television stations (WCYB, WJHL, WBIR) for schedule change updates. If Hawkins County Schools are on a one hour delay or a two hour delay, we follow the same schedule. The program is also closed for Hawkins County School System in-service, required training days and holidays. There are six days built into the payment schedule for if school is closed for inclement weather or sickness. If more than six days are cancelled you will receive a credit to your child's account.

ATTENDANCE:

Your child's potential for growth and development is maximized through consistent participation in a high-quality environment. Establishing consistent attendance routines will increase chances of success in all future school experiences. Our goal is to establish healthy school habits as soon as school is introduced. Therefore, it is very important that your child attends Little Lights on a regular basis.

Excused Absences:

We understand that children may miss some days of participation due to illness. Absences due to illness will be considered an **excused** absence.

The following are acceptable reasons for excused absences:

1. the child is hospitalized;
2. the child is incapacitated due to a serious injury;
3. the child contracts a communicable disease (virus or flu);

4. the child has other ongoing health related ailments which temporarily prevent attendance (such as asthma);
5. there is a death in the family;
6. limited medical/dental/therapy appointments (these should be made around school hours unless absolutely necessary); and/or
7. other as approved by the site-level administrator.

Required Procedures:

1. Please talk to your child's teacher when your child is absent.
2. If you have questions or concerns about your child's attendance, or if you anticipate an ongoing attendance issue, please contact the preschool director.
3. If a child has four or more consecutive absences—or four or more absences within a month—the director will contact the family to determine the child's participation status.
4. Because the seats are limited, your child's spot may be filled if there are ongoing attendance issues.

HEALTH POLICIES

Immunizations & Health Records:

All parents are required to complete the following health forms and documents ***before their child will be admitted into the program:***

- Immunization and Physical Form signed by physician: *Tennessee Preschool Immunization Certificate*. (Must be on the Tennessee Certificate of Immunization Form and have a current physical documented within the last year.)

Immunizations must be kept up-to-date. Please inform the staff when your child gets new immunizations so we can document the occurrence. Exceptions to this are made **ONLY** upon written medical release.

Medication:

Medication (prescription or non-prescription) that is to be given to your child by our staff, must be brought to school by parent or guardian and given to the child's teacher. A **Permission for Medication** form must be filled out when bringing medication to school. Medicine (including over-the-counter medications) will NOT be dispensed without this completed form. If parents choose to provide over-the-counter medications that are kept for use as indicated on the bottle, a permission form and dosage instructions must

accompany such medication. All medication, non-prescription and prescription should be in the original container and have the child's name on the container.

Notification of Illness:

Communication about contagious diseases is very important. If your child is exposed to or contracts a contagious disease, please notify us immediately. If your child is exposed to a contagious disease at school, your child's teacher will notify you. If your child has been sick and you are not sure about bringing him/her to school, please call your child's teacher. Please understand that we want all of the children in the program to be happy and healthy. If your child is sick, please keep them at home. Not only will your child recuperate quicker, but the likelihood of another child or staff member getting sick from your child will be decreased.

Attendance of Sick children:

Families are the first defense in preventing the spread of infectious diseases in the program. Because we recognize that there is a wide range of opinions on what constitutes acceptable care and that healthcare providers may even differ in their recommendation for attendance of sick children, we have based our attendance policy on the recommendations of the American Academy of Pediatrics and the American Public Health Association.

Little Lights Preschool is not equipped to provide for sick children. Parents should respond to the call concerning a sick child within 30 minutes and pick the child up within an hour. Students who exhibit any of the following symptoms, per assessment, will be sent home.

- A. The illness prevents the child from participating comfortably in the daily activities;
- B. The illness requires a greater care need than the staff can provide without compromising the health and well being of the other children in the class; or
- C. The child has any of the following symptoms:
 - 1. Temperature: Oral -100 degrees or greater*; accompanied by behavior changes or other signs or symptoms. ***Without the use of a fever reducer.**
 - 2. Signs of other possible severe illness such as unusual drowsiness, uncontrolled coughing, irritability, persistent crying, difficulty breathing, wheezing, or other unusual signs.
 - 3. Diarrhea: Uncontrolled diarrhea, increased water in the stool.
 - 4. Vomiting Illness: Two (2) or more episodes in the previous 24 hours until vomiting stops or until a health care provider determines the illness to be non-communicable and the child is not in danger of dehydration. If

readmission is based on a health care provider's advice, written instructions from the health care provider are required.

5. Rash: Unknown Rash with or without fever or behavior change.
 6. Pink Eye/Conjunctivitis
 7. Infestations: Scabies, Head lice, or other Infestation.
 8. Strep: Strep throat or other streptococcal infection.
 9. Yellow or Green Nasal Discharge: Large amounts of colored nasal discharge may return with a doctor's note confirming the child is free of a contagious infection.
- D. If the child is still exhibiting symptoms or taking fever reducer, they will not be allowed to attend for the day. Also, children must participate in outside play time. If you feel your child is not able to participate in outdoor activities due to their sickness, please leave them at home.

The Preschool Director reserves the right to make the final determination regarding a child's wellness. If a child is deemed unable to participate comfortably in daily activities due to illness, parents will be notified for immediate pick-up.

Lice Policy:

If your child contracts head lice please treat it at home. Upon return to the school, a staff member must check the child's hair and determine it to be "louse free" for the child to remain at the school.

Little Lights Classroom Rules:

The following are the rules that we use with the children. Please help the children remember these rules.

1. Be kind to your friends. Use kind words and actions with each other- even when you are pretending.
2. Use walking legs and inside voices when you are inside the classroom. Save your running legs and loud voices for the playground.
3. Help keep the classroom neat. Put materials and games away when you finish using them.
4. Be safe. Never enter or leave the building or playground without your teacher.

Guidance and Discipline:

One of the main objectives is to support the social and emotional development of every child. The overall goal of any behavior management plan is to help children to manage their own emotions and behavior. Teachers and assistants are expected to support the development of social and emotional skills, such as self-regulation. This is done by

using positive guidance techniques such as modeling and encouraging expected behavior, redirecting children to a more acceptable activity, setting clear, consistent limits, having realistic expectations, and by implementing preventative strategies and teaching replacement skills for unacceptable or harmful behavior. Adults assist children to develop these skills by:

- Providing activities and a daily schedule that engage the child academically and physically and is also developmentally appropriate for the attention span of each child;
- Utilizing a process of observing, anticipating, preventing and redirecting;
- Modeling and reinforcing behavior expectations.
- Providing Positive Behavior Support for children's development of age-appropriate acceptable behaviors;
- Assisting children to develop age-appropriate problem-solving skills by guiding them and modeling how to solve problems and resolve differences; and
- Using books, stories, and other experiences to reinforce positive social behaviors;

Communication about discipline between parents and teachers is very important. Although families and Little Lights Preschool may not use identical methods of guidance and discipline, it is important that we strive to communicate with each other to provide consistency for the child. If a child's behavior is believed to put other children or staff members at risk, we will work with the family to help change the behavior through alternative discipline measures and intervention strategies. However, in the event this is not successful, the parents will be consulted. In the unlikely event that all measures are not successful, parents may be asked to permanently withdraw the child from the program.

Biting:

On the first instance of biting, the parent will be called in and a plan will be developed to address the problem. If biting occurs again, the child may be dismissed from the program.

Parent-Teacher Communication:

Parents are an essential part of our program. Parent-teacher communication is fostered in a variety of ways:

- Daily personal contact with your child's teacher
 - School to Home Communication Folders
- Parent-teacher requested conferences
- Personal Notes
- Conversations at the beginning and end of each day

To keep informed about the day your child is experiencing, each teacher prepares a general overview with specific details about field trips, special activities and daily routines. This overview will be sent home weekly in your child's school to home folders.

Snacks:

Daily Snacks & Hydration: Little Lights Preschool provides a snack for every child daily. Parents are responsible for sending a labeled water bottle with their child each day.

Special Occasions: A sign-up sheet is available for families wishing to provide classroom snacks. Birthday treats are welcome and can be coordinated through the classroom teacher.

Allergy Safety: Your child's health is our priority. We maintain a clear line of communication regarding food allergies and will notify parents of any specific dietary restrictions within the classroom.

Dress and Possessions:

Children are encouraged to wear play clothes and tennis shoes. Daily activities include active play and messy play, and the children should feel comfortable enough to enjoy themselves without worrying about their clothes. The child's name should be placed on all outdoor clothing and other belongings to help ensure the return of all the proper possessions and clothes.

Parent Volunteers in the Classroom:

Because parents play a vital role in the lives of the children, we encourage parent participation in the program. Sometimes children act differently when parents are present in the classroom. Many times a child is shy and reserved in the classroom, but is outgoing and talkative when the parents are present. Parent volunteers will be requested for special activities throughout the school year.

Photos and Videos

We often take photos of the children to make crafts, publish in local newspapers, and social media. If you do not wish for your child to be photographed or videoed, you must provide a written refusal that will be kept in your child's file.

SPECIAL POLICIES

Parental Grievance:

The grievance policy for parents is designed to help resolve conflicts in a direct and professional manner. We would like to use the resolution of any grievances as an opportunity to communicate clearly and openly with each other while remaining

professional and respectful. When a conflict occurs, the following procedures are to be followed:

1. Parents are encouraged to think carefully about the situation and clearly define the concern or problem.
2. Parents should talk first with their child's teacher about the concern and try to resolve the problem by clearly communicating the concern, listening to the teacher's perspective, and discussing various solutions to the problems.
3. If the child's teacher cannot help resolve the problem, parents should next talk with the preschool director. If the concern relates to a policy issue, parents would then contact the Kingdom Kids Board.

On the rare occasion when a problem cannot be resolved to the satisfaction of all involved and it is apparent there is not a good match between the family's needs and the program goals and operation, the parents may be asked to withdraw their child from Little Lights Preschool.

Drop-Off & Pick-Up Procedures:

To provide a consistent routine, drop-off begins at 8:10 AM, and our doors close promptly at 8:15 AM for the start of morning activities. If you are running behind, please contact the Director so we can coordinate your child's arrival. Dismissal is at 12:15 PM. We understand emergencies happen; however, to respect our staff's schedule, a \$25.00 late fee will be applied after two unapproved late pick-ups. If delayed, please notify the Director immediately with your estimated arrival time.

Safety & Security

For the safety of every child, students must be escorted into the building by an adult and signed in manually using our [School Management App/System]. Children must never be left unattended. We will only release students to authorized individuals listed on your contact form. Any additions to your approved pickup list must be made in person by a parent or guardian.

Right to Refuse Release of a Child:

Sometimes situations present themselves when teachers or teacher assistants feel that a child would be at risk if released to a person that is suspected of not being in full command of their faculties. If this situation were to arise, that staff member is required to contact the Church Hill Police Department. This policy is to ensure the safety and well-being of both the child and the adult. Some examples include but are not limited to:

1. A parent or designated person comes to pick up a child and is complaining of severe headache and/or blurring of vision;
2. A parent or designated person comes to pick up a child and the teacher smells alcohol on his/her breath or person;
3. A parent or designated person comes to pick up a child and does not have the proper safety restraint to transport the child in a safe manner;
4. A parent or designated person comes to pick up a child and seems confused or unsteady on his/her feet.
5. A parent or designated person is not on the pick-up list.

Assessment of Program:

The assessment will be given out to families each spring. The information will be used to improve the Little Lights Preschool program.

Little Lights Preschool

2026-2027

Please return Parent/Guardian Handbook Agreement

I, _____, parent of
Parent or Guardian's Name

_____,
Your Child's Name

read the Little Lights Preschool Parent Handbook
on _____ date.