

Parent Handbook

2019-2020

7615 Foster Rd

Corryton, TN 37721

865-688-3971

[www.corrytonchurch.com](http://www.corrytonchurch.com)

**Mission**

We minister to children by providing a safe, fun and loving environment for them to come play, spend time with friends, learn more about God and build an academic foundation.

**Calendar**

First Look meets on Tuesdays and Thursdays from 8:30a.m. to 2:00p.m. We will follow Knox Co School’s schedule. If Knox Co is closed, we are closed as well.

**Daily Routine**

Each individual classroom will provide its parents with a class schedule. Every class schedule will include free playtime indoors, academic and Bible lessons, teacher led activities and special projects, lunch, snack time, and outdoor playtime.

**Our Curriculum**

First Look uses a combination of curriculums to introduce our kids to colors, shapes, numbers and alphabet. We also use a Bible Curriculum and work on social and emotional skills. Our 4 and 5 year old classes also spend time learning Kindergarten readiness skills. We work very closely with several Kindergarten teachers in our area to know what we need to be teaching our Pre-K kids to prepare them for that first year of school.

**Fees and Registration**

A registration fee of $50 will be expected at the time of registration to hold a spot for your child. This fee is non-refundable.

New enrolling students through age 3 will need a 2 inch rest time mat. These can be purchased from the school for $25 or you may purchase them on your own.

Monthly fees are $150 and due the 1st Tuesday of each month.

**Absences**

If your child is going to be out, please call/text and let us know. No price adjustments can be made for absences.

**Arrival and Departure**

Each child will be signed in and out by the parent or guardian every day. Drop off time is 8:30 a.m. Please do not bring children before 8:30 a.m. Our staff will be preparing for the day and having prayer time so no one will be available to supervise children prior to class time.

Please be prompt in picking your child up at 2:00 p.m. Any child remaining after 2:10 will stay with the teacher until parents arrive and parents will be charged 1.00 per minute after 2:10 as our teachers are only being paid during operating hours. Picking your child up late is not fair to teachers or to your child as they may become anxious and worried since all their friends have gone for the day.

**Lunch/Snack**

Parents are responsible for providing a lunch and drink for their child each day. We are unable to heat meals. Please send things that are easy for your child to eat on their own. We also ask that you send a water bottle to use at snack time and recess. We will provide a snack and water each day.

**How to Dress your child**

Please send your child in comfortable play clothes. We will do lots of hands on activities and will play outside. Tennis Shoes are highly recommended over flips flops, sandals, etc.

**Toys**

Please do not bring toys/items from home. There may be times when we have a special “themed” day when children can bring in games, toys etc. If this happens, you will receive a note from your child’s teacher.

**Health**

Only healthy children will be allowed to attend. We are depending on you to help maintain this policy. We cannot accept children who have or have had any of the following within the 24 hours prior to attendance:

fever, diarrhea, vomiting, skin rash, chicken pox, persistent cough, head lice, fifth disease, colored nasal discharge

Your child must be symptom free or cleared by a doctor 24 hours prior to returning.

**Snow Days**

We will follow Knox County’s schedule for Snow days. If Knox Co. cancels school for the day, we will cancel as well. If Knox Co. is on a one hour delay, we will be on a one hour delay as well.

**Nap/Rest Time**

Our 3 year olds and younger will have a nap/rest time each day. A 2 inch rest time mat is required. These can be purchased from PDO for $25. We will label your child’s mat and store the mats in your child’s class. You will need to send a crib sheet (these fit rest time mats nicely) and a blanket, stuffed animal anything that will help your child rest.

**What your child needs each day…**

Each day your child will need to bring a lunch and a backpack large enough to fit ALL of their things in. We do not have space for children to bring more than one bag. In your child’s backpack please make sure to pack diapers and wipes if not potty trained. Every child should have a change of clothes packed in their bag. Also send a clean crib sized sheet and blanket, if your child’s class has a rest time.

**We look forward to spending time with your child. If you have any questions, please feel free to contact us at any time:**

**865-688-3971**

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