



**Prospective Student Packet
2021-2022**

Welcome, friend!

Parent Checklist for Enrollment

The following are required to be received *prior to* the child's first day:

- Completed Enrollment Packet (all forms)
- Registration Fee (\$30, one-time nonrefundable fee per family)
- Cleaning Supply Fee (\$15, nonrefundable fee per semester)
- First month's tuition, nonrefundable (cash or checks to First Presbyterian Church; your child's name on memo line)
- Copy of birth certificate
- Copy of current immunization record
- Supply List Items (please label with child's name or initials):
 1. School Shoes (easy to slip on and off, no oversized character slippers)
 2. Change of Clothes
 3. Play-Doh (2, any color)
 4. Crayons (1, 8-count or larger), Crayola preferred
 5. Glue Stick (2)
 6. Liquid School Glue (1)
 7. Card Stock (full size, 1 pack, white)
 8. Construction Paper (1 pack, multicolor)
 9. Pencil Box (hard plastic type)
 10. Watercolor paint set (Harmony Pre-K)

SoulSong Parents' Day Out Program

First Presbyterian Church

Intent to Enroll

Child's Full Name: _____ Preferred Nickname: _____

Date of Birth: _____ Pronouns (circle): (he/him) (she/her) (they/them)

Tuition Rates and Commitment

First time participants must pay a **one-time, non-refundable registration fee of \$30.00 per family**. A deposit of your first month's tuition is required to secure your child's placement. Until receipt of that deposit, your child will be placed on our waiting list.

Days requested per week (please circle all that apply):

Monday Wednesday Tuesday Thursday

Sessions are Monday/Wednesday and Tuesday/Thursday.

Students may only attend one session, up to two days per week.

Operating Hours: 8:15 am - 2:15 pm (6 hours)

Tuition Rates: First child \$30/day or \$50/week;
Each additional sibling \$25/day or \$45/week

Primary Emergency Contact / Medical Information

Name: _____ Relationship: _____

Home Phone: _____ Cell: _____ Work: _____

E-mail: _____ Address: _____

Child's Physician: _____ Phone: _____

Allergies, Health Concerns, and/or Special Needs:

Dismissal Authorization

List below the name, relationship to the child, and phone number of any other adults authorized to pick up your child from the SoulSong program in addition to custodial parents. Your child will be released ONLY to their parents or those listed below:

Other adults may be added at any time if the information is provided in writing.

Family Information
(Please PRINT legibly)

Parent/Guardian #1 Name: _____

Home Address: _____

Home Phone: _____ Cell Phone: _____

Place of Employment: _____ Occupation: _____

Address of Employment: _____

Work Phone: _____ E-mail Address: _____

Parent/Guardian #2 Name: : _____

Home Address: _____

Home Phone: _____ Cell Phone: _____

Place of Employment: _____ Occupation: _____

Address of Employment: _____

Work Phone: _____ E-mail Address: _____

Marital Status of Parents/Guardians: _____

If divorced or separated, for how long: _____

Custody arrangements including visitation schedules or court orders (Please attach documentation)

Other Household Members (siblings, grandparents, etc)

Name	Relationship	Age
_____	_____	_____
_____	_____	_____
_____	_____	_____

Background Information

Has your child been in childcare before? _____ If yes, how long? _____

How does your child react to new situations? _____

What makes your child upset? _____

Briefly describe your preferred method of discipline: _____

What are your child's favorite toys and activities? _____

Which languages are spoken in the home? _____

Does your child use any special words to express needs? _____

What calms and comforts your child? _____

If applicable, what time does your child typically nap? _____

When did your child become toilet trained? _____

When did your child begin walking? _____

Has your child ever had problems with:

___ Hearing ___ Vision ___ Speech ___ Sensory ___ Motor Skills ___ Behavior

Do you have any concerns regarding your child's development?

What are your goals for your child at SoulSong?

Receipt of Parent Handbook & Policies

I have received and read the Parent Handbook and I agree to comply with the rules and policies of the SoulSong Parents Day Out at First Presbyterian Church as specified in the handbook. I further understand that any changes in policies may be made with due notification. Please initial: _____

- I understand I must provide my child’s own supplies, including but not limited to: diapers, wipes, water bottle, lunch, school shoes, and one change of clothes.
- I agree to pay all required fees in full and on time to avoid incurring a late payment fee of \$5 per business day.
- I understand that toys from home are not permitted due to COVID.
- I understand drop-off is from 8:15-8:45 and pick-up is from 1:45-2:15.
- I agree to pay a late pick-up fee of \$1 per minute per child if I arrive after 2:15pm.
- I understand late pick-up fees will be added to the following month’s tuition invoice and must be paid in full for my child to remain enrolled at SoulSong.
- I agree to message the program director or my child’s teacher on Remind by 8:45am to inform the staff that my child will be absent on that day.
- I understand that tuition is not pro-rated for absences. I am responsible for paying the full monthly tuition amount. Checks returned from the bank for any reason may be charged a processing fee.
- I understand that SoulSong will be designated as a **PEANUT-FREE** facility if any enrolled children are severely allergic to peanuts.

I have been advised and acknowledge, this facility is classified as a Mothers’ Day Out program and, as such, is not required to be licensed by the state as a child care agency.

Parent/Guardian #1 Signature: _____ Date: _____

Parent/Guardian #2 Signature: _____ Date: _____

SoulSong at First Presbyterian Church

Family Handbook 2021-2022 Academic Year



We are thrilled that you have chosen to share your child with us. We understand what an important decision this is. At SoulSong, we prioritize a safe learning environment for all of our children. We adhere to the following policies in order to give each child the best care possible. Please read each section carefully. Do not hesitate to contact us with any questions via the Remind app, Facebook, or soulsong@firstprescookeville.org.

ADMISSION REQUIREMENTS

-Children are expected to be able to navigate steps (with assistance if needed), sit in child-size chairs, wait until noon for their nap (if a nap is needed), walk independently, and self-feed. Being fully toilet trained is not required for entry; however, our kindergarten readiness classrooms do not have a bathroom attached, so children must be fully independent when toileting, including wiping and undressing/dressing, before enrolling in that class. Classroom promotion is at the discretion of SoulSong. See attached descriptions of our classes. No child will be enrolled prior to 18 months of age.

TUITION

-Nonrefundable Fees: Registration: \$30, one-time; Cleaning: \$15/semester (per family)

-Rates: \$30/day or \$50/week; \$25/day or \$45/week for each additional sibling after the first child enrolled

-Schedule: Tuition is paid during the first FULL week of instruction each month. There will be no tuition adjustments or refunds due to failure to attend. Your tuition holds your child's space in our program. Invoices are provided and will be sent via Remind. Place payments in the black drop box in the drop-off area. We accept cash or checks (written to **First Presbyterian Church**, child's name on the memo line). Cash must be clearly labeled to be applied to your account. In the event your child is unable to attend for an extended period due to an emergency situation, you may defer your unused days to a future month upon their return. Late payments will be charged \$5 per business day.

TEACHER:CHILD RATIOS

We maintain ratios at or below 1:8 (1:6 among ages 1-3), unless special circumstances require a change. We always remain under the State of Tennessee childcare ratio limits for all ages served at SoulSong.

In the event that we cannot be within the legal childcare ratios as determined by Tennessee, we are forced to close for that day. This would occur if staff is unable to report and substitutes cannot be found.

COMMUNICATION

Sign up for the Remind app, and join the following classes: @soulson and your child's class (Hatchlings: @soulson1; Fledglings: @soulson2). All school communication will be sent via Remind.

BEHAVIOR MANAGEMENT

We use a combination of redirection and positive reinforcement. Time outs, if necessary, are used to calm down and regroup before speaking with the teacher and are not used to shame. Our teachers address the children peacefully and respectfully. Immediate safety concerns may result in a raised voice (ex: a child about to push another off playground structures). A pattern of violent behavior may be grounds for a child's temporary suspension or permanent disenrollment without refund of tuition.

ATTENDANCE

-Daily Operations: We are open Monday and Wednesday AND Tuesday and Thursday 8:15-2:15; M/W and T/Th sessions operate independently.

-Transition Times: Drop off between 8:15-8:45 and pick up between 1:45-2:15. **Masks are REQUIRED for all adults entering the building during these times.**

-Late Pick Ups: The door will be locked promptly at 2:15pm. Anyone arriving after this time will have to be let in and will be charged a late fee of \$1/minute, which will be added to the next month's tuition. After 3 late pickups, the child will be required to be picked up from our program by 2:00. It is against state policy for us to have children in our care after 2:15pm. Chronic late pickups will result in disenrollment.

-Absences: Up to two absences per month may be made up during the other program (M/W vs T/Th). These days must be made up within two weeks of returning to school or will be forfeited. There is no reimbursement or discount for absences, unless quarantined for COVID-19(see COVID policy). Please notify the school via Remind at least 24 hours prior to coming for a makeup day, to allow staff to prepare materials and to check for availability.

ILLNESS

We strive to keep the children in our care healthy by maintaining a clean environment, which is disinfected regularly. We have adopted even deeper daily cleaning in response to COVID-19. Children exhibiting communicable illnesses are asked to refrain from attending until they are symptom-free and/or cleared for school by a doctor.

A child may not attend if the following symptoms have been exhibited within the past 72 hours:

- Fever of at least 99.5 (without fever-reducing medication)
- Vomiting and/or diarrhea
- Pink eye
- Yellow-mucus runny nose
- Contagious rash
- Head lice
- Positive strep test
- Positive flu test
- Persistent cough
- Hand-foot-and-mouth symptoms

If children are exhibiting the above symptoms, SoulSong reserves the right to contact the parents and have the children picked up. In the event that you are contacted, please arrive as soon as possible to pick up your child. Your child will be isolated from their class until you are able to arrive. **Please be considerate to the other families and help keep our center as germ-free as possible.**

Students (and staff) will be randomly temperature screened throughout the day. In the event a temperature reads 99.5+, a second thermometer will be used to check the ear. Additional clothing layers will be removed. There will then be a 5 minute wait before checking again if no other symptoms are present. If the temperature is still elevated, a message will be sent via Remind, and the child will need to be picked up as soon as possible. Staff with a fever will be sent home promptly.

COVID-19

STUDENTS:

IF TESTING POSITIVE OR EXHIBITING COVID SYMPTOMS, STUDENTS MAY NOT RETURN TO SCHOOL WITHOUT A NEGATIVE TEST RESULT OR WAIT AT LEAST 10 DAYS PAST THE ONSET OF SYMPTOMS OR POSITIVE TEST. ADDITIONALLY, STUDENTS MAY NOT RETURN UNTIL 72 HOURS HAS PASSED WITHOUT A FEVER (WITHOUT THE USE OF FEVER-REDUCING MEDICATIONS) AND VASTLY IMPROVED RESPIRATORY SYMPTOMS.

STAFF:

STAFF IS NOT PERMITTED TO RETURN TO WORK UNTIL THE ABOVE STANDARDS OF RECOVERY HAVE BEEN DOCUMENTED. Staff, and other adults in the building, are required to wear a mask. Masks may be removed outside the building if appropriate social distancing (6+ feet) is possible.

FAMILY MEMBERS:

If a member of your family has developed COVID-19 symptoms and/or tests positive, please keep your child isolated for 14 days from their date of exposure.

ABSENCES:

Unlike our regular illness policy, COVID-19 absences will be credited to the following month's tuition.

NOTIFICATIONS:

In the event that we discover any potential exposure to COVID-19, we will notify all families via Remind. The school will be closed (both sessions) for one to two weeks for deep cleaning and quarantine. Tuition covering missed days will be rolled over to the following month. This procedure will be executed if a student or teacher in that classroom has tested positive for COVID. If a family member of a student or teacher has tested positive but the student/teacher is asymptomatic and does not receive a positive test result, only that student/teacher will be quarantined.

SCHOOL SHOES:

All students and staff members are required to keep a pair of shoes at SoulSong to be changed into upon arrival. School shoes should be easy to put on and take off independently. A full sole is encouraged but not required. No oversized character slippers. Outside shoes will be worn for recess.

DROP OFF:

Drop-offs may occur anytime between 8:15-8:45. No family members may enter classrooms and must remain in the transition area, to reduce the spread of germs. A hand sanitizing station will be set up in the SoulSong hallway and in each classroom. All students must clean their hands with hand sanitizer or by washing with soap and warm water in the restroom upon arrival. Masks are **REQUIRED** for adults and Fledgling (pre-k) students. No masks will be required for students in the Hatchling class, but you are welcome to send your child in a mask if you are more comfortable with that. Staff members are required to wear masks at all times inside the building, except when eating lunch.

PICK UP:

Pickups begin at 1:45. Children must be in the care of a parent or guardian by 2:15. Family members must remain in the transition area or outside when picking up. Classroom teachers will dismiss children from the classrooms when their families arrive, unless we are already outside on nice days. All adults are required to wear masks upon entering the building.

INCLEMENT WEATHER/ILLNESS CLOSURES

PUTNAM COUNTY SCHOOLS	SOULSONG
Closed	Closed*
1 Hour Delay	Drop-Off 9:15-9:30
2 Hour Delay	Drop-Off 10:15-10:30
Early Release	30 min prior to PCS

*If we are **closed** due to weather (or illness), tuition paid for that day will roll over to the following month. This will be reflected on your next month's invoice. Rollover will also occur if we dismiss prior to noon.

In the event of a COVID-related closure of at least one school in the county, we will close for one week to monitor the situation. We will communicate any delay in reopening via Remind. Tuition will be rolled over for any missed days. System-wide closure will result in the closure of SoulSong until the school system reopens.

FOOD AND DRINK

-Water: Each child needs to bring a water bottle or sippy cup filled with water daily. No juice or milk. Make sure your child's name is clearly labeled on their water bottle.

-Breakfast: None Provided

-Snacks: A light morning snack is provided daily. Children may bring a snack from home if preferred. Let your child's teacher know if they have packed a snack in their lunchbox.

-Lunch: Lunches must be brought from home and may not require any additional preparation at school (heating, slicing, etc.). Please make sure your child's lunch is in an insulated lunch box clearly labeled with their name. Practice with your child at home to open and close their lunch container. We highly recommend containers such as the Bentgo Kids bento box in order to reduce waste at lunchtime.

Not permitted: high fructose corn syrup, artificial dyes, pizza "Lunchables" (VERY messy!), box/pouch drinks other than organic milk or natural/organic juice (organic yogurt smoothies are fine). These items will be returned to home in your child's lunchbox.

-Birthdays: You are welcome to send non-food treats or a healthy snack to celebrate your child's birthday. Grapes must be pre-sliced. Coordinate with your child's teachers for a list of food allergies.

-Allergies: We have a wide array of food allergies. Speak with your child about not sharing their lunch with anyone else and not eating from a friend's lunch. If any of our students have a severe peanut allergy, we will become a peanut-free facility.

PERSONAL BELONGINGS

Please label all items with your child's name. Each child will be provided with a 6-qt plastic box for storage of extra clothes (and optional blanket).

Each child is required to bring the following:

- Change of clothes
- Filled Water Bottle
- Diapers/Wipes (daily, if needed): in small bag, clearly labeled
- Jacket/Rain Boots/Hat: We will go outside as much as possible. Please ensure your child is dressed appropriately. There are hooks available for jackets/hats.
- Lunch: Clearly labeled, insulated lunch box/bag

REST TIME

We understand that some children drop their nap earlier than others. Children are not required to sleep during rest time; however, they do have a calm and quiet period during which they are welcome to sleep if they need to. Books and other quiet activities will be made available after a reasonable period of silent rest time. Fledgling pre-k students do not nap unless their family has requested that they do. Children are welcome to bring a small, lightweight swaddle-size blanket (must fit inside a 6 qt storage container—plastic shoebox—with their change of clothes).

STAFF TRAINING

Our staff is trained in first aid and CPR, as well as molestation prevention. All staff/volunteers must pass a background check.

DRESS CODE

-Clothes: Play clothes! The children will be doing art and playing outside as frequently as possible, and they will get dirty sometimes. Clothing should be conducive to movement and comfortable. Children should be able to go to the bathroom without requiring much help undressing/dressing.

-Shoes: Students must keep a pair of shoes at SoulSong to be worn inside. These shoes are recommended to have a hard sole but are allowed to be soft house shoes. Sandals are permitted to be used inside. No high heels.

Running shoes, enclosed sandals (Keen-type) and non-heeled boots are permitted for outdoor recess. No dress shoes (including high heels), open sandals, heeled boots, backless shoes, or other slick shoes are allowed for safety reasons. Shoes must be worn at all times. Rain boots are encouraged when it is muddy outside but can pose a safety risk on dry days, as children often trip when running in rain boots.

Work with your child at home with putting their own shoes on. We do not expect them to be able to tie their own laces, but it will help the teachers significantly for as many children as possible to be able to at least get their shoes (and socks) on their feet independently.

RECESS:

Children will receive at least 30 minutes of gross motor play per day. We will be outside when weather permits (“feels like” 45+ degrees, no lightning). On our playground, children can choose from climbing, playhouses, slides, cars, sidewalk chalk, running, and seasonal activities. When weather requires us to stay inside, we will play inside classrooms and also utilize the fellowship hall.

SoulSong Permission Slip

2021-2022

Please circle YES or NO for each item and sign at the bottom.

Media Release (still images and videos may be used for promotional purposes: official Facebook page, website, print materials, newspaper)

YES

NO

First Aid (Band-aids, ice packs, and other basic first aid treatments as needed—no medicine)

YES

NO

911/Ambulance Service (permission to call 911 in the event of an emergency)

YES

NO

PLEASE SIGN AND DATE: _____

2021-2022 Student Info Sheet

Please fill out ALL sections of this student information sheet.

Please fill out a separate form for each child enrolled.

Child's Name: _____

DOB: _____

Preferred Contact Phone Number: _____

Food Allergies: _____

Other important information (special needs, court orders, etc.):

Please initial to indicate the following:

_____ I have read and understand the current handbook and all policies contained within.

_____ I agree to follow the policies of SoulSong.

By signing below, the guardian verifies that the above information is accurate and up to date.

Sign and Date: _____

A copy of this form will be kept in your child's classroom for emergency use by his or her teacher.

SoulSong

2021-2022 Calendar

Observed Breaks and Holidays

June 7	Summer Semester Begins (subject to change)
July 5-6	July Mini Break
August 2-6	Summer Break
August 9	Fall Semester Begins
September 6	Labor Day
October 4-15	Fall Break
November 22-26	Thanksgiving Break
December 17-Jan 4	Christmas Break
January 5	Spring Semester Begins
January 17	Martin Luther King Jr. Day
February 21	Presidents' Day
March 14-18	Spring Break
April 11-15	Easter Break
May 12	Last Day of Spring Semester

- This calendar is subject to change at the discretion of SoulSong and First Presbyterian Church. Any changes will be announced as soon as possible via Remind.
- Weather-related closures and delays, as well as illness-related closures, will follow Putnam County Schools. Additional illness-related closures beyond those observed by PCS will be at the discretion of SoulSong.

Our Classes

HATCHLINGS: 1-3 years – We are walking independently but may still trip over our own feet sometimes. We can go up and down stairs by crawling or scooting, and some of us can hold the handrail to walk. Some of us are still using diapers. We will start using the toilet while in this room, but it will take some of us longer than others. We need to eat lunch and take a rest by midday. We can eat solid foods independently but still make a little mess. We are able to clean up with direction. We are learning to share and how to be away from our family. Drop off time can be really hard for us, but we are usually happy after a few minutes. We are starting to know our colors and maybe a few letters or numbers. We learn by experiencing things and love to see what happens when we do something new. We are learning to get along with our friends. We work hard to learn how to stay in a line in the hallway and to listen to instructions. We can be stubborn, but that is because we are exploring our independence.

FLEDGLINGS: 4-5 years – We are learning how to focus for longer periods of time. We can start to talk through our disagreements with friends and play cooperatively, but we still need guidance from adults. Some of us still prefer to play alone. We can run, jump, and climb. The stairs are pretty easy for us as long as we hold on. We are still working on following instructions and learning more letters, numbers, and basic sight words. Some of us can sound out CVC words, but some of us aren't ready yet. We can work with patterns, shapes, and numbers. We are using the toilet and wearing underwear. When we go to the toilet, we very rarely need any help. Most of us don't need a nap anymore, but sometimes we need to relax quietly to recharge. If we make a mess at lunch, we know what to do. We can clean up after ourselves. We have very strong opinions and enjoy testing our boundaries. We are eager to please and love to be helpers. We take a lot of pride in being the big kids at SoulSong.