

# ***Spring Hill Academy Preschool***

***Because childhood is not a dress rehearsal!***

***www.SHApreschool.com***

Welcome to Spring Hill Academy Preschool! Thank you for inquiring about our program. More information can be found at our website: [www.SHApreschool.com](http://www.SHApreschool.com). Please take a look at the testimonials section where parents describe the tremendous benefits our unique and powerful Christian character building and advanced learning program has been for their children. In the section at the top, "Our Curriculum", my wife and I discuss the tremendous opportunity we have to influence our children for good and give them a powerful head start in their learning and character training and how the various parts of our program work together to do this.

Our commitment to you is this: *we will promise to do all we can to assist you, during this vitally important time in your child's life.* We will work to help you establish those important character and early learning foundations by doing two things. First, we will work to help your child develop the habits of life and learning that will lead to a happy and productive life and secondly, we want to raise the expectations, of both you and your child about their ability to learn and to give them a joy for learning.

Here's what one mother wrote to us concerning the impact of our program upon her child and family:

I just wanted to take the time to let you know what a great job you are doing at Spring Hill Academy Preschool with the kids. My daughter, Alissa, has been there for about 6 months now, and I can already see wonderful things happening with her. But the best part is, it's not just with her, it's actually with our whole family. There is a seed that has been planted in Alissa, and that seed has grown. Now she is planting seeds in other people, mainly her sisters. She has taught her 3-year-old sister, Megan, to pray before every meal, and even at bedtime. Tears came to my eyes one night as I watched Alissa kneeling at her bedside to pray before going to sleep. I didn't think a 4 or 5-year-old could really grasp the concept of God and prayer, but I've been proven wrong. And I love that I've been proven wrong! There's so much that she has learned there. My husband's family marvels at her ability to recite the 23rd Psalm as well as other Bible verses. She is also starting to read, and I can see that she is gaining more confidence in herself. When she first started going to SHAP, she was very shy and not sure of herself. She would give up if something was too hard, but now she knows that she is smart and can do anything if she sticks with it. It makes me so happy to see these changes in her. When I first found SHAP, I prayed that I was making the right decision leaving her there, and now I know that I did. Thank you so much for everything! You are such wonderful people, and you are doing wonderful things with all of these kids. You're planting seeds in each one of them, and I hope they continue to grow through the rest of their lives. May God continue to bless you, your family, your preschool, all of the kids that come through your doors, and all of their families. Thank you again! Sincerely, L Jones

Enclosed is information about our program. If you have any further questions please feel free to call us at 615-302-1273, or stop back by and speak to us personally.

With many thanks,

Perry and Patsy Coghlan, Founders

***2001 Campbell Station Parkway, Ste. B-8 TN 37174***

***Ph: (615) 302-1273 Fax: (615) 302-1360***

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Location:	The Shoppes at Campbell Station, Building B (behind the People's Church)
Hours:	Preschool: Monday – Friday 6:30 a.m. to 6 p.m.
Ages served:	Toddlers: 12 mos. To 30 mos. Preschool: 2 (and potty trained) – 6 years old Elementary: Kindergarten
Tuition:	Toddlers - \$199 per week Preschool - (full-time) \$169 per week Preschool - (part-time) \$120 per week depending upon availability Kindergarten - Inquire at office
Preschool Registration:	\$95 application fee (non-refundable) \$120 curriculum fee (annual/non-refundable) \$169 Security Deposit
Curriculum:	ABeka Publications Reading and Phonetic Mastery program Using systematic intensive phonics Love-based character training
Program:	A non-denominational Christian Classical school (Currently offer grades PreK - Kindergarten)

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Books/Blocks/Quiet Toys	6:30 - 7:30
Breakfast/Color time	7:30 - 7:50
Clean Up/Bathroom Break	7:50 - 8:00
Bible	8:00 - 8:20
Story Time	8:20 - 8:30
Morning Drill Time	8:30 - 8:50
Morning Snack	8:50 - 9:15
Bathroom Break	9: 15 - 9:30
Handwriting Paper	9:30 - 9:45
Numbers Paper	9:45 - 10:00
Phonics	10:00 -10:15
Exercise and Poetry	10:15 -10:25
Recess	10:25 -10:55
Numbers	10:55 -11:10
Lunch/Bathroom Break	11:10 -11:45
Story Time	11:45 -12:00
Nap Time	12:00 -2:00
Wake Up/Snack Time/Bathroom Break	2:00 - 2:30
Show and Tell	2:30 - 2:45
Recess	2:45 - 3:00
Bible	3:00 - 3:20
After Review/Song Time	3:20 - 3:45
Spanish	3:45 - 4:00
Music Game	4:00 - 4:15
Music Paper	4:15 - 4:30
Recess	4:30 - 5:00
Story Time	5:00 - 5:30
Books/Blocks/Color Pages/Quiet Time	5:30 - 6:00

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## **Parental Testimonial**

Dear Mr. Coghlan:

It is with great pleasure that I recommend Spring Hill Academy to any parent considering enrolling their child. My daughter, Caley, has been attending the school for nearly two years and has absolutely loved it.

The staff of Spring Hill Academy has always displayed a high degree of integrity, responsibility, and devotion in the development of our child. My wife Faith and I have seen Caley grow from a shy, reserved little toddler to a sociable, courteous and knowledgeable little girl. We are amazed at what you all have accomplished. She hasn't even started Kindergarten and she is already beginning to read. Most importantly, in addition to her educational and personal development, she has grown spiritually, benefiting greatly from the faith based curriculum you, Patsy and staff provide. Frankly, it's been invaluable and a great relief that she is surrounded in an environment of grace and love.

God's influence brought us to Tennessee and we have been further blessed to find such a wonderful school as Spring Hill Academy. We will always be grateful to YOU for your services.

Sincerely,  
Sean M. Hendrix  
"Caley's Dad"

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## **Parental Testimonial**

Dear Mr. Coghlan,

Grant and I just want to thank you and the teachers at Spring Hill Academy Preschool for all you do! We really believe finding SHAP was a God Thing, as we have gained so much more than childcare from you. When we came to SHAP, we brought our little boy of 2 years who had some rather challenging discipline issues. We were candid about this when we applied but you accepted him anyway. From experiences at previous daycare centers, we thought he would be too disruptive and would not last very long.

As you know, we adopted our son just before he turned two. We have a biological daughter who is now nine years old. She has always been an easy, compliant and responsible child, so Grant and I thought we had the whole parenting thing down, we were pretty pleased with ourselves actually. Enter a two year-old little munchkin from Russia and our illusions of completely competent parents were shattered! How could two educated people not be able to manage a 2 year old?

When you sat us down and had a heart-to-heart with us about appropriate discipline and really educated us on getting control of our son, we listened, learned and implemented the techniques you taught us. It has now been several months and we are pleased to report the behavior changes are amazing. This has been a life changing life experience for all of us. I can't imagine how we would have continued dealing with the tantrums and disobedience had we not met you!

The ABeka curriculum and excellent teachers are an added bonus. I am continually impressed with learning that goes on in those classrooms. Thank you so much for everything!

Kelly and Grant Knox  
Thompson's Station, TN

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## **Regarding Child Abuse**

What is "child abuse?" Child abuse can be any one of the following areas: physical, mental, sexual, or neglect.

### **Physical Abuse**

Though Spring Hill Academy Preschool never uses chastisement as a form of discipline, reasonable chastisement is not considered child abuse. Christian parents have a right to practice their faith in accordance with Proverbs 13:24, "he who spares the rod hates his son, but he who loves him chastens him early."

Some authorities consider bruises, lacerations, scars, or welts left on a child's body, over twenty-four (24) hours as physical abuse. Consider following questions when disciplining your child:

1. What is the purpose of this punishment?
2. Does it train the child or justify my anger?
3. Is the punishment appropriate?
4. Does the child understand the punishment?
5. Is the punishment in line with the misbehavior?
6. Are you angry? If so, is it at the child or the misbehavior?

### **Indicators of Physical Abuse**

Primary indicators of physical abuse are such things as injuries to the skin, face, head, eyes, stomach, or burns, etc. Other common injuries may include rashes due to a lack of cleanliness, cigarette burns, bite marks, bruises from being grabbed too hard, and severe belt (or other object) lashes. Signs of physical abuse may also be injury to the genitalia, unusual marks on the neck, severe pinching, twisting or pulling injuries, unusual lacerations (or markings) on the face, feet, or buttocks and injury on two planes of the child's body (called Ping-Pong Bruises).

The most common injuries of physical abuse are severe bruises, welts, abrasions, contusion, lacerations, burns, scalding burns, bone fractures, wounds, cuts, puncture, dark bruising below the skin, deliberately inflicted malnutrition, skull fractures, severe sprains, head trauma, and poisoning. The most common methods of physical abuse are beatings (with hands or instruments), burning and scalding, kicking, deliberate exposure, locking in or tying down, strangulation, suffocation, stabbing slashing, poisoning, or drowning.

### **Mental Abuse**

Some authorities define mental abuse as the consistent, unyielding, and/or the severe demeaning of a child. Mental abuse may occur in the following ways: Scape-goating a child, verbally demeaning a child down, making a child feel inferior, a general and persistent lack of concern for the child, a lack of affection for the child, and leaving a child alone and unattended.

### **Neglect**

The greatest number of abused children falls under this category. It is one of the hardest to determine because of the subjective judgment involved. All children skip meals and wear torn and soiled clothes now and then. Neglect, as defined by some authorities, involves persistent and chronic inattention to a child's basic need. Indicators of child neglect may include consistent hunger, an ongoing unkempt physical appearance, poor hygiene, inappropriate dress, and persistent unattended medical needs.

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## **Sexual Abuse**

True or False? Sex offenders are usually “dirty old men?” Sex offenders are weird looking? Children often “ask for it” by seductive behavior? Most sex offenders are dependant on drugs or alcohol? Strangers commit most sexual abuse?

All of the above statements are false. Sexual offenders come from all walks of life and are often well respected in their community. Most are known and trusted by their victims and often a member of the family. Only 10% are above the age of 55 while 55% are under the age of 21. Statistics suggest that one in four females will be abused while one in six males will be abused during their lifetime. Most offenders feel no guilt, ever, for their acts. Indicators of sexual abuse may include frequent urinary indicators, sexual knowledge inappropriate for the age, abnormal sexual play with peers, aggressive behavior, lack of affection, or an extraordinarily affectionate behavior, poor peer relationships, lying, and delinquent behavior.

Child abuse of any kind has no place in our society. Spring Hill Academy Preschool sets forth the following policies and guidelines concerning child abuse prevention:

1. Report any child abuse in compliance with State Law (T.C.A. 37-1-403).
2. Report any suspected abuse to the school office personnel immediately.
3. Naptime supervision must be carefully maintained. During naptime, one teacher must patrol the room checking to see that the children are properly spaced and on their own mat, have their hands away from their private areas, and are quietly resting. Teachers are to console any children who need it. Teachers may alternate patrol duty throughout the napping period. Teachers who are not patrolling are to be alert to the children while they work on classroom related work
4. Only the female staff may change children who need changing. Female staff are to position themselves at the entrance of the bathroom and are not to go into a stall with the child or close the bathroom door.
5. Only female teachers will monitor bathroom breaks. Aides must remain at the doorway if assisting with bathroom breaks. Should a child need attention the aide is to notify a teacher who will assist. Under no circumstances is a teacher or aide to be in a closed room or restroom with a child.
6. No staff member is to be out of his or her classrooms without just cause.
7. All staff members are to maintain a professional demeanor with the children and their parents. Be friendly but avoid being overly familiar.

## **Reporting Suspected Child Abuse**

In addition to the Department of Children's Services, individuals may report suspected child abuse/neglect to the Juvenile Court Judge having jurisdiction over the child, the Sheriff of the county where the child resides, or the Chief Law enforcement officer of the municipality where the child resides. Persons reporting to the Department should call the Department of Children's Services statewide hotline.

There are two toll-free numbers, and they are operational 24 hours a day, 7 days a week:

**1-877-54ABUSE (1-877-542-2873) or 1-877-237-0004**

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## TENNESSEE DEPARTMENT OF EDUCATION SUMMARY OF CHILD CARE APPROVAL REQUIREMENTS

This is a section by section summary of the State Board of Education School Administered Child Care Rules, Chapter 0520-12-01. Child care centers inspected by the Department of Education must meet the requirements as defined by the rules in Chapter 0520-12-01 to receive a Certificate of Approval. The unabridged School administered Child Care rules are available on the Tennessee Secretary of State website, [www.tn.gov/sos](http://www.tn.gov/sos), or by writing the Office of School-based Support Services, Tennessee Department of Education, 9<sup>th</sup> floor Andrew Johnson Tower, 710 James Robertson Pkwy, Nashville, Tennessee 37243-0375.

Chapter 0520-12-01 was revised to parallel Chapter 1240-4-03 except for sections of the rules specifically addressed in Title 49 of state law: school bus transportation, criminal history background reports/ fingerprinting process, and restraint of children with special needs. Chapter 0520-12-01 was revised in accordance with T.C.A. §§ 49-6-2101-2107, (Transportation), T.C.A. § 49-5-413 (Criminal History Background Reports), and T.C.A. §§ 49-10-1301-1305 (Restraint of Children). A new section was added to adequately address the adolescents participating in the Lottery Afterschool Education Programs (LEAPS), T.C.A. § 49-6-707.

### 1. Ownership, Organization and Administration, Chapter Section 0520-12-01-.05

- A Child Care Center must have an adequate budget. Records, including health, must be kept on all children.
- There must be a transportation plan for each child, including the names of persons to whom the child may be released.
- Staff records must be kept on each employee that includes educational background, reference checks, TBI check, in-service training, physical exams and performance reviews.
- The center must have their Certificate of Approval posted, provide parents with a copy of the policies and procedures along with a copy this summary and offer a pre-placement visit.
- Parents must have access to all areas of the center when their child is present.
- The parents must receive an educational program regarding child abuse detection, reporting and prevention.
- If the center provides transportation, the driver should be appropriately licensed, there must be liability insurance and the children must have adequate space and supervision. Transportation provided by the center or under center authorization shall comply with state law.

### 2. Supervision , Chapter Section 0520-12-01-.06

- Each group must have adult supervision at all times and adult/child ratios should be followed.
- There must be a second adult available when more than 12 children are present.
- Swimming and field trips require ratios to be doubled.
- Each group must have their own space.
- Infants and toddlers must have their own space and cannot be grouped with older children.
- At naptime ratios may be relaxed for groups except infants and toddlers.
- Minimum staffing requirements per groups of children (adult:child ratio) must be maintained.
- ***Please refer to ratio charts for specific adult:child ratios for each age group***

Maximum Group Size and Adult Child Ratios							
Single-Age Grouping	8	12	14	16	18	20	No Max
Infants: 6 wks. – 15 mos.	1:4						
Toddlers (12 mos. – 30 mos.)		1:6					
2 years (24 mos. – 35 mos.)			1:7				
3 years					1:9		
4 years						1:13	
5 years						1:16	
School-Age (K and 12 years)							1:20
13 to 18 years							1:30

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Maximum Group Size and Adult:Child Ratio							
Multi-Age Grouping	8	16	18	20	22	24	No Max
Infants/Toddlers: 6 wks. – 30 mos.	1:5						
2-4 years		1:8					
2.5 - 3 years (30 – 47 mos.)			1:9				
2.5 - 5 years				1:11			
2.5 – 12 years	1:10						
3 – 5 years (includes 3 – 4years)					1:13		
4 - 5 years						1:16	
5 - 12 years							1:20
13 to 18 years							1:30

### 3. Staff, Chapter Section 0520-12-01-.07

#### A. Responsibility for Staff and General Staff Qualifications:

- The director shall be responsible for the day to day operations, including staff and program.
- An assistant director or other staff member shall be designated to be in charge in the absence of the director and all staff shall be notified of this designation.
- No individual with a prohibited criminal history may work, substitute or volunteer in a program
- Staff must have knowledge of child behavior and development.
- Staff must be physically, mentally and emotionally stable.
- All new employees must have orientation and child abuse prevention training before working with the children.
- The director must have High School Diploma (or Department recognized equivalent) Training Alliance (TECTA) certificate for completing thirty (30) clock hours of orientation training, or the equivalent as recognized by the Department and 4 years experience working with children.
- All caregivers must be 18 years of age and one caregiver in each group must have a high school diploma.
- Directors must have 18 clock hours in-service training each year and caregivers 12 clock hours.

### 4. Equipment for Children, Chapter Section 0520-12-01-.08

- All indoor and outdoor equipment shall be well made, safe and kept clean.
- There must be developmentally appropriate equipment for all age groups with variety.
- Children must have a place for their belongings.
- Large pieces of equipment must be secured.
- Infants are to have space to climb, crawl and pull up without the restraint of playpens or cribs.
- There must be enough equipment so children have choices.
- There shall be an outdoor play area when children are in care for 3 or more daylight hours.
- Children up to 5 years of age must be offered a naptime if in care for 6 or more hours.
- There shall be equipment for napping or sleeping for each preschool child who is in care for six (6) hours or more.
- For napping children, cots or 2 inch mats must be provided and each child must have a cover to place under them and another available to place over them.
- Infants must have individual cribs with open tops.

### 5. Program, Chapter Section 0520-12-01-.09

#### A. Schedule and Routines.

- Routines such as snacks, meals, and rest shall occur at approximately the same time each day.
- There shall be a balance between child's choice and adult-directed activities.
- Other activity choices shall be available to children during television/movie viewing or computer use.
- Parents shall be informed of movie showings and video/computer games and their ratings.

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- Computers, if used, shall be located in view of a caregiver for monitoring purposes.
- An opportunity for outdoor play shall be extended to children of all ages who are in care more than three (3) daylight hours; when the temperature range, after adjustment for wind chill and heat index, is between thirty-two (32) degrees and ninety-five (95) degrees Fahrenheit and not raining.
- A reclining rest period of at least one (1) hour shall be provided for all preschool children in care for six (6) hours or more.
- Each child shall be allowed to form his own patterns of sleep.

## **B. Behavior Management and Guidance.**

- Spanking or any other type of corporal punishment is prohibited. (“Corporal punishment” is the infliction of bodily pain as a penalty for behavior of which the punisher disapproves.)
- Praise and encouragement of good behavior shall be used.
- When a child is engaging in unacceptable behavior the caregiver shall, prior to disciplining the child, first distract the child’s attention and substitute a desirable activity.
- Attention spans and skills of children shall be considered so that caregivers do not require children to engage in developmentally inappropriate behavior.
- Toilet training shall never be started until a child has been in the program long enough to feel comfortable and is able to communicate a need to use the bathroom.

## **C. Educational Activities**

- A daily program shall provide opportunities for learning, self-expression, and participation in a variety of creative activities such as art, music, literature, dramatic play, science, and health.
- Indoor physical activities, requiring children to use both large and small muscles, shall be provided for children of each age group.
- For ages three (3) through school-age, the curriculum shall include instruction in personal safety as needed but at least once a year.

## **D. Nighttime Care**

- If children receive night care, caretakers must provide a calm, nurturing environment and a routine hygiene plan must be in place.

## **6. Health and Safety, Chapter Section 0520-12-01-10**

### **A. Children’s Health**

- Children’s health records shall be maintained as directed under subchapter 0520-12-01-.05.
- Each child shall be immunized according to the current Department of Health guidelines unless exempted pursuant to subchapter 0520-12-01-.05(8). Programs serving non-school-age children shall maintain written policies for dis-enrollment of children who fail to comply with Department of Health immunization guidelines in a timely manner.
- Parents of every child enrolled shall be notified immediately if any communicable disease has been introduced into the program:
- Parents must be notified if their child is hurt and becomes ill.
- Medications must be labeled with instructions and must be kept under lock.
- Documentation of administration and side effects of any medication given must be kept.
- Smoking is not permitted in the presence of children.
- The diapering area must be appropriate, near hand washing lavatory and cleaned after each diaper change.

### **B. Staff Health**

- Staff must have documentation that the staff person is capable of safely and appropriately providing care for children in a group setting. The documentation shall be on file within ten (10) calendar days of employment or starting to work.
- A statement of mental or emotional health shall be obtained from a psychiatrist or clinical psychologist when deemed necessary by the Department.
- Physicals are required every 3 years.

### **C. Safety**

- There shall be a staff member present at all times who has current certification in CPR and first aid training.
- A first aid kit must be on the premises as well as a first aid chart.
- There shall be no firearms on the premises.
- Emergency telephone numbers shall be posted next to all telephones and be readily available to any staff member.

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- Kitchen knives and other potentially dangerous utensils or tools shall be secured so they are not accessible to children.

## **7. Food, Chapter Section 0520-12-01-.11**

### **A. Nutritional Needs**

- Children will receive meals and snacks based on the amount of time spent in the program.
- Menus must be posted.
- Consideration must be given to daily food requirements when planning menu.
- Special diets and instructions must be provided in writing.
- New foods shall be introduced to infants and toddlers one at a time over a five (5) to seven (7) day period with parent's approval.
- Parents and caregivers shall work together when weaning an infant to insure consistency in the weaning process. Weaning shall be delayed until after an infant adjusts to group care.

### **B. Meal Service**

- At mealtime, children shall be seated at appropriately sized tables and chairs, and adults shall supervise them in accordance with subsection 0520-12-01-.06(1)(d).
- Milk shall be placed immediately in the refrigerator.
- All formulas remaining in bottles after feeding shall be discarded.
- Previously opened baby food jars shall not be accepted in the center. If food is fed directly from the jar by the caregiver, the jar shall be used for only one feeding.
- Infants shall be held while being fed as long as they are unable to sit in a high chair, an infant seat, or at the table.

## **8. Physical Facilities, Chapter Section 0520-12-1-.12**

- All facilities shall annually pass an inspection verifying compliance with all applicable state and local fire and environmental requirements.
- There shall be a working telephone in the center.
- A minimum of thirty (30) square feet of usable indoor play space shall be provided for each child.
- Outdoor play areas shall contain a minimum of fifty (50) square feet of usable play space for each child using the area at one time.

## **9. Care of Children with Special Needs, Chapter Section 0520-12-01-.14**

- When children with special needs are enrolled, all reasonable and appropriate efforts shall be made to provide those children equal opportunity to participate in the same program activities as their peers.
- Adaptations to the environment shall be directed toward normalizing the lifestyle of the child with a disability by helping him/her become independent and develop self-help skills.
- The program shall inform parents of any specialized services available from the program, and if the program is aware of any specialized services available through third parties, shall additionally inform the parent of such services.
- Governing agency shall develop policies and procedures, in accordance with 0520-01-09-.23, governing personnel authorized to use isolation and restraint, training requirements and incident reporting procedures.

## **10. After School Programs serving Adolescents Chapter Section 0520-12-01-.15**

- Rules are modified to meet the appropriate developmental stages of the adolescent regarding staff ratios and supervision as well as activities appropriate for this age group.

CONTACT HOTLINE: (LONG DISTANCE) 1-800-462-8261 (NASHVILLE AREA) 615-313-4820

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Start date \_\_\_\_\_  
BC \_\_\_\_\_ SR \_\_\_\_\_

## Enrollment Application Form

Child's Full Name: \_\_\_\_\_ Nickname: \_\_\_\_\_

Birth date: \_\_\_\_\_ Gender: \_\_\_\_\_ Soc. Sec. # \_\_\_\_\_

### Mother

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_ Zip \_\_\_\_\_

DL# \_\_\_\_\_ State \_\_\_\_\_

Soc. Sec. # \_\_\_\_\_

Home Phone: \_\_\_\_\_

Work Phone: \_\_\_\_\_

Beeper/Cell: \_\_\_\_\_

Email: \_\_\_\_\_

### Father

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_ Zip \_\_\_\_\_

DL# \_\_\_\_\_ State \_\_\_\_\_

Soc. Sec. # \_\_\_\_\_

Home Phone: \_\_\_\_\_

Work Phone: \_\_\_\_\_

Beeper/Cell: \_\_\_\_\_

Email: \_\_\_\_\_

How did you hear about us? \_\_\_\_\_

### Emergency Contacts (other than parents) & People Permitted to Pick Up Child:

Family Physician: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Phone Number(s): \_\_\_\_\_

Name: \_\_\_\_\_ Phone Number(s): \_\_\_\_\_

Name: \_\_\_\_\_ Phone Number(s): \_\_\_\_\_

Special Instructions: (use back if necessary) \_\_\_\_\_

### Parent/Guardian Agreement

I hereby give my consent to have my child treated by a physician for medical or surgical care should an emergency arise. I understand that every effort will be made to contact me, or one of the names listed above, before such action is taken.

I agree to pay the tuition due, in advance and on a weekly basis, for the time my child is enrolled. I understand that late fees will be added for any tuition not paid on time. I understand that I may withdraw at any time by notifying the school office one week in advance, in writing, and all tuition and fees are payable upon other absences. I agree to pay any and all fees associated in any way with the collection of any unpaid tuition and/or late fees.

I hereby give my consent to have my child photographed and his/her picture placed on display at the preschool, on the school website, reproduced and printed in our school annual, and used in our annual Christmas and Spring Program DVDs. I also give permission for my child's pictures to be used for marketing and teacher training purposes.

I have received a copy of the Department of Education "Childcare Approval Requirements" for preschools, and a copy of the Preschool Parent Policies and Child Abuse Policy statement and agree to abide by those policies. I also agree to confer with the school first if I have any questions or problems, as required by Matthew 18:15.

I certify that this application is correct.

\_\_\_\_\_  
Parent or Guardian's Signature

\_\_\_\_\_  
Date

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## Developmental Health History

Child's Name/Nickname \_\_\_\_\_

Date of Birth \_\_\_\_\_

### Physical Health

- 1) List any past health problems your child has had: \_\_\_\_\_
- 2) List any current health problems: \_\_\_\_\_
- 3) Does your child have any allergies? (If so, to what?) \_\_\_\_\_
- 4) Does your child take any medications regularly? (If so, what?) \_\_\_\_\_
- 5) Has your child been hospitalized recently? (If so, for what?) \_\_\_\_\_
- 6) Does your child have any reoccurring health problems such as: asthma \_\_\_\_\_ diabetes \_\_\_\_\_ seizures \_\_\_\_\_  
ear aches \_\_\_\_\_ hemophilia \_\_\_\_\_ other \_\_\_\_\_
- 7) Does your child have any problems with any of the following? Speech \_\_\_\_\_ walking \_\_\_\_\_  
running \_\_\_\_\_ seeing \_\_\_\_\_ hearing \_\_\_\_\_ using their hands \_\_\_\_\_ (such as with puzzles or small items?)  
Please explain any marked above on item seven: \_\_\_\_\_  
\_\_\_\_\_

### Daily Living

- 1) Does your child have any food allergies? \_\_\_\_\_
- 2) Does your child like to sleep with a favorite item, such as a stuffed animal, blanket, etc.? \_\_\_\_\_
- 3) Does your child need help when changing clothes? \_\_\_\_\_
- 4) Is your child accustomed to resting after lunch? If so, for what length of time? \_\_\_\_\_

### Social Relationships

- 1) Is your child accustomed to playing alone or with other children? \_\_\_\_\_
- 2) Does your child have a favorite toy? \_\_\_\_\_
- 3) Describe your child's play with others: Aggressive \_\_\_\_\_ Shy \_\_\_\_\_ Plays Easily \_\_\_\_\_
- 4) Is your child frightened by any of the following: Animals \_\_\_\_\_ Loud noises \_\_\_\_\_ the dark \_\_\_\_\_  
Storms \_\_\_\_\_ Anything else? \_\_\_\_\_
- 5) Who does most of the disciplining at home? \_\_\_\_\_

Is there any other information you wish to share that would assist us? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Parent/Guardian signature \_\_\_\_\_

Date \_\_\_\_\_

2001 Campbell Station Parkway, Ste. B-8 TN 37174

Ph: (615) 302-1273 Fax: (615) 302-1360

# *Spring Hill Academy Preschool*

*Because childhood is not a dress rehearsal!*

*www.SHApreschool.com*

## **This form must be signed and returned with your application**

Dear Parents,

We are required by state regulations each year to teach a personal safety curriculum, which includes a child sexual abuse component, for children enrolled in our preschool. Parents/legal guardians must be informed about the curriculum, methods and terminology that will be used in teaching the children about personal safety. We have a copy for you to review. The review copy of the curriculum is kept in the office for your convenience. (The curriculum may not be taken out of the school.) Please feel free to ask any questions you may have about the curriculum.

Pre-School Education, Personal Awareness Curriculum is the curriculum our preschool has chosen to teach. It is published by the Tennessee Association of Christian Schools and uses a Biblical Approach to teaching children about safety. It includes 15 short lessons that will be included in our daily lessons. These lessons include topics such as self-esteem, feelings, body parts, and personal awareness safety.

When discussing touching, we will not use the scientific/medical names for the private body parts. We will refer to these areas of the body as those that the bathing suit covers. We believe that choosing and teaching the correct terminology for the private body parts should be left to parents.

Please sign this letter below and return to the office with your application. This form will be placed in your child's file. Please feel free to contact us with questions and remember you may view the curriculum at anytime.

With thanks,

Perry and Patsy Coghlan, Owners

**I acknowledge that I have been provided an opportunity to review the preschool's personal safety curriculum, and have been notified of the sexual abuse/personal safety curriculum for our child/children**

\_\_\_\_\_  
Signature of Parent or Legal Guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Staff Signature

\_\_\_\_\_  
Date

***This form must be signed and returned with your application***