

# ***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.org](http://www.SHApreschool.org). 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 habits 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:

"Corey's last day at SHAP will be May 27<sup>th</sup>. It is so bittersweet as we have loved being there the last couple of years. Thank you for teaching my son not only in academics but also things like kindness, sharing, love, friendships, conflict resolution and more. He has loved all of his teachers and always has a great time! Every day I ask him what the best part of school was, and every day he says, "All of it!" It makes my heart happy to know he was safe, loved, having fun and learning while I was working.

Special thanks to Mrs. Boyd who eased him into the new school life when we first started and loved on him ever since; Ms. Amber who Corey still runs to for hugs and loves telling her ALL the things he is doing (even after he left her classroom); and of course Ms. Adrienne who peels him off of me every morning and provides a safe and loving place for him to spend his days.

I truly appreciate all of you. I appreciate you always listening when I had concerns and helping me come up with solutions, always loving my son when I could not be with him and being such a huge part in our lives."

Sincerely,  
Aubin Fowler

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, Suite B8

Daily Hours: School Program: 7:45 a.m. – 4 p.m. (all ages)  
(Monday – Friday) With Before & Aftercare 6:30 a.m. to 6 p.m. (Toddlers – Elementary ONLY)  
**7 a.m. to 5:15 p.m. (Infants)**

Ages served: Infants: 6 weeks to 11 mos.  
Toddlers: 11 mos. To 24 mos.  
Preschool: 2 – 5 years old  
Elementary: Kindergarten (1<sup>st</sup> Grade based upon availability)

## **Tuition:**

|                       | Full Time (7:45 am to 4 pm) | Full Time (6:30 am to 6 pm) |
|-----------------------|-----------------------------|-----------------------------|
| Infants               | \$289 per week              | \$319 per week              |
| Toddlers              | \$259 per week              | \$289 per week              |
| Preschool (2 years)   | \$239 per week              | \$269 per week              |
| Preschool (3-5 years) | \$229 per week              | \$259 per week              |

## **Part Time is dependent upon availability**

|                               | Part Time (7:45 am to 4 pm) | Part Time (6:30 am to 6 pm) |
|-------------------------------|-----------------------------|-----------------------------|
| Toddlers (18 mo – age 2)      | \$229 per week              | \$259 per week              |
| Preschool (age 2 part time)   | \$209 per week              | \$239 per week              |
| Preschool (age 3-5 part time) | \$199 per week              | \$229 per week              |

**\* there is a \$10 weekly charge for non potty trained 3 – 5 year olds**

Preschool \$95 application fee (non-refundable)

Registration: \$145 curriculum fee (annual/non-refundable)

\$229 Security Deposit (**or 1<sup>st</sup> week tuition**)

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 Pre-K through 1<sup>st</sup>)

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## **(EXAMPLE SCHEDULE)**

|                                     |              |
|-------------------------------------|--------------|
| 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**

“To our SHAP family:

I began to write this in a card, but quickly realized there is no card large enough to hold all the words I needed to say. Trust me, there are lots of words!

Two and a half years ago, we were given the news that our dear friend and the care giver of our children would no longer be able to keep them. After a minor freak out, I immediately began to pray. I knew God would step in and provide in a BIG way. He always does. I want to tell you the things I specifically prayed for and explain how SHAP was an answer to every request I made known to God.

First, I prayed for God to provide us with individuals who would love our children. As a parent, there is nothing more comforting than knowing your children are loved. The staff at SHAP did just that, loved our children. I don't mean the type of love where they were given anything they asked for to keep them happy. This is not love. What I saw was the type of love that is instructed to us in the Bible. I John 3:18 instructs us to “Not love with words or speech but with actions and truth.” When I walked into SHAP the actions of the teachers exemplified love. The teaching, not only academically, but socially, emotionally, and most importantly, spiritually never ceased to amaze me. Most days I left thinking could someone please teach me your ways because I have NEVER seen my 2-year-old sit in a chair, hands folded, intently listening to ANYTHING I have to say =). In all seriousness, I could tell this is what he had been taught. He was being held to a standard that I wholeheartedly appreciated. He was being taught to listen, to respect, and to have patience.

The second thing I prayed for was a Christ centered environment that would pour truth into my children. This brings me back to the second part of I John 3:18, to love with truth. I appreciated so much that every lesson being taught to my children was backed with biblical truth. Every day, my children would recite the Ten Commandments, the 23<sup>rd</sup> Psalm, and sing countless songs (all about the love of Jesus). My heart could have exploded. With that said, my favorite commandment still stands “Thou shall not eat your boogers.” – Abigail Coghlan

My last request was that God would provide me peace of mind. My children had only ever been to in-home sitters, so preschools made me nervous. I had to put my trust into individuals I was unfamiliar with. As a working parent, I needed to go to work knowing my children were safe. SHAP provided this. From day 1, I was encouraged to call and check on my kiddos whenever I needed to. I am sure that first day was slightly excessive. As the days went on, phone calls dwindled. I knew my kids were safe, I knew my kids were loved, and I knew my kids were in the best hands next to my own. I knew this because my children wouldn't walk into school each morning, they would run. I never had to convince them to get up in the mornings and get ready for school. They did it with enthusiasm. They loved school. What more could I ask for?

As I prayed all the things listed above, SHAP was placed into our laps. God was/is so faithful to our family. Just as I prayed for SHAP, I have been praying for our next chapter. Please know that leaving SHAP was one of the hardest decisions I have ever made as a parent. There are still days I question my decision. I am going to trust that God is putting our family exactly where he needs us. Please know that for as long as I live, I will never stop singing praises for SHAP. I believe anyone who does not send their child to SHAP is missing out on something special! Continue to do Kingdom work, after all, childhood is not a dress rehearsal!

With all the love in our hearts, The Coles (Nathan, Courtney, Juliana, and Bradley)

\*\*By the way, I failed to mention anywhere above that my 5-year-old is reading!! She also teaches ME the rules of phonics. My 2-year-old can tell me every letter (capital and lowercase), the sound it makes, and a word that starts with that letter. I failed to mention any of this because it wasn't exactly a part of my prayer 2 years ago, but boy was it an extra bonus!! You guys are truly amazing!”

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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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## **Standards for School-administered Child Care, Chapter 0520-12-01 SUMMARY**

### **Program Organization and Administration, 0520-12-01-.05**

- A Child Care Center must have an adequate budget. General liability, automobile liability, and medical payment insurances must be maintained on all properties and vehicles owned or operated by the program.
- Children's files must include a complete application, an official immunization record (exceptions do apply), and health history.
- On-going parent communication is expected. Programs must provide a parent handbook with the policies, procedures, and the TDOE requirements, chapter 0520-12-01. It is expected that parents sign for receipt of the policies and requirements, and this would be kept in the child's file. All parents shall be given a pre-placement visit opportunity.
- 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.
- A written plan must be in place for the release of each child, this should include individuals who are allowed to pick up the child at the end of the day or any given time by the parent.
- Children must be signed out of the program by the legal guardian. Staff may require to see a person's identification when releasing a child from the program.
- Injuries and incidences will be reported to the parent as soon as possible or at the end of the school day. This shall be documented in the child's file.
- Staff records must be kept on each employee that includes educational background, reference checks, TBI check, in-service training, physical exams and performance reviews.
- If the center provides transportation, the driver should be appropriately licensed, have a drug screening on file, and certificate of CPR/First Aid, 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.
- Programs must have the current Certificate of Approval posted where parents and visitors can easily see it, along with the Department of Human Services childcare complaint number and the Department of Children's Services Child Abuse Hotline number.
- No smoking must also be posted in a conspicuous manner.
- A copy of the state board rules (chapter 0520-12-01) must be maintained in a central space and available to all staff and parents.

### **Program Operation (Supervision), 0520-12-01-.06**

- Careful supervision of each group is expected at all times and suited appropriately for each age grouping.
- Adult:child ratios and group sizes must be followed.

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Single-age grouping chart:

| <b>AGE</b>          | <b>GROUP SIZE</b> | <b>ADULT:CHILD RATIO</b> |
|---------------------|-------------------|--------------------------|
| Infant (6wks-12 m)  | 8                 | 1:4                      |
| Toddler (11m-23m)   | 12                | 1:6                      |
| Two (2) years old   | 14                | 1:7                      |
| Three (3) years old | 18                | 1:9                      |
| Four (4) years old  | 20                | 1:13                     |
| VPK, 619, PDG       | 20                | 1:10                     |

Multi-age grouping chart:

| <b>AGE</b>           | <b>GROUP SIZE</b> | <b>ADULT:CHILD RATIO</b> |
|----------------------|-------------------|--------------------------|
| Infant – 18 months   | 8                 | 1:4                      |
| 18 – 36 months       | 16                | 1:8                      |
| 3 – 4 years old only | 20                | 1:10                     |
| 3 – 6 years old*     | 24                | 1:13                     |

\*Not including first grade children

- Group sizes must be maintained in the classroom, but classes may combine while outdoors, in common dining areas, or common napping areas.
- Each group must have their own space. Infants cannot be group with children older than 30 months; a separate area must be provided for infants and toddlers.
- At naptime, ratios may be relaxed for groups (except for infants and toddlers).
- A written playground supervision plan is required.
- Field trips requires adult:child ratios to be doubled. Swimming has a separate ratio chart and the life guard is not included in the ratio.

## **Staff, 0520-12-01-.07**

- All programs must have a director and enough teachers and staff to meet the required ratios for adequate supervision.
- Staff must be physically, mentally and emotionally stable to work with children and have knowledge of early childhood behaviors and development.
- Preschool directors, teachers and assistant teachers must be 21 years of age.
- All new staff must complete 2 hours of orientation before assuming duties and receive annual instruction in early childhood topics that are required in this chapter section.
- The program must maintain written documentation that each employee has read the full set of all applicable rules.
- A copy of the entire rules must be maintained and readily accessible to all employees.
- All staff must have a criminal background check upon hiring and must be cleared before assuming duties. A new fingerprint sample is required every 5 years for all employees.
- A director shall be responsible for the day-to-day operations, shall be physically present in the facility for at least half the hours of operation, be at least 21 years of age, and follow the qualification guidelines listed in this chapter section.
- An assistant director may be designated in charge when the director is absent.

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- All directors, assistant directors, teachers, assistant teachers, and other staff working directly with the children must have 30 hours of professional development training. At least 6 hours of this professional development must be in developmentally appropriate literacy practices.

## **Program, 0520-12-01-.09**

- Educational activity must be developmentally appropriate for the age and ability of the children enrolled. (See TN-ELDS for Birth-48 Months and TN-ELDS for 48 month-Kindergarten)
- Any technology used by the children must be reviewed by staff, approved by parents, and shall not exceed 2 hours per day.
- Children shall not be left in restraining devices (swings, car seats, high chairs, etc.) for periods longer than 30 minutes.
- Children should have opportunities to play together and also alone when they choose to do so.
- Personal safety must be taught each year for children ages 3 through school age.
- Outdoor play must be provided for all ages who are in care for more than 3 daylight hours, weather permitting (temp ranges 32-95 degrees).
- Behavior management and discipline must be reasonable and age appropriate. Spanking or other corporal punishment is not allowed. Timeout must be based on the age of the child and take place in an appropriate location.
- Children shall not be in care for longer than 12 hours in a day.
- Routines such as snack, meals, and res shall occur at approximately the same time each day.

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

- A first aid kit must be on the premises and a comprehensive first aid chart or list must be available.
- There must a staff member present at all times who has a current certification in CPR and first aid training.
- A written plan to protect children during disasters is required. Drills must be practiced and documented each month. At least one drill must be practiced during extended care hours.
- Smoking and the consumption of alcohol are not allowed on the premises of a child care program.
- Firearms are not allowed on the premises or in a vehicle used to transport children.
- Kitchen knives or other potentially hazardous tools must be kept inaccessible to children.
- Staff's personal belongings must be kept inaccessible to children.
- Emergency contact numbers must be listed and posted near all telephones.
- Conduct regular morning health checks of each child and notify parents immediately when a child is sick or injured.
- Medication may not be given to any child without the written consent of the parent/guardian.
- Safe sleep practices for infants must be followed:
  - Infants places on their back to sleep, in a crib or pack 'n play with only the sheet. Soft bedding for infants is not allowed.
  - No swaddling or wrapping in a blanket.
  - Infants must be touched by a teacher every 15 minutes to check breathing and body temperature.
  - Infant room teachers must have SIDS and safe sleep training before reporting for duty.
- Hand washing and diapering procedures must be followed to minimize the spread of germs in the classrooms.
- Developmentally appropriate equipment that is in good repair and easily cleaned is required. All manufacturer's safety instructions must be followed.
- Electrical cords and outlets should be inaccessible to the children.
- Children must have a place to store their belongings that minimizes the spread of germs.
- Each child must have their own napping equipment (2" thick mat or cot; sheet or cover for the mat; and a coverlet for their body)
- All staff must report reasonable suspicions of child abuse to DCS hotline number or local law enforcement. Annual training for this is required.

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## **Food, 0520-12-01-.11**

- Children will receive meals based on the amount of hours spent in the program.
- Food should not be forced or withheld from children.
- Infants must be held while bottle feeding and bottles may not be heated in the microwave.
- Special diets and instructions must be provided in writing.
- A menu must be posted each week. Changes to the meal must be documented before the meal occurs.
- Teachers and children must wash hand when handling and eating food.
- All eating surfaces must be washed with soapy water and sanitized before eating and after eating.
- Children must be seated at appropriately sized tables and adults must closely supervise them while eating.
- Milk must be placed in the refrigerator immediately after it is served. All formulas remaining in bottles after feeding must be discarded.
- Highchair manufacturer's restraints must be used.
- Food must be properly handled and stored to protect from it contamination.
- Milk and perishable food must not sit on the table longer than 15 minutes before being served.

## **Physical Facilities, 0520-12-01-.12**

- All facilities must pass an annual fire inspection and health inspection.
- A working telephone is required.
- A minimum of 30 square feet of usable indoor play space for each child is required.
- The area must be clean and safe for the children to use.
- A minimum of 50 square feet per child is required outdoors.
- The outdoor area must be fenced.
- Outdoor play equipment must be age appropriate for the group of children.
- Outdoor equipment must be placed to avoid injury and have a proper amount of resilient surfacing material to cushion a fall.
- The outdoor playground must be properly maintained with a written playground maintenance plan. A pre-play inspection is required before children play outdoors.
- Drinking water shall be provided in all occupied rooms.
- Adequate temperature must be maintained in all classrooms.
- Classroom pets must be kept in a clean cage and kept away from food storage or food preparation areas.

## **Transportation, 0520-12-01-.13**

- All transportation laws must be followed at all times and are defined in State board of education Pupil Transportation Rule 0520-01-05-.01 (2).
- Liability insurance coverage is required on all vehicles.
- 15 passenger vans are strictly prohibited.
- Proper child passenger restraints are to be used when transporting children in passenger vehicles.
- All school bus drivers must be properly licensed, have received a background check through the department, complete an annual physical and mental exam, complete annual school bus driving training, and complete CPR certification.
- Adult monitors in addition to the driver may be needed to properly supervise children while in route.
- Passenger logs must be kept and inspection of vehicles at the end of the route is required to insure no child is left inside.

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

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- 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.

## **School-Age Before and after School Programs 0520-12-01-.15**

- All staff shall be 18 years of age.
- Professional development training hours are required: 18 hours for directors and 12 hours for staff.
- Ratio for Kindergarten-12 years old is 1:20 and for 13 years and older is 1:30.
- Ratio and group size requirements when pre-k is enrolled in the program

| <b>AGE</b>            | <b>Group Size</b> | <b>Adult: Child Ratio</b> |
|-----------------------|-------------------|---------------------------|
| Including 3 year olds | 15                | 1:10                      |
| Including 4 year olds | 20                | 1:12                      |

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

# Spring Hill Academy Preschool

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FT \_\_\_\_\_ PT \_\_\_\_\_

Bc/Ac(Y/N) \_\_\_\_\_

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: \_\_\_\_\_

Cell: \_\_\_\_\_ Carrier \_\_\_\_\_

Permission to receive text messages

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

### Father

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

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

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

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

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

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

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

Cell: \_\_\_\_\_ Carrier: \_\_\_\_\_

☐ Yes ☐ No

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. The school will be open whenever possible on a regularly scheduled day, except in the case of severe weather or other emergency. Tuition is not reduced as a result of school closures due to inclement weather or unforeseen emergencies.

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

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

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

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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 \_\_\_\_\_

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## **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***

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## **COVID-19 STUDENT WAIVER**

Due to COVID-19, Spring Hill Academy has been exploring different and reasonable ways to provide services to all students while continually monitoring and updating information. The Academy is working with the Tennessee Association of Christian Schools, who maintain contact with state and local agencies, including the state health department, to keep updated and to draft and implement guidelines moving forward regarding cleaning, screening, etc. We have been working hard to update and implement our procedures, and will continue to work hard to implement and abide by prudent safety guidelines, neither the guidelines themselves nor even guidance from the Centers for Disease Control and Prevention ("CDC") would allow the Academy to guarantee an environment that is entirely free of COVID-19 related risks, as I am sure you understand.

By allowing your child to return to school, however, you acknowledge and understand that your child's attendance will require him/her to interact physically with the staff members and other students. As such, despite reasonable and prudent mitigation efforts by the school, physical interaction with the public at large may pose some unavoidable risks to you, your child, and your family due to COVID-19 and/or other communicable illnesses. With that, you further acknowledge and agree to the following:

1. **Waiver and Release.** You hereby release and forever discharge and hold harmless the Spring Hill Academy and its agents (any employee, client, agent, owner, shareholder, board member, or any other representative of the Academy) from any and all liability, claims and demands of whatever kind or nature, either in law or in equity, which arise or may hereafter arise from your child's return to campus and/or participation in activities associated with the Academy. You understand that this release discharges the Academy from any liability or claim that you may have against the Academy with respect to COVID-19.
2. **Assumption of Risk.** You further understand that your child's return and/or participation may expose him/her and others to unavoidable COVID-19 community spread, even with mitigation efforts. As such, you hereby expressly and specifically assume the risk of injury or other harm, and also expressly release the Academy and its agents (any employee, client, agent, owner, shareholder, board member, or any other representative of the Academy) from all liability for injury, illness, or other issue resulting from or in any way related to your child's return or participation.

**BY EXECUTING BELOW, YOU ACKNOWLEDGE HAVING READ AND UNDERSTOOD ALL OF THE ABOVE-TERMS AND CONDITIONS.**

\_\_\_\_\_  
**Your Child's Printed Full Name**

\_\_\_\_\_  
**Your Relationship to the Child**

\_\_\_\_\_  
**\* Your Printed Full Name**

\_\_\_\_\_  
**Your Signature**

\_\_\_\_\_/\_\_\_\_\_/2026  
**Date of Signing**

\*Please complete and sign a COVID-19 Waiver for each child you have that attends Spring Hill Academy