

Maryville's Little Nest Guidelines

ENROLLMENT

Enrollment is open to children who are dependents of Maryville City School employees. To enroll a child, contact Patricia Jones (program director) at 982-6301 or 567-6824.

FEES: These fees are non-refundable.

School year registration fee is \$75.00 per child due at enrollment and includes a sleep mat (family will provide coverlet for mat)

Annual activity fee of \$25.00

\$180.00 weekly fee for age 6-36 months for all MCS employees / \$200.00 weekly for non-MCS employees

\$160.00 weekly fee for age 3-5 year olds for all MCS employees / \$170.00 weekly for non-MCS employees

Fees are due weekly regardless of how many days your child attends during the week.

Birth day cutoff for placement by age is August 15th.

APPLICATION

All pages in the application need to be filled out completely. Do not leave anything blank. The information within the application is required by the Department of Education, which includes two or more authorized pick up people other than parents. Also, the medical information sheet is very important; if your child does not have any allergies or medical conditions, please write none in the space provided.

ATTENDANCE

Children are considered full-time once enrolled. The fee rate is the same regardless of amount of days in attendance. If your child is out sick, please email or call the director.

PAYMENT OF FEES/LATE FEES

Weekly fees are due each Friday. If the account becomes two (2) weeks past due, in the discretion of Maryville's Little Nest, the child will not be allowed to continue in the MLN program unless other arrangements have been made with the Director. In the event that fees are over two (2) weeks late, the Maryville City Schools (City of Maryville) may submit the account to an attorney for collection. In such event, a parent and/or guardian of the child who is tardy in the payment of fees will be including, but not limited to, reasonable attorney fees. Please make checks payable to Maryville's Little Nest.

DATES OF OPERATION

We follow the Maryville City Schools approved calendar for each year. We will be closed on all breaks (Fall, Spring, Christmas) but will remain open on all teacher in-service dates.

RETURNED CHECKS

Returned checks are automatically processed through Check care for insufficient funds. Maryville's Little Nest has no control over fees charged by Check care and we cannot take payment for them.

ARRIVAL GUIDELINES

Maryville's Little Nest opens at 7:00 a.m.. For Security purposes, our building is locked at all times. Please ring the buzzer at the MLN entrance and wait to be checked in by a staff member. You will be required to sign your child in prior to leaving. To help your child adjust to his surroundings, please do not linger when dropping him/her off.

PICKUP GUIDELINES

Maryville's Little Nest closes at 4:30 p.m.. You will need to ring the buzzer at the MLN entrance and sign your child out before leaving. The Department of Education mandates that the parents or an individual authorized to pick up your child must personally sign your child out daily. If a sibling is picking up your child, they must be on the authorized pick up list. Students will not be released to any person other than the parent or other persons authorized to pick up your child. It is the parent's responsibility to notify the site Director in writing if a person other than those already authorized will be picking up his/her child or any other special instructions. Anyone picking up your child should be prepared to show his/her driver license.

POLICIES AND PROCEDURES

ABSENCES

If your child is absent because of illness or other reasons, please contact the Director at (865) 982-6301 or (865) 567-6824 by 9:00 am. This will help us in our lunch count as well as staffing.

BITING POLICY

1. If your child bites three times in one day, they will be sent home for the remainder of the day.
2. If your child bites again upon returning the next day, they will be sent home for the remainder of the week.
3. If your child continues to bite, further action will be taken not limited to dismissal from the program.

CHILD ABUSE

Under Tennessee Law (TCA 37-1-403) it is the duty of any person, including CGIS Adventure Club employees, who has a reasonable suspicion that a child has been the victim of physical, mental, or sexual abuse to report such harm to the Department of Children's Services or police. If CGIS Adventure Club personnel do not report the suspected abuse they can be convicted of a misdemeanor. The CGIS Adventure Club program will provide child abuse information concerning detection, reporting, and prevention during the year. Parents with concerns should contact the Adventure Club Director, school personnel, or call 1-800-54-ABUSE (2-2873).

CLOTHING POLICY

Parents should send a backpack with a complete change of clothes in case of accidents. Please check this clothing periodically as children have a way of growing out of pants/shirts/dresses very quickly. If your child has an "accident" and the change of clothing does not fit or is missing from their backpack, we will have to call you to bring a change for your child. Due to physical activity each day, please send your child in tennis shoes or rubber-soled shoes.

DISASTER PLAN

Fire, tornado, and lock down drills are held at intermittent intervals throughout the year during regular school hours as required by law. Maryville's Little Nest staff will provide specific instructions and follow emergency guidelines to assist your child to the appropriate safe area in the event of an emergency.

DISCIPLINE/BEHAVIOR

The goal of discipline is to guide the student in finding acceptable means of self-expression by setting limits, defining rules, and being consistent. We use a positive approach to dealing with behavior issues. Initially, staff will find means to redirect. However, when a child continues to break the rules or deliberately hurt another child, we use “sit and watch” or “time out” as discipline. Any behavior problems will be discussed with parents by the Director.

EMERGENCIES/PARENTS CONTACT INFORMATION

Parents have a responsibility to keep all necessary data updated when there is a change in home address, phone numbers, or other information pertaining to their child. We must be able to locate a parent or responsible party immediately in the event of an emergency. An emergency medical authorization form is included in the application packet. Parents are responsible for all medical and dental expenses incurred in the event of an emergency. Parents may not hold Maryville City Schools or Maryville’s Little Nest staff liable for any claim arising out of the doctor’s or emergency personnel’s actions.

EMERGENCY PROCEDURES:

- 1) Contact the parents or guardian.
- 2) Contact the people listed for emergency contacts.
- 3) Contact the student’s physician and follow instructions from the physician.
- 4) If no one can be reached the Maryville’s Little Nest staff will make whatever arrangements necessary for the safety of the student.
- 5) In case of a serious accident, Maryville’s Little Nest will contact 911.

ILLNESS GUIDELINES

Childhood Disease

May Return When

Chicken Pox.....	after all lesions are scabbed
Diarrhea.....	when stool is firm
Fever.....	fever free for 24 hours
Impetigo.....	after all lesions are crusted or covered with a bandage
Measles.....	5 th day after rash appears
Mono.....	must have written doctor release
Pinkeye.....	on medication for 24 hours and without any discharge
Pinworm.....	after first dose of medication
Respiratory virus.....	when cough and runny nose has stopped (usually 5-7 days)
Ringworm.....	after medication for 24hrs/then area covered until gone
Roseola.....	when rash is gone
Rotavirus.....	after diarrhea stops

Rubella.....fifth day after rash first appears
Scabies.....24hrs after treatment and with written permission from doctor
Strep Throat.....after medication for 24hrs

IMMUNIZATIONS

It is the parent's responsibility to have student's immunizations up to date and on file in your school's office.

INSURANCE

It is important that all medical care be readily accessible to each student should an injury occur while in the program. We need a copy of the student's health insurance card on file.

LEGAL CUSTODY

All parents/guardians in a single custody or divorce situation must provide legal documentation of custody. If custody is shared, both parents/guardians must sign the application or fill out a separate application for the child attending. We request that all custody situations be made outside of Maryville's Little Nest. These should be made between you and your attorneys and should not involve the interpretation of the Maryville's Little Nest staff. Maryville's Little Nest staff does not have the authority to prevent either parent from picking up their child in a joint custody situation without a court order preventing a parent's contact with a child. Therefore, either parent may pick up the child/children at any time. Maryville's Little Nest will not keep up with your parenting schedule. Parents will need to work schedules out for themselves. If a parent is not following the court ordered custody directive stating custody times, you will need to manage the situation with your attorneys. If you are picking up the children and it is not your scheduled day, it is your responsibility to contact the other parent immediately. Please refrain from discussing problems that you are having with each other with any Maryville's Little Nest personnel.

MEDICATION

The State of Tennessee requires that any medicine to be given must be accompanied by a written note from the attending physician or a telephone call from the physician office. This applies to refilled prescriptions as well. No over-the-counter medicine will be given. This includes aspirin, Motrin, cough medicine, etc. If your child becomes ill during the day we will contact you immediately. **If your child has a fever, please keep them at home until they are fever free for 24 hours.** For the welfare of all children, if your child is unwell, has been vomiting during the night or early morning, has diarrhea, or a rash, please keep them at home until they return to normal.

Prescription medication:

- 1) A prescription "Permission for Medication" form must be filled out by a physician and by a parent/guardian and be on file with Maryville's Little Nest.
- 2) Prescription medication must be brought to Maryville's Little Nest in its original, pharmacy labeled container. The container shall display the child's name, licensed physician's name, prescription number, pharmacy name address and phone number, medication name and dosage, date, and administration route or other directions.
- 3) Children with prescription medications will have the medicine administered and logged by a designated staff member unless otherwise instructed on the Permission Medication form.
- 4) Changes in prescription medications shall have written authorization from the licensed physician.
- 5) All prescriptions for long-term medications shall be renewed annually.

The parents/guardians must also inform the staff if the doctor has indicated any possible side effects of the medication. Medication such as inhalers and epi-pens must be made available to the Maryville's Little Nest Director.

PERSONAL SAFETY

As recommended by the State, children ages three and older are taught personal safety. This is taught once a year by a trained staff person.

PICTURES

Maryville's Little Nest may use, without compensation, the image of children on video, print, or broadcast communications in order to help in the positive promotion of the Maryville's Little Nest program. Pictures of the students are taken participating in activities for scrapbook, bulletin boards, SeeSaw, and special events. If you do not want this information used, please contact the site director.

SNACKS

A snack and drink will be provided each day. There will be a variety of snacks offered as well as fruit. Drinks offered will be milk, juice, and water. Please alert the site director with any known food allergies your child may have so we may plan accordingly.

SNOW DAY POLICY

Maryville's Little Nest **will not operate** on the days that Maryville City Schools are closed for snow. If we are dismissed early for snow, we will stay until all children have been safely picked up by their parent or designated pick up person.

STAFF

The Maryville's Little Nest staff is ready to meet the needs of your precious little ones. Our staff is trained in adult and infant CPR and first aid. Each year the staff attends 12 hours of training from SafeSchools training/workshops. The training includes areas such as safe sleep procedures, child development, child abuse prevention, team building, safety, bullying, food allergy awareness, etc.

TERMINATION

Maryville's Little Nest reserves the right to terminate a family or student from the program who does not abide by the policies set forth in the packet.

Toy Policy

We have a large number of toys for our children to share in our play centers and outside. **We ask that no toys be brought from home unless it is a small stuffed animal that they like to have at nap time.**

A message from your Maryville's Little Nest Director:

Welcome! We are excited to have your child/children at Maryville's Little Nest. Just as Maryville City Schools prides itself on reaching out within the community and having a family atmosphere, we are committed to providing a safe, enriching environment to our own MCS families with this program. It is our belief that providing quality care for your child provides a much needed, valued service to many school employees. This handbook is intended to provide a clear understanding of our policies and procedures. Please read the handbook as an orientation to our Maryville's Little Nest program. We value your precious children and we are glad you are choosing us as a partner to care for them!

Patricia Jones
Director, Mayville's Little Nest/CGIS Adventure Club