LONG HOLLOW
WEEKDAY
PRESCHOOL

PARENT HANDBOOK
2026-2027

Long Hollow Weekday Preschool
Long Hollow Church
3031 Long Hollow Pike
Hendersonville, Tn 37075

615-824-4006 Ext. 831

Philosophy

Our philosophy maintains that a child should have a safe, and nurturing environment in which to grow spiritually, socially, physically, and emotionally. We believe that children learn best through play. While your child is our first priority, we desire to minister to the family as a whole.

Curriculum

We use a Bible based curriculum that encourages children to learn who God is, who Jesus is, what the Bible says, and how to worship God. Through learning the Bible, the children also learn letters, numbers, colors, shapes and character traits. As a ministry of Long Hollow Church, we follow the beliefs of the church. You can find that at https://longhollow.com/about/beliefs.

Schedule

School Hours are 9am-2pm
Our first day is August 11th and the last day is May 20th.

We will follow **Sumner County Schools for all** closings, including holidays, inclement weather, and illness. After 3 unscheduled days missed **per semester**, we will credit $20 per missed day to your account toward your May tuition.

***Children should be picked up promptly at 2:00. Students not picked up by 2:10 will be brought to the Welcome desk and a late fee of $10.00 per child will be charged to your account.

Tuition and Fees

Registration/Materials Fee: $80 per child due at enrollment

Monthly Tuition:

One child	$215 per month August - May
Two Children	$420 per month August - May
Three Children	$625 per month August – May

Payments:

Payments are due on the 1st of each month. Make checks payable to LH Weekday Preschool and place them in the box at the Preschool entrance. Cash will need to be paid in person at the Welcome Desk where you will receive a receipt for your payment. Credit/Debit card payments may be made online at my.longhollow.com/weekday-preschool.

If payments are not made by the 10th of the month a $15.00 late fee will be applied to your account. If payments are not made by the 10th of the month, or arrangements made with the director, you will be asked not to attend until a payment is made.

Withdraw: Should the need arise please give the LHWP office a two week notice when withdrawing your child.

Arrival and Dismissal

Check in begins at 8:55 and ends at 9:30. Doors will be locked at 9:30. Please make every effort to get your child to class on time. This will help establish a routine.

- Go to the Welcome Desk with your key tag and scan your tag
- Take your Security Stickers to the classroom
    - The teacher will keep the sticker with your child's name
    - The second sticker will be for pick up.
        - If someone other than the person dropping off is picking up, go to the Welcome Desk and fill out a **Blue Card. That person will need to show their ID to get the card and pick up your child.**
        - **If you lose the sticker, you will need your ID TO PICK UP**

TEACHERS ARE NOT ALLOWED TO RELEASE A CHILD TO ANYONE, INCLUDING PARENTS, WITHOUT A SECURITY STICKER OR BLUE CARD.

A photograph of the sticker will not be accepted.

These security measures are in place to keep your child safe.

Staff

All teachers at LHWP have been selected following an application and interview process with the director. Background checks and reference checks are completed for all staff, including substitute teachers. Teachers and staff must be over the age of 18 to be employed at LHWP.
Children are supervised by two teachers at all times. We have floaters available for teachers if they need to step out of the room.
Teachers are CPR/First Aid trained and have been through security training.

Each child will be assigned to a classroom based on their age on August 15th of the current school year.

Health and Illness

Parents should not bring their children when they are sick. If any of these symptoms occur please keep your child home:

- Fever, vomiting, and or diarrhea (symptom free for 24hrs)
- Symptoms of childhood diseases (scarlet fever, measles, pink eye, croup, chicken pox, etc)
- Discolored or thick mucus from nose
- Sore throat
- Unknown rash or skin infection

If symptoms develop at LHWP the child will be isolated at the Welcome Desk with staff until the parent can pick up. Teachers/Staff cannot give medications. Exceptions are diaper cream or allergic reactions medication (Epi-pen) as written by the parents.

Allergies: Teachers will be made aware of allergies in the classroom. Parents of a child with an allergy will be asked to complete an Allergy packet.

You will be notified by your teacher if your class has a student with food allergy in the classroom.

Accidents

Teachers must notify the Director and the parents when a child is injured. All accidents will be reported on the "Ouch Report." The teacher will complete the form and discuss it with the child's parent. The parent will need to sign the form and it will be returned to the director to be filed in the student record. If two children are involved in an incident, the names of the children will not be shared with **either parent**.

Safety and Security

LH Weekday Preschool has taken precautions to ensure the safety of everyone should there be an emergency. Our outer and inner doors are kept locked daily except for drop off and pick up times. A security guard will be on duty during our program hours. If you need entrance to the preschool during the day please call the number posted on the door and someone will come and let you in.

Visitors:

Parents are welcome to visit LHWP at any time; however, scheduled visits are preferred. We ask that observations be made from the hallway, outside the classroom door.

FOR THE SAFETY OF OUR CHILDREN, VISITORS ARE NEVER ALLOWED IN THE CLASSROOM WHEN CHILDREN ARE PRESENT UNLESS APPROVED BY THE DIRECTOR.

Discipline

We will use praise and encouragement of good behavior rather than focusing on the negative. When necessary, we withdraw the child from the group in a calm, matter-of-fact manner.

The following actions will be taken for discipline:

1. Talk with the child about his/her actions and explain how it can be corrected
2. After this warning the child will be placed in a quiet space for 1 minute per year of age.
3. The teacher and parent will discuss specific behavior plans.
4. If the teacher feels she has exhausted all options and the child still will not comply, the child will be taken to the LHWP office.
5. The Director will call the parents if necessary. A behavior report will be completed and filed with the student record any time the parent is called.

***Any child whose behavior continuously causes harm to others, is a constant disruption to daily routines, or is unable to participate in group activities will be dismissed from the program if other methods cannot resolve the problem.**

Biting

Biting is a normal reaction for children who do not have the words to adequately express their feelings and it is common in the younger classes.

Teachers are instructed to perform the following actions when biting occurs:

1. Treat the bitten child first-calm him and apply an ice pack if necessary
2. In a calm, but firm voice, make sure the biter knows it hurts their friends to get bitten.
3. Inform the parents of both children-names will not be shared
4. Complete an Ouch Report for each child and file a copy in the child's student record.

What to Bring Each day

EVERYTHING SHOULD BE LABELED WITH THE CHILD'S NAME AND TAKEN HOME EACH DAY.

- Diaper Bag or Backpack
- Diapers/pull-ups /wipes
- Weather appropriate change of clothes
- Comfortable clothing that can get dirty
- Tennis shoes
- Jacket when necessary-we will be outside on cool mornings
- Lunch box
- Reusable water bottle- **no plastic bottles with screw on tops**
- **No glass bottles**
- Nap mats/ Crib sheets and blanket
    - Children (except PreK4 and PreK5) will lay down for a nap and be encouraged to rest, but not required to sleep.
    - You can bring 1 comfort item (that doesn't make noise) and the teacher will get it out of their backpack at nap time.

Potty Training:
Teachers of our 2 year old classes will aid the parents as they are potty training and encourage that at school. When potty training, children should come in pull ups or diapers until they are completely potty trained. Please have your child wear clothing that makes changing easy.

LH requires all children in the 3yr. and 4 /5yr. old classrooms to be potty trained and independent in the bathroom.

To be considered potty trained:
1. A child should be able to recognize and communicate to the teacher that they need to go to the bathroom.
2. The child should be able to pull their clothing down and back up without assistance.
3. The child should wear underwear and have a change of clothing in their backpack in case of accidents.
4. Children in 3 year old classes may wear a pull up for nap time only. These pull ups must be Velcro closing. The teachers will be happy to assist them in putting those on.

PARENT HANDBOOK AGREEMENT

Parents will receive a Parent Handbook Agreement before their child's first day. This form must be signed and turned in before attending class.